ARTS3500
Arts Capstone
Session 2, In person-scheduled-weekday, North Ryde 2022
Arts Faculty level units

Contents

General Information  2
Learning Outcomes  2
General Assessment Information  3
Assessment Tasks  4
Delivery and Resources  6
Unit Schedule  6
Policies and Procedures  7
Changes from Previous Offering  9

Disclaimer
Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.
General Information

Unit convenor and teaching staff
Convenor
Jayde Cahir
arts3500@mq.edu.au
By appointment

Convenor
James Mackenzie
arts3500@mq.edu.au
By appointment

Credit points
10

Prerequisites
170cp at 1000 level or above and (admission to BArts or BABEd(Prim) or BABEd(Sec))

Corequisites

Co-badged status

Unit description
This unit will facilitate a successful transition from university life to the next stage of your career, profession or future research. Students will reflect upon the transferable skills they have developed during their studies and be provided with opportunities to further develop these. A major component of this unit is the execution of a project and final showcase of acquired skills. At the completion of the unit, students will have developed a portfolio of individual strengths and the promotion of meaningful connections of their learning throughout their studies in the Bachelor of Arts.

Important Academic Dates
Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes
On successful completion of this unit, you will be able to:

ULO1: Reflect on your learning experiences and skills developed during your studies in the Bachelor of Arts.
ULO2: Evaluate your personal achievements and capabilities for a range of careers or future study
ULO3: Use creative ways to showcase how the Bachelor of Arts prepared you for a range of employment opportunities and further study or research.
ULO4: Apply strategies to network with people, build professional relationships and leverage social media to increase their influence

General Assessment Information
This unit is worth 10 credit points which equates to 150 hours of work; therefore, you should expect to commit an average of 10 hours of your time per week to this unit including all scheduled and unscheduled activities as well as preparing and executing the assessment tasks.
ARTS3500/ARTX3500 is a Pass/Fail unit. This means that each assessment is a 'hurdle' task that must be completed successfully in order to pass the unit. If an individual assessment is failed, students will be given the opportunity to improve and re-submit their work or given an alternative task to complete in order to pass the hurdle. This unit is ungraded and will not count towards a student's WAM (Weighted Average Mark). Students will instead be awarded either 'Satisfactory' or 'Fail' at the end of the unit.
In cases where students fail to complete one assessment task to a satisfactory level (provided that they have made genuine attempts at both initial and supplementary work on that task), the convenors may provide one further opportunity to re-attempt the task or carry out supplementary work in order to achieve the required learning outcome(s). The convenors will base this decision on a review of the student's work across the unit in consultation with the student's tutor and/or marker.
The Portfolio Preparation and Portfolio Review assessments will be completed individually and based on content covered in our tutorials. The Team Project Application task is a group assessment that will be completed as a team and will be based on content covered in our lectures. The project teams will be formed after census date. The Video presentation will be completed individually but will be based on the team project work, specifically on the problem your team addressed and the solution that you have designed to address this problem.
Full details about the assessments will be provided on the unit iLearn site and in class.

Late submission penalty
The University's late submission policy is as follows: Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a mark of '0' (zero) will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical issue.
This late penalty will apply to written reports and recordings only. Late submission of time sensitive tasks (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs) will be addressed by the unit convenor in a Special
**Assessment Tasks**

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio preparation</td>
<td>40%</td>
<td>Yes</td>
<td>23:55pm on Wednesday 07/09/2022</td>
</tr>
<tr>
<td>Application</td>
<td>20%</td>
<td>Yes</td>
<td>23:55pm on Wednesday 05/10/2022</td>
</tr>
<tr>
<td>Video</td>
<td>20%</td>
<td>Yes</td>
<td>23:55pm on Wednesday 26/10/2022</td>
</tr>
<tr>
<td>Portfolio review</td>
<td>20%</td>
<td>Yes</td>
<td>23:55pm on Wednesday 02/11/2022</td>
</tr>
</tbody>
</table>

**Portfolio preparation**

Assessment Type: Participatory task  
Indicative Time on Task: 50 hours  
Due: 23:55pm on Wednesday 07/09/2022  
Weighting: 40%

This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

A series of milestone activities to aid the development of the student's portfolio.

On successful completion you will be able to:

- Reflect on your learning experiences and skills developed during your studies in the Bachelor of Arts.
- Evaluate your personal achievements and capabilities for a range of careers or future study
- Use creative ways to showcase how the Bachelor of Arts prepared you for a range of employment opportunities and further study or research.

**Application**

Assessment Type: Practice-based task
Indicative Time on Task: 10 hours
Due: 23:55pm on Wednesday 05/10/2022
Weighting: 20%
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

Preparation of a project application

On successful completion you will be able to:
  • Reflect on your learning experiences and skills developed during your studies in the Bachelor of Arts.
  • Evaluate your personal achievements and capabilities for a range of careers or future study
  • Use creative ways to showcase how the Bachelor of Arts prepared you for a range of employment opportunities and further study or research.

Video
Assessment Type: Presentation
Indicative Time on Task: 5 hours
Due: 23:55pm on Wednesday 26/10/2022
Weighting: 20%
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

Participation in a project presentation

On successful completion you will be able to:
  • Use creative ways to showcase how the Bachelor of Arts prepared you for a range of employment opportunities and further study or research.

Portfolio review
Assessment Type: Portfolio
Indicative Time on Task: 20 hours
Due: 23:55pm on Wednesday 02/11/2022
Weighting: 20%
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)
assessment tasks)

Completion of all required components in the student's portfolio.

On successful completion you will be able to:

• Reflect on your learning experiences and skills developed during your studies in the Bachelor of Arts.
• Apply strategies to network with people, build professional relationships and leverage social media to increase their influence

1 If you need help with your assignment, please contact:

• the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
• the Writing Centre for academic skills support.

2 Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Lectures

A one-hour lecture will be delivered on campus from 2-3pm each Monday. This lecture will be live-streamed simultaneously via Echo360 (follow the Echo link on the unit iLearn site). A recording of the lecture will also be made available for later viewing.

Tutorials

'In Person Scheduled' and 'Online Scheduled' students will attend a weekly tutorial class, either on campus or via Zoom. Prior to attending the tutorial, students will be required to complete preparation activities (see the unit iLearn site each week for details). Fully online (external and OUA) students will also be given access to the tutorial materials, and will be able to interact with their tutor and peers via an asynchronous online tutorial forum each week.

Unit Schedule

Please note that the schedule may be subject to change during the semester.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture</th>
<th>Tutorial</th>
<th>Assessment Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit Introduction</td>
<td>Your Portfolio and Career Planner</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Discipline perspectives on liveability project</td>
<td>Career Planner - Self Awareness</td>
<td></td>
</tr>
</tbody>
</table>
### Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- Fitness to Practice Procedure
- Assessment Procedure
- Complaints Resolution Procedure for Students and Members of the Public
- Special Consideration Policy

Students seeking more policy resources can visit [Student Policies](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

---

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discipline perspectives on liveability project</strong></td>
<td><strong>Career Planner- Opportunity Awareness Resources</strong></td>
</tr>
<tr>
<td><strong>Discipline perspectives on liveability project</strong></td>
<td><strong>Career Planner- Decision Making Resources</strong></td>
</tr>
<tr>
<td><strong>Discipline perspectives on liveability project</strong></td>
<td><strong>Career Planner- Action Planning; SMART goals</strong></td>
</tr>
<tr>
<td><strong>Discipline perspectives on liveability project</strong></td>
<td><strong>Career Planner- Review</strong></td>
</tr>
<tr>
<td><strong>Discipline perspectives on liveability project</strong></td>
<td><strong>Writing your bio/career profile/objective</strong></td>
</tr>
<tr>
<td><strong>Introduction to Design Thinking</strong></td>
<td><strong>Writing Applications: Cover letter, selection criteria, CV</strong></td>
</tr>
<tr>
<td><strong>Design Thinking: Identifying a Problem</strong></td>
<td><strong>Writing Applications: Cover letter, selection criteria, CV</strong></td>
</tr>
<tr>
<td><strong>Design Thinking: Ideation</strong></td>
<td><strong>Introduction to types of social media for your professional profile</strong></td>
</tr>
<tr>
<td><strong>Design Thinking: Prototyping</strong></td>
<td><strong>Networking: your elevator pitch</strong></td>
</tr>
<tr>
<td><strong>Design Thinking: Storytelling</strong></td>
<td><strong>Networking plan and future plans for social media sites</strong></td>
</tr>
<tr>
<td><strong>Showcase, Feedback and Next Steps</strong></td>
<td><strong>No tutorials</strong></td>
</tr>
</tbody>
</table>

**Quiz- ungraded quiz based on lecture content - closes 23:55pm 21/08/2022**

**Portfolio Preparation Task due 23:55pm on 07/09/2022**

**Team Project Application Task due 23:55pm on 05/10/2022**

**Video Presentation Task due 23:55pm on 26/10/2022**

**Portfolio Review Assessment due 23:55pm on 02/11/2022**
To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.edu.au) and use the search tool.

**Student Code of Conduct**

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/student-conduct

**Results**

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

**Academic Integrity**

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

**Student Support**

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

**The Writing Centre**

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- **Workshops**
- **Chat with a WriteWISE peer writing leader**
- **Access StudyWISE**
- **Upload an assignment to Studiosity**
- **Complete the Academic Integrity Module**

The Library provides online and face to face support to help you find and use relevant information resources.

- **Subject and Research Guides**
- **Ask a Librarian**

**Student Services and Support**

Macquarie University offers a range of Student Support Services including:
Student Enquiries
Got a question? Ask us via AskMQ, or contact Service Connect.

IT Help
For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

Changes from Previous Offering
Minor changes to assessments to support a paper-based portfolio