INTS100

Cultures, Languages and Communication

S1 Day 2018

Dept of International Studies

Contents

Disclaimer

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General Information

Unit convenor and teaching staff
Convenor
Maryam Khalid
maryam.khalid@mq.edu.au
AHH L2 North Wing
Wednesdays 11am to 12pm (during teaching weeks only); other times by appointment only

Credit points
3

Prerequisites
Admission to BIntStud or BIntStudLLB

Corequisites

Co-badged status

Unit description
This unit introduces students to the concepts of culture, language, and communication, and explores how they operate in practice in the context of intercultural communication. Particular emphasis is given to the relationship between language, culture, and representation, and how this plays out in a range of settings including in relation to the language studies that students undertake as a part of their degree. The unit develops analytical and critical engagement with key concepts, as well as practical skills for communication in multicultural settings, such as multinational businesses or the diplomatic service. It is essential preparation for the study abroad program undertaken by students in the Bachelor of International Studies program at 300 level.

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:

> Obtain factual knowledge about a range of European & Asian languages and cultures
>
> Acquire knowledge about different theoretical approaches to culture, language, and representation
>
> Analyse and reflect critically on different concepts of culture, language, and how these

function to allow representation(s)

Gain an appreciation of a range of issues related to cultural and cross-cultural questions

Develop research skills on a topic provided, with initial guidance through lectures and tutorials

Become familiar with the basic conventions of academic research, such as referencing and quoting correctly

Work and collaborate with others effectively

General Assessment Information

Requirements for all written work

1. Please submit your work as a double-spaced document with 2.5cm margin (left and right) for comments. Standard fonts (e.g., Times New Roman or Arial), font size 12pt.

2. Please keep in mind that every author and website referenced in your work must appear in your bibliography / reference list (depending on which of the allowed referencing styles you are using). Wikipedia and Encarta are not academic references.

3. Please note, accepted filetypes are: .doc and .docx

4. You MUST ensure you reference all written work appropriately. In INTS100, you can use either Oxford or AGLC styles - both are footnoting styles. Style guides for both are available at the University Library's Referencing Guides pages (http://libguides.mq.edu.au/Referencing).

5. You must also review the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

All students are encouraged to seek learning, writing, and research support. Your tutor will be happy to answer any questions you have, and other support is available through the Learning Skills website (http://www.students.mq.edu.au/support/learning_skills/). All students are strongly encouraged to utilise these services - you should contact the Learning Skills team well in advance of your assignment due date in order to allow enough time to apply new skills to your assignment preparation.

Assessment tasks

All assessment tasks in this unit are compulsory and must be submitted on time.

As a general rule, extensions will not be granted without a valid and documented reason. Requests for special consideration (including requests for extensions) must be made in a timely manner through https://ask.mq.edu. You must follow the instructions at https://ask.mq.edu.au regarding providing supporting documentation. If you cannot attend a tutorial, you need to provide evidence as to why you were unable to attend You cannot miss more than 2 tutorials without a valid and documented excuse. Work commitments are not a valid excuse for missing tutorials or requesting extensions for assessments.

Assessment tasks handed in early will not be marked and returned before the due date.

Indicative examples of assessment tasks will be available on iLearn.

Late Assessment Penalty

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

Assessment Tasks

Name	Weighting	Hurdle	Due
Class participation	20%	No	Ongoing
Analytical reflection	5%	No	12 March & 21 May
Quiz	10%	No	14 March to 20 March
Annotated bibliography	25%	No	16 April
Research essay	40%	No	11 June

Class participation

Due: **Ongoing**
Weighting: **20%**

This assessment task requires you to participate in weekly tutorials, basing your contributions on the information covered in the lectures, readings, and on your own knowledge and experiences. Students will be required to actively participate in tutorials. Just attending class will not earn you marks for this assessment. What active participation entails is detailed in the marking rubric for this assessment (available on the INTS100 iLearn page). Please read this carefully and ensure you prepare for tutorials by listening to the lectures, doing the weekly readings, and thinking about the tutorial questions before attending class.

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- Gain an appreciation of a range of issues related to cultural and cross-cultural questions

  • Work and collaborate with others effectively

Analytical reflection

Due: **12 March & 21 May**
Weighting: **5%**

This reflective analysis will require you to undertake an activity relating to culture and identity in the first weeks of semester, and return to it in the second half of semester. The analysis will form part of a portfolio of work that you will develop over the course of the Bachelor of International Studies program. As such, you will return to this task, and the ideas developed through it, in the core second year unit and in the third year capstone (INTS202 and INTS304). Further information on the task will be available via iLearn, and will be addressed in lectures during the course of INTS100.

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Quiz

Due: **14 March to 20 March**
Weighting: **10%**

Students will be required to demonstrate their knowledge of the material covered in weeks 1-3 (inclusive), by answering 5 multiple choice questions online. Each question is worth 2 marks. The quiz will be available from 9am Wednesday 14 March 2018 to 9pm Tuesday 20 March 2018. You must ensure that you will be available to logon to iLearn to complete the quiz during this time. If you will be unable to attempt the quiz during this time period, you must apply for special consideration (with supporting documentation) via https://ask.mq.edu.au.

Once you access the quiz, you will have 20 minutes to complete the quiz. Once 20 minutes have elapsed, your answers will automatically be submitted. Please ensure you have a reliable computer and a wired (not wireless) internet connection before you attempt the quiz. If you encounter technical difficulties, please take a screenshot of the issue and email the unit

convenor immediately. This is important because if you encounter difficulties and are unable to complete the quiz, it cannot be reopened without evidence of a technical error.

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Annotated bibliography

Due: **16 April**
Weighting: **25%**

In this assessment, you will start preparing for the research essay (due week 13) by identifying and annotating three sources relevant to the topic of the research essay. You will receive feedback that will help you refine your research for the essay. You are required to submit an annotated bibliography covering three of the academic journal articles or book chapters that you intend to rely on in the preparation of your research essay. You must have identified these yourself through undertaking research using scholarly databases - they must not be sources that are provided to you as part of the unit materials on iLearn (although these materials are a very good place to start your research and develop your understanding of the essay topic). The sources must also be scholarly sources from peer reviewed journals or chapters from scholarly books. The week 2 lecture provides information on how to locate scholarly sources. The assignment is due before 9pm on Monday 16 April 2018. The word limit is 200 words per annotation (total word limit 600 words, **not** including references). Please note that these word limits are absolute maximums and that any words beyond this will not be read or taken into account in grading your work.Further instructions for this assignment are available in the 'Assessment' section of the INTS100 iLearn page.

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Research essay

Due: **11 June**
Weighting: **40%**

In this assessment, you will undertake independent research to inform your answer to a set essay question (the essay question is provided on the INTS100 iLearn page). You will be expected to write an essay that offers an argument supported by sound evidence and examples. Answer the essay question below by offering a critical analysis of the topic, basing your analysis and answer on sound academic research. In your essay, draw on examples of features of cross-cultural communication from at least one of the cultures covered in INTS100. Do not cite lectures and lecture notes as references – locate the relevant information in scholarly sources. You must undertake independent research for this assessment task. As a guide, you should aim to consult **at least** five relevant scholarly sources for a passing grade.

The assignment is due before 9pm on Monday 11 June 2018. The word limit is 2000 words (**not** including references). Please note that this word limit is an absolute maximum and that any words beyond this will not be read or taken into account in grading your work. Further instructions for this assignment are available in the 'Assessment' section of the INTS100 iLearn page.

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Delivery and Resources

INTS100, "Cross-Cultural Communication", is offered internally in first semester. Assessment is by coursework. The unit includes a weekly 1 hour lecture and a 1 hour tutorial.

TECHNOLOGY USED AND REQUIRED

Online Unit

Login is via: https://ilearn.mq.edu.au/

Is my unit in iLearn?: http://help.ilearn.mq.edu.au/unitsonline/ to check when your online unit will become available.

Technology

Students are required to have regular access to a computer and the internet. Mobile devices alone are not sufficient.

For students attending classes on campus we strongly encourage that you bring along your own laptop computer, ready to work with activities in your online unit. The preferred operating system is Windows 10.

Students are required to access the online unit in iLearn by the end of Week 1 and follow any relevant instructions and links for downloads that may be required. If applicable, students are required to download the relevant language package prior to Week 2.

Please contact your course convenor **before** the end of **Week 1** if you do not have a suitable laptop (or tablet) for in-class use.

- **For central technical support go to:** http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/
- **For student quick guides on the use of iLearn go to:** https://students.mq.edu.au/support/study/tools-and-resources/ilearn/ilearn-quick-guides-for-students

The unit will be taught in English; all assessment components should be submitted in English.

Students who miss tutorials must provide evidence of an unforeseen and serious disruption (e.g. illness, supported by a professional authority form) via ask.mq.edu.au. Ongoing work commitments are not a valid reason for missing classes.

It is expected that you prepare for each lecture with the help of the reading material which is provided to you via the iLearn online platform. Each lecture will then provide you with information, references and relevant sources guiding you towards more independent research. Each week, you will be given focus questions to consider in preparation for your tutorials. Beginning in Week 1, the tutorials provide you with the opportunity to actively participate in discussions and to enhance your essay writing skills. Adequate preparation will help you to engage with the topics discussed in the tutorials.

For each week of the semester, an audiorecording of the lecture (via ECHO) as well as lecture notes will be uploaded into iLearn after the lecture.

You are expected to visit the iLearn site for INTS 100 and check your student email account **more than once a week** to obtain all updates and announcements in relation to the course.

Submission of written work

Please submit Assessment 3 and Assessment 4 online via *Turnitin* found in the relevant submission boxes in iLearn.

Advice on essay writing

Students are expected to present a very clear and concise answer in their essay. You are advised to ensure that every sentence you write relates directly to the question and contributes to your argument.

Your analytical, research, and formal writing skills will be assessed in the written assessment tasks. The better the writing, the clearer your argument. You are strongly advised to proof-read your essay prior to submission. Spellcheck will not identify a correctly spelled word used incorrectly in a sentence ("where" instead of "were" is one example of a common mistake which will alter the meaning of your sentence and detract from your argument). Proofread for spelling, style, syntax, vocabulary, and grammatical mistakes, all of which will weaken your essay and have the potential to change the meaning of what you had hoped to express. Do not leave either the reading or the writing for the essay plan or the major essay until the last moment. If you rush your essay research, you will not have time to develop your thoughts. If you rush your essay writing, you will not have time to re-read for content and style or to proofread for errors. You must ensure you reference your work appropriately, or your risk committing plagiarism. This is a serious offence, and penalties can include a reduction in marks, failure of the assessment task or unit, and disciplinary action (including exclusion from the University). A range of academic referencing styles are explained and illustrated at: http://libguides.mq.edu.au/Referencing.

Required and recommended texts

You will be supplied with references for each individual reading and information within lectures on iLearn. In addition to taking notes in class, please use iLearn and the Library to obtain the necessary information.

Please familiarise yourself with the material available in the library by attending one of the library information tours offered at the start of each semester.

Plagiarism

Assignments are to be your own work. Using someone else's words (either another student's, from a book, a journal article or a website) without clear acknowledgement is plagiarism and can incur serious penalties. The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. Information about plagiarism can be found in the *Handbook of Undergraduate Studies*, on the web at http://www.student.mq.edu.au/plagiarism and on the Faculty of Arts cover sheet, which you must sign before you submit your assignments. If you are in doubt consult your lecturer or tutor.

Grading

The university has a set of guidelines on the distribution of grades across the range from fail to high distinction.

HD	High Distinction which denotes work of outstanding quality. This may be demonstrated in areas such as criticism, logical argument, interpretation of materials or use of methodology. This grade may also be awarded to recognise a high order of originality or creativity in student performance;
D	Distinction which denotes work of superior quality in the same areas of performance as above. This grade may also be awarded to recognise particular originality or creativity in student performance;

Cr	Credit which denotes work of predominantly good quality, demonstrating a sound grasp of content together with efficient organisation, selectivity and use of techniques;
P	Pass which denotes a clear pass and satisfactory achievement of unit objectives;
F	Fail which denotes that a candidate has failed to complete a unit satisfactorily.

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). 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
- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy *(**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

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

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

Student Code of Conduct

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

Results

Results shown in *iLearn*, 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.

Student Support

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

dents.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

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.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Acquire knowledge about different theoretical approaches to culture, language, and representation
- Analyse and reflect critically on different concepts of culture, language, and how these function to allow representation(s)
- Work and collaborate with others effectively

Assessment tasks

- Class participation

- Analytical reflection

- Quiz

- Annotated bibliography

- Research essay

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Acquire knowledge about different theoretical approaches to culture, language, and representation

- Work and collaborate with others effectively

Assessment tasks

- Class participation

- Analytical reflection

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- Annotated bibliography

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Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Acquire knowledge about different theoretical approaches to culture, language, and representation

- Develop research skills on a topic provided, with initial guidance through lectures and tutorials

Assessment tasks

- Class participation
- Analytical reflection
- Quiz
- Annotated bibliography
- Research essay

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

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- Obtain factual knowledge about a range of European & Asian languages and cultures
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Assessment tasks

- Class participation
- Analytical reflection
- Quiz
- Annotated bibliography
- Research essay

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Acquire knowledge about different theoretical approaches to culture, language, and representation
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- Develop research skills on a topic provided, with initial guidance through lectures and tutorials

Assessment tasks

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- Research essay

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Acquire knowledge about different theoretical approaches to culture, language, and representation
- Analyse and reflect critically on different concepts of culture, language, and how these function to allow representation(s)
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Assessment tasks

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- Quiz
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Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Analyse and reflect critically on different concepts of culture, language, and how these function to allow representation(s)
- Become familiar with the basic conventions of academic research, such as referencing and quoting correctly
- Work and collaborate with others effectively

Assessment tasks

- Class participation
- Analytical reflection
- Quiz
- Annotated bibliography
- Research essay

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Obtain factual knowledge about a range of European & Asian languages and cultures
- Acquire knowledge about different theoretical approaches to culture, language, and representation
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Assessment tasks

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- Quiz
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- Research essay

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Acquire knowledge about different theoretical approaches to culture, language, and representation
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Assessment tasks

- Class participation
- Analytical reflection
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- Research essay

Changes since First Published

Date	Description
25/02/2018	Clarified assignment due date
19/02/2018	Learning outcome mapping updated

Changes since First Published