Coversheet:
Enter all the relevant information for your unit here.

Unit Code
| Unit name |
| X | Credit points |

Unit Guide
Semester [X, YEAR]

[Enter department name here]
Students in this unit should read this unit guide carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

Details for staff teaching on the Unit must be included. You may delete or add tables depending on the number of staff who teach on the Unit.

All email addresses for Convenors and Tutors must be Macquarie University. This is for safety purposes as we cannot track anything that is not within our system.
CLASSES

For lecture times and classrooms please consult the MQ Timetable website: [http://www.timetables.mq.edu.au](http://www.timetables.mq.edu.au). This website will display update information on your classes and classroom locations.

**Delete if not applicable**

**On-Campus Sessions**

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Changes made to previous offerings of the unit**

Write a short statement indicating if any changes have been made to the unit based on evaluations e.g., LEU and LET feedback.
About this unit

Enter your text here.

Add your Unit description (unit description must be consistent with the description in the handbook).
All academic programmes at Macquarie seek to develop graduate capabilities. These are:

1. Discipline-specific knowledge and skills;
2. Critical, analytical and integrative thinking;
3. Problem-solving and research capability;
4. Creative and innovative;
5. Effective communication;
6. Engaged and ethical local and global citizens;
7. Socially and environmentally active and responsible;
8. Capable of professional and personal judgement and initiative;
9. Commitment to continuous learning.

Note: The numbers listed at the end of each Learning Outcome indicate how it is aligned with the Graduate Capabilities.

The learning outcomes of this unit are (link to graduate capabilities in brackets):

A.
B.
C.
D.
E.
F.

To link your learning outcomes to the Graduate capabilities please use a format similar to the one suggested here:

A. Collect and analyse numerical or categorical environmental data. (1, 2)
UNIT REQUIREMENTS AND EXPECTATIONS

[Enter a clear statement of exact requirements for completion of the unit]

Assessment tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Weight</th>
<th>Due date</th>
<th>Linked unit outcomes</th>
<th>Linked graduate capabilities</th>
</tr>
</thead>
</table>

When writing your assessment consider the following:

There must be at least three assessment tasks that require more than one mode of performance and that address higher order thinking capability (or if the assessment is a large task, it should be disaggregated into stages for assessment)

Inclusion of an early, low risk diagnostic task to provide feedback for students and teachers to address likely learning challenges.

Description of the assessment requirements and their relative weightings.

If participation is to be assessed, a description of how it will be determined and how it is justified in relation to learning outcomes.

The LTC has resources around developing assessment criteria and standards to articulate clearly what is required by students and these can be found at: http://www.mq.edu.au/ltc/about_lt/assess_docs/assess_standards_based_v2.pdf

There are also ideas such as developing rubrics: http://www.mq.edu.au/ltc/about_lt/assess_docs/use_ass_rubrics.pdf

Explicit details regarding what is required

Details of the University Assessment Procedures which includes information about accessibility for students with a disability can be found at: http://www.mq.edu.au/policy/docs/assessment/procedure.html
Assignment submission

Bar-coded Arts Coversheet
Written work must be submitted through the Arts Student Centre (via the appropriate assignment box) on Level 1, W6A (for internal students) or via COE (for external students). Internal students must print and attach a completed coversheet to all submitted work. A personalised assignment coversheet is generated from the student section of the Faculty of Arts website at: http://www.arts.mq.edu.au/current_students/undergraduate/admin_central/coversheet.

Please provide your student details and click the Get my assignment coversheet button to generate your personalised assignment cover sheet. No other coversheets will be provided by the Faculty.

Return of marked work
Marked work will be returned to students via tutorials or lectures. Residuals will be available for collection from the Arts Student Centre (W6A Foyer).
Examination

**Important:** The University Examination period in [First/Second] Half of [Enter Year] is from [Enter DATE] to [Enter DATE].

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations at: [http://www.timetables.mq.edu.au/exam](http://www.timetables.mq.edu.au/exam).

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. Information about unavoidable disruption and the special consideration process is available under the *Extension and Special Consideration* section of this Unit Guide.

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period. Individual Departments should contact the Associate Dean Learning and Teaching to confirm when Supplementaries are scheduled.

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester, that is the final day of the official examination period.

**Extensions and special consideration**

[Enter your text here.]

**Special Consideration Policy**

**Applying for Special Consideration**
Students applying for Special Consideration of [Enter number of days] days duration, within a study period, and examination must submit an on-line application. This application to be valid, it must include a Special Consideration form and all supporting documentation.

The Unit Guide policy makes it clear that the request for an extension is dependent on the response of the individual Unit Convenor. However, due attention should be given to the need to ensure equity and Convenors should receive all requests for extensions in writing and respond to the student in writing confirming the details of the extension granted. Tutors should not authorise extensions unless this is agreed by the Unit Convenor.
The on-line Special Consideration application is found at: http://www.arts.mq.edu.au/current_students/undergraduate/admin_central/special_consideration.

**REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS**

[Enter your text here.]

**UNIT WEBPAGE AND TECHNOLOGY USED AND REQUIRED**

Online units can be accessed at: http://www.learn.mq.edu.au
OR
There is no web page for this unit.

*If applicable:* The unit uses the following technology: [Enter list here]

**UNIVERSITY POLICY ON GRADING**

[University Grading Policy](http://www.mq.edu.au/policy/docs/grading/policy.html)

The grade a student receives will signify their overall performance in meeting the learning outcomes of a unit of study. Grades will not be awarded by reference to the achievement of other students nor allocated to fit a predetermined distribution. In determining a grade, due weight will be given to the learning outcomes and level of a unit (ie 100, 200, 300, 800 etc). Graded units will use the following grades:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Mark Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85-100</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75-84</td>
</tr>
<tr>
<td>Cr</td>
<td>Credit</td>
<td>65-74</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50-64</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0-49</td>
</tr>
</tbody>
</table>

### ACADEMIC HONESTY

Academic honesty is an integral part of the core values and principles contained in the [Macquarie University Ethics Statement](http://www.mq.edu.au/policy/docs/academic_honesty/policy.html). Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- All academic work claimed as original is the work of the author making the claim.
- All academic collaborations are acknowledged.
- Academic work is not falsified in any way
- When the ideas of others are used, these ideas are acknowledged appropriately.

The link below has more details about the policy, procedure and schedule of penalties that will apply to breaches of the Academic Honesty policy.

**Academic Honesty Policy**


### STUDENT SUPPORT SERVICES

Macquarie University provides a range of Student Support Services. Details of these services can be accessed at:

[http://www.deanofstudents.mq.edu.au/](http://www.deanofstudents.mq.edu.au/) or


**Arts Student Centre**

Phone: +61 2 9850 6783  
Email: artsenquiries@mq.edu.au  
Office: W6A/Foyer
Centre staff are there to smooth the way into university life; answer questions; give informed advice; provide a sympathetic ear; de-mystify uni ways and procedures.

The Faculty Assessment Coversheet and Arts on-line Submissions are located at: www.arts.mq.edu.au/current_students/undergraduate
# Weekly Schedule

<table>
<thead>
<tr>
<th>Week 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td></td>
</tr>
</tbody>
</table>

**Workload:**
Please ensure appropriate workload for students (refer also to [http://www.mq.edu.au/provost/reports/curriculum_review](http://www.mq.edu.au/provost/reports/curriculum_review) where you can find a link to the Student Workload Calculator Worksheet in Excel (for Staff use only).

Consider adding a paragraph like the following:

Overall, the total time you are expected to need to devote to your coursework is somewhere between ?? hours (3 hours per credit point per week, per semester). If for some reason you find yourself falling behind or unable to complete an assignment on schedule you should immediately notify the Course Convenor.