

MACQUARIE  
UNIVERSITY



FACULTY OF  
BUSINESS AND ECONOMICS

**FBE204**  
**Learning and teaching in**  
**business**

**Semester 2, 2011**

*Department of Marketing and Management*

**MACQUARIE UNIVERSITY  
FACULTY OF BUSINESS AND ECONOMICS  
UNIT GUIDE**

<b>Year and Semester:</b>	<b>2011, Semester 2</b>
<b>Unit convenor:</b>	<b>Jen McPherson</b>
<b>Prerequisites:</b>	<b>24 credit points</b>
<b>Credit points:</b>	<b>3</b>

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.

#### **ABOUT THIS UNIT**

- Unit description

The unit aims to provide students who want to explore aspects of learning and teaching within their discipline, with the knowledge and skills to enable them to be effective teaching assistants at undergraduate level. This unit explores a number of instructional issues empowering individuals to develop specific teaching capabilities. These include: delivering and presenting a lesson, classroom management, providing student feedback, writing assessment items, questioning and answering in class, conducting online discussions and developing cross-cultural competencies in teaching and learning. Assessment will consist of participation in online activities, a negotiable task which might include producing a multimedia learning material or a piece of writing including a related presentation, class observation and delivering a short lesson. Over the course of the semester students will develop a broad range of educational graduate capabilities such as problem solving to adapt knowledge to the practice of learning and teaching, communication for cultural understanding in new environments and tasks as well as designing pedagogically productive instructional approaches in a creative and innovative way. ("Teaching assistant" is defined broadly to include any role, other than administration, that supports teaching and learning - including tutor, workshop or practical demonstration).

- Unit rationale

FBE204 provides students with knowledge and skills that will be important in their professional careers and that will enable them to be effective teaching assistants at undergraduate level. Through a series of weekly practical topics, students will develop their understanding of a range of issues that affect planning, teaching and assessment at undergraduate level, and learn a range of practical teaching strategies to address these issues. The unit aims to expand students' conceptions of learning and teaching and places a strong emphasis on learning through participation. Throughout the course, students will develop their skills in participating in and facilitating face-to-face and online discussions.

## TEACHING STAFF

- Convenor                      Jen McPherson  
  jen.mcpherson@mq.edu.au
- Other Staff (TBA)

## CONTACTING STAFF

- Consultation times        Please make an appointment by email  
  Tuesdays 11am to 1pm  
  E4B104

You are encouraged to seek help from your FBE204 lecturer during these consultation hours. Please make appointments by email. If needed, an appointment may be made outside regular consultation hours. If you are experiencing significant difficulties with any topic in the unit please seek assistance immediately.

## CLASSES

- Weekly classes are as follows
  - 2 hour lecture
  - 1 hour online tutorial
- The timetable for classes can be found on the University web site at:<http://www.timetables.mq.edu.au/>
- It is a requirement of this unit that you attend the lecture and spend 1 hour per week on the online tutorial activities.
- In order to continue in the unit you must attend all required classes and submit all required assessment tasks, otherwise the Executive Dean of the Faculty (or delegated authority) has the power to refuse permission to continue in a unit. Note that if you are deemed ineligible to continue you will be excluded from the unit. This will result in you receiving a Fail (F) grade for the unit.

## PRIZES

- Prizes for this unit (not applicable).  
[http://www.businessandecomomics.mq.edu.au/undergraduate\\_degrees/prizes\\_scholarships](http://www.businessandecomomics.mq.edu.au/undergraduate_degrees/prizes_scholarships)

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

- Weekly readings will be made available via Blackboard at <http://learn.mq.edu.au/>.

## **TECHNOLOGY USED AND REQUIRED**

- You will need to use Blackboard to access online tutorials, weekly readings and assignments.
- You will need to be proficient in Word to complete written assignments.

## **UNIT WEB PAGE**

- Course material is available through Blackboard at <http://learn.mq.edu.au/>.

## **LEARNING OUTCOMES**

On completion of this unit students will be able to:

1. Compare different conceptions of learning and teaching and apply these in assessing their own changing conceptions of learning and teaching over the course of the semester.
2. Design effective teaching strategies appropriate for their chosen discipline based on a synthesis of learning and teaching theory, practice and experience.
3. Apply theory and practice of learning and teaching to substantive and constructive participation in weekly lecture and online tutorial activities and positive collaboration with team members.
4. Use and assess appropriate language and skills for participating in and/or facilitating exploratory face-to-face and online discussions.

## **GRADUATE CAPABILITIES**

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop the capabilities the University's graduates will need to develop to address the challenges, and to be effective, engaged participants in their world.

This unit contributes to this by developing the following graduate capabilities:

- 1 Discipline Specific Knowledge and Skills
- 2 Critical, Analytical and Integrative Thinking
- 5 Effective Communication
- 7 Socially and Environmentally Active and Responsible
- 8 Capable of Professional and Personal Judgement and Initiative

## TEACHING AND LEARNING STRATEGY

- You will work in teams throughout the unit, following principles of team based learning. By enrolling in the unit you are making a commitment to team based learning and entering into a learning contract which requires preparation, promptness, participation and presence. The principles of team based learning will be explained in more detail in the first lecture.
- In order to participate fully in classroom activities you will need to read weekly readings in preparation for each lecture. These will be available through Blackboard.
- Online tutorial activities will be based on the weekly FBE204 lectures on Thursdays 2-4 in W5C320. You will need to attend the FBE204 lectures each week in order to complete the online tutorial activities. Note that two assessment tasks are based on online tutorial activities:
  - You will be assessed on participation in online discussion activities between week 3 and week 10.
  - You will submit a written assessment task based on online activities between week 1 and week 13.

	Date	Lecture topic	Online tutorial
1	4 Aug	Introduction Learning in teams	Introduction First meeting with students
2	11 Aug	Conceptions of learning and teaching	Working in teams
3	18 Aug	Discussing to learn, learning to discuss	Issues in group discussion
4	25 Aug	Discussion skills 1	Discussions in your discipline
5	1 Sept	Self and peer assessment Discussion skills 2	Effective questioning Task 4 progress check.
6	8 Sept	Learning through participation Assessed discussion (Team 1)	Encouraging student participation
7	15 Sept	Delivering and presenting Assessed discussion (Team 2)	Engaging students
<b>Semester break</b>			
8	6 Oct	Diversity as a resource Assessed discussion (Team 3)	Inclusive practices
9	13 Oct	Designing and planning activities Assessed discussion (Team 4)	Writing learning outcomes
10	20 Oct	Effective group activities Assessed discussion (Team 5)	Giving instructions and monitoring learning activities
11	27 Oct	Assessment for learning Assessed discussion (Team 6)	Reflecting on conceptions of learning and teaching
12	3 Nov	The role of feedback	Review and consolidation of Task 4.
13	10 Nov	Evaluating your teaching	Review and self and peer evaluation.

## RESEARCH AND PRACTICE

- This unit uses research by Macquarie University researchers (e.g. FBE Lead Series).
- This unit uses research from external sources (e.g. <http://www.altc.edu.au>, [www.austms.org.au/altc](http://www.austms.org.au/altc)).
- This unit gives you practice in applying research findings in your assignments.

## RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

Title	Task 1: Philosophy of teaching statement	Task 2: Online discussion	Task 3: Face to face discussion	Task 4: Extended philosophy of teaching statement
Mode	<i>Online tutorial and independent study</i>	<i>Online tutorials</i>	<i>In class</i>	<i>Online tutorials and independent study</i>
Description	Short written report (750 words)	Participation in weekly online discussion	Participation in or facilitation of small group discussion	Written report based on online tutorial activities (1500 words)
Due date	19 Aug	Weeks 3-10	Weeks 6-11	14 Nov.
Weighting	10%	25%	30%	35%
Grading method	See marking criteria in Appendix 1			
Submission	Turnitin	Participation in online discussion audited between weeks 3-10.	One assessed discussion in class in weeks 6-11	Written report submitted through Turnitin
Feedback method	Individual feedback sheet (insert date)	Individual feedback sheet (insert date)	Peer and lecturer feedback sheets in following week	Individual feedback sheet
Estimated student workload	8 hours	1 hour per week	4 hours	30 hours
Learning outcome 1	✓			✓
2		✓	✓	
3		✓		✓
4		✓	✓	

Graduate capability 1		✓	✓	✓
2	✓	✓	✓	✓
5	✓	✓	✓	✓
7	✓			✓
8	✓	✓	✓	✓

- Late submissions/extensions  
Marks will be deducted if work is handed in after the due date without consultation. The normal penalty will be 10% deducted from your raw mark per day. If you are unable to submit an assignment on time due to unavoidable disruption to your studies (e.g. illness), you should ask the unit convenor for an extension. Such requests must be supported by a medical certificate or other documentary evidence. You must contact the unit convenor as soon as possible if your studies are being adversely affected for any reason beyond your control.
- There is no final examination for this unit.

#### **ACADEMIC HONESTY**

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. 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.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at

[http://www.mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://www.mq.edu.au/policy/docs/academic_honesty/policy.html)

## GRADES

Macquarie University uses the following grades in coursework units of study:

HD - High Distinction  
D - Distinction  
CR - Credit  
P - Pass  
F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

<http://www.mq.edu.au/policy/docs/grading/policy.html>

## GRADING APPEALS AND FINAL EXAMINATION SCRIPT VIEWING

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

[http://www.businessandconomics.mq.edu.au/new\\_and\\_current\\_students/undergraduate\\_current\\_students/how\\_do\\_i/grade\\_appeals](http://www.businessandconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/grade_appeals)

## SPECIAL CONSIDERATION

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at:

[http://www.mq.edu.au/policy/docs/special\\_consideration/policy.html](http://www.mq.edu.au/policy/docs/special_consideration/policy.html)

## STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Support Services. Details of these and other services for students can be accessed at

<http://www.student.mq.edu.au>.

Business and Economics Student Services (BESS)

BESS is a drop-in centre for students who are taking units in the Faculty of Business and Economics. BESS offers information and advice on administrative processes.

## **IT CONDITIONS OF USE**

Access to all student computing facilities within the Faculty of Business and Economics is restricted to authorised coursework for approved units. Student ID cards must be displayed in the locations provided at all times.

Students are expected to act responsibly when utilising University IT facilities. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted. Material that is not related to coursework for approved units is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.

**APPENDIX 1: MARKING CRITERIA FOR ASSESSMENT TASKS**

<p><b>Task 1: Philosophy of teaching statement</b></p>	<ul style="list-style-type: none"> <li>• Assesses own conceptions of learning and teaching with reference to set readings.</li> <li>• Assesses own teaching interests, needs and learning goals in relation to unit learning outcomes and selects relevant weekly practical topics for Task 4.</li> <li>• Uses appropriate academic language.</li> </ul>
<p><b>Task 2: Online discussion and Task 3: Face to face discussion</b></p>	<ul style="list-style-type: none"> <li>• Makes timely contributions to discussion as required.</li> <li>• Uses appropriate academic language for participating in or facilitating discussion and follows discussion protocols.</li> <li>• Makes or guides constructive and coherent contribution to discussion.</li> <li>• Assesses own or others' beliefs and opinions and evaluates the application of alternatives.</li> <li>• Supports ideas with explanations and examples drawn from theory, practice and experience.</li> </ul>
<p><b>Task 4: Extended philosophy of teaching statement</b></p>	<ul style="list-style-type: none"> <li>• Evaluates changes in own conceptions of learning and teaching, and progress in relation to learning goals.</li> <li>• Identifies teaching issues and challenges related to practical topics.</li> <li>• Synthesises ideas from online discussion and reflection based on weekly readings in responses to practical, personal and disciplinary challenges.</li> <li>• Refers to research evidence in responses to theoretical challenges.</li> <li>• Uses appropriate academic language.</li> <li>• Uses consistent referencing.</li> </ul>