MACQUARIE UNIVERSITY  
FACULTY OF BUSINESS AND ECONOMICS  
UNIT GUIDE

<table>
<thead>
<tr>
<th>Year and Semester:</th>
<th>Session 1, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit convenor:</td>
<td>Jen McPherson</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>24 credit points</td>
</tr>
<tr>
<td>Credit points:</td>
<td>3</td>
</tr>
</tbody>
</table>

Students in this unit should read this unit guide carefully at the start of session. 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 with the knowledge and skills to enable them to be effective teaching assistants at undergraduate level, and to develop interpersonal and oral presentation skills that will be important in their professional careers. 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.

- **Unit rationale**
InFBE204 you will identify your area of teaching interest and assess your learning and teaching goals. You will have the opportunity to address these goals through developing some practical skills for learning and teaching in university and workplace settings grounded in key principles of learning and teaching theory and practice.

**TEACHING STAFF**

- **Convenor**  Jen McPherson  
  jen.mcpherson@mq.edu.au

- **Other Staff**  (TBA)

**CONTACTING STAFF**

- **Consultation times**  Please make an appointment using the dialogue tool in iLearn (click on ‘Contact your lecturer directly’ at the top of the FBE204 ilearn page).

  Wednesdays 11am to 1pm E4B104
You are encouraged to seek help from your FBE204 lecturer during these consultation hours. Please make appointments using the dialogue tool in iLearn. 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 on iLearn

- The timetable for classes can be found on the University website at: [http://www.timetables.mq.edu.au/](http://www.timetables.mq.edu.au/)

- It is a requirement of this unit that you attend the weekly lectures and spend at least 1 hour per week on online tutorial activities.

- As with other undergraduate units, you are expected to spend at least 4 hours per credit point per week on learning and teaching activities related to this unit. FBE204 is a 3 credit point unit, so plan to spend at least 12 hours per week on FBE204 related activities including the 2 hour lecture and 1 hour online tutorial, weekly readings, revision and assessment tasks.

- 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).

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

- Weekly lecture and online tutorial activities are based on a set of weekly readings. You will need to bring a copy of each reading to lectures each week.

- Click on the ‘Weekly e-readings’ link under ‘Unit information’ at the top of the FBE204 iLearn page to access all readings. These are made available through e-Reserve, Macquarie University Library’s online resource system. A list of weekly e-readings can be found in Appendix 1 of this unit outline.
In addition to compulsory weekly readings, the following books are useful for background or further reading and have been placed on reserve in the library:


Likewise, the following journal articles are useful for background or further reading. These are available through e-Reserve using the 'Weekly readings' link on iLearn:


**TECHNOLOGY USED AND REQUIRED**

- You will be expected to log in to the FBE204 page on iLearn each week to participate in online tutorial activities and access weekly e-readings on e-Reserve.
- You will need to be proficient in word to complete written assignments. During the semester you will have the opportunity to develop your skills in creating presentations using software such as PowerPoint or Prezi (http://prezi.com/).
- During the semester you will develop your skills in participating in online discussion forums and using wikis. You will also have the opportunity to develop skills in video recording and uploading video files from i-phones and other recording devices.

**UNIT WEB PAGE**

- Course material is available on the learning management system (iLearn) at [http://ilearn.mq.edu.au](http://ilearn.mq.edu.au).
- The front page of the FBE204 i-Learn page is structured in numbered topics, with one topic for each 13 weeks of semester. Topics 14-19 contain the following:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Assessment Task instructions and submission information for Assessment tasks 1-4</td>
</tr>
</tbody>
</table>
| 15    | Journals and wikis Easy access to FBE204 student generated material for Semester 1 2012 including:  
- Learning and teaching journals  
- Group information wikis  
- Practical topic wikis  
- Weekly reading wikis |
| 16    | FBE204 student showcase Microteaching resources produced by FBE204 students for Assessment task 2. |
LEARNING OUTCOMES

The learning outcomes of this unit are:
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. Explain key principles in learning and teaching theory and practice and develop effective questioning strategies.
3. Design and evaluate effective teaching strategies and create teaching resources appropriate for their chosen discipline based on a synthesis of learning and teaching theory, practice and experience.
4. Use and evaluate appropriate language and skills for participating in and/or facilitating exploratory face-to-face and online discussions.
5. 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.

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
4 Creative and Innovative
8 Capable of Professional and Personal Judgement and Initiative

LEARNING AND TEACHING ACTIVITIES

- FBE204 is designed to encourage student participation and collaborative learning. You will have the opportunity to participate in a range of learning and teaching activities as described below.
- iLearn, the University’s new learning management system provides a new platform for collaborative learning. Throughout the semester you will be introduced to using wikis on iLearn to share information and ideas with other students. Wikis have been used throughout the FBE204 iLearn site so that you become familiar with them.
• You will be expected to contribute to several of the wikis on the FBE204 iLearn page. Instructions on how and what to contribute to these wikis will be provided during the semester.
• You may choose to contribute to other wikis on the FBE204 iLearn page including the Student lecture notes wiki (a place for students to share weekly lecture notes) and the Learning and teaching ideas for economics and business wiki (a place for students to share links and references to learning and teaching ideas for economics and business).

Lectures
• FBE204 lectures include a combination of lecture and group based activities including group discussion. All students are expected to attend FBE204 lectures each week.
• You will be assigned to a discussion group at the beginning of semester and will be working with this group throughout the semester during lectures and online tutorials, following principles of team based learning. As the unit is structured around group activities you will only be able to attend the class (Monday or Friday) for which you are enrolled.
• 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.

Tutorials
• All tutorials for FBE204 are held online. A link to each online tutorial can be found in each week’s material on iLearn. Tutorial activities will be based on the weekly FBE204 lectures so you will need to attend lectures to participate in tutorials.
• You will be expected to begin tutorial activities within two days following each lecture each week so that you can participate in discussion forums and other activities with your group. You will be expected to complete all activities in each tutorial each week. Note that Assessment tasks 1 and 3 are based on online tutorial activities.
• FBE204 online tutorials include a range of activities such as class polls, discussion forums, wikis, and quizzes. These are grouped within each online tutorial for easy access. Some activities will be completed individually and others with your discussion group.
• The first online tutorial will be available immediately after the week 1 lecture. An orientation to the content and structure of online tutorials will be provided in the first lecture, and further guidance will be provided in later weeks on working in groups online, participating in online discussions and using wikis.
• An FBE204 online orientation is available in ‘Online tutorial support’ which is Topic 17 on the FBE204 i-Learn page. If this is your first experience of online tutorials please consider accessing this information.
• Macquarie University provides a range of student guides to using iLearn. These can be accessed using the link in the ‘Quicklinks’ block on the right hand side of the FBE204 iLearn page.
• If you have any questions about participating in online tutorials or accessing any other material on the FBE204 iLearn page please ask in FBE204 lectures or post a question to the ‘General discussion forum’ on iLearn. The general discussion forum is available under ‘Unit information’ at the top of the FBE204 iLearn page.
Online tutorials in FBE204 provide the opportunity for reflective activities, discussion forums, wikis and self-study activities as follows.

**Reflective activities**
- Students will keep a Learning and teaching journal throughout the semester. You will be required to submit selected entries from your learning and teaching journal for Assessment task 1 (see Assessment task 1 instructions). Guidelines for each journal entry will be provided on iLearn.

**Discussion forums**
- Each week in online discussion forums you will be discussing either the weekly reading or a practical topic with your group.
- Online discussion forums in FBE204 are asynchronous meaning that you do not have to be logged in at the same time as other group members to participate. You are not expected to meet face-to-face with your group members outside class time to participate in tutorial activities although some groups may choose to do this.
- Your group will be given the opportunity to set guidelines regarding timing of discussion posts and wiki entries and other expectations regarding participation in discussion forums and wikis.

**Wikis**
- Wikis are simple web pages that a group can create together. If you have not used wikis before, read the ‘FBE204 wiki instructions’ in ‘Online tutorial support’ which is Topic 17 on the FBE204 i-Learn page. These instructions include a link to an excellent short video ‘Wikis in plain English’ on YouTube ([http://youtu.be/-dnL00TdmLY](http://youtu.be/-dnL00TdmLY)).
- Your discussion group will be working together on wikis in online tutorials throughout the semester. Note that iLearn wikis can only be modified by one person at a time so you will need to coordinate wiki contributions with other group members.
- Your group will be given the opportunity to set guidelines regarding timing of discussion posts and wiki entries and other expectations regarding participation in discussion forums and wikis.

**Self study activities**
- **PeerWise:** Throughout the semester students will be asked to write, evaluate and answer multiple choice questions using PeerWise, a tool for students created to ‘consolidate, reinforce and deepen understanding’ of course material (Denny et al. 2008:51). A selection of the best questions written by FBE204 students in PeerWise will appear in the final quiz in Week 13 (Assessment task 4). In order to participate in the final quiz students must fulfil the PeerWise requirements stated in the instructions for Assessment Task 4.

**Readings**
- You will be expected to read the assigned e-weekly reading to prepare for each lecture and come to class ready to participate in discussions and other activities based on these readings.
A list of weekly e-readings can be found in Appendix 1 of this unit outline. Note the instructions at the top of the list of e-readings, i.e. ALL readings are compulsory, but you are not required to read ALL pages of all readings. Further instructions are available each week on iLearn.

### Weekly lecture topics

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture topic</th>
<th>Reading for following week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 M: 27 Feb</td>
<td>Introduction to FBE204</td>
<td>Byrne and Flood (2004)</td>
</tr>
<tr>
<td>F: 2 Mar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 M: 5 Mar</td>
<td>Conceptions of learning and teaching</td>
<td>Biggs, Kember &amp; Leung (2001)</td>
</tr>
<tr>
<td>F: 9 Mar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 M: 12 Mar</td>
<td>Approaches to learning and teaching</td>
<td>Ellis, Goodyear, Prosser and O’Hara (2006)</td>
</tr>
<tr>
<td>F: 16 Mar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 M: 19 Mar</td>
<td>Discussing to learn, learning to discuss</td>
<td>Allie et al. (2009)</td>
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<tr>
<td>F: 23 Mar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F: 30 Mar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 M: 2 Apr</td>
<td>Microteaching workshop*</td>
<td>No compulsory reading</td>
</tr>
<tr>
<td>F: holiday</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Semester break</td>
<td></td>
</tr>
<tr>
<td>7 M: 23 Apr</td>
<td>Learning and teaching in your discipline</td>
<td>Ottewill &amp; Macfarlane (2003).</td>
</tr>
<tr>
<td>F: 27 Apr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri: 4 May</td>
<td></td>
<td></td>
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<tr>
<td>F: 11 May</td>
<td></td>
<td></td>
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<tr>
<td>F: 18 May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 M: 21 May</td>
<td>Assessment for learning</td>
<td>Rowe (2011)</td>
</tr>
<tr>
<td>F: 25 May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F: 1 Jun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 M: 4 Jun</td>
<td>Diversity as a resource</td>
<td>No compulsory reading</td>
</tr>
<tr>
<td>F: 8 Jun</td>
<td></td>
<td></td>
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</tbody>
</table>

An online microteaching workshop will be provided in Week 6 due to the public holiday on Friday 6 March.

### RESEARCH AND PRACTICE

- This unit uses research by Macquarie University researchers, for example
- This unit uses research from external sources (see reading list)
- This unit gives you practice in applying research findings in your assignments
### Relationship between Assessment and Learning Outcomes

<table>
<thead>
<tr>
<th></th>
<th>Assessment Task 1</th>
<th>Assessment Task 2</th>
<th>Assessment Task 3</th>
<th>Assessment Task 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title/Name</strong></td>
<td>Assessed coursework</td>
<td>Presentation</td>
<td>Assessed coursework and report</td>
<td>Class Test</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Submit selected entries from online learning and teaching journal completed in weekly online tutorials.</td>
<td>Prepare a lesson plan and teaching resource for a microteaching presentation to your group.</td>
<td>Participate in online discussions and contribute to wikis in online tutorials and write a final 1500 word report.</td>
<td>Complete final multiple choice quiz.</td>
</tr>
<tr>
<td><strong>Due date</strong></td>
<td>• See list of compulsory entries and due dates in Assessment task 1 instructions.</td>
<td>• Microteaching sessions allocated in weeks 8-12.</td>
<td>• Online discussions and wiki writing throughout semester.</td>
<td>• Quiz held in Week 13 lecture.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Draft report due on Friday 25 May.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Final report due on Tuesday 12 June.</td>
<td></td>
</tr>
<tr>
<td><strong>% Weighting</strong></td>
<td>25%</td>
<td>20%</td>
<td>45%</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Grading method</strong></td>
<td>• In order to achieve overall task mark, ALL compulsory journal entries must be complete, meet word length requirements and be submitted on time.</td>
<td>• In order to achieve overall task mark, lesson plans to be submitted in class 1 week before presentation and teaching resources to be submitted on day of presentation.</td>
<td>• Report to use Harvard referencing system.</td>
<td>• In order to participate students must have met PeerWise requirements (see Assessment task 4 instructions).</td>
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<tr>
<td></td>
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<td></td>
<td>• Report to be printed in 12 point font and submitted with hard copy of Turnitin report.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Ensure that your name is on each page.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• No folders or staples.</td>
<td></td>
</tr>
<tr>
<td><strong>Submission method</strong></td>
<td>Submitted via online tutorials in iLearn</td>
<td>Lesson plan submitted in class.</td>
<td>Online discussions and wikis through iLearn.</td>
<td>Quiz completed in class.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Teaching resource posted to <em>FBE204 Student Showcase</em> on iLearn.</td>
<td>Draft report submitted via Turnitin.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Final report submitted via Turnitin with hard</td>
<td></td>
</tr>
<tr>
<td>Assessment Task 1</td>
<td>Assessment Task 2</td>
<td>Assessment Task 3</td>
<td>Assessment Task 4</td>
<td></td>
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<td>-------------------</td>
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</tr>
</tbody>
</table>
| **Feedback (type, method, date)** | Individual feedback sheet | • Peer and lecturer feedback during class on lesson plan.  
• Peer feedback on microteaching resources and presentation. | Self assessment of drafts using Turnitin reports. | Self assessment of revision through PeerWise. |
| **Estimated student workload (hours)** | 15 minutes each week | 10 hours | • Online discussion and wikis: 1 hour per week  
• Final report: 30 hours | 3 hours |
| **Learning outcomes assessed (max 6)** | | | |
| 1 | ✓ | | |
| 2 | | ✓ | ✓ |
| 3 | ✓ | ✓ | ✓ |
| 4 | ✓ | | ✓ |
| 5 | | ✓ | ✓ |
| **Graduate capabilities assessed (max 4)** | | | |
| 2 | ✓ | ✓ | ✓ |
| 4 | ✓ | | ✓ |
| 5 | ✓ | ✓ | ✓ |
| 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

GRADINGS

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:

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 and/or viewing your final exam script 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.businessandeconomics.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

**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) in E4B 106

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 using 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: Weekly E-Readings

Please note: All readings listed are compulsory except those marked ‘additional reading’ or ‘recommended background reading’.

You are not required to read all pages of each compulsory reading - please see FBE204 iLearn page for weekly reading instructions.

Week 1 (Read before week 2 lecture and bring a copy to week 2 lecture)

Week 2 (Read before week 3 lecture and bring a copy to week 3 lecture)

Additional reading

Week 3 (Read before week 4 lecture and bring a copy to week 4 lecture)

Week 4 (Read before week 5 lecture and bring a copy to week 5 lecture)

Week 5 (Read before WEEK 7 lecture and bring a copy to WEEK 7 lecture)

Additional reading

Week 6
There are no compulsory readings for week 6.
Week 7 (Read before week 8 lecture and bring a copy to week 8 lecture)

Week 8 (Read before week 9 lecture and bring a copy to week 9 lecture)

Additional reading

Week 9 (Read before week 10 lecture and bring a copy to week 10 lecture)

Week 10 (Read before week 11 lecture and bring a copy to week 11 lecture)

Week 11 (Read before week 12 lecture and bring a copy to week 12 lecture)

Week 12 (Read before week 13 lecture and bring a copy to week 13 lecture)

Week 13
There are no compulsory readings for week 13.