

Instructions for using the Unit Outline Template

This document provides instructions for preparing your 201X Unit Outline.

IT have installed the Unit Outline Template and Help file into a folder called **Unit Outline 201X** on your desktop. You can access the template by doing the following:

- navigate to the desktop folder **Unit Outline 201X**
- select the word template 'Unit Outline 201X' (.dotx) and double click to open

The 'Unit Outline 201X' template will then open in MS Word.

BEFORE you start inserting text in the 'Unit Outline 201X' Template, please read the following;

1. Ensure that you select '**Save As**' from the MS Word drop down menu to save the *template as a Word document to your nominated working area/location*.
2. **Check that the footer** is correct.
3. The unit template is set up so that you can easily see where you need to add your details. Margin comments are included in this help document to help clarify the type of information to include.
4. Keep the **formatting** the same.

The template is laid out with styles, so you can use **Cut and Paste** to bring in content from another document.

If you experience any problems with the formatting, use Cut and Paste, but use **Paste Special** and paste in as **Unformatted Text**.

5. When you have completed the document **convert** the approved or peer-reviewed document to a PDF format (see box below):
 - In some schools the administration officer has been asked to create the PDFs for you.
 - If you undertake this role yourself then please ensure that you use **Adobe Acrobat 9.0** to convert the document – DO NOT use any other pdf writer.
 - Adobe Acrobat 9.0 is the University designated software and **MUST** be used. If you do not have it installed, contact ITCS.

To convert a document to PDF

- Open the faculty approved Unit Outline document in Word.
- Click on the Acrobat ribbon (this will only show if Acrobat 9.0 is installed.)
- Save the pdf to a location, browse and select as appropriate.
- The word document will be converted and saved.
- Upload the pdf to your fully online unit or web-enhanced unit as appropriate.

If you have any problems completing the Unit Outline, please contact Andrew Hill of the LTC,
andrew.hill@acu.edu.au or phone ext.7113



FACULTY OF Click here to enter text.

School of Click here to enter text.

Campus

Please complete relevant details for these 3 lines

SEMESTER Click here to enter text.

Insert Semester and Year

Unit Code: Unit Title

UNIT OUTLINE

Use the Unit Code and the Unit title from the Handbook

CREDIT POINTS - 10

PREREQUISITES / CO-REQUISITES / INCOMPATIBLES

Delete whole row if not applicable

LECTURER-IN-CHARGE

Lecturer Name: Click here to enter text.

Office Location: Click here to enter text.

Complete as per ACU Handbook
(<http://www.acu.edu.au/142401>)

Complete as per ACU Handbook
(<http://www.acu.edu.au/142401>) – ‘Unit Descriptions’

Email: Click here to enter text.

Telephone: Click here to enter text.

DESCRIPTION:

Click here to enter text.

Delete if not applicable

TEACHING TEAM

Click here to enter text.

Insert names and contact details of all tutors etc.

MODE AND DURATION

Mode/Attendance Pattern:

Click here to enter text.

Specify relevant mode as appropriate

(eg. Lectures; tutorials; workshops; fieldwork/ clinical/ practicum; intensive block mode; online only)

Duration: 12 week-semester or equivalent in intensive block mode.

You should anticipate undertaking 150 hours of study for this unit, including class attendance, readings and assignment preparation.

Unit Outline Resources

The University provides a range of information and support for your studies. The Unit Outline Resources web page (<http://www.acu.edu.au/241467>) links to all relevant Policies, Resources and Support. See the end of this document for more information.

LEARNING OUTCOMES

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

1. etc

These are listed in the Academic Board approved Faculty Unit Outline.
Please number your learning outcomes.
It is recommended that you have no more than 8 specific

Helpful Hint
Start with a verb that specifies what students should be able to achieve and demonstrate (eg. 'explain', 'analyse and evaluate', 'debate', etc.)

Each unit in your course contributes in some way to the development of the ACU Graduate Attributes which you should demonstrate by the time you complete your course.

You can view the ACU Graduate Attributes for all courses by following the link to Graduate Attributes (<http://www.acu.edu.au/204356>). All Australian universities have their expected Graduate Attributes – ACU's Graduate Attributes have a greater emphasis on ethical behaviour and community responsibility than those of many other universities. All of your units will develop some attributes.

Don't forget to fill in the name of your course.
Delete this paragraph if this is a generalist program

Your course (insert name of program) is a professional program with particular attributes for accreditation purposes. These are also included in the Learning Outcomes.

On successful completion of this unit, students will have developed their ability to:

- GA1 demonstrate respect for the dignity of each individual and for human rights
- GA2 recognise their responsibility to the community
- GA3 apply ethical perspectives in informed decision making
- GA4 think critically and reflectively
- GA5 demonstrate values, knowledge, skills and attitudes appropriate to the unit and/or profession
- GA6 solve problems in a variety of settings taking local and international perspectives into account
- GA7 work both autonomously and collaboratively
- GA8 locate, organise, analyse, synthesise and evaluate information

The learning outcomes of each unit must include the ACU Graduate Attributes that are specifically developed in this unit.

Only include those you will explicitly develop and assess.

Delete those that do not apply

GA9 demonstrate effective communication in oral and written English language and visual media

GA10 utilise information and communication and other relevant technologies effectively

CONTENT

Topics will include:

- *etc.*,

As per the content in the Academic Board-approved Faculty Unit Outline.

You may provide additional and/or updated detail or, where the Academic Board-approved unit outline provides for some options in content, you may specify the chosen options.

SCHEDULE

Click here to enter text.

This is the schedule of teaching, tutorials and when assessments are due. For a unit taught over a semester, this is usually week 1 to week 12.

The schedule may also specify required or appropriate readings and/or learning activities for each week or module.

ASSESSMENT PROCEDURES

Click here to enter text.

List details of each assessment task (including dates etc) here

OVERVIEW OF ASSESSMENTS

Brief Description of Assessment Tasks	Due Date	Weighting (%)	Learning Outcome/s Assessed	Graduate Attributes Assessed

The table provides a summary of the detailed information above. Any graduate attributes listed in the learning outcomes must also be assessed and included in this table.

In order to pass this unit, you are required to <click here to enter text>

OTHER UNIT INFORMATION

It is your responsibility as a student to ensure you understand the requirements of a particular unit. You may not enrol in this unit if you are currently enrolled in, any unit identified as incompatible with the requirements, then you must see your Course Coordinator for more information.

You should also become very familiar with the Student Learning System, since almost all ACU units now utilise eLearning.

STUDENT FEEDBACK AND CHANGES TO UNIT

Click here to enter text.

Alter this to suit the unit's minimum requirements for passing the subject.

Particular rules governing the conduct of a unit must be clearly stated.

Refer to Assessment Policy and Procedures (<http://www.acu.edu.au/policy/173401>) for more information.

Expectations about elearning can also be placed here. For example, you may want to indicate that students are expected to check for emails and announcements in their unit website at least once a week.

Where relevant, a statement is required outlining how the unit has been modified in response to student evaluation.

Please provide 2-3 points. Modifications might be as basic as updating readings, re-sequencing of content, or changes to assessment.

ALLOCATING FINAL RESULT GRADES

Final Result Grade	Grading Code	Range Guide (%)	Numerical Equivalent	Descriptor
High Distinction	HD	85-100	7	Outstanding and complete development of an extremely high level of understanding and skill development to a high level.
Distinction	DI	75-84	6	Substantial attainment of a high level of understanding and skill development to a high level.
Credit	CR	65-74	5	Sound attainment of some major learning outcomes, with good understanding of unit content and development of relevant skills.
Pass	PA	50-64	4	Satisfactory attainment of a range of learning outcomes, with basic understanding of unit content and development of relevant skills.
Pass Conceded ^a	PC		3	Some attainment of learning outcomes with basic understanding of some unit content and some skill development. Only the HOS can allocate this grade.
Interim Fail ^b	NF	40-49		Some attainment of learning outcomes with basic understanding of some unit content and some skill development. Student may be eligible to apply for supplementary assessment, subject to meeting other eligibility criteria set out in the Academic Regulations.
Fail	NN	0-49	1	Little or no attainment of learning outcomes, with limited understanding of course content or skill development.

Including this table is a matter for your academic judgement as LIC, but many staff find it a helpful guide for students.

Even if you include this table, you still need to provide clear definitions of what constitutes specific grades for each assignment task.

Grading Descriptor extract from the ACU Assessment Policy. An expanded version of grades can be accessed from the ACU Handbook (<http://www.acu.edu.au/250330>)

- This grade is awarded by Heads of School only in exceptional circumstances. See Academic Regulations.
- All Interim Fail (NF) grades which have not been converted to a Pass Supplementary (PP) or Fail Supplementary (NX) grade by the census date of the next standard study period will be converted to a Fail (NN) grade.

Adapted from Sadler, D. R. (2005). Interpretations of criteria based assessment and grading in higher education. *Assessment and Evaluation in Higher Education*, 30:2, 175-194. The percentage range should be used in conjunction with the descriptors.

TEXTS AND REFERENCES

Required text(s)

Click here to enter text.

Recommended references

Click here to enter text.

Further references

Click here to enter text.

Extended reading

Click here to enter text.

Refer to the library requirements for reference lists
(<http://www.acu.edu.au/12292>)

Helpful Hint

<bracketed data entry points> are not form fields.
This is to aid formatting and contextualising to your
individual requirements.

POLICIES, RESOURCES AND SUPPORT

Unit Outline Resources (<http://www.acu.edu.au/241467>)

It is the responsibility of all students to access, read and familiarise themselves with the following ACU Policies and Regulations. These are to be found in the ACU Handbook, which is readily available in the Library or on the Internet. The Academic Honesty Policy is very important and you must understand that plagiarism, collusion and recycling of assignments are not acceptable. You must read the Assessment Policy and Procedures. If you have any queries please see your Lecturer in Charge.

Policies

This area includes the Academic Honesty Policy (including information on plagiarism); Academic Regulations and Policies - see especially Assessment (attendance, extension for an assignment, factors affecting performance completion of assessment tasks, group work and collaborative assessment, personal circumstances affecting assessment, submission, collection and retention of assessment tasks, resubmission of assessment tasks); Examinations (including deferred exams); Review and appeals; Acceptable use of IT facilities; Conduct and responsibilities; Graduate Attributes.

Resources

This area includes the ACU Handbook, the eLearning Login (Learning Management System); eLearning Assistance and eLearning Tutorials and guidance.

Support

If you are experiencing difficulties with learning, life issues or pastoral/spiritual concerns, or have a disability/medical condition which may impact on your studies, you are advised to notify your Lecturer-In-Charge, Course Coordinator and/or one of the services listed below as soon as possible. The support areas include:

Academic Skills which offers a variety of services, including workshops (on topics such as assignment writing, time management, reading strategies, referencing), drop-in sessions, group appointments and individual consultations. It has a 24-hour online booking system for individual or group consultations.

Campus Ministry offers pastoral care, spiritual leadership and opportunities for you to be involved with community projects. The **Career Development Service** can assist you with finding employment, preparing a resume and employment application and preparing for interviews. The **Counselling Service** is a free, voluntary, confidential and non-judgmental service open to all students and staffed by qualified social workers or registered psychologists. **Equity and Disability** can assist you if you need educational adjustments because of a disability or chronic medical condition; please contact them as early as possible. **Indigenous Units** on each campus provide information and support for students. For all aspects of support please contact the **Office of Student Success**.