**TEMPLATE FOR CMS FIELDS**

Please refer to [Knowledge Articles](https://mqcl.service-now.com/courseloop_kb?id=kb_article&sys_id=61f88850db7e3b00dad264a14a961934) for explanation of these fields

**PROPOSAL SUMMARY FIELDS**

| **Title** | **Field** | **Field Data** |
| --- | --- | --- |
| **Proposer** | **Name** (Auto select name from dropdown) |  |

**UNIT DESIGN FIELDS**

| **Title** | **Field** | **Field Data** |
| --- | --- | --- |
| **Unit Description** | (Free text 1400 characters max) |  |
| **WIL** | **WIL delivery**  (**Drop down.** Select from:  Not applicable Work experience in industry  Full WIL  Embedded Extra-curricular work experience) |  |
| **PACE units *only*** | **How does the unit fulfil the community engagement criteria?**  (Free text 4000 characters max) |  |
| **How does the unit fulfil the learning and teaching criteria?**  (Free text 4000 characters max) |  |
| **Describe the student distribution workload for this unit**  (Free text 4000 characters max) |  |
| **Co-taught units *only*** | **Outline the differences in the student** **activities and assessment practices of these two units** (Free text 1000 characters max) |  |

**Learning Outcomes Section Contact Arts L&T Team –** [**artslandt@mq.edu.au**](mailto:artslandt@mq.edu.au) **if you need help revising/reviewing your learning outcomes.**

|  |  |  |
| --- | --- | --- |
| **Title** | **Field** | **Field Data** |
| **Unit learning outcomes** | **Number 1** |  |
| **On successful completion, a student will be able to…**  **Multiple free text** ULOs (2048 characters each) |  |
| **Number 2** |  |
| **On successful completion, a student will be able to…**  **Multiple free text** ULOs (2048 characters each) |  |
| **Number 3** |  |
| **On successful completion, a student will be able to…**  **Multiple free text** ULOs (2048 characters each) |  |
| **Number 4** |  |
| **On successful completion, a student will be able to…**  **Multiple free text** ULOs (2048 characters each) |  |

(For additional learning outcomes, copy able table and repeat)

**Assessments Section - Contact Arts L&T Team –** [**artslandt@mq.edu.au**](mailto:artslandt@mq.edu.au) **if you need help revising/ reviewing the assessments.**

|  |  |  |
| --- | --- | --- |
| **Title** | **Field** | **Field Data** |
| **Assessment 1** | **Assessment Type** (Select from list provided – check assessment list at <https://lt.arts.mq.edu.au/quality-and-standards/mqcms/>) |  |
| **Assessment Title** |  |
| **Description** **(Free text** 2048 characters max) |  |
| **Which ULO(s) does this assess?**  (select from your ULOs) *Guide: please select only appropriate LOs and not all unit Los.* |  |
| **Total hours student will spend on this assessment** (Numeric (2 decimal places)) |  |
| **Weighting** (Percentage) |  |
| **Justification for higher weighting (if the weighting is more than 60%)** (Free text 250 characters max) |  |
| **Hurdle task** (Yes/No) |  |
| **Mechanisms for feedback to students on assessment** (Drop down. Select multiple from:  Grade Correct answer  Correct answer with explanation for why incorrect answer is wrong  Model answer Rubric Written feedback to cohort Verbal feedback to cohort Written individual feedback Verbal individual feedback Individual feedback incl how to improve for next task Individual feedback incl how to improve task with opportunity to resubmit Other (with details field free text 4000 characters max)) |  |
| **How will this task be assessed?** (Drop down. Select from:  Individual or Individual and Group) |  |
| **If group, what component is individual and how it will be assessed** (Free text 255 characters max) |  |
| **Does assessment apply to all offerings?** (Yes/No, if no, relevant offerings can be selected) |  |
| **Title** | **Field** | **Field Data** |
| **Assessment 2** | **Assessment Type** (Select from list provided – check assessment list at <https://lt.arts.mq.edu.au/quality-and-standards/mqcms/>) |  |
| **Assessment Title** |  |
| **Description** **(Free text** 2048 characters max) |  |
| **Which ULO(s) does this assess?**  (select from your ULOs) *Guide: please select only appropriate LOs and not all unit Los.* |  |
| **Total hours student will spend on this assessment** (Numeric (2 decimal places)) |  |
| **Weighting** (Percentage) |  |
| **Justification for higher weighting (if the weighting is more than 60%)** (Free text 250 characters max) |  |
| **Hurdle task** (Yes/No) |  |
| **Mechanisms for feedback to students on assessment** (Drop down. Select multiple from:  Grade Correct answer  Correct answer with explanation for why incorrect answer is wrong  Model answer Rubric Written feedback to cohort Verbal feedback to cohort Written individual feedback Verbal individual feedback Individual feedback incl how to improve for next task Individual feedback incl how to improve task with opportunity to resubmit Other (with details field free text 4000 characters max)) |  |
| **How will this task be assessed?** (Drop down. Select from:  Individual or Individual and Group) |  |
| **If group, what component is individual and how it will be assessed** (Free text 255 characters max) |  |
| **Does assessment apply to all offerings?** (Yes/No, if no, relevant offerings can be selected) |  |
| **Title** | **Field** | **Field Data** |
| **Assessment 3** | **Assessment Type** (Select from list provided – check assessment list at <https://lt.arts.mq.edu.au/quality-and-standards/mqcms/>) |  |
| **Assessment Title** |  |
| **Description** **(Free text** 2048 characters max) |  |
| **Which ULO(s) does this assess?**  (select from your ULOs) *Guide: please select only appropriate LOs and not all unit Los.* |  |
| **Total hours student will spend on this assessment** (Numeric (2 decimal places)) |  |
| **Weighting** (Percentage) |  |
| **Justification for higher weighting (if the weighting is more than 60%)** (Free text 250 characters max) |  |
| **Hurdle task** (Yes/No) |  |
| **Mechanisms for feedback to students on assessment** (Drop down. Select multiple from:  Grade Correct answer  Correct answer with explanation for why incorrect answer is wrong  Model answer Rubric Written feedback to cohort Verbal feedback to cohort Written individual feedback Verbal individual feedback Individual feedback incl how to improve for next task Individual feedback incl how to improve task with opportunity to resubmit Other (with details field free text 4000 characters max)) |  |
| **How will this task be assessed?** (Drop down. Select from:  Individual or Individual and Group) |  |
| **If group, what component is individual and how it will be assessed** (Free text 255 characters max) |  |
| **Does assessment apply to all offerings?** (Yes/No, if no, relevant offerings can be selected) |  |

|  |  |  |
| --- | --- | --- |
| **Title** | **Field** | **Field Data** |
| **Assessment 4** | **Assessment Type** (Select from list provided – check assessment list at <https://lt.arts.mq.edu.au/quality-and-standards/mqcms/>) |  |
| **Assessment Title** |  |
| **Description** **(Free text** 2048 characters max) |  |
| **Which ULO(s) does this assess?**  (select from your ULOs) *Guide: please select only appropriate LOs and not all unit Los.* |  |
| **Total hours student will spend on this assessment** (Numeric (2 decimal places)) |  |
| **Weighting** (Percentage) |  |
| **Justification for higher weighting (if the weighting is more than 60%)** (Free text 250 characters max) |  |
| **Hurdle task** (Yes/No) |  |
| **Mechanisms for feedback to students on assessment** (Drop down. Select multiple from:  Grade Correct answer  Correct answer with explanation for why incorrect answer is wrong  Model answer Rubric Written feedback to cohort Verbal feedback to cohort Written individual feedback Verbal individual feedback Individual feedback incl how to improve for next task Individual feedback incl how to improve task with opportunity to resubmit Other (with details field free text 4000 characters max)) |  |
| **How will this task be assessed?** (Drop down. Select from:  Individual or Individual and Group) |  |
| **If group, what component is individual and how it will be assessed** (Free text 255 characters max) |  |
| **Does assessment apply to all offerings?** (Yes/No, if no, relevant offerings can be selected) |  |

(For additional assessment items, copy able table and repeat)

**Learning Activities Section**

|  |  |  |
| --- | --- | --- |
| **Title** | **Field** | **Field Data** |
| **Scheduled learning activity 1** | **Activity** (Drop down. Select from:  Fieldwork Lecture (on campus) Lecture (online) Placement Project Seminar Simulation/Virtual Tutorial (on campus) Tutorial (online) Pilot) |  |
| **Description** (Free text 2000 characters max) |  |
| **Total hours student will spend on this activity** (Numeric (2 decimal places)) |  |

|  |  |  |
| --- | --- | --- |
| **Title** | **Field** | **Field Data** |
| **Scheduled learning activity2** | **Activity** (Drop down. Select from:  Fieldwork Lecture (on campus) Lecture (online) Placement Project Seminar Simulation/Virtual Tutorial (on campus) Tutorial (online) Pilot) |  |
| **Description** (Free text 2000 characters max) |  |
| **Total hours student will spend on this activity** (Numeric (2 decimal places)) |  |

(For additional learning activities copy the above table and repeat)

|  |  |  |
| --- | --- | --- |
| **Title** | **Field** | **Field Data** |
| **Non-scheduled learning activity 1** | **Activity** (Drop down. Select from:  Class Preparation Online resources Peer led-learning Readings Rehearsals Research Pilot) |  |
| **Description** (Free text 2000 characters max) |  |
| **Total hours student will spend on this activity** (Numeric (2 decimal places)) |  |

|  |  |  |
| --- | --- | --- |
| **Title** | **Field** | **Field Data** |
| **Non-scheduled learning activity 2** | **Activity** (Drop down. Select from:  Class Preparation Online resources Peer led-learning Readings Rehearsals Research Pilot) |  |
| **Description** (Free text 2000 characters max) |  |
| **Total hours student will spend on this activity** (Numeric (2 decimal places)) |  |

(For additional learning activities copy the above table and repeat)

**Student Workload Section**

|  |  |  |
| --- | --- | --- |
| **Title** | **Field** | **Field Data** |
| **Total time** | **Total time spent on assessment tasks** (Numeric(2 decimal places)) |  |
| **Total time spent on learning activities** (scheduled and non-scheduled) (Numeric(2 decimal places)) |  |
| **Overall total student workload** (Numeric(2 decimal places)) | **Automatic addition of the above two rows** |
| **Academic integrity** | **How academic integrity will be promoted in this unit** *Consider how academic integrity will be promoted across the unit as a whole as well as for individual assessments.* (Free text 4000 characters max) |  |