

## ASSESSMENT

Assessment 1:	Group Presentation & Individual Process Diary
Topic	<p><b>Group Presentation</b></p> <p>Students will form groups of two or three from their tutorial and present one seminar on the allocated topic for the week. This involves preparing responses to questions allocated for the week, and initiating other questions/activities/demonstrations pertinent to the respective topic for the week. Each group will also prepare a two page summary of their presentation, to be given to class members and the tutor.</p> <p>Seminar groups and their topic will be determined in the first week of tutorials (Week 2). There will be seminars allocated to weeks 3 through to 12. Students are required to be responsible for one seminar.</p> <p>The seminars are to be of 50 minutes duration. This does not mean that presenters speak for 50 minutes, but rather they involve discussion and participation from all tutorial members.</p> <p><b>Individual Process Diary</b></p> <p>The process diary is an individual requirement and is a reflexive student log to assist the student in completing the seminar presentation, and to demonstrate reflexivity in learning. A pro-forma pro forma guide is available on WebCT Vista.</p>

<p>Marking criteria</p>	<p><b>Seminar Presentation</b></p> <p>The seminar presentation and report will be assessed collectively on the following criteria:</p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of key issues in the topic</li> <li>• Demonstrated ability to offer critique</li> <li>• Evidence of extensive reading</li> <li>• Demonstrated ability to integrate current topic to other topics and / or other parts of the subject.</li> <li>• Innovative, creative use of strategies (e.g. use of any or a combination of games, role plays, debates, quizzes etc).</li> <li>• Achieved active participation from tutorial members</li> <li>• Time management – keeping the whole seminar within 50 minutes, evidence of planning in allocating and controlling the time for discussion and other activities.</li> <li>• A written report which has clarity, good structure, and which identifies key issues and is fully referenced.</li> <li>• Process diary of each presenter. This will be marked individually and represents 10 out of 15 marks.</li> </ul> <p><b>Process Diary</b></p> <p>The process diary will be assessed on the following criteria:</p> <ul style="list-style-type: none"> <li>• Compliance with pro forma guides and requirements</li> <li>• Evidence of process and reflexivity</li> <li>• Evidence of a contribution to the group seminar preparation</li> <li>• Quality of research</li> <li>• Demonstrated ability to offer critique</li> </ul>
<p>Length:</p>	<p><b>Seminar Presentation:</b> 50 minutes and a two page report.</p> <p><b>Process Diary:</b> Completed set of pro forma guides. There is no fixed length. Quality is assessed rather than quantity.</p>
<p>Weighting:</p>	<p><b>Seminar Presentation:</b> 5%</p> <p><b>Process Diary:</b> 10%</p>
<p>Due date</p>	<p>Both the seminar and the process diary are due in the same week in your tutorial class. Seminar weeks will be allocated in your first tutorial in week 2 of session</p>
<p>Method of Submission</p>	<p><b>Seminar Presentation:</b> In the allocated seminar.</p> <p><b>Process Diary</b> In the allocated seminar.</p>

Method return students	of to  Seminar marking sheets and marked process diaries can be collected from your tutor in the tutorial class usually in the following week.
Style format:	<p>and</p> <p><b>Seminar Presentation</b></p> <ol style="list-style-type: none"> <li>1. The seminar presenters are required to be responsible for leading the seminar, presenting the topic, and engaging the tutorial members in activities and discussion.</li> <li>2. The seminar is to be a <b>critical analysis</b> of the topic of the previous week, (Not just a summary of the lectures).</li> <li>3. Refer to tutorial questions on the web which will help to guide your seminar and will refer to readings and other activities for you to incorporate.</li> </ol> <p>Submit a Report on the topic of two pages to the tutor and all the tutorial members.</p> <p><b>Process Diary</b></p> <p>Pro forma guides for your process diary are available on WebCT Vista. Each student's individual process diary should include:</p> <ol style="list-style-type: none"> <li>1. A project management schedule that summarises agreed times and locations and contact information to prepare for the presentation (Do not give out personal details, use University email accounts) Note: it is not acceptable to work solely online or by telephone. Face to face meetings are required.</li> <li>2. Requirements for valid participation, e.g. what is a quorum, how many meetings can be missed before the coordinator is notified, etc.</li> <li>3. Agreed procedures and signed off action plan, including a gantt chart showing the preparation process.</li> <li>4. Documentation of communications and meetings</li> <li>5. Agreed workload distribution with deadlines</li> <li>6. Documentation of a compulsory consultation with your tutor</li> <li>7. Written summaries that are dated of readings you read, and a bibliography of these. (These are just what you as an individual completed).</li> <li>8. Brainstorming / your contribution in determining the flow and content of the seminar (include ideas that you ultimately reject as well).</li> <li>9. A personal reflective critique addressing the following: <ul style="list-style-type: none"> <li>• Advantages experienced in working in a group</li> <li>• What worked and "why"</li> <li>• Disadvantages of working in a group</li> <li>• What did not work and why</li> <li>• What you would do differently</li> <li>• What you would like other members to do differently</li> <li>• What you would like the teaching team to do differently</li> </ul> </li> </ol>

Request for special consideration	Must be made prior to the due date of the assignment through SOLS. Only the subject coordinator can give extensions or special consideration. Note “pressure of work”, either from employment or from other subjects, is not an acceptable reason for seeking an extension of time.
Late penalty	<p>Individual students who fail to participate in their allocated seminar presentation and who have not been granted special consideration will receive a mark of zero out of five for this component. They are still required to hand in the process diary.</p> <p>The assessed process diary must be handed in during the allocated tutorial. Process diaries handed in late will be penalised by the deduction (from the mark given to the assessed work) of 20 percentage points per working day or part thereof. The operation of this rule will not result in a negative mark being carried forward.</p>
Assignment Cover Sheet	<p>A Faculty of Commerce assignment cover sheet should be attached to each piece of written assessment. Students should sign the coversheet where applicable and complete and retain the receipt section as proof of submission.</p> <p>This cover sheet can be obtained from the website: <a href="http://www.uow.edu.au/commerce/pdf/assignmentcoversheet.pdf">http://www.uow.edu.au/commerce/pdf/assignmentcoversheet.pdf</a></p>
Learning objectives of Seminar Presentation and Process Diary	Students gain experience in seminar preparation, leadership skills and seminar presentation. Planning, rehearsing and time management are also emphasised. Further the benefits of studying a topic extensively can be gained.