

FIRST YEAR CORE COURSE LEADERS' COMMUNITY OF PRACTICE TOOLKIT

FIRST YEAR COURSE LEADERS TOOLKIT ITEM

First assessment items

THE USQ
CoPs PROJECT

Faculty of Arts CoP
and
Faculty of Business CoP

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First assessment items: Diagnostic items

Teacher: Cassandra Star

Course: POL1000 - Government, business and society

Rationale

This first assessment item feeds into the second, more heavily weighted, item on the same topic. It allows students to submit a smaller paper which is designed to provide them feedback on whether they have correctly identified the main issue raised by the topic, and whether they can analyse that issue from the three broad positions mandated by course learning objectives. Students also receive feedback on their referencing.

Activity

Students submit a briefing paper giving an overview of the main issue raised by the topic, and outlining the implications of this issue for the three stakeholders covered by the Course: government, business and society. They use a template provided within the course materials.

Sample text

Instructions for students on course StudyBook [over page]

Assignment 1

Briefing paper

Due: 17 August 2007

Value: 20%

Length: 700 words (using the briefing format provided on course CD)

Topic: Industrial relations and government business relations

The aim of a briefing paper is to give a clear but concise overview of an issue. Business executives, community groups and government ministers often commission briefing papers to be written on issues that are new, emerging, or which they have little knowledge of.

A [word document template](#) is provided on the course CD for students to use with this assignment. The template gives clear guidelines on how to structure the assignment and what is expected in each section.

Assignment guidelines

The following guidelines are the minimum requirements that must be addressed in order to obtain a pass mark:

- Discuss how the issue provides opportunities and challenges for each stakeholder (government, business and society) and their related interests
- Reference your contentions clearly
- You will be provided with [relevant sources](#) (on the course CD), but be sure to provide a reference list at the end of your report
- Provide a brief executive summary at the start of your report. Keep in mind that an executive summary is not the same as an introduction.