Faculty Business and Law CloudDeakin Minimum Standards

Background

This document outlines the set of minimum standards for CloudDeakin unit sites in the Faculty of Business and Law based on the agreed University CloudDeakin Minimum Standards (see appendix 1). Course teams may extend the minimum standards so that they are contextualised to their program.

These minimum standards will enhance the experience for students on CloudDeakin, by ensuring a high standard of presentation and organisation of information and resources on CloudDeakin unit sites, and consistency across all unit sites.

Note that these are the minimum standards for unit sites, however it is expected that many units will exceed these base-level standards.

Unit sites are audited against the minimum standards. For areas where units are not meeting the minimum standards, suggested strategies and support will be provided to the course and units teams to action in order to meet/exceed the standard.

The Faculty's Learning Innovations Group oversees the implementation of CloudDeakin sites within the Faculty and provides the following support:

- Consult with Departments and Course leaders to develop CloudDeakin minimum standards specific to a course

- Consult with Department and Course leaders to provide and gather examples of how to meet / exceed standards

- Build staff capacity around CloudDeakin technologies with online support resources, structured group sessions and working directly with course teams and follow up support with unit chairs/teams.

Approximately 4 - 6 weeks prior to the start of each trimester (this is when staff will have access to their CloudDeakin unit sites)

Learning Innovations Group will have basic unit sites set up for staff to customize, including the following:

- A banner approved either by the Faculty or University
- The year and trimester in which the unit site is first active, is visible on the banner
- The top navigation bar contains the following main links and menus that are visible to students, in the following order L to R: Home, Resources, Assessment, More, Portfolio and Student Help
- The layout of the homepage contains the approved two column format with appropriate widgets: Video Post, News item, Updates, Ask Watson, DeakinTalent, Unit Team and Calendar
- Student Help link in the navbar contains University maintained links to CloudDeakin information and support, Study Support, the Library and information about plagiarism and collusion. Faculty specific links can be added below the University service links
- Technical support information and assistance including contact details are available for both learners and teaching team
- A link to central UniStart CloudDeakin Turnitin enabled cloud submission option is available for learners to check their drafts before final submission.

One week prior to the start of each trimester (this is when students receive access to their CloudDeakin unit sites)

At the start of a unit, students (particularly those online) can often feel isolated and uncertain about their studies. It is therefore important that unit sites clearly document the learning and assessment requirements of a unit and provide students with a sense of connection to staff and other students.

- If not previously done, all teaching staff should upload a current image (no less than three years) of themselves in the CloudDeakin Profile tool
- An approved BRUCE Unit Guide (Part A) and Students rights and responsibilities (PART B) are included within the first Resource folder named 'Unit Guide and Information'
- A welcome message in the news item and video in the video post widget from the unit chair or teaching team introducing the team, articulating unit learning outcomes and expectations and orientating learners to the unit
- Contact details are available for each teaching team on the unit site
- All discussion forums (and other cloud collaborative spaces) include details of intended use, expected teaching team response times and netiquette (see Appendix 2) details

During the trimester

Assessment

Assessment tasks should be consistent with details stated in the University Handbook and the Unit Guide. Specific details of each assessment should be provided on CloudDeakin with *sufficient time* for students to complete all activities/tasks associated with the assessment.

- Details of assessment tasks should be formatted in the relevant Deakin Business School or Deakin Law School templates including submission details (due date included in the Calendar tool), and approved penalty guidelines (see Appendix 3). The following are to be located in the Assessment folder:
    - Assessment tasks and rubrics
    - Assessment support includes Deakin study support information including Plagiarism and Collusion and a link to a central UniStart self-check dropbox
    - An assignment CloudDeakin dropbox with Turnitin enabled is setup for each assessment task (except in circumstances where this is not practical such as in-class presentations, study tours or work integrated learning).
- Feedback to students is to include an online marking rubric according to faculty requirements (unless an exemption has been approved by the Associate Dean Teaching and Learning)
- The approved assignment declaration statement (See Appendix 4) relating to plagiarism and collusion is available in each cloud assignment submission dropbox.
- Learners are able to add their CloudDeakin assignment work and feedback to their CloudDeakin Portfolio.

Learning Resources

Learning resources are available and accurate, as appropriate, to all learners regardless of the mode of study i.e. cloud learners to have access to equivalent learning resources as located learners. Structure and layout of learning resources are organised with clear logical flow.

- Learning Resources should be organized with the following templated structure: Unit Guide and Information, Learning Resources (Unit Outline Planner and Weekly topics/concepts i.e. Week x – Topic x), Assessment Resources, Echo Class Recordings and Cloud Classrooms.
- All learning resources such as class slides, assessment tasks, assignment dropboxes, quizzes, grades and rubrics should follow a common naming convention i.e. Tx Year Unitcode Context/Purpose;
- Presentation and style of learning resources should be professional and consistent throughout the unit site including consistency of nomenclature for headings, style and colour schemes e.g. all modules, files and links named appropriately to indicate purpose, and use of HTML study guides where appropriate.

- Access to electronic readings are available through embedded webpages as appropriate
- Learning resources include open web educational resources (desirable).
- Learning resources including video content are accessible. See [Deakin Staff Accessibility Responsibilities](#) and [Inclusive Teaching Practices](#).(check this Leanne)
- All video content used in the unit should be **streamed** from Echo/DeakinAir (or equivalent video hosting platform), and downloadable as appropriate
- Unit video learning resources are submitted in the DeakinAir unit channels.
- All applicable resources should be copyright compliant according to [University Policy](#).

Learning Experiences

Unit teams need to provide students with equivalent learning experiences, as appropriate, to all learners regardless of the mode of study.

- All students (including Cloud-based students) have access to recordings of campus classes (lectures) via CloudDeakin (or equivalent pre-recorded videos).
- Live Echo streaming should be turned on in classes (lectures). Cloud-based students should have access to synchronous classes (lectures) and/or seminars at certain points during the trimester and as a minimum, at least three cloud synchronous sessions per trimester i.e. start, middle and end.
- Staff moderated cloud discussion forums are available in the unit site, and include:
    - A discussion space for general unit introduction and assessment
    - A student to student only discussion space, as appropriate
    - Teaching team responses within **two working days** (desirable: many unit teams are responding within one working day)

Appendix 1: Schedule C: CloudDeakin unit site minimum standards

This Schedule is made pursuant to the Course Design and Delivery Procedure.

Goals

- **Approved unit guide** located at the top level of the folder structure in a unit site, labelled as 'unit guide and information'. Any changes to the unit guide must be approved by Faculty to ensure that the unit guide on the unit site is the same as the approved version.
- **Assessment folder** to include a self-check Turnitin option for students.
- Assessment submission must record agreement from students that they understand their responsibilities relating to plagiarism or collusion in submitting assessments. Digital agreement will be included in a standard location on CloudDeakin unit sites.
- Individual feedback to students is provided via CloudDeakin assignment folders used for submission, or if assignment boxes are not used, general feedback on assessment is available via the unit site and discussed with students.

People

- **Welcome** message from the Unit Chair (including orientation to unit, learning outcomes and advice on getting started) is presented in a video using the video post widget before teaching commences. A transcript is included in the widget or equivalent information posted as a News item.
- **Unit Staff widget** includes details of teaching staff, with photos.

Learning Resources

- **Resources** have a clear and logical flow, consistent formatting and descriptive file names.
- Units offered to **Cloud students** provide comprehensive learning resources organized to enable self-directed learning
- **Technical and study support** links are included on the unit home page.
- If classroom capture is available and used, **Echo capture and virtual classroom recordings** must be provided to all students in a timely manner. Non-recording of classes must be approved by the Head of School (or delegate).Students must be notified of classes which are not recorded and the reasons for this (eg class cancellation or group discussion).

Learning Experiences

- Active **cloud discussion boards** are available in the unit site with staff overseeing discussions.
- At least one place on the site where unit related student questions are answered.
- **Information** is published regularly to the site to maintain site activity (eg news and announcements, reminders about assignments, other unit requirements, responses to commonly asked questions).

Appendix 2: Intended use, expected teaching team response times and netiquette for collaborative online spaces

All students and staff have the right to work and study in an environment that is supportive, inclusive, fair and safe including face-to-face and cloud learning environments. Please refer to the online etiquette guidelines on [Communicating Online](#). Know your [Student Rights and Responsibilities](#) including University policies on [Information and Communications Technology Use](#) and [Conditions of Information Technology use. Teaching team will aim to respond to queries within two working days.](#)

Appendix 3: Approved Penalty Statement

Penalties for late submission: The following marking penalties will apply if you submit an assessment task after the due date without an approved extension: 5% will be deducted from available marks for each day up to five days, and work that is submitted more than five days after the due date will not be marked. You will receive 0% for the task. 'Day' means working day for paper submissions and calendar day for electronic submissions. The Unit Chair may refuse to accept a late submission where it is unreasonable or impracticable to assess the task after the due date.

Appendix 4: Approved Assignment Declaration Statement

IMPORTANT INFORMATION FOR STUDENTS - PLEASE READ

PLAGIARISM AND COLLUSION

Plagiarism and collusion constitute extremely serious academic misconduct. They are forms of cheating, and severe penalties are associated with them, including cancellation of marks for a specific assignment, for a specific unit or even exclusion from the course. If you are ever in doubt about how to properly cite a reference, consult your lecturer or the Study Support website http://www.deakin.edu.au/current-students/study-support/study-skills/handouts/refer-plag.php

- **Plagiarism** occurs when a student passes off as the student's own work, or copies without acknowledgement as to its authorship, the work of any other person.
- **Collusion** occurs when a student obtains the agreement of another person for a fraudulent purpose, with the intent of obtaining an advantage in submitting an assignment or other work.

Work submitted may be reproduced and/or communicated by the university for the purpose of detecting plagiarism and collusion.

Students are reminded that assessment work, or parts of assessment work, cannot be re-submitted for a different assessment task in the same unit or any other unit, without the approval of the Unit Chair of this unit. This includes work submitted for assessment at another academic institution. If students wish to reuse or extend parts of previously submitted work then they should discuss this with the Unit Chair prior to the submission date. Depending on the nature of the task, the Unit Chair may permit or decline the request.

DECLARATION

By clicking on the Submit button, I certify that the attached work is entirely my own (or where submitted to meet the requirements of an approved group assignment is the work of the group), except where work quoted or paraphrased is acknowledged in the text. I also certify that it has not been previously submitted for assessment in this or any other unit or course unless permission for this has been granted by the Unit Chair of this unit. I agree that Deakin University may make and retain copies of this work for the purposes of marking and review, and may submit this work to an external plagiarism- and collusion-detection service who may retain a copy for future plagiarism and collusion detection but will not release it or use it for any other purpose.