

Unit Information

CUC107 Cultural Intelligence and Capability

Credit Points: 10

Mode: Internal and external

Semester One 2014

Assumed Knowledge:

Preferably to have completed CUC100 or CUC106

The Unit Coordinator:

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Unit Description

Cultural Intelligence and Capability explores important issues related to living, studying and working as a professional in the diverse social and cultural environments of contemporary society. The unit examines broad interactions between culture, knowledge experience and behaviour and the way in which these interactions and our perceptions of culture shape our interactions at a personal, academic and professional level. It explores the notion of cultural intelligence and the need for people to be capable of identifying and analysing the complex cultural dynamics of their interpersonal, academic and professional interactions and developing places for people to operate safely and effectively. The study program for this unit provides a structure for students to reflect upon, analyse and articulate how you respond to the complex cultural circumstances into which you are immersed as a student and as a graduate in your chosen profession.

Learning Outcomes

On completion of this unit students should be able to:

1. use a variety of media to demonstrate their understanding of themselves as multi-dimensional cultural beings in society;
2. analyse the dynamic interactions of themselves and others in a variety of cultural contexts;
3. analyse and evaluate strategies for creating culturally safe spaces in diverse social, academic and work environments;
4. identify, access, evaluate, organise and communicate information using contemporary technologies.

Unit Information

Teaching and Learning Strategies

We have tried to ensure that both internal and external students have a similar learning experience with opportunities to interact and discuss the ideas presented through readings and the web-site learning materials.

External Students: The Learnline site and the [Website Learning Materials](#) for *Cultural Intelligence and Capabilities* provide you with everything you will need to complete the unit. All submissions of assignments need to be uploaded through Learnline Assessments > Submissions. You will need to commit to at least four hours per week to read through each week's theme and set readings and complete activities. Weekly on-line classes and wiki groups provide optional forums for extending communication between lecturers, tutors and students about the unit.

Internal Students: The lectures and workshops in *Cultural Intelligence and Capabilities* operate as an integral part of the learning experience for internal students with an 80% attendance required. All sessions take place in a workshop situation and draw on materials in the [Website Learning Materials](#). In the workshops, students address the different concepts and ideas explored in the unit, completing activities which help to make sense of the concepts. This will also assist directly in preparing for the assessment items for submission.

Unit Coordinator and Tutors

External students will be enrolled in a group within the first week of the semester. Internal students will need to self-enrol in a suitable time for a class. Do this by dragging your name into the self-enrol group in Learnline 'Groups'. These temporary sign-up groups are limited to 50 students so you may need to choose another one if it is full. Each group is assigned a tutor who is your first port of call when you have any queries or problems. Your tutor will also be marking your work and providing feedback. If you are an external student, your main contact with your tutor will be via email. Tutor contact details are available from the **Staff Contacts** section on Learnline. The tutors will keep in touch with weekly e-mails for external students or face to face for internal students.

Be aware that some tutors work on a part-time basis so please allow a maximum 72 hour response time for your emails or phone messages.

Unit Information

Study Plan

The table below describes the week by week plan of study for this unit. You should refer to this regularly so you are prepared for class and know when assessments are due.

Study Plan			
Week	Focus	Reading	Assessments
Cultural Self-Awareness			
1	Culture	Matsumoto (2007 p. 1290 – 1295)	
2	Knowledge		
3	Experience	Russell (2011 p29-35)	
4	Behaviour	Matsumoto (2007 p. 1300 – 1303)	Cultural mindmap Due:- Friday 28th March
Cultural Intelligence			
5	You and Culture	Quappe and Cantatore (2005)	
6	Cultural Difference	Brislin, Worthley & Macnab (2006)	Critical Reflection Due:- Friday 11th April
7	Culture Shock	Flanja (2009)	
8	Cross-cultural Communication		
Cultural Capabilities			
9	Cultural Judgements		Cultural Intelligence Presentation Due:- Friday 9th May
10	Cultural Empathy	Bruhn (2005)	
11	Creating Safe Spaces	Holley & Steiner (2005)	
12	Preparations		Creating a Safe Space Due:- Friday 30th May

Access to Readings and Resources There is no set text for this unit. All the necessary readings are available as .pdf documents directed through the Web-site Learning materials.

Unit Information

Assessment Overview There are four items of assessment which are required to be completed for this unit. You must submit all four assessment tasks to be considered for a passing grade in this unit. Extended details of the tasks required for the completion of the assessment items can be found through the website learning materials. There are also instructions on preparation.

Assessment Item	Focus	Value	Length	Due Date
Assignment 1	Cultural Blue Print/Mind Map Ensure your mind map includes 4 elements of culture and shows how knowledge, experiences and behaviours are related to each element.	10%	N/A varies	Friday Wk 4 28th March
Assignment 2	Critical Reflection Analyse your cultural self and demonstrate your understanding of the relationship between culture, knowledge, experience and behaviour. Use the theory from set readings and examples from your mind map to analyse this relationship.	20%	800 – 1100 words	Friday Wk 6 11 th April
Assignment 3	Cultural Intelligence Video/Powerpoint Demonstrate your understanding of cultural intelligence by creating a 3 minute voice-over multimedia presentation that explains how this concept can be applied in the workplace, community or university.	30%	3 mins Max (approx. 10 slides)	Friday Wk 9 9 th May
Assignment 4	Safe Space Report Make evident your growing cultural capabilities by writing a report that analyses safe or unsafe spaces as depicted in a film excerpt/ video clip you have chosen.	40%	1200- 1500 words	Friday Wk 12 30 th May

Assessment Details All assessment items are to be submitted through Learnline via the Submission link. Be aware of the following points when you finalise your submission:

- Once you have submitted an assignment successfully to the Learnline site, your lecturer will make contact with you if there are problems with corrupt documents.
- There is no need to email your lecturer or tutor a copy of your assignment unless asked to do so, but do keep a copy of your assignment just in case there are problems.
- Learnline identifies a submission date and time and it is this record which will be used to determine whether an assignment has been submitted on time.
- When you are about to save the final copy of your assignment and you are ready to upload it to Learnline, name the document in the following way:

your_name_CUC107assignmentnumber eg:
maria_byrne_CUC107assignment1.doc

- All assessments must be submitted as one document that includes a Coversheet which can be found in Learnline 'assessments' area.

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Assessment 1: Cultural Blueprint / Mind Map

Due date: Mind Map: Friday Week 4

Time: This task should take about 2-3 hours

Length: May vary in length but you need to ensure your mind map includes four elements of culture and shows how knowledge, experiences and behaviours are related to each element.

Value: 10%

Introduction: In order to work effectively with others in a university or workplace setting, it is important to understand different cultural perspectives. The first step in acquiring cultural capabilities is to understand your own culture and the knowledges, experiences and behaviours that contribute to it.

Task: Construct a mind map as a visual representation to show your understanding and analysis of your personal culture (your cultural self). You should first identify at least 4 key elements of your personal identity/culture. Next, draw up a mind map that includes these four elements and shows how knowledge, experience and behaviour have all contributed to these elements which make up your personal culture. It should also show how these different elements that have contributed to your culture are inter-related.

Assessment 2: Critical Reflection Essay

Due date: Friday Week 6

Length: 800 - 1100 words

Value: 20%

Introduction: After creating your cultural blueprint / mind map (in Week 4), you will have built an understanding of how our personal culture is influenced by different things. This next assignment helps you to build your understanding of how this awareness of influences on your personal culture can help you to be more culturally intelligent.

Task: Write an essay to critically reflect on how cultural self-awareness is an important component of cultural intelligence. You should first define the terms cultural intelligence and cultural self-awareness. Use the readings covered in the first 6 weeks, and personal examples, which draw on observations and experiences (such as one or two aspects you explored in your mind-map) to discuss how and why cultural self-awareness assists people to be more culturally intelligent. The relevant readings include: Matsumoto (2005), De Long (1997), Russell (2011), Quappe & Cantatore (2005) and Brislin, Worthley and McNab (2006), Of course, you may include other relevant readings to support your discussion.

This assignment should be written in an essay structure which includes an introduction, body and conclusion as well as references. As a reflective essay we expect you to write in the first person when you are recounting examples from your experience. So you will be moving between third person when you discuss the readings and first person when you describe your experiences that illustrate the points being made in the readings. Details of how you should construct the essay are provided in the preparation section. The reading from Russel (2011) also illustrates the integration of personal reflection with the literature.

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Assessment 3: Cultural Intelligence

Due date:	Friday Week 9
Length:	3 minute multimedia presentation (video or slideshow)
Value:	30%

Introduction: Through this assignment you extend your ideas from the first 2 assignments to demonstrate your understanding of how cultural intelligence can be applied in the workplace, community or the university.

Task: Create a 3 minute multimedia presentation that shows through images (with minimal text) and a verbal explanation the ways in which the concepts of cultural intelligence can be applied in a workplace, community or the university.

As part of your introduction you should define cultural intelligence and the scenario where you will demonstrate its application. You should provide specific examples from your personal experience to illustrate your points. Please avoid just having a slide saying- "You have to take into account cultural differences when communicating with patients" Show some examples about how you would do this. Your multimedia presentation can be created in PowerPoint, Keynote or by making a video. If you produce a PowerPoint we encourage you to use the voice-over facility. Note:- If you cannot record your voice you should type the script as it would be spoken in the notes section. As a general rule, reading at a normal pace, you would cover a text of about 400 words in 3 minutes. Be succinct and consider who your audience would be for your lively presentation.

Assessment 4: Safe Space Report

Due date:	Friday Week 12
Length:	1200 - 1500 words
Value:	40%

Introduction: The creation of safe spaces requires cultural self-awareness, cultural intelligence and cultural capability. So this final assignment draws together all the learning from the unit in a report about safe spaces. They are fundamental to operating effectively in the workplace, community and the university. Yet many spaces are not that safe for the people who use them. How is it possible to create safe spaces for people?

Task: Using an excerpt from a film or video of people interacting within a space, analyse the various aspects of the scenario including the physical location and interactions between actors to highlight your understanding of safe spaces. Demonstrate your growing cultural capabilities by writing a report that analyses safe or unsafe spaces as depicted in your chosen clip. You need to write an academic report using formal language to:

- analyse the chosen filmed scenario for safe or unsafe spaces
- demonstrate your understanding of the characteristics of culturally safe or unsafe spaces by discussing those identified in the film in relation to the research literature,
- provide recommendations/conclusions for creating or sustaining culturally safe spaces based on the scenario.

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Assessment details

Plagiarism

Plagiarism is the presentation of the work of another without acknowledgement, including the submission of someone else's work as your own. Collusion is another person assisting in the production of an assessment submission without the express requirement, or consent or knowledge of the assessor. Students may use information and ideas expressed by others, but this use must be identified by appropriate referencing. The University policy on [academic and scientific misconduct](#) is the overarching CDU policy on plagiarism.

Referencing Requirements: APA (American Psychological Association) Referencing is required for all work in this unit. No work should be submitted without an appropriate reference list and in-text referencing that correctly acknowledges the source of information and ideas used in the text of your assigned work. [The CDU Library](#) provides an overview of what is involved in APA referencing. This can be found <http://libguides.cdu.edu.au/content.php?pid=100403&sid=753758>

Extensions and late submission for assignments: All assignments should be submitted by the due date. It is very important for you to keep up to date with the submission of your assessments. **Please contact your tutor if you are having trouble keeping up.** If you cannot get hold of your tutor, make contact with the Unit Coordinator to discuss your options.

Extensions will only be given in extenuating circumstances. Extensions should be requested in writing via email to your tutor 48 hours prior to the due date. Tutors will observe the following guidelines when dealing with late assignments that have not been granted an extension. Late submission of an assignment may attract a 5% penalty per day on the mark that would have been awarded out of 100%. Submissions two weeks after the due date without an approved extension, may result in a fail for the assessment. If you don't submit an assessment, you will receive a zero mark. **All assignments must be completed to pass this unit.**

Grading: The CDU higher education grading system will be used for conversion of marks into grades as per the Assessment Rules noted above:

Mark	Grade	Mark	Grade
85-100	HD	75-84	D
65-74	C	50-64	P
0-44	F		

Special consideration: Staff at Support and Equity Services can assist with the processes for special examinations, special consideration and special arrangements. Follow the link below to download the appropriate form <http://www.cdu.edu.au/ses/appeals.html>