Faculty of Health and Behavioural Sciences  
School of Health Sciences  
Subject Outline  

Section A: Subject Information

Subject Code & Name: SHS 353 Community and Public Health Nutrition  
Credit Points: 8  
Pre-requisite(s): PHN 203 or POP 222 or SHS 150  
Co-requisite(s): None  
Restrictions: None  
Equivalence: None  
Assessment: 2 sets of MCQs (10% and 15%); written assignment (35%) and exam (40%)  
Session: Autumn  
Campus Locations: Wollongong  
Delivery Method: On campus  
Contact Hours: 2 hours Seminar / Lecture per week (except week 13); 6 x 1 hour fortnightly tutorials; total 30 hours

Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable at via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

Subject Coordinator/Lecturer
Name: Dr Jimmy Louie  
Location: School of Health Sciences, Building 41, Room 252  
Consultation times: Walk-in 09:00 – 11:00 am Tuesdays and Wednesdays; other time by appointment only  
Telephone: +61 2 4298 1441  
Email: jlouie@uow.edu.au

Student Administration
Location: 41.152  
Telephone: +61 2 4221 3492  
Email: hbs_central@uow.edu.au

Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for general advice and information. For information refer to the following link http://www.uow.edu.au/health/hbs_central/index.html

Prescribed Text

Assessment Tasks

<table>
<thead>
<tr>
<th>1- MCQ</th>
<th>2- MCQ</th>
<th>3- Needs assessment and program planning form</th>
<th>4- Written exam</th>
</tr>
</thead>
</table>
| Due Date: 22/03/2013  
Percentage: 10% | Due Date: 03/05/2013  
Percentage: 15% | Due Date: 24/05/2013  
Percentage: 35% | Due Date: TBA  
Percentage: 40% |

eLearning Space
For information refer to the following link http://moodle.uowplatform.edu.au/.
Section A: Subject Information

Subject Description
The subject introduces students to the principles of community and public health nutrition in Australia. Key areas examined include food and nutrition systems, nutrition surveillance, food policy and advocacy, nutrition and health promotion, and program planning and evaluation. Current issues in public health nutrition will also be reviewed, including discussions about influencing factors such as the environment, the food supply, food marketing and food security. The subject involves face-to-face lectures as well as tutorials to discuss public health nutrition issues. Course materials are available via an eLearning subject site.

Learning Outcomes
On completion of this subject, students should be able to:

a) Describe the components of food and nutrition systems
b) Identify and discuss nutrition surveillance strategies and available information sources to determine and describe the nutritional status of populations
c) Identify and describe public health nutrition priorities
d) Discuss the development of food and nutrition policies and advocacy approaches to influence policy-making
e) Describe and discuss key principles employed in developing health promotion strategies
f) Describe and critique approaches to program planning and evaluation and apply a planning model to a community/public health nutrition issues
g) Appraise case examples of community and public health nutrition services and programs in Australia
h) Discuss public health nutrition issues using an online format

Detailed Subject Timetable

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Start</th>
<th>Finish</th>
<th>Location</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Wed</td>
<td>13:30</td>
<td>15:30</td>
<td>35-G20</td>
<td>1-12</td>
</tr>
<tr>
<td>And</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutorial group 1</td>
<td>Wed</td>
<td>11:30</td>
<td>12:30</td>
<td>3-122</td>
<td>2,4,6,8,10,12</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutorial group 2</td>
<td>Wed</td>
<td>15:30</td>
<td>16:30</td>
<td>3-123</td>
<td>2,4,6,8,10,12</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutorial group 3</td>
<td>Wed</td>
<td>16:30</td>
<td>17:30</td>
<td>41-203</td>
<td>2,4,6,8,10,12</td>
</tr>
</tbody>
</table>

Attendance/Study time

On-campus delivery: It is expected that students will allocate 12 hours per week to this subject, including class attendance. Class attendance is not an assessable component for the purposes of accumulating marks, but attendance at certain classes may be compulsory and failure to meet attendance requirements may result in a Technical Fail for the subject– please see Section B: Assessment Information for details.
<table>
<thead>
<tr>
<th>Week</th>
<th>Week start date</th>
<th>Lecture topic, time and room number</th>
<th>Tutorial</th>
<th>Assessment Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04/03/2013</td>
<td>Introduction to Community and Public Health Nutrition (CPHN)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11/03/2013</td>
<td>Food and nutrition systems - national and local perspectives</td>
<td>Tut 1: Local food and nutrition systems (Group work)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>18/03/2013</td>
<td>Monitoring &amp; surveillance – describing nutrition problems - Overview of dietary assessment methods - Epidemiology; apparent consumption data - National nutrition surveys - Related health &amp; social data - Using data for policy outcomes</td>
<td></td>
<td>Assessment 1 - Online MCQ - Due by 4pm on Friday 22/03/2013</td>
</tr>
<tr>
<td>4</td>
<td>25/03/2013</td>
<td>Nutrition guidelines - Dietary guidelines, healthy eating guides, NRVs, core vs. extra foods</td>
<td>Tut 2: Critical assessment of nutrition data sources</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>01/04/2013*</td>
<td>Public health nutrition priorities - Overview and critique of agendas - Food security (including food cost and access) - Nutrition in the Indigenous population - Socio-economic determinants of population nutrition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>08/04/2013</td>
<td>Public health nutrition priorities - Emerging nutrition issues - Environmental influences and food supply - Food marketing</td>
<td>Tut 3: Current issues in PHN</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>15/04/2013</td>
<td>Nutrition promotion – introduction - Principles of health promotion - Program planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>29/04/2013</td>
<td>Nutrition promotion – nutrition interventions - Childhood obesity - F&amp;V consumption - Reducing sugary drink intake</td>
<td>Tut 4: Developing a program plan (Group work)</td>
<td>Assessment 2 - Online MCQ - Due by 4pm on Friday 03/05/2013</td>
</tr>
<tr>
<td>9</td>
<td>06/05/2013</td>
<td>Nutrition promotion – program evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>13/05/2013</td>
<td>Food regulation – national structures - Overview of key regulatory bodies and food standards issues (including food labelling, fortification, food safety) - Local food policy</td>
<td>Tut 5: Developing a program plan continued (Group work)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>20/05/2013</td>
<td>Food regulation – advocacy and roles of public health nutritionists</td>
<td></td>
<td>Assessment 3 - Needs assessment and program planning form - Due by 4pm on Friday 24/05/2013</td>
</tr>
<tr>
<td>12</td>
<td>27/05/2013</td>
<td>Revision in class Attendance at this lecture is compulsory. Absence without academic consideration WILL result in a technical fail for the subject.</td>
<td>Tut 6: Advocacy to influence food and health policy</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>03/06/2013</td>
<td>No lecture/seminar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* is a public holiday
Textbooks and Supplementary Materials

Prescribed Text

Recommended Additional Readings

Recommended readings are not intended as an exhaustive list and students should use the Library catalogue and databases to locate additional resources.

eLearning Space
This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column.

eReadings
Electronic readings for this subject are available through the library website. Visit the Catalogue via the Library link on the UOW homepage or see staff at the Information Desk in the Library for information and help with eReadings.

Graduate Qualities
Information on the UOW Graduate Qualities can be found at via the Learning and Teaching link on the UOW homepage. The University of Wollongong has developed five graduate qualities which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities in particular will be enhanced by their participation in this subject:

1. **Informed**: Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.
2. **Independent learners**: Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.
3. **Problem solvers**: Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.
4. **Effective communicators**: Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.
5. **Responsible**: Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

Recent Improvements to this Subject
Change: Materials are updated each year, to reflect contemporary public health nutrition issues.
Reason: To reflect current knowledge and practice.

Change: Assessment tasks were re-designed.
Reason: To reduce the workload of students as well as clarify confusion on assessment requirements identified by students of previous sessions.
Other Information
Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for general advice and information. The Student Guide is available on the HBS Central website, which is accessed by navigating the links on the Faculty of Health & Behavioural Sciences homepage.

Section B: Assessment

Minimum Requirements for a Pass in this Subject
To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, students must meet all of the minimum performance requirements as listed below. Failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject even where total marks accumulated are greater than 50%.

Minimum Academic Performance: A Technical Fail (TF) grade will be awarded for the subject even where a student gains a total mark that would otherwise allow a passing grade if a student meets one or more of the following criteria:

- does not attempt all assessment tasks
- does not achieve at least 40% in the final exam
- does not attend at least 80% of tutorials (unless suitable documentation is provided)
- does not attend the revision lecture in week 12 (unless suitable documentation is provided)

Minimum Attendance: student attendance at tutorials, practicals seminars and/or simulations is compulsory and students must attend at least 80% of classes. Students are also required to attend the final revision lecture in week 12. Absences will require a medical certificate or other suitable documentation which must be presented to the Subject Coordinator as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements will be awarded a Technical Fail (TF) for this subject.

Students who do not meet the overall minimum performance level requirements outlined above may be given a Technical Fail (TF) grade on their academic transcript even where the total marks accumulated are 50% or higher. The subject co-ordinator may, at his discretion, offer students who received a technical fail due to failure to achieve at least 40% in the final exam to sit a supplementary exam. In this case, student will receive a grade of PS with a mark of 50 if they achieve 50% or more in the supplementary exam, otherwise they will receive a TF. For TF due to inadequate attendance or other reasons no supplementary tasks will be offered. Where a Technical Fail is awarded, the grade is displayed as TF but a mark is not displayed on the academic transcript. For the purposes of calculating a Weighted Average Mark (WAM) a TF is allocated a mark of 49.
# Details of Assessment Tasks

## Summary of Assessment Tasks

<table>
<thead>
<tr>
<th>Assessment name</th>
<th>Due date</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1: MCQs on food and nutrition systems and food and nutrition monitoring and surveillance</td>
<td>Week 3, 22/03/13</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 2: MCQs on nutrition guidelines, public health nutrition priorities and community and public health nutrition services and programs in Australia</td>
<td>Week 8, 03/05/13</td>
<td>15%</td>
</tr>
<tr>
<td>Assessment 3: Needs assessment and program planning form</td>
<td>Week 11, 24/05/13</td>
<td>35%</td>
</tr>
<tr>
<td>Assessment 4: Written exam</td>
<td>To be advised</td>
<td>40%</td>
</tr>
</tbody>
</table>

## Assessment 1: MCQs on food and nutrition systems and food and nutrition monitoring and surveillance

**Format**
- Online quiz

**Due date**
- Complete between 5pm 08/03/2013 and 5pm 22/03/2013

**Weighting**
- 10%

**Pass mark**
- 5/10

**Length**
- 1 hour

**Details**
- This is a timed web-based multiple choice quiz taken independently between weeks 1 - 3. Students can log on at their convenience to undertake the quiz, they may only log on once and access will automatically cut out after 60 mins. Ten randomized questions will be based on lecture and reading material provided in weeks 1 – 3 of the class.
- The quiz will be marked on the number of correct choices made in the multiple choice design. **There is only one correct answer per question.**

**Submission**
- Complete on eLearning

Assessment 1 will be marked using the following criterion:

1. Number of correct answers /10 marks

## Assessment 2: MCQs on nutrition guidelines, public health nutrition priorities and community and public health nutrition services and programs in Australia

**Format**
- Online quiz

**Due date**
- Complete between 5pm 19/04/2013 and 5pm 03/05/2013

**Weighting**
- 15%

**Pass mark**
- 8/15

**Length**
- 1.5 hours

**Details**
- This is a timed web-based multiple choice quiz taken independently between weeks 4 - 8. Students can log on at their convenience to undertake the quiz, they may only log on once and access will automatically cut out after 60 mins. Fifteen randomized questions will be based on lecture and reading material provided in weeks 4 – 8 of the class.
- The quiz will be marked on the number of correct choices made in the multiple choice design. **There is only one correct answer per question.**

**Submission**
- Complete on eLearning

Assessment 2 will be marked using the following criterion:

1. Number of correct answers /15 marks
Assessment 3 | Needs assessment and program planning form
---|---
Format | Program planning form
Due date | 4 pm on 24/05/2013
Weighting | 35%
Length | A maximum of 6000 words, excluding figures/tables (and their associated captions), references and appendices only. Subheadings are counted towards the word count.
Details | ** Ensure that all students’ names are indicated on the front cover of the assignment. One copy ONLY required per group (2 people). A hardcopy of your assignment must be handed in to HBS Central, and a final electronic copy must be uploaded onto Moodle by 5pm on the due date. Students will be required to work in groups of 2. Tutorial time (2 hours) will be provided in weeks 8 and 10 for this assignment. You should start your assessment early as this is a big assessment. Each group is to select one (1) of the following groups: • 0-5 year old child • 25 - 40 year old woman • 55-70 year old man

** Part 1 – maximum 1,500 words recommended **
For your selected group:
  i. Using Australian population nutrition and health data identify one (1) key nutritional (e.g. nutrient deficiency) or nutrition-related health problem (e.g. obesity) and/or challenge for this group and provide a brief introduction to this issue.
  ii. Describe and appraise the nutrition and health data sources used (types, sources & quality) to identify this issue.
  iii. Describe the extent of the problem in Australia.
  iv. Discuss the quality and scope of Australian data used to identify this issue and compare this to the range and quality of data available in one (1) other country.
  v. Highlight what you think are the top two (2) issues of concern in relation to the Australian data and provide reasons why.

All data sources must be fully referenced.

** Part 2 – maximum 2,000 words recommended **
For the issue you have identified in part 1:
  i. Undertake a literature review of a range of strategies that have been used to impact on this issue in Australia and one other country (at least 5 strategies for each country).
  ii. Critically discuss each of these strategies and their reported effectiveness.
  iii. Identify any differences in the types of strategies that have been used in the two countries.
  iv. Conclude your review by identifying the most effective strategy in the Australian context.

Provide details of the search strategy that you employed in your literature review, including key words and combinations, databases searched, limitations you placed on your search and the criteria you used to select the articles you have incorporated into your paper. Include the first 2 pages of one (1) of your database searches as Appendix.

** Part 3 – program planning form **
In your tutorial group construct a nutrition promotion program to address your selected issue in the community. Ensure that your program covers a range of health promotion strategies and principles. Complete the Program Planning Form (available on the eLearning site).

Submit hardcopy of your assignment to HBS Central on Level 1 in Bld 41. You must also submit ONE electronic copy (per group) to Moodle, otherwise you will receive zero marks for this assessment. Contact your subject coordinator ASAP if you encounter any difficulties with submission.
Assessment 3 will be marked using the following criteria:

1. Relevant nutrition issue and data sources identified 20%
   - Identification of an appropriate nutrition / nutrition-related issue
   - Identification and critical appraisal of data types and sources from Australia
   - Description and prevalence estimates for issue given based on identified data
   - Comparison of Australian nutrition data to another country
   - Discussion of two major issues relating to Australian data

2. Literature review 20%
   - Range of intervention strategies included
   - Critical appraisal of strategies and their effectiveness
   - Comparison between countries
   - Conclusion drawn

3. Search strategy 10%

4. Relevant and realistic program developed and clearly described 25%

5. All aspects of the planning form completed and addressed appropriately 5%

6. Demonstrates an understanding of program planning concepts/terms 5%

7. Appropriate literature & reports used* 5%

8. Presentation of paper 10%
   - Layout, grammar, referencing style

Total / 100%

[*Appropriate literature would include a minimum of 20 articles from peer-reviewed journals and government reports.*]

### Assessment 4

<table>
<thead>
<tr>
<th>Written examination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format</strong></td>
</tr>
<tr>
<td><strong>Due date</strong></td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
</tr>
<tr>
<td><strong>Pass mark</strong></td>
</tr>
<tr>
<td><strong>Length</strong></td>
</tr>
<tr>
<td><strong>Details</strong></td>
</tr>
</tbody>
</table>

**Scaling**
Scaling will not occur in this subject.

**Submission of Assignments**
Specific submission instructions have been included in the assignment details section of this outline. A Health and Behavioural Sciences assignment cover sheet must be attached to all assignments and all sections of the cover sheet must be completed by the student. Receipts will be issued on submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. The receipt is the only proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required.

Note that if assignments are submitted in the after-hours slot in HBS Central or via post, the receipt must be filled out and left attached to the coversheet. The receipt will be stamped and retained under the counter at HBS Central for later collection during business hours. You must collect your receipt personally and you will be required to show your student card at the counter of HBS Central to obtain your receipt. Any assignments received without the coversheet attached, receipt section completed in full or receipt missing will not be receipted.
Students may post their assignments in to:

HBS Central (41.152)
University of Wollongong
Wollongong NSW 2522

**Due Date**

Unless otherwise specified, assignments are due by 4:00pm on the due date specified for the assessment task.

The date of submission by post for students will be considered to be the postmark date stamped on the assignment envelope. Note that it is not generally necessary to use Express Post as long as the envelope is clearly postmarked. However, approved late submission or other requirements of the Subject Coordinator may necessitate use of Express Post. If Express Post is used you will need to specifically request that the Post Office postmark your envelope, as Express Post envelopes do not normally carry a postmark.

**Late Submission**

Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.05 x number of days late. For example:

Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply (100 x 0.05 x 7). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assignment (85 (original mark) – 35 marks (late penalty) = 50/100 (final mark)).

Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply (20 x 0.05 x 3). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report (17 (original mark) – 3 marks (late penalty) = 14/20 (final mark)).

For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

**Extensions**

An extension of time to submit assignments can only be granted by the subject coordinator in exceptional circumstances. Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task.

**Assessment Return**

Marked assignments will be handed out in class or be available for collection during academic consultation hours OR according to the arrangement announced by the Subject Coordinator. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.
Supplementary Assessments

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made. Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers or use the following link:

Examination Rules

In 2012, there were a number of changes to the University Examination Rules that affect all current students. You can find this information at the following link; http://www.uow.edu.au/student/exams/index.html.

Supplementary Examinations

You can find the information for supplementary examinations at the following link;

Students will not be permitted to sit supplementary examinations prior to the University’s scheduled examination period.

Student Academic Consideration Policy

Academic Consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student’s control which significantly impair a student’s ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student’s academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

To apply for academic consideration you must submit an application via SOLS, as well as relevant documentation which is submitted in person to Student Central in Bld 17. The Subject Coordinator will be automatically notified of your request once you have submitted documentation and they will approve or decline your application. Students should log on to SOLS to see if their request has been approved. In the event of a genuine emergency, you must notify the Subject Coordinator as soon as possible by whatever means practical at the time, and follow with a formal academic consideration request as soon as you are able to.

The full policy on Student Academic Consideration is found in the Policy Directory on the UOW website.

System of Referencing Used for Written Work

The School uses the Harvard system of referencing, unless otherwise specified for a particular assignment – check Details of Assessment Tasks.


Use of Internet Sources

Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.
Plagiarism

Plagiarism means using the ideas of someone else without giving them proper credit. **ALL** work submitted for assessment **MUST BE YOUR OWN**. The other person may be an author, a lecturer or another student. The work may previously have been published in print or on the Web.

Plagiarism will not be tolerated and may result in the imposition of severe penalties. The University of Wollongong has the power to reprimand and penalise any student found guilty of such offences. If plagiarism is suspected, this will result in appropriate investigations.

“Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University’s online Policy Directory and in Faculty Handbooks and subject guides. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism has led to the expulsion from the University.”

To avoid plagiarism when using other people’s work, take care to reference appropriately. For assistance with correct referencing technique, consult with your tutor or lecturer. The Learning Development Centre also provides assistance to students on how to correctly reference.

To assist students in avoiding ‘inadvertent plagiarism’, students **MUST** submit an electronic copy of their written assignments to the TurnItIn plagiarism detection system. You will be automatically enrolled to the system through Moodle.

You **MUST** include the following declaration at the end of your assignment:

>`I declare that this assignment is original and has not been submitted for assessment elsewhere, and acknowledge that the assessor of this assignment may, for the purpose of assessing this assignment:
   a) Reproduce this assignment / and provide a copy to another member of academic staff; and/or
   b) Communicate a copy of this assignment to a plagiarism checking service (which may then retain a copy of this assignment on its database for the purpose of future plagiarism checking).`

Please note that, when you submit your assignment to the TurnItIn system, the text you submit will be linked to your UOWmail and student ID. If you are concerned about the contents of your assignment being linked to your email address or the form of student identification used by the subject coordinator/lecturer on the TurnItIn database, it is possible for your assignment to be submitted anonymously. Learning Development can assist with the implementation of this procedure. Alternatively document checking can be limited to the Internet and ProQuest database so that the assignment is not retained on the TurnItIn database. Any student wishing to make use of these two options will require a recommendation from the Sub-Dean of the Faculty in which he or she is enrolled. The Sub-Dean of the Faculty of Health and Behavioral Sciences is Dr Peter Thomas who can be contacted at pgt@uow.edu.au.

After the initial submission, students can amend and resubmit their assignment **until the due date** of the assignment. This allows students to revise their assessment according to the TurnItIn originality report to remove/revise any sentences/paragraphs identified by the system to be highly similar to other sources.

Please note that when you submit the hardcopy of your assignment you are required to sign a declaration on the assignment cover sheet, stating that you have read and met the requirements for the assignment, that (except for group assignments) **you have not collaborated with other students, that you have not plagiarised and that, where you have used the work of others, you have referenced it appropriately**. Academic staff will return your assignment unmarked if you have not signed the declaration.

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.
Section C – General Advice

Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for information on policies, learning and support services and other general advice.

The HBS Student Guide is available on the HBS Central website, which is accessed by navigating the links on the Faculty of Health & Behavioural Sciences homepage.

Professional writing checklist

– Spell out acronyms the first time in text eg body mass index (BMI)
– Only use accepted abbreviations eg use height not ht
– Spell out numbers under ten in text except before units eg four bananas but 4 mg
– Round numbers to 3 significant figures eg 20.5 g not 20.492789 g
– Data are plural
– Note correct expression of units, e.g. kJ nor Kj, kg not Kg, µg not ug, etc.
– Use a colon (:) to mean ‘as follows’ and a semicolon (;) to separate phrases within a sentence
– No need to quote unless truly quotable – use your own words
– Avoid brackets for phrases – disrupts flow, integrate into text
– Use lower case except for proper nouns, names or titles eg body mass index not Body Mass Index
– Avoid sweeping statements and superlatives – be precise and justify eg avoid ‘extremely large’ – compared to what?
– Avoid colloquial use eg ‘etc’, ‘obviously’
– Use sentences rather than note format or dot points for professional writing style
– Watch paragraphing eg 1 or 2 sentence paragraphs are a bit short for professional writing – incorporate into larger paragraphs with the same theme and organise into a logical flow of ideas
– Cite appendices in chronological order in the text to support your statements
– Tables and figures should stand alone without need to refer to text – use superscripts in table/ figure itself and explain briefly in legend
– Be internally consistent: ensure that results are supported by methods and that methods and results support the hypotheses/ aims/ objectives
– Use 1.5 or double spacing for all text and tables for ease of marking; use size 11 font Times or Geneva (but not small fonts like Calibri)