Faculty of Science, Medicine and Health
School of Health Sciences
Subject Outlines
Subject Name: SHS 221 Exercise Physiology

Section A: Subject Information

Subject Code & Name: SHS 221 Exercise Physiology
Credit Points: 6
Pre-requisite(s): BMS 202 or SHS 211
Co-requisite(s): None
Restrictions: None
Equivalence: BMS 242
Assessment: a) Mid Session Exam 15%; b) Lab Quiz 10%; c) Written Paper 30%; d) Final Exam 45%.
Session: Spring 2013
Campus Locations: Wollongong
Delivery Method: On Campus
Contact Hours: 2 hrs lecture, 3 hrs Practical, 1 hr Tutorial per week

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 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
Name: Herb Groeller
Location: School of Health Sciences, Building 41, Room 310
Consultation times: 8.30-10.30 Tues, 11.30-1.30 Fri: BY APPOINTMENT
Telephone: 61 2 4221 3461
Email: herb_groeller@uow.edu.au

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

Prescribed Text

Assessment Tasks

<table>
<thead>
<tr>
<th>1- Mid Semester Exam</th>
<th>2- Lab Quiz</th>
<th>3- Written Paper</th>
<th>4- Final Exam</th>
<th>5- Practicum hours**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date: 27&quot; Sept</td>
<td>Due Date: Each Lab</td>
<td>Due Date: 20&quot; Sept</td>
<td>Due Date: Exam Week</td>
<td>Due Date: 1st Nov</td>
</tr>
<tr>
<td>Percentage: 15%</td>
<td>Percentage: 10%*</td>
<td>Percentage: 30%</td>
<td>Percentage: 45%</td>
<td>Percentage: 0%</td>
</tr>
</tbody>
</table>

* For completion of all labs
** For Exercise Science students only

eLearning Space
For information regarding the eLearning spaces please use the following links:
Section A: Subject Information

Subject Description
This subject explores the changes in human physiology when the body is exposed to a exercise stress. The subject extends the basic principles of physiology covered in Introduction to Anatomy and Physiology I and II, and Control Mechanism Physiology SHS 211

Learning Outcomes
On completion of this subject, students should be able to:
(a) Understand respiratory, metabolic cardiovascular, endocrine and muscular responses to acute submaximal and incremental exercise stimuli.
(b) Understand physiological adaptations associated with chronic exposure to physical exercise.
(c) Access specific research via library databases to assist in the preparation of a concise oral and written report.
(d) Independently analyse and interpret physiological data.
(e) Be familiar with the conduct and interpretation of a series of introductory exercise physiology laboratories.
(f) Via practicum hours experience exercise physiology in practice

Subject Contacts

Subject Coordinator/Lecturer
Name: Herb Groeller
Location: School of Health Sciences, Building 41, Room 310
Consultation times: 8.30-10.30 Tues, 11.30-1.30 Fri: BY APPOINTMENT
Telephone: 61 2 4221 3461
Email: herb_groeller@uow.edu.au

Lecturer
Name: Catriona Burdon
Location: School of Health Sciences, Building 41, Room 312
Email: cburdon@uow.edu.au

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 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.

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.
## Timetable of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture 1 Fri</th>
<th>Lecture 2 Fri</th>
<th>Tutorial Wed or Fri</th>
<th>Laboratories Tues, Wed</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>Cardiovascular</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cardiovascular</td>
<td>Cardiovascular</td>
<td>Tut 1</td>
<td>CV + Exercise</td>
<td>Lab Quiz</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>Group Even</td>
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</tr>
<tr>
<td>3</td>
<td>Cardiovascular</td>
<td>Exercise Metabolism</td>
<td>Tut 2</td>
<td>CV + Exercise</td>
<td>Lab Quiz</td>
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<td></td>
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<td></td>
<td></td>
<td>Group Odd</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Exercise Metabolism</td>
<td>Exercise Metabolism</td>
<td>Tut3</td>
<td>Respiratory Fxn</td>
<td>Lab Quiz</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Group Even</td>
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</tr>
<tr>
<td>5</td>
<td>Exercise Metabolism</td>
<td>Respiratory</td>
<td>Tut 4</td>
<td>Respiratory Fxn</td>
<td>Lab Quiz</td>
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<td>Group Odd</td>
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<tr>
<td>6</td>
<td>Respiratory</td>
<td>Respiratory</td>
<td>Tut 5 TBC</td>
<td>Exercise Met</td>
<td>Lab Quiz</td>
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<td></td>
<td>Group Even</td>
<td></td>
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<tr>
<td>7</td>
<td>Respiratory</td>
<td>Adaptation to exercise</td>
<td></td>
<td>Exercise Met</td>
<td>Lab Quiz</td>
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<td>Group Odd</td>
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<tr>
<td>8</td>
<td>Adaptation to exercise</td>
<td>Adaptation to exercise</td>
<td></td>
<td>Muscle Fxn.</td>
<td>Lab Quiz</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Group Even</td>
<td>Group written paper</td>
</tr>
<tr>
<td>9</td>
<td>Adaptation to exercise</td>
<td>Mid Semester Examination</td>
<td></td>
<td>Muscle Fxn.</td>
<td>Mid Semester Exam</td>
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<td>Group Odd</td>
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<td>Recess</td>
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<tr>
<td>10</td>
<td>Endocrine</td>
<td>Endocrine</td>
<td></td>
<td>Exercise Thermo</td>
<td>Lab Quiz</td>
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<td></td>
<td>Group Even</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Endocrine</td>
<td>Environmental</td>
<td></td>
<td>Exercise Thermo</td>
<td>Lab Quiz</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Group Odd</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Environmental</td>
<td>Environmental</td>
<td></td>
<td>Lab Review</td>
<td>Practical Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Group Even (not</td>
<td>Hours (exercise</td>
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<td></td>
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<td></td>
<td></td>
<td>compulsory)</td>
<td>science students</td>
</tr>
<tr>
<td>13</td>
<td>Environmental</td>
<td>No lecture</td>
<td></td>
<td>Lab Review</td>
<td>Practical Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Group Odd (not</td>
<td>Hours (exercise</td>
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<tr>
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<td>compulsory)</td>
<td>science students</td>
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<td>only)</td>
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</tbody>
</table>

## Textbooks and Supplementary Materials

### Prescribed Text

### 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.

For information regarding the eLearning spaces please use the following links:
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.
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 achieve a minimum of 40% in the final exam
- Does not attend all tutorial sessions
- Does not attend all laboratories
- Complete the required number of practicum hours (Note: for Exercise Science students only)

Minimum Attendance: student attendance at tutorials, practicals seminars and/or simulations is compulsory and students must attend 100% of classes. Absences will require a medical certificate or other suitable documentation which must be presented to your demonstrator as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements may 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. 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

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Mid semester exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Mid-session exam</td>
</tr>
<tr>
<td>Due date</td>
<td>27/09/2013</td>
</tr>
<tr>
<td>Weighting</td>
<td>15%</td>
</tr>
<tr>
<td>Pass mark</td>
<td>N/A</td>
</tr>
<tr>
<td>Length</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Details</td>
<td>Multiple choice examinations. Content assessed will be assessed only on COMPLETED lecture topics, tutorials and laboratories from weeks 1-7.</td>
</tr>
<tr>
<td>Submission</td>
<td>In lecture room exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 2</th>
<th>Laboratory Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Multiple choice</td>
</tr>
<tr>
<td>Due date</td>
<td>Each laboratory</td>
</tr>
<tr>
<td>Weighting</td>
<td>10%</td>
</tr>
<tr>
<td>Pass mark</td>
<td>N/A</td>
</tr>
<tr>
<td>Length</td>
<td>5 questions</td>
</tr>
<tr>
<td>Details</td>
<td>Prior to each Laboratory, you will be required to answer 5 questions on the laboratory you are about to participate in and readings related to the laboratory. The questions will be derived directly from the laboratory text and the relevant chapters in the textbook.</td>
</tr>
<tr>
<td>Submission</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Assessment 3 | Written Paper (in pairs)
---|---
Format | Journal Paper
Due date | 20/09/2013
Weighting | 30%
Pass mark | N/A
Length | Up to 1750 words

Each assignment must have a title page containing the subject number and name, your student number and name and the assignment number. You are to work in pairs.

All students must fulfill all requirements for each assignment. It is your responsibility to make sure you are aware of all requirements for each assignment by reading the Subject Outline. Academic staff of the School of Health Science may return your assignment unmarked if you have not met these requirements. Resubmitted assignments will incur a late penalty.

WRITTEN PAPER SPECIFICATIONS (marks taken off if you do not use this specification)
Referencing Style: APA reference style:
http://www.library.uow.edu.au/helptraining/guides/citing.html (note however you do not list all authors on the first citation within your paper)
Font: 12 font, Times New Roman, double spaced.
Margins: 2.5cm Sides, Top and Bottom
Paper: A4, printed doubled sided.
Presentation: Stapled left corner with cover sheet on the front only. DO NOT place in a plastic sleeve, folder or fancy paper holding device. Ensure your name and student number is printed in the header of every page.

Words: Maximum of 1750 words.
i) Consisting of an introduction and discussion (this does not include the reference list).

Written paper
Please ensure that the report is a fully integrated piece of written work rather than a collection of individual work. You are strongly encouraged to work as a group in researching the topic area, obtaining the written papers and interpreting the research data and findings. Plagiarism however will not be tolerated and penalties as per University of Wollongong rules and procedures will be followed.

For the assessment, you will be given the results of an experiment and the methods used to obtain those results. Your task will be to write an introduction and discussion section based on your results.

Written paper considerations:
-Comparing and contrasting the literature with your experiment. How do the findings or methods of one paper compare to the findings of other research, do they agree, disagree, is this surprising, are your results in agreement with other authors or disagreement? In short tell, ME what YOUR PAIR interpretation of the literature is, rather than sitting on the fence and just providing a collection of independent interpretations from the literature. Spend some time on this in your written paper. However make sure this interpretation is supported by the literature. For example: ‘Groeller has poor dress sense’ (harsh but correct!), if written without support is just your opinion. Therefore you need to go out into the literature to support this statement. ‘Groeller has been observed to have poor dress sense (McGhee and Peoples, 2009, Taylor and Green, 2011)’

- Accuracy and interpretation of the material presented.

- Extensively researched material (just quoting from exclusively from text books will result in immediate failure). DO NOT QUOTE or use Internet Websites in your reference list. Always go to the original source of the information:

For example: ‘Groeller et al. 2007 said in his paper that Taylor et al. 1999 found that widgets fitted to your running shoes make you jump higher.’ In this case you have to get...
the Taylor paper and see if Taylor actually found what Groeller had said. In fact most say it is best not to trust what Groeller has to say on any topic!

Please note you may be asked to provide the original papers if you have referenced them in your assignment. Ensure that you do not cite papers, in which you have not read the original version. Furthermore DO NOT reference papers in which you have viewed the abstract only.

-Seamless paper, make sure there is fluency throughout the entire whole document. That is do not jump around on different topics. Spend some time before commencing the paper thinking about the sequence of your ideas and the order of the arguments your group will present. The analogy here is a skyscraper. Before you can build the next floor, you have to ensure the previous floor (paragraph) is sound and well developed with good structure and can if needed stand on its own.

- Provide full and proper bibliographic information see link to APA style under written paper style link. Note do not list all authors on the first citation within your paper.

-Spelling, grammar and writing style. (Please ensure that you use UK or Australian spelling and not US spelling which is the normal default in Microsoft WORD e.g. “organise” rather than “organize”.

- DO NOT quote directly from the literature in your paper. Quoting directly from the text is often abused in student assignments. Remember I want to read about what YOUR PAIR thinks of the results of your experiment rather than a string of independent interpretations or quotes from other researchers.

- I will not read anything over 1750 words. I will also take marks off if you go over this word limit.

Submission
Submit hardcopy of your assignment SMAH Central

<table>
<thead>
<tr>
<th>Specification</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>27%</td>
</tr>
<tr>
<td>Discussion</td>
<td>50%</td>
</tr>
<tr>
<td>Discretionary</td>
<td>13%</td>
</tr>
</tbody>
</table>

SPECIFICATIONS (marks taken off if you do not use this specification)

Font: 12 font, Times New Roman, double spaced.
Margins: 2.5cm Sides, Top and Bottom
Paper: A4, printed double sided.
Presentation: Stapled left corner with cover sheet on the front only. DO NOT place in a plastic sleeve, folder or fancy paper holding device. Ensure your name and student number is printed in the header of every page.
Words: Maximum of 1750 words.
   i) Introduction 250 words;
   ii) Discussion 1500 words (does not include the reference list).

INTRODUCTION
Should grab your attention
Try to show why the topic is relevant to a lay person
Easy to understand/simple
Does not undermine the discussion section
Linkage between paragraphs

DISCUSSION
Quality of the references, textbooks do not count as a reference
Does not excessively lead with authorities (eg Groeller et al. said………)
Each paragraph flow, the discussion does not chop and change, linkage between paragraphs
Outlined the key findings in the first paragraph
Compares and contrasts the existing literature with their findings, uses appropriate references
Conveys an understanding of the physiology behind their results
Does not use quotes or acronyms
Passes the “so what?” Test, Just does not mention the results but seeks to explain the relevance of the result to the reader.

DISCRETIONARY
Grammar, punctuation
General writing style
Sequencing of paper and ideas within
General impression

Assessment 4

<table>
<thead>
<tr>
<th></th>
<th>Final Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Final exam</td>
</tr>
<tr>
<td>Due date</td>
<td>Exam period</td>
</tr>
<tr>
<td>Weighting</td>
<td>45%</td>
</tr>
<tr>
<td>Pass mark</td>
<td>40%</td>
</tr>
<tr>
<td>Length</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>Format: Multiple choice, short answer, data analysis and interpretation questions. All lecture, tutorial and laboratory work including calculations and material assessed from the mid semester examination is assessable in the final examination. A majority of the marks in this examination will come from short answer, data analysis and interpretation style questions. Please note that this assessment is a compulsory element. You must receive a mark of 40% or more in the final examination to be considered for a passing grade in this subject. The examination will have a combination of multi-choice questions and short answer questions. Multi-choice will be worth 1 mark each and short answer format questions will be worth 2 - 8 marks each. Short answer questions will primarily be in 4 styles, they are: - you will be required to write short notes on a statement (4 - 8 lines) - you will be required to interpret a graph and write short notes - you will be required to graph physiological responses to a specific exercise stress - on the basis on some data you will be required to make calculations to determine a derived variable.</td>
</tr>
<tr>
<td>Submission</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Assessment 5

<table>
<thead>
<tr>
<th></th>
<th>Practicum hours (Exercise Science students only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose format</td>
<td>Practicum</td>
</tr>
<tr>
<td>Due date</td>
<td>1/11/2013</td>
</tr>
<tr>
<td>Weighting</td>
<td>N/A</td>
</tr>
<tr>
<td>Pass mark</td>
<td>Compulsory component</td>
</tr>
<tr>
<td>Length</td>
<td>20 hours</td>
</tr>
<tr>
<td></td>
<td>i) You will be required to:</td>
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<tr>
<td></td>
<td>• Visit the Exercise Science practicum website</td>
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<td></td>
<td>o Read information with regards to healthy practicum placement hours</td>
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<td></td>
<td>o Understand the learning objectives required in order to count the healthy practicum hours</td>
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<tr>
<td></td>
<td>o Fill out the log book</td>
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<tr>
<td></td>
<td>o Fill out the work experience insurance form (for external sites only)</td>
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<tr>
<td></td>
<td>o You will therefore need to accumulate 20 hours of work experience to be eligible for a passing grade in this subject.</td>
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<tr>
<td></td>
<td>o To assist in this process see Mr John Sampson (Ph 4221 5597),</td>
</tr>
</tbody>
</table>

Subject Outline: 221 Exercise Physiology
© University of Wollongong 2013. All rights reserved.
Submit hardcopy of your assignment to SMAH central. Submit hardcopy of your assignment John Sampson for signing. DO NOT submit the original practicum hours log book. Retain this and make a copy. Submit the copy to SMAH central, to ensure you always retain the original.

Scaling
Scaling may occur in this subject in the form of z-scores that may be used to adjust the standard deviation and mean of the group marks.

Submission of Assignments
Specific submission instructions have been included in the assignment details section of this outline. An 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 SMAH 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 SMAH 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 SMAH 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:

SMAH Central (41.152)
University of Wollongong
Wollongong NSW 2522

Distance assignment coversheets provided with the subject materials package are to be completed and attached to all assignments individually – do not attach more than one assignment to a coversheet. Receipt of assignments from Distance students will be acknowledged by email provided that you include your student email account (e.g. js234@uowmail.edu.au) on the assignment coversheet. If you have submitted an assignment that includes your email account details and have not received an email receipt within 5 working days, please contact SMAH Central on 02 4221 3492. Please keep a copy of your assignment in case of loss after mailing. Assignments will be returned by post as quickly as possible after marking.

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
Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers or use the following link: http://www.uow.edu.au/student/exams/suppassess/index.html.

Supplementary assessment may be offered to students who apply for student academic consideration and can demonstrate suitable grounds in accordance with the Student Academic Consideration Policy. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made.

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; http://www.uow.edu.au/student/exams/aboutsupp/index.html.
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 Bldg. 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.

Please note that 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 Science, Medicine and Health website for information on policies, learning and support services and other general advice.