School of Nursing and Midwifery
Subject Outline
NMIH109 Special Topic in Nursing 1 Autumn 2014

Section A: Subject Information

Credit Points: 6
Delivery Method: On Campus
Campus Locations: Wollongong
Pre-requisite(s): None
Co-requisite(s): None

Subject Contacts

Subject Coordinator/Lecturer
Name: Dr. Moira Stephens
Location: School of Nursing and Midwifery, Building 41, Room 221
Consultation mode and times: Thursday 10.30-14.30 or by appointment
Telephone: 61 2 4221 5350
Email: moira_stephens@uow.edu.au

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 link:

Learning Outcomes

On completion of this subject, students should be able to:
(a) Describe the knowledge specified within the learning contract.
(b) Demonstrate the skills specified within the learning contract.
(c) Discuss how the learning is relevant to nursing practice.

Graduate Qualities
The University of Wollongong has developed five graduate qualities (http://www.uow.edu.au/student/qualities/index.html) 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.

**Mandatory Minimum Attendance Requirements**

**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.

**Lecture, Tutorial, Laboratory Times**

All timetable information is subject to variation. 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, as of publishing the following applied.

**Prescribed Readings (includes eReadings)**

As recommended by subject coordinator

**Key References**

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

**Textbooks and Materials to be purchased by students**

**Textbooks**

As recommended by subject coordinator

**Materials**

As recommended by subject coordinator

**Recent Changes to this Subject**

Change: Nil

Reason: Nil

**Student Support and Advice**

SMAH Central
Location: 41.152
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au

**Section B: Assessment**

Details of Assessment Tasks

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Research Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format</strong></td>
<td>To be negotiated with the subject coordinator</td>
</tr>
<tr>
<td><strong>Due date</strong></td>
<td>To be negotiated with the subject coordinator</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>50%</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>To be negotiated with the subject coordinator</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>To be negotiated with the subject coordinator</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>To be negotiated with the subject coordinator</td>
</tr>
</tbody>
</table>
Assessment 2 | Seminar/Research Progress Report/Presentation
Format | To be negotiated with the subject coordinator
Due date | To be negotiated with the subject coordinator
Weighting | 50%
Length | To be negotiated with the subject coordinator
Details | To be negotiated with the subject coordinator
Submission | To be negotiated with the subject coordinator

Assessment tasks will be marked using explicit criteria that will be provided to students prior to submission.

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%.

A Technical Fail (TF) grade will be awarded for the subject even where the total marks accumulated are 50% or higher, if one or more of the following criteria are not met:

- does not attempt all assessment tasks
- does not pass the final assessment task

Minimum Requirements: Student Participation
Students are expected to attend student proposal, progress report and final report presentations where attendance is recorded. Students who do not meet minimum attendance requirements may be awarded a Technical Fail (TF) for this subject.

Minimum Participation: Student participation is not an assessable component of this course.

Scaling
Scaling will not occur in this subject.

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.
**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](http://www.uow.edu.au/student/exams/suppassess/index.html)

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.

**System of Referencing Used for Written Work**

The School of Nursing and Midwifery 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**

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

“The University’s Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University’s expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. 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 can be detected and has led to students being expelled from the University."

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as ‘resources’), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. This is considered academic misconduct and students place themselves at risk of being expelled from the University.”

**Submission of Assignments - please note process varies depending on Campus**

Specific submission instructions have been included in the assignment details section of this outline.

1. **For Wollongong Campus Students:**

Assignments submitted at SMAH Central must have a SATS (Student Assignment Tracking System) coversheet attached to the front of the assignment. Instructions for generating a coversheet can be found on the SMAH Central web page: [http://smah.uow.edu.au/current-students/UOW151958.html](http://smah.uow.edu.au/current-students/UOW151958.html)

For an assignment to be successfully submitted at SMAH Central please note the following:

- The coversheet must be signed and dated.
- The assignment must have the correct coversheet i.e. the correct subject code and tutorial group (if applicable).
- A legible barcode with all numbers and digits below e.g. UOW20121007656.
• Assignments must be submitted by 4:00pm on the due date.

If an assignment is submitted to SMAH Central without any of the above we will contact you through your student email address and advise that you need to return to SMAH Central with the correct coversheet. Your assignment won’t be considered submitted until the correct coversheet is attached. This might mean that your assignment is submitted late.

An email receipt will be issued on the same day as submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. It is your responsibility to contact SMAH Central if you have not received this receipt by the following business day. The receipt is 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 resubmission is required. SATS Group Assignment Coversheets are printed by the lead member of the group and subsequent names can be added in the SATS student interface before printing. All members of the group must sign the printed SATS Group Assignment Coversheet before submitting the assignment.

Note that if assignments are submitted in the after-hours slot at SMAH Central it will be scanned into SATS the following business day. Assignments submitted via post will be scanned into SATS on the day of delivery. Any assignments received without the correct assignment coversheet attached will not be accepted by SATS. It is the student’s responsibility to ensure that the correct assignment coversheet is submitted with their assignment.

Students may post their assignments to:
SMAH Central (41.152)
University of Wollongong
Wollongong NSW 2522

Assignments will be considered submitted on the date of postage. It is the student’s responsibility to ensure they have evidence of their submission date if it arrives at the office after due date.

Distance students who would like to have marked assignments returned must include a stamped self-addressed envelope with the posted assignment.

2. For Regional Campus Students
(i.e Southern Sydney, Shoalhaven, Batemans Bay and Bega)

Assignments are to be submitted at the Campus office. Each assignment is to have a coversheet attached to the front of the assignment. Instructions for generating a coversheet can be found on the SMAH Central web page: http://smah.uow.edu.au/current-students/UOW151958.html

For an assignment to be successfully submitted at the Campus Office please note the following:
• The coversheet must be signed and dated by the student.
• The assignment must have the correct coversheet i.e. the correct subject code and tutorial group (if applicable).
• Assignments must be submitted by 4:00pm on the due date.

If an assignment is submitted without any of the above your Subject Coordinator will contact you through your student email address and advise that you need to resubmit your assignment to the Campus office with the correct coversheet. Your assignment won’t be considered submitted until the correct coversheet is attached. This may mean that your assignment is submitted late.

At the time of submission you will receive the tear off section of the coversheet with the date of your submission.

An ‘After Hours Assignment Collection Box’ is located on each campus for the purpose of submitting assignments outside of office hours. Assignments submitted in this manner are not received until the following business day. The tear off section of the coversheet will be available for
collection from the Campus Office once the assignment is receipted. It is a student’s responsibility to ensure their assignment has been receipted.

Students may post their assignments to their Regional Campus:

UOW Southern Sydney PO Box 482 SUNDERLAND NSW 1499

UOW Shoalhaven P.O. Box 5080 Nowra Distribution Centre 2541 NSW

UOW Batemans Bay "Hanging Rock", Beach Road Batemans Bay NSW 2536

UOW Bega P.O. Box 1020 Bega NSW 2550

Assignments will be considered submitted on the date of postage. It is the student’s responsibility to ensure they have evidence of their submission date if it arrives at the office after the due date.

**Assessment Return - please note process varies depending on Campus**

1. **For Wollongong Campus students:**

   Students will be notified by email when marked SATS assignments are available for collection from SMAH Central during business hours. Students will be required to present their student card when collecting marked assignments. Subject Coordinators/ Tutors may opt to hand marked assignments back to students in class or during their consultation hours. In accordance with University Policy marked assignments will usually only be held for 21 days after the declaration of marks for that assignment.

   SMAH Central Business Hours & Location:
   Monday – Friday
   9:00 am to 4:30 pm
   Building 41.152

2. **For Regional Campus Students (ie Southern Sydney, Shoalhaven, Batemans Bay and Bega)**

   Your assignment will be returned to you during class unless alternate arrangements are made by the Subject Coordinator.

**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.

**University Policies**

Students should be familiar with the following University policies:

a. Code of Practice – Teaching and Assessment

b. Code of Practice – Research, where relevant

c. Code of Practice – Honours, where relevant

d. Student Charter

e. Code of Practice – Student Professional Experience, where relevant
Student Support Services and Facilities

Students can access information on student support services and facilities at the following link. This includes information on “Academic Support”, “Starting at University”, “Help at University” as well as information and support on “Career’s and Jobs”.


Student Etiquette

Guidelines on the use of email to contact teaching staff, mobile phone use in class and information on the university guide to eLearning ‘Netiquette’ can be found at

## Version Control Table

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<td>Dr. Moira Stephens (Subject Coordinator)</td>
<td>Emma Purdy (ADE Rep)</td>
<td>Final 2014 Autumn Iteration</td>
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