School of Nursing

SNUG104: Workplace Experience 1

Subject Outline
Autumn 2021
Remote Learning
Wollongong/Southern Sydney/Shoalhaven/Batemans Bay/Bega/South Western Sydney

Subject Information
Credit Points: 6
Pre-requisite(s): Nil
Co-requisite(s): SNUG101
Restrictions: Nil
Contact Hours: 1 hour Weekly online activities, 5 x 1hour online workshops every 2nd Week, 10 day workplace experience

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Lucy Nyanga</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>South Western Sydney Campus, Level Room 2:24</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 87636489</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:lnyanga@uow.edu.au">lnyanga@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>Details in eLearning: site email for appointment</td>
</tr>
</tbody>
</table>

Student Support and Advice
For general enquiries please contact StudentHub 41

Location: Bldg41 Level1
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au

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Copyright Regulations 1969

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# Table of Contents

Section A: General Information ................................................................................................. 4  
Subject Learning Outcomes .................................................................................................... 4  
Subject Description .................................................................................................................. 4  
Lecture, Tutorial, Laboratory Times ....................................................................................... 4  
Readings, References and Materials ...................................................................................... 4  
**Prescribed Textbooks** ........................................................................................................ 4  
**Prescribed Readings (includes eReadings)** ........................................................................ 4  
**Recommended Additional Readings** .................................................................................. 5  
Recommended Additional Readings ....................................................................................... 5  
Recent Changes to this Subject ............................................................................................... 5  
Lecture Recordings .................................................................................................................. 5  
Your Privacy – Lecture Recording ........................................................................................... 5  
Inherent Requirements ............................................................................................................. 6  
List of Topics Covered ............................................................................................................. 6  
Section B: Assessment ............................................................................................................. 7  
**Assessment Summary** ......................................................................................................... 7  
Details of Assessment Tasks .................................................................................................... 7  
Minimum Requirements for a Pass in this Subject ................................................................. 11  
  Minimum Student Attendance and Participation ................................................................. 11  
  Minimum requirements for a pass in subject with workplace experience ......................... 11  
Missed Attendance Rule .......................................................................................................... 11  
Scaling: ..................................................................................................................................... 11  
Late Submission: ...................................................................................................................... 12  
  Late Submission Penalty: ...................................................................................................... 12  
Academic Consideration ........................................................................................................... 12  
Review and Appeal of Academic Decisions Policy ................................................................. 13  
Supplementary Assessments ................................................................................................. 13  
System of Referencing Used for Written Work ..................................................................... 13  
Submission of Assignments .................................................................................................... 13  
Assessment Return ................................................................................................................... 13  
Retention of Submitted Work ................................................................................................. 14  
Section C: General Advice ....................................................................................................... 16  
Student Consultation and Communication ............................................................................ 16  
Student Etiquette .................................................................................................................... 16  
**eLearning Space** .................................................................................................................. 16  
Use of Internet Sources ........................................................................................................... 16  
Lecture, Tutorial, Laboratory Times ....................................................................................... 17  
Extraordinary Changes for the Subject after Release of the Subject Outline ....................... 17  
Learning Analytics .................................................................................................................. 17  
The Assessment Quality Cycle ............................................................................................... 17  
Academic Integrity Policy ......................................................................................................... 17
Section A: General Information

Subject Learning Outcomes

<table>
<thead>
<tr>
<th>1.</th>
<th>Understand the use of the clinical reasoning cycle to assess, plan and implement care of a person.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Demonstrate an ability to assess and assist a person to meet their activities of living needs</td>
</tr>
<tr>
<td>3.</td>
<td>Perform and document a range of fundamental nursing assessments and skills in the clinical environment.</td>
</tr>
<tr>
<td>4.</td>
<td>Apply the nursing process to enhance critical thinking and judgement around nursing practice.</td>
</tr>
<tr>
<td>5.</td>
<td>Consider person centred care that contributes to a healthful culture within the clinical environment</td>
</tr>
<tr>
<td>6.</td>
<td>Apply evidence based practice when caring for people in the clinical environment.</td>
</tr>
<tr>
<td>7.</td>
<td>Reflect on practice using the RN standards for practice.</td>
</tr>
</tbody>
</table>

Subject Description

In SNUG104, students will be provided the opportunity to apply broad and coherent theoretical knowledge and skills in providing safe and quality nursing care during their workplace experience. At this level of the program, students are expected to exercise critical thinking and judgement using the clinical reasoning cycle to assess, plan, deliver and evaluate nursing care, with an emphasis on reviewing, recalling and interpreting information from the people they are caring for. Students will be encouraged to reflect on what they have learnt throughout out the session and apply throughout their workplace experience.

Lecture, Tutorial, Laboratory Times

All content for this subject is delivered online.

Readings, References and Materials

Prescribed Textbooks

It is expected that students will purchase the following text.


Prescribed Readings (includes eReadings)

The following readings are prescribed for this subject, but students are not expected to purchase these. They are available to students through the library on the subject’s eLearning site.

Health Practitioner Regulation National Law Act 2017 (NSW).


Nursing and Midwifery Board of Australia (NMBA) (2017). Core registration standards. Melbourne: Nursing and Midwifery Board of Australia.
Recommended Additional Readings
Additional references that complement the prescribed readings and textbooks are available to students via the eLearning site for this subject.


Recent Changes to this Subject
I. Change to weightings of assessment items
II. Implementation of online workshops

Lecture Recordings
The University of Wollongong supports the recording of lectures as a supplemental study tool, to provide students with equity of access, and as a technology-enriched learning strategy to enhance the student experience.

If you make your own recording of a lecture you can only do so with the explicit permission of the lecturer and those people who are also being recorded.

You may only use recorded lectures, whether they are your own or recorded by the university, for your own educational purposes. Recordings cannot be altered, shared or published on another platform, without permission of the University, and to do so may contravene the University’s Copyright Policy, Privacy Policy, Intellectual Property Policy, IT Acceptable Use Policy and Student Conduct Rules. Unauthorised sharing of recordings may also involve a breach of law under the Copyright Act 1969.

There are no lectures in this subject

Your Privacy – Lecture Recording
In accordance with the Student Privacy & Disclosure Statement, when undertaking our normal teaching and learning activities, the University may collect your personal information. This collection may occur incidentally during the recording of lectures in equipped venues (i.e. when your identity can be ascertained by your image, voice or opinion), therefore the University further advises students that:

- Lecture recordings are made available to students, university staff, and affiliates, securely on the university’s Echo360 ALP (Active Learning Platform) via the eLearning platform Moodle;
- Recordings are made available only for the purpose for which they were recorded, for example, as a supplemental study tool or to support equity and access to educational resources;
- Recordings are stored securely for up to two years.

If you believe your personal information has been collected in a recorded lecture you can approach your Subject Coordinator and ask to view this information. If your personal information has been collected and you do not want it used or stored you can request the recording be edited.

The University is committed to ensuring your privacy is protected. If you have a concern about how your personal information is being used or managed please refer to the University’s Privacy Policy or consult our Privacy webpage https://www.uow.edu.au/privacy/
Inherent Requirements
Inherent requirements are the essential components of a course or unit that demonstrate the abilities, knowledge and skills to achieve the core learning outcomes of the course or unit. Further information on Inherent Requirements can be found on the following link on the UOW School of Nursing webpage:

List of Topics Covered
The following are examples of the topics to be covered in this course. This is not an exhaustive list and will be subject to change.

- Number of hours in placement – 80 clinical hours
- Workplace health and safety
- Use frameworks to guide nursing practice, including the RN standards for practice and the codes of professional conduct and ethics
- Application of values and beliefs in a clinical environment
- Person-centred nursing practice
- Value comfort and personal care as part of person-centred care
- Use of evidence based practice in a clinical environment
- Reflection and critical thinking
- Clinical reasoning cycle
- Nursing assessment, planning, implementation and evaluation of care within the clinical environment
- Objective and subjective assessment data collection
- Patient interview and communication
- Reflective practice

A Timetable of Topics will be available from the eLearning site in week 1 of session.
## Section B: Assessment

### Assessment Summary

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Form of Assessment</th>
<th>Due Date</th>
<th>Return/Feedback Due Date</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formative Assessment*</td>
<td>Quiz</td>
<td>Thursday 18 March 2021 (Week 3)</td>
<td>Census Date</td>
<td>0%</td>
</tr>
<tr>
<td>Assessment 1</td>
<td>Individual Learning Goals – self assessment</td>
<td>Thursday 15 April 2021, 17:00hrs (Week 7)</td>
<td>Within 15 working days of the submission date</td>
<td>20% Pre-requisite for Attending WPE 1</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Completion of mandatory pre-placement requirements</td>
<td>Thursday 20 May 2021 17:00hrs (Week 11)</td>
<td>N/A</td>
<td>Completion of mandatory pre-placement requirements</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Workplace Experience Assessment Tool</td>
<td>Within 5 working days from the completion of the WPE placement</td>
<td>Within 15 working days of the submission date</td>
<td>40%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Reflective portfolio</td>
<td>5 days after the completion of WPE placement Pattern A – Friday 4 June 2021, 17:00hrs Pattern B – Friday 18 June 2021, 17:00hrs Pattern C – Friday 16 July 2021, 17:00hrs</td>
<td>After Declaration of results as per Final results Processes</td>
<td>40%</td>
</tr>
</tbody>
</table>

Total Marks 100%

*This formative assessment occurs before semester census date and does not contribute to the overall subject mark. It provides students with an opportunity to seek early feedback to determine if they are on track to meet the learning outcomes of the subject.

### Details of Assessment Tasks

Specific details about each assessment and the explicit marking criteria used to assess them will be available in the eLearning space for this subject by the first day of session.

<table>
<thead>
<tr>
<th>Formative Assessment</th>
<th>Recap on Knowledge and Understanding of Autumn content on WPE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>Thursday 18 March 2021 (Week 3)</td>
</tr>
<tr>
<td>Weighting</td>
<td>0%</td>
</tr>
<tr>
<td>Submission</td>
<td>N/A</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>Quiz Multiple choice – 15 questions in 20 minutes</td>
</tr>
<tr>
<td>Details</td>
<td>There are no marking criteria – this is a formative assessment task designed to provide students with an opportunity to recall and remember and self-assess their knowledge and understanding on relevant guidelines and Policies and documents used in Clinical environment. Specific details about this assessment task are available in eLearning.</td>
</tr>
<tr>
<td>Style and format</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Assessment 1

**Individual Learning Goals** – self assessment

**Due date**
Thursday 15\(^{th}\) April 2021, 17:00hrs (Week 7)

**Weighting**
20%

**Submission**
Submit an electronic copy of your assignment into a Turnitin submission box on the subject’s eLearning site. You will have the opportunity to review and re-submit your assignment up to the due date and time.

To learn more about how to use Turnitin please access the resources at the following link: [http://www.uow.edu.au/dvca/ltc/tel/resourcehub/students/index.html](http://www.uow.edu.au/dvca/ltc/tel/resourcehub/students/index.html)

**Type of Collaboration**
Individual Assessment

**Length**
400 words

**Details**
Registered nurses need to be able to think critically, reflect and assess their own performance against a set of standards. Through each of the workplace experience subjects in the Bachelor of Nursing, you will be asked to set your own learning goals and then assess your performance against the Nursing and Midwifery Board of Australia RN Standards for Practice (NMBA, 2016). In this first workplace experience, you need to consider the types of learning experiences you should access to assist your development. For example, you may want to focus on your communication skills with the people you care for or consolidate the vital signs that you learnt during your SNUG101 simulated tutorials.

Learning goals are statements concerning what you would like to have accomplished in your learning.

**Note:** This Assessment is a prerequisite to attending WPE1

**Subject Learning Outcomes**
1. Understand the use of the clinical reasoning cycle to assess, plan and implement care of a person.
2. Demonstrate an ability to assess and assist a person to meet their activities of living needs
3. Perform and document a range of fundamental nursing assessments and skills in the clinical environment.
4. Apply the nursing process to enhance critical thinking and judgement around nursing practice.
5. Consider person centred care that contributes to a healthful culture within the clinical environment
6. Apply evidence based practice when caring for people in the clinical environment.
7. Reflect on practice using the RN standards for practice.

### Assessment 2

**Completion of mandatory pre-placement requirements**

**Due date**
Thursday 20\(^{th}\) May 2021, 1700hrs (Week 11)

**Weighting**
Satisfactory/unsatisfactory

**Submission**
SONIA database.

**Type of Collaboration**
Individual Assessment

**Details**
To meet the mandatory pre-placement requirements for SNUG104, you are to achieve the following pre-placement requirements six weeks prior to the commencement of your WPE placement:

- Provide evidence of protection against the infectious diseases specified in this policy directive and comply with the requirements of this policy directive at their own cost in accordance with NSW Health PD2018_008, Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases
- Submit a completed Undertaking / Declaration Form in accordance with
GL2018_009 Guidelines for Clinical Placements in NSW Health

- Submit a completed Tuberculosis (TB) Assessment Tool within 4 months prior to commencing the first clinical placement in accordance with NSW Health PD2018_008, Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases
- The NSW Health Working with Children Checks and Other Police Checks Policy (PD2020_003) requires that all students enrolling in courses that involve clinical placements in NSW Public Health Facilities must undertake a National Police Check.
- Overseas’ students must also provide a Police Certificate from their home country / any country they have been permanent residents of or citizens in since turning 16 years of age (translated into English) or provide a signed Statutory Declaration that details whether or not they have a criminal history from their home country or any country that they have resided in, or been a citizen of since turning 16 years of age.
- Complete the UOW Student Acknowledgement Form.

Subject Learning Outcomes

| 7. Reflect on practice using the RN standards for practice. |

Assessment 3 Workplace Experience Assessment Tool

<table>
<thead>
<tr>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The final day of the WPE placement for online submission in SONIA. OR In exceptional circumstances only and where the online version is not able to be completed Within 5 working days following completion of workplace experience Pattern A – Friday 4 June 2021, 2359 hrs Pattern B – Friday 18 June 2021, 2359 hrs Pattern C – Friday 16 July 2021, 2359 hrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>The submission of your attendance and ANSAT score for your Workplace Experience (WPE) Placement are to be recorded online in SONIA. OR In exceptional circumstances only and where the online version is not able to be completed. A paper copy of the WPE Assessment Tool is to be uploaded into the Moodle drop box within 5 working days following completion of your workplace experience.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Assessment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
</table>
| Attendance
You are to attend 10 days of an allocated Workplace Experience (WPE) Placement.

Attendance is to be record in hours per day in SONIA. Your supervisor is to endorse the hours each day and a complete a final sign off at the end of your WPE placement to confirm days missed.|

<table>
<thead>
<tr>
<th>Summative ANSAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A satisfactory completion of your WPE placement is determined by achieving a 3 or higher for 23 items in your summative ANSAT assessment. Further details will be available on the eLearning site.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Style and format</th>
</tr>
</thead>
<tbody>
<tr>
<td>WPE Assessment Tool</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Understand the use of the clinical reasoning cycle to assess, plan and implement care of a person.</td>
</tr>
<tr>
<td>Assessment 4</td>
</tr>
<tr>
<td>-------------</td>
</tr>
</tbody>
</table>
| Due date    | 5 days after the completion of WPE placement  
              Pattern A – Friday 4th June 2021, 17:00hrs  
              Pattern B – Friday 18th June 2021, 17:00hrs  
              Pattern C – Friday 16th July 2021, 17:00hrs |
| Weighting   | 40%                 |
| Submission  | Submit an electronic copy of your assignment into a Turnitin submission box on the subject’s eLearning site. You will have the opportunity to review and re-submit your assignment up to the due date and time.  
To learn more about how to use Turnitin please access the resources at the following link: [http://www.uow.edu.au/dvca/ltc/tel/resourcehub/students/index.html](http://www.uow.edu.au/dvca/ltc/tel/resourcehub/students/index.html) |
| Type of Collaboration | Individual Assessment |
| Length      | 1000 words (two reflection) |
| Details     | You are to complete a professional portfolio that demonstrates your learning during your workplace experience (WPE) placement. The portfolio can be completed using any materials or software and must be submitted in a PDF format. You are to consider how 10 days of learning in the clinical environment has contributed to your knowledge and understanding of nursing practice.  
Further details will be available on the eLearning site. |
| Style and format | Portfolio |
| Subject Learning Outcomes | 1. Understand the use of the clinical reasoning cycle to assess, plan and implement care of a person.  
2. Demonstrate an ability to assess and assist a person to meet their activities of living needs  
3. Perform and document a range of fundamental nursing assessments and skills in the clinical environment.  
4. Apply the nursing process to enhance critical thinking and judgement around nursing practice.  
5. Consider person centred care that contributes to a healthful culture within the clinical environment  
6. Apply evidence based practice when caring for people in the clinical environment.  
7. Reflect on practice using the RN standards for practice. |
| Marking Criteria | The marking criteria for this assessment task are available in eLearning |
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, 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%.

The minimum performance requirements for this subject are:

- attempt all assessment tasks
- meet the minimum requirements of WPE
- meet the minimum Attendance and Participation requirements set out below.

Important - This subject has a co-requisite of SNUG101. Students must complete and pass all aspects of SNUG101 including OSCA (Observed Structured Clinical Assessment), Medsafe (Medication Calculations Exam) and Lab/Tutorial attendance. Failure to successfully complete SNUG101 will result in not being able to attend clinical placements for SNUG104.

Minimum Student Attendance and Participation

It is expected that students will allocate 12 hours per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

Active involvement is expected from students. Students must submit all Assessments by the nominated due date. Extensions require an application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate, to Student Central as soon as practical. For further details about applying for academic consideration visit the Student Central webpage: [http://www.uow.edu.au/student/central/academicconsideration/index.html](http://www.uow.edu.au/student/central/academicconsideration/index.html)

Minimum requirements for a pass in subject with workplace experience.

This subject has 80 hours of workplace experience.

In order to pass this subject, you are required to:

- Provide evidence of a satisfactory grade (level 3 or above) in the ANSAT Summative Assessment;
- Submit the WPE Summary page within 5 working days following completion of the workplace experience;
- Complete 100% of the allocated workplace experience hours.
- Attend 100% of all workshops

Missed Attendance Rule

Any absences during the workplace experience must be made up. Make up hours will normally be completed during the allocated make up period as published within the WPE calendar and will be allocated in weekly blocks dependant on the number of missed days.

Please Note: approval to undertake make-up placement is not automatic. Students must demonstrate that the grounds of academic consideration have been met in order to be eligible for a make-up placement. There will be no exemption to this rule.

In the event of missed attendance, the student has the responsibility to:

- Notify the UOW SMAH WPE Support Line (02 4221 3338)
- Submit an application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate, can be made to Student Central as soon as practical. For further details about applying for academic consideration visit the Student Central webpage: [http://www.uow.edu.au/student/central/academicconsideration/index.html](http://www.uow.edu.au/student/central/academicconsideration/index.html)

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. If you are unable to submit an assessment due to extenuating circumstances (e.g. medical grounds or compassionate grounds), you can make an application of academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage: http://www.uow.edu.au/student/central/academicconsideration/index.html

Students who have an active Reasonable Adjustment should contact the Subject Coordinator to request an extension on an assessment task. An extension can only be granted on formal request by the student and if the Reasonable Adjustment includes the provision of a possible extension for assessment tasks. If the provision of an extension is not included in the Reasonable Adjustment or if the circumstances affecting the student do not relate to the condition set out in the Reasonable Adjustment the student should apply for an Academic Consideration (see above).

Late Submission Penalty:

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

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 ($100 \times 0.05 \times 7$). 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 ($20 \times 0.05 \times 3$). 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)).

No marks will be awarded for work submitted either after the assessment has been returned to the students or more than two weeks after the due date, whichever is the sooner. This does not apply to situations where a particular assessment task is undertaken by students at different times throughout the session, but where the assessment is based on experiments or case studies specific to a student. In this case no marks will be awarded for work submitted more than two weeks after the due date.

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.

Academic Consideration

If you believe that your submission of, performance in or attendance at an assessment activity, including an examination, has been affected on compassionate grounds, by illness or by other serious extenuating circumstances beyond your control, you can apply for academic consideration in Student On Line Services (SOLS). Do not assume that an application for academic consideration will be automatically granted. For more information please refer to the Student Academic Consideration Policy at: http://www.uow.edu.au/about/policy/UOW058721.html

In some circumstances you may be offered a deferred exam. For more information about Deferred and Supplementary Exams refer to: http://www.uow.edu.au/student/exams/aboutsupp/index.html
Review and Appeal of Academic Decisions Policy

A student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student’s right to appropriate and useful feedback on their performance in an assessment task. A student may also seek further explanation for other academic decisions such as Academic Consideration, Supplementary Assessment or Credit for Prior Learning. If a student is not satisfied with the explanation, or have further concerns, they may have grounds for a formal review. Refer to the Review and Appeal of Academic Decisions Policy (http://www.uow.edu.au/about/policy/UOW058653.html) for further information.

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. Further information about Supplementary Assessments is available at: http://www.uow.edu.au/student/exams/suppassess/index.html

System of Referencing Used for Written Work

APA 7 referencing system should, unless otherwise specified for a particular assignment (check Details of Assessment Tasks), be utilised.

The APA Referencing Style is an author-date citation style. It has two main features:

• In-text citations, when you refer to another author's work you must cite your source by providing the last name(s) of the author(s) and the year of publication.

• The reference list which appears at the end of your assignment and includes a full description of each source you have cited, listing them in alphabetical order by the author's last name.

A summary of the APA 7 can be accessed on the Library website at https://uow.libguides.com/refcite/apa-7

Submission of Assignments

Assignments are to be submitted via drop box in the eLearning site.

Refer to the submission requirements under the details of the individual assessments. Students should ensure that they receive a receipt acknowledging submission. 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.

Assessment Return

Once your assignment has been marked and your Subject Coordinator releases results for the assessment you will be able to access feedback on your assignment within the assessment submission page on the Moodle site for this subject. This will include feedback within the marking guide, feedback comments and feedback files (where applicable) that provide you with your markers feedback on your written work. You will receive an automated notification that your assignment results are available for download / review within Moodle.

You can access feedback on your marked assignment on the Assignment submission page, when marks and feedback have been released to students, please note that the Feedback section appears at the bottom of the page.

Your final mark in the assessment task will be posted within SOLS.

Feedback on quizzes, examinations and /or presentations:
Contact your lecturer/tutor/subject coordinator if you would like feedback on your assessment. In accordance with University Policy marked assignments will usually only be held for 21 days after the declaration of marks for that assignment.

Retention of Submitted Work
The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students’ academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.
Guiding Communication Principles for Students

• **Moodle** Announcements will be the primary platform for communication of general information to students.
  o Students should ensure they regularly check the main announcements forum at the top of each subject’s Moodle site. Information distributed via a Moodle Announcement will not be duplicated on any other forum on the Moodle site.
  o Moodle Discussion forums pertinent to specific assignments will be used but will not replace or be used for overarching subject announcements.
    ▪ Assignment discussion forums for specific assignments will be clearly labelled in the forum description to identify the purpose of the forum (e.g. ‘Please ask any questions you have about Assessment Task 1 in this discussion forum’) – students should check and ask any assignment questions on these forums and not through email.
    ▪ The Moodle assignment discussion forums should always be used in the first instance when inquiring about assessment tasks.
  o It is the student’s responsibility to check all subject Moodle sites regularly for information and notifications.

• **SOLS** messages will be used for all central communication relating to the following:
  o Administrative matters relating to student enrolment
  o Critical information relating to course or subject, e.g. Changes to assignments, policy updates, class cancellations or changes
  o Timetable information
  o Security and emergency information
  o Students are encouraged to check SOLS messages daily as these messages are often of high priority

• **Email**
  o Communication to UOW staff by students should only be via a UOW email account.
  o In relation to assessment questions, Moodle assignment forums should be used rather than email.

• Remember to use the same principles when communicating online as you would face-to-face. Be clear and respectful and communicate with the same consideration you would expect from others.

Related Policies
• Online and email etiquette  https://tr.uow.edu.au/uow/file/976ffde2-b892-42cf-b20b-5c7a65bc08cc/1/Overview%20of%20Online%20and%20Email%20Etiquette.pdf
• Using UOWmail  https://www.uow.edu.au/student/learning-co-op/technology-and-software/uowmail/
• Inclusive language guideline  https://documents.uow.edu.au/about/policy/students/UOW140611.html
• The Student Charter  https://www.uow.edu.au/student/charter/
**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.

**Student Consultation and Communication**

University staff receive many emails each day. In order to enable them to respond to your emails appropriately and in a timely fashion, students are asked to observe basic requirements of professional communication.

*Please ensure that you include your full name and student number and identify your practical class or tutorial group in your email so that staff know who they are communicating with and can follow-up personally where appropriate.*

**Consider what the communication is about**

- Is your question addressed elsewhere (e.g. in the subject outline or, on the eLearning site)?
- Is it something that is better discussed in person or by telephone? This may be the case if your query requires a lengthy response or a dialogue in order to address. If so, see consultation times above and/or schedule an appointment.
- Are you addressing your request to the most appropriate person?

**Specific email subject title to enable easy identification of issue**

- Identify the subject code of the subject you are enquiring about (as staff may be involved in more than one subject) put this in the email subject heading. Add a brief, specific query reference after the subject code where appropriate.

**Professional courtesy**

- Address the staff member appropriately by name (and formal title if you do not yet know them).
- Use full words (avoid ‘text-speak’ abbreviations), correct grammar and correct spelling.
- Be respectful and courteous.
- Allow 3 – 4 working days for a response before following up. If the matter is legitimately urgent, you may wish to try telephoning the staff member (and leaving a voicemail message if necessary) or inquiring at the School Office.

**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 [https://www.uow.edu.au/student/learningcoop/software/emailetiquette/index.html](https://www.uow.edu.au/student/learningcoop/software/emailetiquette/index.html)

**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: [https://www.uow.edu.au/student/elearning/index.html](https://www.uow.edu.au/student/elearning/index.html)

**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.
Lecture, Tutorial, Laboratory Times

On campus/Remote
All timetable information is subject to variation. Check latest timetabling information on the 'Current Student' webpage on UOW website or log into SOLS to view your personal timetable prior to attending classes.

Timetable information can be accessed from
Key University Dates can be accessed from

Extraordinary Changes for the Subject after Release of the Subject Outline
In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

Learning Analytics
Data on student performance and engagement (such as Moodle and University Library usage, task marks, use of SOLS) will be available to the Subject Coordinator to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to
https://uow.edu.au/dvce/ltc/analytics/

The Assessment Quality Cycle
The Assessment Quality Cycle provides a level of assurance that assessment practice across the University is appropriate, consistent and fair.

Assessment Quality Cycle Activities are undertaken to contribute to the continuous improvement of assessment and promote good practices in relation to the:

a. design of the assessment suite and individual assessment tasks;
b. marking of individual assessment tasks;
c. finalisation of subject marks and grades; and
d. review of the subject prior to subsequent delivery

Copies of student work may be retained by the University in order to facilitate quality assurance of assessment processes.

Academic Integrity Policy
The University’s policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others: http://www.uow.edu.au/about/policy/UOW058648.html

“The University’s Academic Integrity 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 or without the explicit permission of the Subject Coordinator. 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. Uploading an assessment task, subject outline or other course materials without express permission of the university is considered academic misconduct and students place themselves at risk of being expelled from the University."
Student Services and Support

There are a range of services available to students that are provided free of charge. A good place to get to know services that may be of use to you is the Get Started @ UOW web page, accessed here https://getstarted.uow.edu.au/index.html or search for "Get Started @ UOW". Services available include:

<table>
<thead>
<tr>
<th>Service</th>
<th>Link to information about the service</th>
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<tbody>
<tr>
<td>Aboriginal &amp; Torres Strait Islander</td>
<td><a href="https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted</a></td>
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</table>

Student Support Adviser (SSA)

If you have a temporary or ongoing issue or a problem that is affecting your study, including issues that are related to belonging to an equity group, then the Student Support Advisers may be able to help. There are Student Support Advisers available to assist students who are studying at all UOW Campuses and in all UOW Faculties. Contact details can be found on the UOW website: https://www.uow.edu.au/student/services/SSA/contact/index.html

The Learning Co-Op

Provides online resources, access to Peer Coaches and Academic Consultants to support your learning at UOW.

Student Advocacy Service

The Student Advocacy Service (SAS) is free, confidential and independent service for all UOW students. The SAS provides advocacy and referral for a range of academic, procedural and administrative issues. For more information visit: https://www.uow.edu.au/student/support-services/advocacy/ https://www.uow.edu.edu.au/student/learning-co-op/

Library Services

To save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere via Ask Us: https://www.library.uow.edu.au/ask/index.html or Google “UOW library ask us”.

<table>
<thead>
<tr>
<th>Online – Ask a Librarian</th>
<th>Ask questions and receive a response within 1 business day (Wollongong time)</th>
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</thead>
<tbody>
<tr>
<td>In person – Book a Librarian</td>
<td>30-minute appointment with an Librarian</td>
</tr>
<tr>
<td>Research Consultation Service</td>
<td>1 hour appointment with an information specialist. Available to UOW academics, HDRs, Postgraduate Coursework, Honours and Masters students.</td>
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<tr>
<td>By phone</td>
<td>+61 2 4221 3548</td>
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# UOW Grade Descriptors

The University of Wollongong Grade Descriptors are general statements that describe student performance at each of the University’s grade levels.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark %</th>
<th>Descriptor</th>
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</table>
| High Distinction HD | 85-100 | A high distinction grade (HD) is awarded for performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable):  
  • consistent evidence of deep and critical understanding  
  • substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches  
  • critical evaluation of problems, their solutions and their implications  
  • use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work  
  • creativity in application as appropriate to the discipline  
  • eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline  
  • consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy  
  • all or almost all answers correct, very few or none incorrect |
| Distinction D | 75-84  | A distinction grade (D) is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable):  
  • evidence of integration and evaluation of critical ideas, principles, concepts and/or theories  
  • distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts  
  • demonstration of frequent originality in defining and analysing issues or problems and providing solutions  
  • fluent and thorough communication of information and ideas in terms of the conventions of the discipline  
  • frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy  
  • most answers correct, few incorrect |
| Credit C      | 65-74  | A credit grade (C) is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable):  
  • evidence of learning that goes beyond replication of content knowledge or skills  
  • demonstration of solid understanding of fundamental concepts in the field of study  
  • demonstration of the ability to apply these concepts in a variety of contexts  
  • use of convincing arguments with appropriate coherent and logical reasoning  
  • clear communication of information and ideas in terms of the conventions of the discipline  
  • regular application of appropriate skills, techniques and methods with high levels of precision and accuracy  
  • many answers correct, some incorrect |
| Pass P        | 50-64  | A pass grade (P) is awarded for performance that provides evidence of a satisfactory level of attainment of the relevant subject learning outcomes, demonstrating (as applicable):  
  • knowledge, understanding and application of fundamental concepts of the field of study  
  • use of routine arguments with acceptable reasoning  
  • adequate communication of information and ideas in terms of the conventions of the discipline  
  • ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy  
  • a combination of correct and incorrect answers |
| Fail F        | <50    | A fail grade (F) is given for performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes. |
| Technical Fail TF |         | A technical fail (TF) grade is given when minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes. |
| Satisfactory S |        | A satisfactory grade (S) is awarded for performance that demonstrates a satisfactory level of attainment of the relevant subject learning outcomes. |
| Unsatisfactory U |        | An unsatisfactory grade (U) is awarded for performance that demonstrates an unsatisfactory level of attainment of the relevant subject learning outcomes. |
| Excellent E   |        | An excellent grade (E) may be awarded, instead of a satisfactory grade (S), within subjects from the Graduate Medicine that have been completed with a consistent pattern of high standard of performance in all aspects of the subject. |

More details on UOW Grade descriptors can be found on the following link  
University Policies

Academic Integrity Policy
Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It involves acting with the principles of honesty, fairness, trust and responsibility and requires respect for knowledge and its development. The Policy can be found at:

Code of Practice – Research
This Code mandates the current policy and best practice relating to procedures for responsible research. The Code can be found at:

Code of Practice – Honours
This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at:

The Code of Practice – Work Integrated Learning (Professional Experience)
The Code of Practice – Work Integrated Learning (Professional Experience) sets out what is expected from students, the University and Host Organisations in providing work integrated learning professional experience programs. It applies to professional experience programs that form the whole or part of a subject or course offered at the University. The Code assists in promoting a productive work integrated learning experience for students and in promoting relevant UOW Work Integrated Learning Design Principles.

Copyright Policy
The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting copyright compliance. The Policy can be found at:

Course Progress Policy
The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress. The Policy can be found at:

Examination Rules and Procedures
The UOW rules and procedures outline exam conditions, student conduct in exams, and the procedures for exam management. Further information can be found here:

Ethical or Religious Objection by Students to the Use of Animal and Animal Products in Coursework Subjects
This policy provides a framework for recognition of and responses to students’ ethical or religious objection to animal use in coursework subjects at the University of Wollongong. For the purpose of this policy, animal use includes killing of animals in experimental work, dissection of animals that are already dead, use of animal tissues, use of animal-derived products (such as sera). These uses are relevant to teaching and assessment. Further information about this policy can be found here:

Coursework Rules
The Coursework Rules (hereafter the Rules) govern the admission, enrolment, progression through, and qualification for a coursework award offered by the University. Further information can be found here:

Human Research Ethics
The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found here:

Inclusive Language Guidelines
UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from:
Intellectual Property Policy

Teaching and Assessment: Assessment and Feedback Policy
The purpose of this Policy is to set out the University of Wollongong’s approach to effective learning, teaching and assessment, including the principles and minimum standards underlying teaching and assessment practice. The Policy can be found at:

Teaching and Assessment: Code of Practice - Teaching
This Code is a key document in implementing the University’s Teaching and Assessment Policy and sets out the specific responsibilities of parties affected in relation to learning, teaching and assessment, as well as procedures for teaching staff. The Code can be found at:

Teaching and Assessment: Subject Delivery Policy
This Policy sets out specific requirements in relation to the delivery of Subjects. The policy can be found at: http://www.uow.edu.au/about/policy/alphabeticalising/UOW222906.html

Review and Appeal of Academic Decisions Policy
UOW aims to provide a transparent and consistent process for resolving a student concern about an academic decision that has affected their academic progress, including a mark or grade. Further information is available at:

Student Academic Consideration Policy
The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for assessable components of a subject to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. The Policy can be found at:

The Student Charter – Your Rights and Responsibilities
The Student Charter is based on principles that guide all members of the University and that promote responsible partnerships within and beyond the University community.

Student Assignment of Intellectual Property (IP) Policy
This policy applies to all Students (under-graduate and post-graduate) of the University of Wollongong (UOW). It may also apply to other persons by agreement. This policy sets out the approach taken by UOW in relation to Student assignment of intellectual property. Further information about this policy can be found here:

Student Conduct Rules
These Rules outline the required conduct of students of UOW, and direct staff and students to University Rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable student conduct, and the management of alleged student misconduct.

Workplace Health & Safety Policy
The Workplace Health and Safety (WHS) unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from:

Version Control Table

<table>
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<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>20210121</td>
<td>Lucy Nyanga - SC</td>
<td>Sonia Losinno – Learning and Teaching Officer</td>
<td>‘Final SNUG104 Autumn 2021 Outline</td>
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</tbody>
</table>

Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version.
Faculty of Science Medicine and Health
Page: 22 of 22
Last modified: 18 January 2021