# Faculty of Science, Medicine and Health
# School of Medical, Indigenous and Health Sciences

UNIVERSITY OF WOLLONGONG AUSTRALIA

# EXSC931: Prescribing Current Evidence-based Strength & Conditioning Program

## Subject Outline
6 credit points

## Subject Information

**Spring, 2022**, UOW Online Wollongong
Distance

**Distance/ Online Delivery** This subject is delivered entirely online. It involves no on-campus or other in-person learning activities.

*UOW may need to change teaching locations, teaching delivery and/or assessment delivery at short notice to ensure the safety and well-being of students and staff in response to the COVID-19 pandemic or other public health requirements.*

This subject has both On Campus and Online study options as detailed in the Lecture & Tutorial Sections of this outline. Please note that all subjects, where necessary, can be undertaken online, to accommodate changing circumstances and individual requirements for academic consideration. Information about Online study options in this subject can be found on your subject Moodle site.

### The Faculty of Science, Medicine and Health

The Faculty of Science, Medicine and Health offers a range of undergraduate and postgraduate programs designed to meet the needs of a diverse student population. We carry out world-leading research which is strongly aligned with our teaching program

As a student of our faculty, you will be actively engaged in learning with extensive clinical experiences, use of advanced educational technologies and opportunities for enriching work experience. More information about the Faculty of Science, Medicine and Health and our School is available on our web pages: https://www.uow.edu.au/science-medicine-health/

## Teaching Staff

| | |
|---|---|
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## Expectations of Students

UOW values are intellectual openness, excellence and dedication, empowerment and academic freedom, mutual respect and diversity, recognition and performance. We will provide a safe, equitable and orderly environment for the University community, and expect each member of our community to behave responsibly and ethically (UOW Student Conduct Rules https://documents.uow.edu.au/about/policy/learning/index.html ).

We expect that students demonstrate these values and professional behaviour, both face to face and online, making genuine efforts to complete their studies successfully, arriving on time to class, taking part constructively in class discussions and activities, demonstrating appropriate professional and ethical conduct in all communication with UOW staff and community members, and submitting assignments on time (or completing a request for Academic Consideration in advance if needed).

## Communication and eLearning 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

### Cyber Bullying

The University is committed to providing a safe, respectful, equitable and orderly environment for the University community, and expects each member of that community to behave responsibly and ethically. Students must comply with the University's Student Conduct Rules and related policies including the IT Acceptable Use Policy and Bullying Prevention Policy, whether undertaking their studies face-to-face, online.

For more information on appropriate communication and etiquette in the online environment please refer to the guide Online and Email Etiquette or at https://www.uow.edu.au/student/learning-co-op/technology-and-software/email-etiquette/.

### Related Policies

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


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Hardcopies of this document are considered uncontrolled please refer to your Moodle site for the latest version.

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# Section A: General Information

## Learning Outcomes

### Subject Learning Outcomes

On successful completion of this subject, students will be able to:

1. Describe and explain principles of exercise programming for Strength and Conditioning.
2. Construct a Strength or Conditioning program to meet the needs of individuals across the life span.
3. Describe and explain the changes in human structure and function across the life span.
4. Demonstrate critical thinking and judgement in the locating, evaluating and synthesising information.
5. Justify decisions pertaining to individualised Strength or Conditioning programs.
6. Create reports arising from Strength or Conditioning programs for relevant stakeholders.
7. Analyse, assess, correct and identify areas for improvement in movement technique.
8. Demonstrate facilitation of client consultations and effectively communicate the details of a strength and conditioning program to all key stakeholders.

### Subject Description

This subject will introduce students to the principles and programing for strength and conditioning. Students will design, deliver and adapt evidence-based programs for individuals across the lifespan. Students will be provided with opportunities to develop skills to communicate with a range of relevant stake holders.

### Course Handbook

Information about subject pre-requisites, co-requisites and restrictions as well as course completion requirements and Course Learning Outcomes can be found in the Course Handbook https://www.uow.edu.au/handbook/index.html.

## Subject Details: Practical Activities, eLearning, Readings and Materials

### Subject eLearning

The University uses the eLearning system Moodle to support all coursework subjects. The subject Moodle site can be accessed via your SOLS page.

### Safety Guidelines

The rules below are general rules that are required when participating in labs or practical activities. Before commencing these activities you are to ensure that you understand specific procedures and policy related to safety.

- First year Chemistry students must complete the Moodle WHS Induction (see details below)
- Before commencing any activity you are to ensure that you understand specific procedures and policy related to the lab in which you work and safety in general.
- You may need to review a Risk Assessment and complete a Participant Acknowledgement form before commencing any experiments/practical work. These materials will be made available by the lab supervisor/Subject Coordinator.
- You must inform the Subject Coordinator of any medical conditions which may impact upon your ability to participate in these activities before commencing the practical.
- All Reasonable Adjustment cases must be discussed with the Subject Coordinator prior to commencing the activity.

- Participation in the lab/practical/field/simulation activities may be denied to students who do not abide by these, and other conditions which may be specified by the Subject Coordinator.
- Never use any equipment or attempt any experiment without checking the safety implications with your laboratory supervisor or experienced delegated laboratory worker.
- Undergraduate students are not permitted to work after hours unless there is appropriate approval and supervision.

**EMBEDDED Work Integrated Learning**

This subject contains elements of 'Embedded WIL'. Students in this subject will experience activities that relate to or simulate professional practice as part of their learning.

**Additional Subject Details**

**Professional Body Accreditation Requirements**
Successful completion of the Graduate Certificate in Strength and Conditioning may fulfil theory coursework components of the professional accreditation requirements of the Australian Strength and Conditioning Association (ASCA) Level 1. If you wish to apply for ASCA Level 1 accreditation you will be required to complete a minimum of 30 hours of practical coaching across the duration of the course. Details on the ASCA Practical Coaching hour requirements is located in the subject eLearning site. Please note that it is the responsibility of the student to arrange an ASCA mentor coach to complete the supervised hours.
Practical coaching hours as stipulated by the ASCA are as follows:
• Minimum of 10 hrs direct involvement (observation of or supervision by) with an ASCA accredited coach of a minimum of the Level 1 or above.
• Maximum 20 hrs Practical coach experience unsupervised in the role of strength & conditioning.

**Major Text(s)**

Recommendations will be available through the eLearning environment or through the following link.
EXSC931 Subject Readings List 2022
Recommended readings are not intended as an exhaustive list, students should use the Library catalogue and databases to locate additional resources. The following ebook, available through the UOW Library, will be a key supplementary text for this subject.
Chandler, T. J., & Brown, L. E. (2018). Conditioning for strength and human performance (3rd ed.). New York, NY: Routledge

If there is a textbook available for purchase, you can find the details at University Bookshop
https://unishop.uow.edu.au/

## Lectures, Tutorials and Attendance Requirements

**Lecture Times ***

*UOW may need to change teaching locations, teaching delivery and/or assessment delivery at short notice to ensure the safety and well-being of students and staff in response to the COVID-19 pandemic or other public health requirements.*

Up to date timetable and delivery information is located at
http://www.uow.edu.au/student/timetables/index.html

You can access your personal timetable by logging into SOLS and selecting 'My Timetable'

## Lecture Recording

The University of Wollongong supports the recording of UOW educational content 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, class, seminar, workshop or any other educational session provided as part of your course of study you can only do so with the explicit permission of the lecturer and those people who are also being recorded.

You may only use educational content recorded through the delivery of subject or course content, 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.

Most lectures in this subject will be recorded, when they are scheduled in venues that are equipped with lecture recording technology, and made available via the subject Moodle site within 48 hours.

## 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), or via the delivery of online content therefore the University further advises students that:

- Lecture recordings are made available to students, university staff, and affiliates, securely on the university's IT Platforms and via the subject Moodle eLearning site;
- 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 four years

If you have any concerns about the use or accuracy of your personal information collected in a lecture recording, you may approach your Subject Coordinator to discuss your particular circumstances.

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/

## Recent Improvements to Subject

The Faculty of Science, Medicine and Health is committed to continual improvement in teaching and learning. In assessing teaching and learning practices in a subject, the Faculty takes into consideration student feedback from many sources. These sources include direct student feedback to tutors and lecturers, feedback through Science, Medicine and Health Central, responses to the Subject and Course Evaluation Surveys. These important student responses are used to make ongoing changes to subjects and courses. This information is also used to inform systemic comprehensive reviews of subjects and courses.

## Extraordinary Changes to 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 amendment, where practicable, prior to the amendment being finalised.

## Learning Analytics

Learning Analytics data (such as student engagement with Moodle, access to recorded lectures, University Library usage, task marks, and use of SOLS) may be used by the Subject Coordinator and your faculty's Head of Students 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://www.uow.edu.au/about/privacy/index.html

# Section B: Assessment

## Assessment Summary

| Assessment Item | Form of Assessment | % |
|---|---|---|
| Assessment 1 | Assignment | 20% |
| Assessment 2 | Presentation | 15% |
| Assessment 3 | Professional Task | 30% |
| Assessment 4 | Professional Task | 35% |
| | **TOTAL MARKS** | 100% |

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

All assessments are due in Australian Eastern time. If you are not currently in Eastern Australia, it is important to check the local time the following webpage will assist: https://info.australia.gov.au/about-australia/facts-and-figures/time-zones-and-daylight-saving.

A formative assessment activity (with written or verbal feedback) will be conducted before census date - please see UOW Key Dates.

## Assessment 1: Assignment - Case-based Learning - 3 Presentations and 3 Reports

| | |
|---|---|
| **Marking Criteria** | The marking criteria will be provided in the eLearning environment. Feedback will be provided in numerical marks, which will be posted in the gradebook. |
| **Length** | 5-10 minute, pre-recorded presentations; 4-page report (excluding figures, tables and references) |
| **Weighting** | 20% |
| **Assessment Due** | To Be Announced<br>Final submission time: 11:55pm |
| **Type of Collaboration** | Group work |
| **Style and format** | Digital presentation OR report, plus 1-page written reflection. |
| **Assessment submission** | Online via Moodle<br><br>This assessment has been set up to be checked by Turnitin, a tool which helps you check whether you have referenced correctly. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You may then make any changes that may be required and resubmit your final version by the due date. |
| **Assessment return** | Within 3weeks from due date |
| **Detailed information** | Each fortnight, students will work in groups to address a case around an athlete population. Students will be expected to address the case prompts using information from the assigned module and their own research into the topic. Student groups can elect how they choose to work together (e.g., phone, web conference, collaborative document). Final case presentation or writeup must be submitted to the eLearning site. Following a debrief of the case, students will individually submit to the eLearning environment their reflections. |

## Assessment 2: Presentation - Strength & Conditioning Fact Sheet (Digital Presentation)

| | |
|---|---|
| **Marking Criteria** | The marking criteria will be provided in the eLearning environment. Feedback will be provided in numerical marks, which will be posted in the gradebook. |
| **Length** | White paper, maximum four pages OR infographic/information pamphlet |
| **Weighting** | 15% |
| **Assessment Due** | 21 Aug 2022 (Sunday in Session Week 4)<br>Final submission time: 11:55pm |
| **Type of Collaboration** | Individual assessment |
| **Style and format** | White papers should be a maximum of 4 pages, plus reference list. Infographics/information pamphlets can be curated in any way that best conveys the task requirements. All references should be in APA style. |
| **Assessment submission** | Online via Moodle<br><br>This assessment has been set up to be checked by Turnitin, a tool which helps you check whether you have referenced correctly. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You may then make any changes that may be required and resubmit your final version by the due date. |
| **Assessment return** | Within 3weeks from due date |
| **Detailed information** | Students must prepare an athletic population-specific strength and conditioning fact sheet that addresses the benefits of strength and conditioning for one (1) athletic population at the current point in their lifespan. You can select from the athletic populations featured in this assessment:<br>• Youth athlete (high school)<br>• Student athlete (collegiate)<br>• Professional athlete (any sport)<br>• Female athlete (any sport)<br>• Masters athlete (any sport)<br>• Tactical athlete (e.g., law enforcement, military, and fire/rescue)<br>• Athlete with a disability (any sport)<br>The fact sheet will be used as a recommendation pitch to the Board of Directors of a fictional professional sporting team to provide a rationale and recommendation for why the organisation should employ a strength and conditioning coach. You are to present evidence in support of, and justification for the need for such a role outlining potential benefits to the athlete. The fact sheet should be developed to provide key stakeholders relevant information in a format that is visually appealing and written as an academic report that provides evidence to justify the information contained. |

## Assessment 3: Professional Task - Athlete Testing (Skills Assessment)

| | |
|---|---|
| **Marking Criteria** | The marking criteria will be provided in the eLearning environment. Feedback will be provided in numerical marks, which will be posted in the gradebook. You we be assessed on the following;<br>• Explanation and introduction of test<br>• Appropriate test equipment and conduction<br>• Analysis and interpretation of test results<br>• Understanding and professionalism |
| **Length** | Document containing links to your three five-minute videos, two pages maximum with comparisons and evaluation. |
| **Weighting** | 30% |

| | |
|---|---|
| **Assessment Due** | 25 Sep 2022 (Sunday in Session Week 9)<br>Final submission time: 11:55pm |
| **Type of Collaboration** | Individual assessment |
| **Style and format** | Word document with link(s) to the video. All references should be in APA style. |
| **Assessment submission** | Online via Moodle |
| **Assessment return** | Within 3weeks from due date |
| **Detailed information** | Students will be required to take three five-minute videos in which they select appropriate equipment for the test; set up the test with the appropriate equipment in the most appropriate setting; conduct the test with an athlete as the participant; analyse, interpret (i.e. compare with norms), and present results to the participant in lay and practical terms; and answer assessor/participant questions. |

## Assessment 4: Professional Task - Case Study

| | |
|---|---|
| **Marking Criteria** | The marking criteria will be made available on your eLearning site by week 1 of session. |
| **Length** | Maximum 6-page rationale, 2-page reflection, video link and reference list |
| **Weighting** | 35% |
| **Assessment Due** | 06 Nov 2022 (Sunday in Study Recess Week 1)<br>Final submission time: 11:55pm |
| **Type of Collaboration** | Individual assessment |
| **Style and format** | Word document with link to video |
| **Assessment submission** | Online via Moodle<br><br>This assessment has been set up to be checked by Turnitin, a tool which helps you check whether you have referenced correctly. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You may then make any changes that may be required and resubmit your final version by the due date. |
| **Assessment return** | UOW Release of results |
| **Detailed information** | For this assessment, you will plan a strength and conditioning program for a specific athletic population and sport and then conduct a consultation with the athlete.<br>This assessment task consists of three parts:<br>1. The design of a detailed strength and conditioning program using Visualcoaching Pro (VCP) and a written rationale for the program<br>2. A video-recorded consultation with an athlete<br>3. Written reflection of the athlete consultation (unmarked)<br><br>Your final submission will consist of two products:<br>1. Your VCP strength and conditioning program<br>2. A written paper that will include your program rationale, link to you consultation video, and your consultation reflection |

## Minimum Requirements to Pass this Subject

To receive a clear pass in this subject, a total mark of 50% or more must be achieved. In addition to this, 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
• Pass all assessment tasks.

### UOW Grade Descriptors

The UOW Grade Descriptors are general statements that communicate what our grades represent, in terms of standards of performance, and provide a frame of reference to ensure that assessment practice across the University is appropriate, consistent and fair. Grade Descriptors are expressed in general terms so that they are applicable to a broad range of disciplines. Grade Descriptors are available here https://www.uow.edu.au/student/exams/results/. For more information on the UOW grade descriptors refer to the Teaching and Assessment: Assessment and Feedback Policy: https://documents.uow.edu.au/about/policy/alphalisting/UOW222910.html

## Assessment Learning Outcome Matrix

| **Learning Outcomes** | **Measures - Assessment weighting** | | | |
|---|---|---|---|---|
| | Case-based Learning - 3 Presentations and 3 Reports *(20%)* | Strength & Conditioning Fact Sheet (Digital Presentation) *(15%)* | Athlete Testing (Skills Assessment) *(30%)* | Case Study *(35%)* |
| Describe and explain principles of exercise programming for Strength and Conditioning. | ✓ | | | ✓ |
| Construct a Strength or Conditioning program to meet the needs of individuals across the life span. | ✓ | | | ✓ |
| Describe and explain the changes in human structure and function across the life span. | ✓ | | | |
| Demonstrate critical thinking and judgement in the locating, evaluating and synthesising information. | ✓ | ✓ | | ✓ |
| Justify decisions pertaining to individualised Strength or Conditioning programs. | ✓ | ✓ | | ✓ |
| Create reports arising from Strength or Conditioning programs for relevant stakeholders. | ✓ | ✓ | ✓ | |
| Analyse, assess, correct and identify areas for improvement in movement technique. | | | ✓ | |
| Demonstrate facilitation of client consultations and effectively communicate the details of a strength and conditioning program to all key stakeholders. | | | | ✓ |

## Submission, Retention and Collection of Written Assessment

Assessed work must be handed in by the date and time listed under each assessment task. All assessment tasks must represent the enrolled student's own ORIGINAL work and must not have been previously submitted for assessment in any formal course of study.

**Extensions**

Students requesting extensions of time to submit an assessment task, deferred exam, alternative form of assessment or exemption of a compulsory attendance requirement must apply online via SOLS and provide documentary evidence within three working days of the assessable item™s due date for their request to be considered. For more information please refer to the Student Academic Consideration Policy at: http://www.uow.edu.au/about/policy/UOW058721.html

**Late Submission Penalty**

Late submissions will receive a penalty of 5% per day (or part thereof) of the total possible marks for the assessment task for up to ten (10) days after the due date and time for submission ( including weekends, and public holidays), or, where an extension has been granted, for up to ten (10) days after the nominated extension deadline. For the purposes of this penalty a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted:

- more than ten (10) days after the due date, or
- after the assessment has been returned to the students; whichever is applicable.

In such an instance, a mark of zero and a result of Fail for the task will be applied.
Note: Assessments must still be submitted to meet minimum performance requirements even though no mark is to be awarded.

**Quiz Completion**

Where there is a quiz component, any student who has not attempted and submitted a quiz within the specified timeframe will receive 0 (zero) marks for this assessment type. The quiz will not be reopened, and no alternative assessment will be set without extenuating circumstances and an approved academic consideration application. Late penalties do not apply to quizzes. If a student attempts a quiz but for technical issues is not able to submit the quiz, students must show evidence and apply for an academic consideration to sit a supplementary quiz.

**Collection**

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**

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.

## Scaling

Marks awarded for any assessment task or part of any assessment task, including an examination may be subject to scaling at the end of the session. Marks will be scaled only when unpredicted circumstances occur and in order to ensure fairness of marking across groups of students. The method of scaling will depend on the type of scaling required by the circumstances. When scaling is deemed necessary, it will follow a detailed consideration by the Unit Assessment Committee and/or the Faculty Assessment Committee of the marks of the group of students concerned. Scaling will not affect any individual student's rank order within their cohort. For more information please refer to Standards for the Finalisation of Student Results Schedule 1: Scaling Guidelines https://www.uow.edu.au/about/policy/UOW039331.html for details.

## Supplementary Assessment

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 Subject Coordinator will determine the precise form of supplementary assessment at the time the offer of a supplementary is made. In some circumstances you may be offered a supplementary exam. For more information about Supplementary Exams refer to: http://www.uow.edu.au/student/exams/aboutsupp/index.html

## Review and Appeal of Academic Decisions

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. For further information refer to https://documents.uow.edu.au/about/policy/students/UOW189967.html

## Assessment Quality Cycle

The UOW Assessment Quality Cycle provides a level of assurance that assessment practices across the University are appropriate, consistent and fair. Quality assurance activities are undertaken to support the continuous improvement of assessment and promote good practices in relation to assessment design, marking and review of the subject prior to subsequent delivery.

## Academic Integrity

The University's Academic Integrity Policy, faculty handbook 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. 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.

Students should visit the following University website and become familiar with the University's policy on plagiarism https://www.uow.edu.au/about/policy/UOW058648.html

## Referencing

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

# Section C: General Advice for Students - Policies and Procedures

## 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:

| Service | Link to information about the service |
|---|---|
| Aboriginal & Torres Strait Islander | https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted |
| Careers advice | https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted |
| Counselling | https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted |
| Student Accessibility and Inclusion (SAI) | https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted |
| Information Tech. | https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted |
| Study Skills | https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted |

**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

**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/

**Student Central**

Student Central is your primary administrative and information contact during your studies. There are service representatives from Student Service, Accommodation Services, BUPA, Global Student Mobility (Exchange) and Scholarships and Sponsorships.

Our purpose is to ensure students have access to the information they need, at the time they need it. We can help with a wide range of enquiries, some are:

- Applying for academic consideration
- Official documentation requests
- Updating personal details
- Student ID card replacement
- Opal cards and transport
- Education verification
- Fees and charges
- Scholarships and grants
- Digital and printed academic documents
- Overseas health cover
- Studying abroad and exchange

- SOLS password and login help
- Student feedback

**Student Central contacts:**

| | |
|---|---|
| **Phone** | 1300 275 869 (1300 ASK UOW) or +61 2 4221 3927 |
| **Email** | askuow@uow.edu.au |
| **Online** | Enquiry Form(https://bps.uow.edu.au/suite/sites/student-enquiry/page/submit-enquiry |

**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.

| | |
|---|---|
| **Online Ask a Librarian** | Ask questions and receive a response within 1 business day (Wollongong time) |
| **In person Book a Librarian** | 30-minute appointment with a Librarian |
| **Research Consultation Service** | 1 hour appointment with an information specialist. Available to UOW academics, HDRs, Postgraduate Coursework, Honours and Masters students. |
| **By phone** | +61 2 4221 3548 |

## Academic Integrity Policy

**Student Advocacy Service**

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: http://www.uow.edu.au/about/policy/UOW058648.html

**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: http://www.uow.edu.au/about/policy/UOW058663.html

**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: http://www.uow.edu.au/about/policy/UOW058661.html

**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. http://www.uow.edu.au/about/policy/UOW058662.html

**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: http://www.uow.edu.au/about/policy/alphalisting/UOW026670.html

**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: http://www.uow.edu.au/about/policy/UOW058679.html

**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 found here: https://www.uow.edu.au/student/exams/

**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: http://www.uow.edu.au/about/policy/UOW058708.html

**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: https://documents.uow.edu.au/about/policy/UOW262890.html

**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: http://www.uow.edu.au/research/ethics/human/index.html

**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: http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html

**Intellectual Property Policy**

UOW's Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at http://www.uow.edu.au/about/policy/UOW058689.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: http://www.uow.edu.au/about/policy/UOW058653.html

**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:
http://www.uow.edu.au/about/policy/UOW058721.html

**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.
http://www.uow.edu.au/student/charter/index.html

**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:
http://www.uow.edu.au/about/policy/UOW058690.html

**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.
http://www.uow.edu.au/about/policy/UOW058723.html

**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: http://www.uow.edu.au/about/policy/alphalisting/UOW222905.html

**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: http://www.uow.edu.au/about/policy/UOW058666.html

**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/alphalisting/UOW222906.html

**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:
https://www.uow.edu.au/about/policy/alphalisting/UOW016894.html