School of Chemistry

CHEM919: Literature Report in Chemistry

Subject Outline
Annual 2016
On-Campus
Wollongong

Subject Information
Credit Points: 12
Pre-requisite(s): Appropriate degree
Co-requisite(s): Nil
Restrictions: Nil
Contact Hours: To be arranged after consultation with the subject coordinator

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>A/PR Stephen Ralph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 18, Room 102A</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 4286</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:stephen_ralph@uow.edu.au">stephen_ralph@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>Email for appointment</td>
</tr>
</tbody>
</table>

Project Supervisor
It is the responsibility of the student to identify a suitable research supervisor and project to be undertaken as the core component of this subject. Students should contact the subject coordinator in the first instance for advice, and then consult various potential supervisors for an outline of projects that are on offer. Prospective students are encouraged to discuss possible projects with a range of potential supervisors before deciding on a project. A useful starting point is the school website which outlines the research interests of all members of academic staff. A project and supervisor must be agreed with the subject coordinator no later than the first week of the session in which the project is to be undertaken. Supervision of a project will depend in part on the availability of resources.

Student Support and Advice
For general enquiries please contact StudentHub 41:

<table>
<thead>
<tr>
<th>Location:</th>
<th>41.138B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3492</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:smah-students@uow.edu.au">smah-students@uow.edu.au</a></td>
</tr>
</tbody>
</table>
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.
Table of Contents

Section A: General Information ............................................................................................................... 4
  Subject Learning Outcomes .................................................................................................................. 4
  Subject Description ............................................................................................................................... 4
  eLearning Space ................................................................................................................................... 4
  Lecture, Tutorial, Laboratory Times ..................................................................................................... 4
  Readings, References and Materials ..................................................................................................... 4
    Textbooks ............................................................................................................................................... 4
    Prescribed Readings (includes eReadings) ......................................................................................... 4
    Materials ............................................................................................................................................ 4
    Recommended Readings ..................................................................................................................... 4
  Recent Changes to this Subject ............................................................................................................. 5
  List of Topics Covered .......................................................................................................................... 5
Section B: Assessment ............................................................................................................................... 6
  Assessment Summary ............................................................................................................................. 6
  Details of Assessment Tasks .................................................................................................................. 6
  Minimum Requirements for a Pass in this Subject ................................................................................ 7
    Minimum Student Attendance and Participation .............................................................................. 7
  Scaling .................................................................................................................................................. 7
  Late Submission .................................................................................................................................... 7
  Late Submission Penalty ....................................................................................................................... 7
  System of Referencing Used for Written Work ...................................................................................... 8
  Use of Internet Sources ......................................................................................................................... 8
  Plagiarism ............................................................................................................................................. 8
  Submission of Assessments .................................................................................................................. 8
  Assessment Return ............................................................................................................................... 8
Section C: General Advice ........................................................................................................................... 9
  University Policies ............................................................................................................................... 9
  Student Support Services and Facilities ............................................................................................... 10
  Student Etiquette ................................................................................................................................. 10
  Version Control Table .......................................................................................................................... 10
Section A: General Information

Subject Learning Outcomes

<table>
<thead>
<tr>
<th>On completion of this subject, students should be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proficiently use a variety of primary and secondary sources to obtain current and, where appropriate, historical information about a specified research topic</td>
</tr>
<tr>
<td>2. Analyse the significance of information obtained from literature sources concerning their research topic</td>
</tr>
<tr>
<td>3. Synthesise the information gathered into a coherent, appropriately structured scientific report that includes a variety of methods of presenting data gathered obtained during the literature search, including chemical structure diagrams, other types of figures, tables and graphs</td>
</tr>
<tr>
<td>4. Use an appropriate software tool (e.g. Power Point) to present information gathered during the literature search to a scientific audience in the form of an oral presentation</td>
</tr>
</tbody>
</table>

Subject Description

Students in this subject undertake a literature search on recent advances in a research topic in chemistry. The topic is chosen in consultation with their supervisor and the course coordinator. A substantial report is the written outcome and the students meet in regular tutorials with their supervisor to discuss issues raised in the topic and compilation of the report.

eLearning Space

This subject does not utilise elearning

Lecture, Tutorial, Laboratory Times

There are no scheduled classes in the university timetable for this subject. All work is to be performed at times decided in consultation with the subject coordinator.

Readings, References and Materials

Textbooks

The following text(s) will need to be purchased by students enrolled in this class.

Nil

Prescribed Readings (includes eReadings)

Texts and starting literature may be recommended by the staff advisor as appropriate to assist the initial choice of topic and gathering of information. These texts are not prescribed for this subject, and students are therefore not expected to purchase these. They are available to students through the library.

Materials

Nil

Recommended Readings

The following references complement the prescribed readings and textbooks:

Nil
Recent Changes to this Subject
Nil

List of Topics Covered
As this is a research based subject the list of topics covered will be negotiated between the student and their supervisor.
### 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 Dates</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>Written Report</td>
<td>TBA</td>
<td>21 days from date of submission</td>
<td>85%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Oral Presentation</td>
<td>TBA</td>
<td>21 days from date of submission</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total Marks</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

#### Details of Assessment Tasks

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

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Written Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>TBA</td>
</tr>
<tr>
<td>Weighting</td>
<td>85%</td>
</tr>
<tr>
<td>Submission</td>
<td>Submit two bound (spiral bound) copies of the final report are to be handed in directly to the subject coordinator, A/Prof Stephen Ralph, at his office (Bld 18; Room 226) by 4.00pm on the due date.</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>30 – 40 page report written in 12 point font with 1.5 spacing and 2 cm margins.</td>
</tr>
<tr>
<td>Style and format</td>
<td>Written Report</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>1, 2, 3</td>
</tr>
</tbody>
</table>

**Marking Criteria**

The written report will be assessed by two members of the academic staff. When arriving at their final mark, the examiners will take into account the number and type of references used by the student, the amount of information derived from those references, the degree to which the literature is synthesised into a coherent story, consistency with respect to formatting and referencing, quality and appropriateness of figures, and whether or not the report has an appropriate structure (e.g. does it have an abstract, list of figures, table of contents, conclusion etc.)

The report should contain 40 – 80 references, principally from the primary literature.

<table>
<thead>
<tr>
<th>Assessment 2</th>
<th>Oral Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>TBA</td>
</tr>
<tr>
<td>Weighting</td>
<td>15%</td>
</tr>
<tr>
<td>Submission</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>20 minute seminar (15 min talk + 5 min question/discussion time)</td>
</tr>
<tr>
<td>Style and format</td>
<td>Oral presentation</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>1, 2, 4</td>
</tr>
</tbody>
</table>

**Marking Criteria**

The seminar will be judged by all academic members of staff who attend the oral presentation. All such staff will be asked to contribute a mark out of 10 based on the degree of coverage of the literature in the chosen topic area, as well as a mark out of 10 based on the quality of the presentation itself, taking into account factors such as clarity of presentation slides and verbal communication, ability to engage the audience, and respond to questions from the audience. The final mark awarded for the oral presentation will be derived from the average of all the scores received from the individual markers.
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:

- Pass both assessment tasks

Minimum Student Attendance and Participation

Approximately 150-200 hours should be spent researching the literature, writing the report and preparing the final seminar. For CHEM919 undertaken in a single semester, this is equivalent to about 2 days per week working in the library, searching databases, reading journal articles and book chapters, and synthesising the information obtained for up to 10 weeks, and then up to a further 40 hours writing the report and working on the seminar during the course of the last 3-5 weeks of the semester. Students are not required to attend set classes. It is the responsibility of the student to coordinate appropriate meetings with their project supervisor.

Scaling

Scaling may occur in this subject at the end of session by the Unit Assessment Committee and/or Faculty Assessment Committee (FAC). Marks will only be scaled to ensure fairness/parity of marking across groups of students. Scaling will not affect any individual student’s rank order within their cohort. For more information refer to Assessment Guidelines – Scaling: http://www.uow.edu.au/about/policy/UOW058609.html

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

Late Submission Penalty

Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 10% 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 10 marks per day (10% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.10 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 assessment which is marked out of 100. The assessment is submitted 4 days late. This means that a late penalty of 40 marks will apply (100 x 0.10 x 4). The assessment 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 45/100 for the assessment (85 (original mark) – 40 marks (late penalty) = 45/100 (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 6 marks will apply ((20 x 0.10 x 3). The report is marked as per normal out of 20 and is given a mark of 15/20, and then the late penalty is applied. The result is that the student receives a final mark of 9/20 for the report (15 (original mark) – 6 marks (late penalty) = 9/20 (final mark)).

No marks will be awarded for work submitted after the assessment has been returned to the students (except 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). 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.

System of Referencing Used for Written Work
The Vancouver referencing system (author-number system) is the preferred referencing system for this subject. Reference numbers will appear either in square brackets (e.g. [1]) or as superscripted numbers (e.g. 1)) in the appropriate place. Details of this referencing style are available at: http://public01.library.uow.edu.au/refcite/style-guides/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.

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

“The University's Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University’s expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism can be detected and has led to students being expelled from the University.

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

Submission of Assessments
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 assessments in the event that re-submission is required.

Assessment Return
Students will be notified when they can collect or view their marked assessment. In accordance with University Policy marked assessments will usually only be held for 21 days after the declaration of marks for that assessment.
Section C: General Advice

Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.

University Policies

Students should be familiar with the following University policies:

a. Code of Practice – Teaching and Assessment

b. Code of Practice – Research, where relevant

c. Student Charter

d. Code of Practice – Student Professional Experience, where relevant

e. Academic Integrity and Plagiarism Policy

f. Student Academic Consideration Policy

g. Course Progress Policy

h. Graduate Qualities Policy

i. Academic Complaints Policy (Coursework and Honours Students)

j. Policy and Guidelines on Non-Discriminatory Language Practice and Presentation

k. Workplace Health and Safety, where relevant

l. Intellectual Property Policy

m. IP Student Assessment of Intellectual Property Policy, where relevant

n. Policy on Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects, where relevant

o. Human Research Ethics Guidelines, where relevant

p. Animal Research Guidelines, where relevant

q. Student Conduct Rules and accompanying Procedures or Research Misconduct Policy for research students
Student Support Services and Facilities
Students can access information on student support services and facilities at the following link. This includes information on "Academic Support", "Starting at University", "Help at University" as well as information and support on "Career's and Jobs". [http://www.uow.edu.au/student/services/index.html](http://www.uow.edu.au/student/services/index.html)

Student Etiquette

Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20151216</td>
<td>A/Prof Stephen Ralph – Subject Coordinator</td>
<td>Sonia Losinno – ADE Nominee</td>
<td>Final CHEM919 Annual 2016 Subject Outline</td>
</tr>
</tbody>
</table>