School of Biological Sciences

BIOL232: Science Research Internship

Subject Outline
Annual 2016
On-Campus
Wollongong

Subject Information
Credit Points: 6
Pre-requisite(s): 48 credit points, including 24 credit points of Science Schedule subjects or equivalent with a WAM of 70% or better. Admission is by application to the Faculty and acceptance by the Head of School and an Academic Supervisor.
Co-requisite(s): Nil
Restrictions: Nil
Contact Hours: 100 hours total lab or field work

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dr Marian Wong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 35, Room 124</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3574</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:marian_wong@uow.edu.au">marian_wong@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>Email for appointment</td>
</tr>
</tbody>
</table>

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

Location: 41.138B
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au
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.
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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. Apply relevant laboratory and/or field methods efficiently and accurately, in a particular field of research in science</td>
</tr>
<tr>
<td>2. Work as part of a research team to achieve defined objectives</td>
</tr>
<tr>
<td>3. Display and analyse research results appropriately</td>
</tr>
<tr>
<td>4. Critically assess presentation of methods in published work and in research seminar presentations</td>
</tr>
<tr>
<td>5. Understand and apply OH&amp;S principles and risk assessment to laboratory and/or field projects</td>
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</tbody>
</table>

Subject Description

This internship subject will provide students who have an interest in research with the opportunity to learn how research is done by working alongside researchers in an active research group. Emphasis will be on learning practical skills in the selected discipline, working as part of a team, achieving research objectives in laboratory or field work, accurately recording methods and results, and critically evaluating the research methods of others.

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: http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf

Lecture, Tutorial, Laboratory Times

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

Timetable information can be accessed from http://www.uow.edu.au/student/timetables/info/index.html

Key University Dates can be accessed from http://www.uow.edu.au/student/dates/index.html

Readings, References and Materials

Textbooks

Nil

Prescribed Readings (includes eReadings)

Nil

Materials

Nil

Recommended Readings

Nil
Recent Changes to this Subject
Nil

List of Topics Covered
As this is an internship 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>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>Completion of OH&amp;S Induction</td>
<td>Before starting lab work</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Completion of 100 Hours Lab/Field Work</td>
<td>By end of session</td>
<td>70%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>End of Project Paper</td>
<td>TBC</td>
<td>15%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Attendance at Six Seminars</td>
<td>After each presentation</td>
<td>5%</td>
</tr>
</tbody>
</table>

**Total Marks: 100%**

### Details of Assessment Tasks

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

#### Assessment 1
- **Completion of OH&S Induction**
  - **Due date:** Before starting lab work
  - **Weighting:** 10%
  - **Submission:** Submit a hardcopy of your assessment to your academic supervisor
  - **Type of Collaboration:** Individual Assessment
  - **Details:** A tour of labs followed by a short quiz
  - **Subject Learning Outcomes:** 5
  - **Marking Criteria:** Not applicable.

#### Assessment 2
- **Completion of 100 Hours Lab/Field Work**
  - **Due date:** By end of session
  - **Weighting:** 70%
  - **Submission:** Submit a hardcopy of your lab book to your academic supervisor
  - **Type of Collaboration:** Individual Assessment
  - **Details:** Laboratory experimentation and data analysis. Students are required to complete the requisite hours of laboratory or field work (100 hours) as recorded in the work book and have this signed off by the direct supervisor. They are also required to attend all three scheduled meetings with the supervisor(s)
  - **Subject Learning Outcomes:** 1, 2
  - **Marking Criteria:** Not applicable

#### Assessment 3
- **End of Project Paper**
  - **Due date:** TBC
  - **Weighting:** 15%
  - **Submission:** Submit a hardcopy of your assessment to your academic supervisor
  - **Type of Collaboration:** Individual Assessment
  - **Details:** Report should include a detailed literature review, details of experiments carried out, results, analysis and discussion. Satisfactorily completing an end-of-project paper critically reflecting on outcomes in relation to research objectives set at the start of the internship, and using newly gained experience to assess the completeness and effectiveness of published methods in the field. This paper is to be the basis for the final meeting with the supervisor(s)
  - **Marking Criteria:** Not applicable
### Assessment 4

<table>
<thead>
<tr>
<th><strong>Assessment 4</strong></th>
<th>Attendance at Six Seminars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>After each presentation</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>5%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit a hardcopy to your academic supervisor</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Relevant technical seminars should be attended during the session. A short summary of the presentation in the form of a scientific abstract which assesses details of results and methods components of six research projects (research seminars, posters, or published papers)</td>
</tr>
<tr>
<td><strong>Style and format</strong></td>
<td>Essay</td>
</tr>
<tr>
<td><strong>Subject Learning Outcomes</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Marking Criteria</strong></td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>

#### Minimum Requirements for a Pass in this Subject

The minimum performance requirements for this subject are:

- Completion of all assessment tasks

#### Minimum Student Attendance and Participation

Student attendance at OH&S Induction, completion of 100 hrs of lab/field work and attendance at meetings stipulated by the supervisor are compulsory and students must attend at least 100% of classes. Absences will require the submission of 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)

#### 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](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.

No marks will be awarded for work submitted after the assessment has been returned to the students.
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. Addition information on supplementary assessments is available at: http://www.uow.edu.au/student/exams/suppassess/index.html

System of Referencing Used for Written Work
The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website 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. Code of Practice – Honours, where relevant

d. Student Charter

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

f. Academic Integrity and Plagiarism Policy

g. Student Academic Consideration Policy

h. Course Progress Policy

i. Graduate Qualities Policy

j. Academic Complaints Policy (Coursework and Honours Students)

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

l. Workplace Health and Safety, where relevant

m. Intellectual Property Policy

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

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

p. Human Research Ethics Guidelines, where relevant

q. Animal Research Guidelines, where relevant
r. 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>20151207</td>
<td>Dr Marian Wong – Subject Coordinator</td>
<td>Mrs Sonia Losinno – ADE Nominee</td>
<td>Final BIOL232 Annual 2016 Subject Outline</td>
</tr>
</tbody>
</table>