School of Medicine

MEDI901: Practicum

Subject Outline
Autumn 2016
On-Campus
Wollongong

Subject Information
Credit Points: 8
Pre-requisite(s): Nil
Co-requisite(s): Nil
Restrictions: Approval required from Subject Coordinator
Contact Hours: To be negotiated with your Supervisor(s)

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Associate Professor Paul Stapley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Building 41, Room 336</td>
</tr>
<tr>
<td>Telephone</td>
<td>61 2 4239 2514</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:paul_stapley@uow.edu.au">paul_stapley@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>By appointment, email or phone to arrange time.</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:

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

On completion of this subject, students should be able to:

1. demonstrate skills and techniques associated with a specialised area acquired through practical experience

Subject Description

A subject which introduces students to their supervisor's laboratory and allows for the development of technical skills and procedures critical to the success of their Major Project. If the student is undertaking a non-laboratory based thesis, another relevant subject may be substituted for SHS 901 with the approval of the HOD

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 the latest information on the university web timetable via the Timetable link on the Current Students webpage 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

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

Nil

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 subjects eLearning site.

Nil

Materials

Nil - Unless these are indicated by your primary research supervisor.

Recommended Readings

The following references complement the prescribed readings and textbooks:
To be determined in consultation with your Primary research supervisor.

This is an on-campus subject. If you are intermittently using distance approaches within Australia you should refer to the information and resources found via the Library link on the UOW homepage regarding off-campus library services available.

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

Recent Changes to this Subject
   i.   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>Report, Seminars, or Research Performance to be approved by the Supervisor and Subject Coordinator</td>
<td>TBA</td>
<td>21 days from due date</td>
<td>100%</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.

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Report, Seminars, or Research Performance to be approved by the Supervisor and Subject Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>TBA – Assessment due dates will be negotiated between each student and the subject coordinator or their research supervisor. Students should have submission dates confirmed by the end of Week 2 of the relevant session.</td>
</tr>
<tr>
<td>Weighting</td>
<td>100%</td>
</tr>
<tr>
<td>Submission</td>
<td>Submit a hardcopy to your supervisor. Date to be determined.</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>To be decided with supervisor</td>
</tr>
</tbody>
</table>

Details
Assessment for this subject is to be negotiated directly, between you and your primary supervisor. Details of the format of the assessment components, the weighting of each assessment component and due dates must be confirmed in writing by your supervisor/s and approved by the Subject Coordinator by the end of Week 2.

Assessment for this subject is to be negotiated directly, between you and your primary supervisor. Details of the format of the assessment components, the weighting of each assessment component and due dates must be confirmed in writing by your supervisor/s and approved by the Subject Coordinator by the end of Week 2. The subject coordinator monitors the scope and scale of assessment items across all students enrolled in the subject to ensure reasonable equivalence in workload for students.

Your subject coordinator needs to provide a copy of the assessment, their evaluation and the mark achieved to the subject coordinator within 2 weeks of the due date. The subject coordinator enters the mark in the subject record through SMP. The subject coordinator collates the marks and generates the relevant grade.

If you require an extension for an assessment item, please submit the request to your project supervisor who will make a recommendation to the Subject Coordinator.

If you experience misadventure or require accommodations, please liaise first with your project supervisor and submit documents to the Subject Coordinator attaching the supervisor’s comments.

If you are completing this subject as part of a Higher Degree Research course, you require a minimum 65% (credit) in this subject to continue in the thesis component of the degree. Students require a minimum 65% (credit) in each of the three PhD (Integrated) - Research coursework subjects (MEDI900, MEDI901 and
<table>
<thead>
<tr>
<th>Style and format</th>
<th>Report</th>
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<tbody>
<tr>
<td>Subject Learning</td>
<td>All outcomes</td>
</tr>
<tr>
<td>Outcomes</td>
<td></td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The marking criteria will be discussed with your supervisor</td>
</tr>
</tbody>
</table>

**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 (this means all tasks identified in the agreement submitted to the subject coordinator in week 2 of the session. This may include attendance, completion of laboratory inductions and safety training and supervised practice)

**Minimum Student Attendance and Participation**

It is expected that students will allocate 16 hours per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

Students are not required to attend set classes as class attendance is not an assessable component for the purposes of accumulating marks, but attendance at certain classes may be compulsory and failure to meet attendance requirements may result in a Technical Fail for the subject—please see Section B: Assessment Information for details. Students are expected to attend HDR student proposal, progress report and final report presentations where attendance is recorded. Students are also expected to coordinate appropriate meetings with their project supervisor.

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**

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 assessment which is marked out of 100. The assessment is submitted 7 days late. This means that a late penalty of 35 marks will apply \((100 \times 0.05 \times 7)\). 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 50/100 for the assessment \((85\text{ (original mark)} - 35\text{ marks (late penalty)} = 50/100\text{ (final mark)})\).

• 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 \((17\text{ (original mark)} - 3\text{ marks (late penalty)} = 14/20\text{ (final mark)})\).

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.

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

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

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>20151211</td>
<td>A/Prof Paul Stapley – Subject Coordinator</td>
<td>Mrs Sonia Losinno – ADE Nominee</td>
<td>FINAL MEDI901 Autumn 2016 Subject outline</td>
</tr>
</tbody>
</table>