School of Earth & Environmental Sciences

EESC300: Directed Studies in Earth and Environmental Sciences

Subject Outline
Autumn, 2016
On-Campus
Wollongong

Subject Information
Credit Points: 8
Pre-requisite(s): Nil
Co-requisite(s): Nil
Restrictions: Restricted Entry. Admission by application to Head of School of Earth & Environmental Sciences
Contact Hours: As per subject database

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Prof Zenobia Jacobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 154A</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3633</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:zenobia_jacobs@uow.edu.au">zenobia_jacobs@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:

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 command over a particular body of knowledge;
2. Successfully design and implement a research project;
3. Work to deadlines and produce a professionally-written and finished report;
4. Demonstrate presentation standards.

Subject Description
This subject consists of directed reading, field and laboratory work (as required) and writing, leading to the production of a major research essay/project report or reports in a field selected by the student and approved by the Supervisor.

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.

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.

As designated by your academic supervisor.

Prescribed Readings (includes eReadings):
The following readings are prescribed for this subject, but students are not expected to purchase these. They are available to students through the library on the subject's eLearning site.

As designated by your academic supervisor.

Materials:
As designated by your academic supervisor.

Recommended Readings:
The following references complement the prescribed readings and textbooks:

As designated by your academic supervisor.
Recent Changes to this Subject
None

Laboratory Safety Guidelines
The rules below are general rules that are required in laboratories.

- Before commencing your project you are to ensure that you understand specific procedures for the laboratory in which you work.
- You will need to fill out a risk assessment form before commencing any experiments (confere with your laboratory supervisor).
- 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.

Fieldwork Safety Guidelines
The rules below are general rules that are required when participating in practicals which involve fieldwork.

- Before commencing fieldwork you are to ensure that you understand specific procedures and policy related to fieldwork safety.
- You will need to review a Risk Assessment form for the fieldwork to be conducted, then complete a Fieldwork Participant Acknowledgement form before commencing any fieldwork. These materials will be made available by the Subject Coordinator.
- You must inform the Subject Coordinator of any medical conditions which may impact upon your ability to participate in fieldwork before commencing any fieldwork.
- All Reasonable Adjustment cases must be discussed with the Subject Coordinator prior to commencing fieldwork.
- Attendance on field excursions may be denied to students who do not abide by these, and other conditions which may be specified by the Subject Coordinator.
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>Research Project</td>
<td>27 May</td>
<td>After exam period</td>
<td>80%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Seminar / Presentation</td>
<td>30 May</td>
<td>After exam period</td>
<td>20%</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 are provided below to students prior to submission.

Assessment 1

<table>
<thead>
<tr>
<th>Due date</th>
<th>Weighting</th>
<th>Submission</th>
<th>Type of Collaboration</th>
<th>Length</th>
<th>Style and format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 27 May at 5 pm</td>
<td>80%</td>
<td>Submit an electronic copy of your assessment to your supervisor and the subject coordinator</td>
<td>Individual Assessment</td>
<td>Maximum text word limit 6,000 words plus end of text reference section and appendices, where appropriate</td>
<td>The student and the supervisor should discuss a suitable format for the report or other written work.</td>
</tr>
</tbody>
</table>

Marking Criteria
The final criteria for assessment will depend on the format of your work as determined by your supervisor. You should discuss this with your supervisor so that you are clear as to the requirements. However, generic criteria for written work will be made available. The assessment will be marked by two (2) referees, selected by the supervisor. The marks should be sent by the supervisor to the subject coordinator.

Assessment 2

<table>
<thead>
<tr>
<th>Due date</th>
<th>Weighting</th>
<th>Submission</th>
<th>Type of Collaboration</th>
<th>Length</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 May 2016 – Study recess</td>
<td>20%</td>
<td>N/A – Presentation only required.</td>
<td>Individual Assessment</td>
<td>20 minute presentation and question time</td>
<td></td>
</tr>
</tbody>
</table>

Details
Students are expected to present the work undertaken for Assessment 1 and be prepared to answer questions.

Marking Criteria
Presentation skills, format, and depth of understanding of the topic

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
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. It is the responsibility of the student to coordinate appropriate meetings with their project supervisor.

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 for 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.

Supplementary Assessments
This subject has been identified as unsuitable for supplementary assessment, and no supplementary assessment will be offered.

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. 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. 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>20160118</td>
<td>Prof Zenobia Jacobs – Subject Coordinator</td>
<td>Sonia Losinno – ADE nominee</td>
<td>FINAL EESC300 Autumn Subject Outline</td>
</tr>
</tbody>
</table>