School of Earth & Environmental Sciences

EESC909: Dung, Death and Decay: Modern scientific methods in archaeology

Subject Outline
Autumn, 2016
On-Campus
Wollongong

Subject Information
Credit Points: 12
Pre-requisite(s): Nil
Co-requisite(s): Nil
Restrictions: Normally a pass Bachelors degree of at least 3 years duration (or a similar tertiary qualification) in the Earth or biological sciences, archaeology or physical anthropology
Contact Hours: 1 x 1 hour lecture; 1 x 1 hour tutorial; 1 x 3 hour practical

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>

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

<table>
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<th>On completion of this subject, students should be able to:</th>
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</thead>
<tbody>
<tr>
<td>1. Demonstrate understanding of principles and processes by which archaeological sites are formed and how data is acquired, analysed and used to recreate the past</td>
</tr>
<tr>
<td>2. Critically evaluate modern scientific techniques to suggest possible solutions to real world archaeological investigations</td>
</tr>
<tr>
<td>3. Identify a variety of archaeological techniques and explain their application to real world situations.</td>
</tr>
<tr>
<td>4. Locate, synthesise and evaluate data and literature to investigate and propose answers to an archaeological question</td>
</tr>
<tr>
<td>5. Communicate archaeological perspectives and knowledge effectively to a range of audiences using appropriate technologies and communication skills</td>
</tr>
<tr>
<td>6. Demonstrate ethical and professional conduct, and the ability to reflect on and direct own learning within the context of archaeological science.</td>
</tr>
</tbody>
</table>

Subject Description

Students will be exposed to the methods and applications of five key components of archaeological science: material culture, geoarchaeology, geochronology, geochemistry and bioarchaeology. Students will learn how to use modern scientific methods to assess how archaeological deposits formed and may have changed over time; when archaeological objects were made and other events of interest took place; what the human occupants of these sites ate, drank and other aspects of their life histories (e.g. migration patterns); what kinds of environment these people inhabited, including the diversity of fauna and the climates under which they lived and died.

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:
A list of additional suggested readings will be provided at the end of each lecture on Moodle. Lecture recordings, Powerpoint presentations and Practicals are provided on Moodle.

Recent Changes to this Subject
i. New subject description
ii. New subject learning outcomes
iii. Changes in weighting of assessment tasks
iv. Deletion of major report as an Assessment task.
v. Increase workload associated with final and scaffolded assessment task and addition of different skills in the form of group mentoring, individual peer-review and oral feedback.

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 (confer 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.
## Schedule of Learning*

<table>
<thead>
<tr>
<th>Week Commencing</th>
<th>Lecture</th>
<th>Tutorial</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/02/2016</td>
<td>Introduction to Human Origins</td>
<td>Introduction to Subject AND Introduction to Assessment Task 7</td>
<td>—</td>
</tr>
<tr>
<td>07/03/2016</td>
<td>Lithic Analysis</td>
<td>—</td>
<td>Stone tool Analysis</td>
</tr>
<tr>
<td>14/03/2016</td>
<td>Faunal Analysis</td>
<td>Feedback – lithics prac</td>
<td>Bone identification</td>
</tr>
<tr>
<td>21/03/2016</td>
<td>Shell Analysis</td>
<td>Feedback – faunal prac</td>
<td>Shell Analysis</td>
</tr>
<tr>
<td>28/03/2016#</td>
<td>Sediments and site formation</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>04/04/2016</td>
<td>Spatial Analysis</td>
<td>Feedback – shell prac</td>
<td>Spatial Analysis</td>
</tr>
<tr>
<td>11/04/2016</td>
<td>Geoarchaeology/micromorphology</td>
<td>Feedback – spatial prac AND Assessment 7A AND introduction to Assessment 7B</td>
<td>Micromorph prac</td>
</tr>
<tr>
<td>18/04/2016</td>
<td>Use-wear and residue analysis</td>
<td>Feedback – micromorph prac</td>
<td>Use-wear and residue prac</td>
</tr>
<tr>
<td>Mid-Session Recess 25th April-29th April</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/05/2016</td>
<td>Molecular archaeology</td>
<td>Feedback – use-wear and residue prac AND Introduction to Assessment 7C</td>
<td>Assessment 7B Peer Review: in class</td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Archaeogenetics and Palaeogenomics</td>
<td>Feedback – Assessment 7B</td>
<td>Work on Assessment 7C with continuous feedback</td>
</tr>
<tr>
<td>16/05/2016</td>
<td>Isotopic analysis in Archaeology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23/05/2016</td>
<td>Radiocarbon and luminescence dating</td>
<td>Feedback on Assessment C</td>
<td>Assessment C: oral presentations</td>
</tr>
<tr>
<td>30/05/2016</td>
<td>Case studies by staff</td>
<td>Feedback on Assessment C</td>
<td>Assessment C: oral presentation</td>
</tr>
<tr>
<td>Study Recess 6th June-10th June</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UOW Exam Period 11th June-23 June</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*The above timetable should be used as a guide only, as it is subject to change. Students will be advised of any changes as they become known.

# Easter Monday – public holiday. Lectures will be online only.
## 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>Stone tool practical and lab book: in class assessment</td>
<td>7 March at 5 pm</td>
<td>14 March during Tutorial</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Bone identification practical and lab book: in class assessment</td>
<td>14 March at 5 pm</td>
<td>21 March during Tutorial</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Shell analysis practical and lab book: in class assessment</td>
<td>21 March at 5 pm</td>
<td>4 April during Tutorial</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Spatial analysis practical and lab book: in class assessment</td>
<td>4 April at 5 pm</td>
<td>11 April during Tutorial</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 5</td>
<td>Geoarchaeology practical and short report</td>
<td>Part A: 11 April at 5 pm</td>
<td>18 April during Tutorial</td>
<td>Part A: 5%</td>
</tr>
<tr>
<td></td>
<td>Part A: lab book</td>
<td>Part B: 18 April at 5 pm</td>
<td>Part B: individual feedback by 2 May</td>
<td>Part B: 5%</td>
</tr>
<tr>
<td>Assessment 6</td>
<td>Use-wear and residue practical and lab book: in class assessment</td>
<td>18 April at 5 pm</td>
<td>2 May during Tutorial</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 7A</td>
<td>Annotated Bibliography and synthesis</td>
<td>1 April at 5 pm</td>
<td>11 April during Tutorial</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 7B</td>
<td>Poster: Preliminary Draft and Peer review</td>
<td>2 May at 5 pm</td>
<td>9 May during Tutorial</td>
<td>15%</td>
</tr>
<tr>
<td>Assessment 7C</td>
<td>Poster: Final Submission and 5 min oral presentation;</td>
<td>Poster: 16 May at 5 pm</td>
<td>During practicals on the 23rd and 30th of May</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>Presentations: during practicals on 23 and 30 May</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Assessment 7D</td>
<td>Critical Reflection</td>
<td>30 May at 5 pm</td>
<td>3 June</td>
<td>5%</td>
</tr>
</tbody>
</table>

### Total Marks 100%

#### Details of Assessment Tasks

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

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Stone tool practical and lab book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>End of practical class in Week 2 – 7 March at 5 pm</td>
</tr>
<tr>
<td>Weighting</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Submission**

Submit an electronic copy of your assessment via upload to Dropbox in Moodle.

**Type of Collaboration**

Individual Assessment: in class assessment

**Details**

A lab book will be made available online through the subject Moodle site.

**Style and format**

Lab book to be filled in during practical and submitted electronically at the end of the day of the practical.

**Subject Learning Outcomes**

1, 2, 3
### Marking Criteria
The marking criteria will be made available on your Moodle site prior to the practical.

<table>
<thead>
<tr>
<th>Assessment 2</th>
<th>Bone identification and lab book</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>End of practical class in Week 3 – 14 March at 5 pm</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>10%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit an electronic copy of your assessment via upload to Dropbox in Moodle</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual Assessment: in class assessment</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>A lab book will be made available online through the subject Moodle site.</td>
</tr>
<tr>
<td><strong>Style and format</strong></td>
<td>Lab book to be filled in during practical and submitted electronically at the end of the day of the practical.</td>
</tr>
<tr>
<td><strong>Subject Learning Outcomes</strong></td>
<td>1, 2</td>
</tr>
<tr>
<td><strong>Marking Criteria</strong></td>
<td>The marking criteria will be made available on your Moodle site prior to the practical.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 3</th>
<th>Shell analysis and lab book</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>End of practical class in Week 4 – 21 March at 5 pm</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>10%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit an electronic copy of your assessment via upload to Dropbox in Moodle</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual Assessment: in class assessment</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>A lab book will be made available online through the subject Moodle site.</td>
</tr>
<tr>
<td><strong>Style and format</strong></td>
<td>Lab book to be filled in during practical and submitted electronically at the end of the day of the practical.</td>
</tr>
<tr>
<td><strong>Subject Learning Outcomes</strong></td>
<td>1, 2, 3</td>
</tr>
<tr>
<td><strong>Marking Criteria</strong></td>
<td>The marking criteria will be made available on your Moodle site prior to the practical.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 4</th>
<th>Spatial analysis and lab book</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>End of practical class in Week 6 – 4 April at 5 pm</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>10%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit an electronic copy of your assessment via upload to Dropbox in Moodle</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual Assessment: in class assessment</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>A lab book will be made available online through the subject Moodle site.</td>
</tr>
<tr>
<td><strong>Style and format</strong></td>
<td>Lab book to be filled in during practical and submitted electronically at the end of the day of the practical.</td>
</tr>
<tr>
<td><strong>Subject Learning Outcomes</strong></td>
<td>1, 2, 3</td>
</tr>
<tr>
<td><strong>Marking Criteria</strong></td>
<td>The marking criteria will be made available on your Moodle site prior to the practical.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 5</th>
<th>Geoarchaeology laboratory practical and short report</th>
</tr>
</thead>
</table>
| **Due date** | Part A: End of practical class in Week 7 – 11 April at 5 pm  
Part B: 18 April at 5 pm |
| **Weighting** | Part A: 5%  
Part B: 5% |
| **Submission** | Submit an electronic copy of your assessment via upload to Dropbox in Moodle |
| **Type of Collaboration** | Individual Assessment |
| **Details** | Assessment 1 is made up of two parts (A + B), with equal weighting (i.e. 5% each). |
Part A is a lab book which is available online through the subject Moodle site. Use the lab book to record your notes from the introductory lecture, and when observing and examining both the microscope analyses and the general macro-descriptions of the thin sections. You will need to demonstrate that you have grasped the fundamentals of description of the sediments, along with basic interpretations of the depositional environments and any evidence of archaeological activity.

Part B is a short scientific report (1000 word) based on your notes made in your lab-book. You are required to compare and contrast two thin sections, one from each of the two different case study sites. These sites are archaeologically and geomorphologically different, and you will need to identify (at least) the basic differences between the sections, and provide some detail about how the sites contrast and the archaeological information you might tease out from your data.

| Style and format | Part A: Lab book  
Part B: Scientific report (1000 words) |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Subject Learning Outcomes</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The marking criteria will be made available on your Moodle site prior to the practical.</td>
</tr>
</tbody>
</table>

**Assessment 6**  
Use-wear and residue practical and lab book  
**Due date**  
End of practical class in Week 8 – 18 April at 5 pm  
**Weighting**  
10%  
**Submission**  
Submit an electronic copy of your assessment via upload to Dropbox in Moodle  
**Type of Collaboration**  
Individual Assessment: in class assessment  
**Details**  
A lab book will be made available online through the subject Moodle site.  
**Style and format**  
Lab book to be filled in during practical and submitted electronically at the end of the day of the practical.  
**Subject Learning Outcomes**  
1, 2, 3  
**Marking Criteria**  
The marking criteria will be made available on your Moodle site prior to the practical.

**Assessment 7**  
Scaffolded assessment task: annotated bibliography, poster, peer review, presentation and critical reflection  
**Due date**  
Part A: 1 April at 5 pm  
Part B: 2 May at 5 pm  
Part C: poster – 16 May at 5 pm  
Presentations – during practicals on the 23 and 30th of May  
Part D: 30 May at 5 pm  
**Weighting**  
Part A: 10%  
Part B: 15%  
Part C: 10%  
Part D: 5%  
**Submission**  
Submit electronic copies of your assessment tasks via upload to a specified Dropbox on the subject Moodle site.  
Oral presentations do not need to be uploaded. It will be assessed during the presentation process.  
**Type of Collaboration**  
Individual Assessment  
**Length**  
Part A: 1000 words;  
Part B: poster - A0 size; peer-review – template will be provided  
Part C: poster – A0 size; presentation: maximum 5 minutes duration  
Part D: 500 words  
**Details**  
Assignment 7 is comprised of four connecting parts that are designed to help you understand how to critically evaluate scientific literature and how to communicate your findings succinctly and accurately, both verbally and
Part A (10%) Annotated bibliography and synthesis
Maximum 1000 words

You will be given a list of topics during the Tutorial in Week 1. You will choose ONE topic. You will be provided with 5 appropriate references/resources for your topic. You are required to correctly reference each of the articles according to the Harvard (author-date) referencing style. You are also required to describe the 5 articles, (150 words on each; “annotated bibliography”), and then compose a short synthesis (250 words) that identifies commonalities and contrasting arguments between the 5 resources. The summary should also address how the five articles contribute to the broader topic that you have chosen. Note that the reference list is not included in the maximum 1000 word-count. You will receive your graded paper, and be given feedback during the Tutorial in week 7.

Part B (15%) – Draft poster on topic chosen and used in Part A

Create an A0 size poster with landscape orientation. You must draw on your annotated bibliography (Part A), include a minimum of 8 additional resources, and include changes based on feedback from your lecturer (a minimum of 13 resources in total). Part B is a preliminary draft of your poster. As 900-level students, you will be assigned a small group of 300-level students that you need to mentor through this process. You will be required to provide written and oral feedback to the students on their draft posters. A marking scheme will be given, so that each student can comment on the same criteria. The 300-level students will need to use the comments from you as peer-reviewer to improve their posters. You will be assessed for your written review of the assessment of the poster of the students that you were helping as well as the oral feedback and interaction that you will have with them during the practicals. This will test your ability to objectively adjudicate the work of others and your ability to mentor students. The draft poster and peer-review will be marked, and you will be given feedback during the Tutorial in Week 10.

Part C (10%) – Final poster and presentation (5 minutes)

Part C is the final poster (reworked from Part B incorporating feedback from your lecturer and peer-reviewer), and a verbal presentation talking to your poster. This will be of 5 minutes duration. The posters will be presented electronically on the 55’ computers-on-wheels (COWS). You will do your presentation next to the computer screen and can only use your poster as an aid. The poster will be marked prior to your presentation. Your presentation will be assessed during the practical class in Weeks 12 and 13.

Part D (5%) You will be required to write a 500-word reflective piece that discusses how the feedback provided by your lecturer throughout Parts A, B and C, and the feedback and constructive criticism received from your peers in Part B have influenced your understanding of the topics discussed throughout all practical classes.

<table>
<thead>
<tr>
<th>Style and format</th>
<th>Brief reports, poster and presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Learning Outcomes</td>
<td>3, 4, 5, 6</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The marking criteria will be made available on your subject Moodle site.</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
- pass all assessment tasks
- meet the minimum participation requirements set out below.

Minimum Student Attendance and Participation
Student attendance at tutorials and practicals is compulsory and students must attend at least 90% 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.

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 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. Academic Integrity and Plagiarism Policy

e. Student Academic Consideration Policy

f. Course Progress Policy

g. Graduate Qualities Policy

h. Academic Complaints Policy (Coursework and Honours Students)

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

j. Workplace Health and Safety, where relevant

k. Intellectual Property Policy

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

m. 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

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<th>Approved By</th>
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<td>Sonia Losinno – ADE Nominee</td>
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