School of Medicine

SHS320: Motor Control and Dysfunction

Subject Outline
Spring, 2014
On Campus
Wollongong

Subject Information
Credit Points: 8
Pre-requisite(s): SHS211
Co-requisite(s): Nil
Restrictions: Unavailable to students who have already completed SHS 311
Contact Hours: 2hrs Lectures and 2 hrs Practicals/Tutorials per week

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Dr 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>Tuesday, 9:30-11:30am (office and email), Monday during tutorials.</td>
</tr>
</tbody>
</table>

Student Support and Advice
For general enquiries please contact SMAH Central:

Location: 41.152
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au
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Section A: General Information

Subject Learning Outcomes

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

a) Explain the neurophysiological basis of human voluntary movements. This includes understanding the roles of specific nervous system regions such as the cerebral cortex, cerebellum, basal ganglia, and spinal cord as well as understanding how sensation (e.g. pain, proprioception, vestibular, vision) contributes to the regulation of human movement.

b) Explain the pathology of common clinical motor dysfunctions, including Parkinson’s disease, spinal cord injury, Multiple Sclerosis and stroke.

c) Conduct basic research to investigate principles of human neurophysiology and motor learning/adaptation, including:

1) the organisation of single and multijoint movements,
2) simple and choice reaction times,
3) patellar stretch reflexes,
4) measuring gaze shifts using electrooculography, and
5) the adaptation of human motor control (arm movements).

Students will be able to discuss the findings of these experiments in the context of how the brain and spinal cord controls human movements.

Subject Description

This subject, designed primarily for Exercise Science students, will provide students with an understanding of the neurophysiological basis of the control of human movement. The neurophysiological and anatomical basis of some of the major disorders of human motion including Parkinson’s disease, spinal cord injury, multiple sclerosis, peripheral nerve injury and stroke will be presented when appropriate.

Graduate Qualities

The University of Wollongong has developed five graduate qualities (http://www.uow.edu.au/student/qualities/index.html), which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities will be enhanced by their participation in this subject:

1. Informed: Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.

2. Independent learners: Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.


4. Effective communicators: Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.

5. Responsible: Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

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 under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes.

Readings, References and Materials
Textbooks:
The following text(s) will need to be purchased by students enrolled in this class.

There is no prescribed text for this subject.

Prescribed Readings (includes eReadings):
The following texts 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.

Textbooks:

Articles/Published works (may be updated/added to during the course), will be available through Moodle 1 week prior to the relevant lecture(s).

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


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
Nil

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 supervisor).
• Never use any equipment or attempt any experiment without checking the safety implications with your supervisor or experienced delegated laboratory worker.
• Undergraduate students are not permitted to work after hours unless there is appropriate approval and supervision.
<table>
<thead>
<tr>
<th>Week</th>
<th>Week Commencing</th>
<th>Lecture</th>
<th>Workshop Practicals</th>
<th>Tutorials (repeat experiments, if needed, design own experiment for wks 12 &amp; 13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>04/08/2014</td>
<td>INTRODUCTION TO SHS 320 WHAT IS MOTOR CONTROL?</td>
<td>NONE</td>
<td>NONE</td>
</tr>
<tr>
<td>3</td>
<td>11/08/2014</td>
<td>CONTROL OF SINGLE AND MULTI-JOINT MOVEMENTS</td>
<td>HOW TO CONDUCT AND REPORT MOTOR CONTROL WORKSHOPS; MEASURING AND PLOTTING EMG, ACCELERATION, ETC.</td>
<td>NONE</td>
</tr>
<tr>
<td>4</td>
<td>18/08/2014</td>
<td>INFORMATION PROCESSING/PRE-PROGRAMMED REACTIONS</td>
<td>1. SHORT/LONG LATENCY REFLEXES, ORGANISATION OF SINGLE JOINT MOVEMENTS</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>25/08/2014</td>
<td>CORTEX/ASCENDING AND DESCENDING PATHWAYS/STROKE</td>
<td>1. TUT/DESIGN OWN EXP WORKSHOP 1. DUE**</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>01/09/2014</td>
<td>SPINAL MOTOR CONTROL MECHANISMS/SPINAL INJURY AND REHAB</td>
<td>2. ORGANISATION OF MULTI JOINT MOVEMENTS</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>08/09/2014</td>
<td>VESTIBULAR SYSTEM AND CONTROL OF GAZE (EYE MOVEMENTS)</td>
<td>2. TUT/DESIGN OWN EXP WORKSHOP 2. DUE**</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>15/09/2014</td>
<td>POSTURE &amp; BALANCE 1</td>
<td>3. MYOTATIC REFLEXES &amp; REACTION TIME</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>22/09/2014</td>
<td>POSTURE &amp; BALANCE 2</td>
<td>3. TUT/DESIGN OWN EXP WORKSHOP 3. DUE**</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>** Workshop/tutorial reports are due at 4pm on Fridays (weeks 5, 7, 9, 11, and 13, see dates above). Any that are received after that time will be subject to the late submission policy (see below).&quot;</td>
</tr>
</tbody>
</table>

Mid-Session Recess

<table>
<thead>
<tr>
<th>Week</th>
<th>Week Commencing</th>
<th>Lecture</th>
<th>Workshop Practicals</th>
<th>Tutorials (repeat experiments, if needed, design own experiment for wks 12 &amp; 13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>06/10/2014</td>
<td>Public Holiday – No Lecture</td>
<td>4. EYE MOVEMENTS AND GAZE</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>13/10/2014</td>
<td>MOTOR LEARNING/SKILL ACQUISITION /</td>
<td>5. LEARNING AND ADAPTATION</td>
<td>EXPERIMENTAL PRESENTATIONS WORKSHOP 4. DUE**</td>
</tr>
<tr>
<td>12</td>
<td>20/10/2014</td>
<td>ADAPTATION, ROLE OF CEREBELLUM/ CONTROL OF LOCOMOTION</td>
<td>4. TUT/DESIGN OWN EXP (If needed)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>27/10/2014</td>
<td>REVISION WEEK, EXAM PREPARATION</td>
<td>EXPERIMENTAL PRESENTATIONS WORKSHOP 5. DUE**</td>
<td></td>
</tr>
</tbody>
</table>

Study Recess

*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.

** Workshop/tutorial reports are due at 4pm on Fridays (weeks 5, 7, 9, 11, and 13, see dates above).

Any that are received after that time will be subject to the late submission policy (see below).
NB: Timetable of lecture topics is subject to change.
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>Workshop Reports</td>
<td>See timetable of topics</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Graded Workshop Reports</td>
<td>See timetable of topics</td>
<td>30%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Experimental Report/Presentation</td>
<td>31/10/2014 (Week 13)</td>
<td>20%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Final Exam</td>
<td>UOW Exam Period</td>
<td>50%</td>
</tr>
<tr>
<td>Assessment 5</td>
<td>Practicum Hours (required for Exercise Science/Exercise Science and Rehabilitation students only)</td>
<td>Final day of first exam week.</td>
<td>0%</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>Workshop Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>See timetable of topics</td>
</tr>
<tr>
<td>Weighting</td>
<td>10%</td>
</tr>
<tr>
<td>Submission</td>
<td>Submit a hardcopy of your assignment to SMAH Central by 4pm</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>2 hrs in laboratory</td>
</tr>
</tbody>
</table>

Details

This is a COMPULSORY element. Students are required to attend ALL workshops. Students will be divided into groups or as per bench during the first laboratory. The group the students are divided into will remain their group/bench for the entire semester. Students will be required to complete ALL laboratory reports and have them handed in by the prescribed due date, as outlined in the semester calendar. Students will receive a pass or fail mark for having handed in each report, however, only two of the five submitted laboratory reports will be academically graded (see Assessment 2), as determined by the subject coordinator. The reports must include all components (questions) indicated on the handouts accompanying the workshops as well as any supporting data or graphs that the student deems useful in explaining the report correctly. Failure to submit a laboratory report by the set date will result in a fail mark for the student, for that particular laboratory. Reports can be submitted to SMAH Central with the appropriate School cover sheet before 4pm of each Friday specified in the schedule. There will be no opportunity to resubmit unsatisfactory reports and any reports submitted to SMAH Central after the deadline will not be considered.

Style and format

Workshop attendance and submission of a written report, in the required format.

Marking Criteria

Assessment 1 will be marked using the following criteria:

1. Submission of workshop experimental report and attendance 100% (2% each workshop)
<table>
<thead>
<tr>
<th><strong>Assessment 2</strong></th>
<th>Graded Workshop Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>See timetable of topics.</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>30%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit a hardcopy of your assignment to SMAH Central by 4pm</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual Assessment</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>2 hrs in laboratory (tutorial times).</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Practical motor control workshops/tutorials in lab</td>
</tr>
</tbody>
</table>

This is a **COMPULSORY** element. In week 12 students will be notified of the two reports (out of a possible five) that are to be graded. If a student has failed to submit the report for that particular laboratory they will receive no grade. **There will be a percentage of the grade for each of the two reports that will be determined through a ranking of each group members by the rest of their group. This percentage will be ranked based upon their participation in the group work (conducting the tutorial experiments, writing up, etc.).**

Reports can be submitted to SMAH Central with the appropriate School cover sheet before 4pm of each Friday specified in the schedule. There will be **no** opportunity to resubmit unsatisfactory reports and any reports submitted to SMAH after the deadline **will not** be considered. Reports will not be returned until after the grades are released for this semester although they will be marked within the 2 weeks following their submission.

<table>
<thead>
<tr>
<th><strong>Style and format</strong></th>
<th>Workshop attendance and submission of a written report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marking Criteria</strong></td>
<td>Assessment 2 will be marked using the following criteria: 1. Workshop report <strong>100%</strong> (10% each workshop report)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Assessment 3</strong></th>
<th>Experimental Report/Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>Friday, 31 October 2014 (Week 13)</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>20%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit a hardcopy to SMAH Central</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Group Project</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>Students must carry out a motor control experiment and present it as a group.</td>
</tr>
</tbody>
</table>

This is a **COMPULSORY** element. In your groups, you will be expected **devise, test and present a mini experiment, based on one or more theoretical principles covered in the lectures.** You are encouraged to be creative within your groups, and to devise an **original motor control experiment** related to lecture content. The assessment for this component of the course will be based upon: 1) the explanation of the theoretical basis for your experiment, 2) your original (and testable) hypothesis, 3) Conduct and explanation of your experimental methods, 3) explanation of your results, 4) your summary and conclusions. You are expected to submit a written report and present an oral presentation in your groups, both of which are graded. More explanation of the requirements of this assessment task will be given during the 11 weeks preceding weeks 12 and 13. You are expected to use the tutorial times (weeks 3, 5, 7, and 11) to devise and carry out your experiments.

<p>| <strong>Style and format</strong> | Written project. |</p>
<table>
<thead>
<tr>
<th><strong>Assessment 4</strong></th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>UOW Exam Period</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>50%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Exam papers and answers must be submitted at the conclusion of the exam.</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual Assessment</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>3 hrs</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>A number of multiple choice, short and long answer questions. This is a <strong>COMPULSORY</strong> element. The examination will cover the content of all lectures and anatomy/workshop content covered during the 13 week semester. Short answer questions will cover selected topics covered during the lectures. Multiple-choice questions will also cover all lectures. Students will be given some indication of format and mark allocation in the revision lecture in week 13.</td>
</tr>
<tr>
<td><strong>Style and format</strong></td>
<td>Final exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Assessment 5</strong></th>
<th>Practicum Hours (required for Exercise Science/Exercise Science and Rehabilitation students only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due date</strong></td>
<td>Last day of first exam week.</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>0%</td>
</tr>
<tr>
<td><strong>Submission</strong></td>
<td>Submit a photocopy of your assignment to Dr John Sampson for signature.</td>
</tr>
<tr>
<td><strong>Type of Collaboration</strong></td>
<td>Individual Assessment</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>50 hours</td>
</tr>
</tbody>
</table>
| **Details**      | i) You will be required to:  
|                  | • Visit the Exercise Science practicum website  
|                  | - Read information with regards to healthy practicum placement hours  
|                  | - Understand the learning objectives required in order to count the healthy practicum hours  
|                  | - Fill out the log book  
|                  | - Fill out the learning contract  
|                  | - Fill out the work experience insurance form (for external sites only)  
|                  | ii) To assist in this process see Mr John Sampson (Ph 4221 5597, jsampson@uow.edu.au ) to view high quality placements already organised for you  
|                  | - These will be displayed outside his office (41.330)  
|                  | - You should ensure that you sign up for these placements sites as soon as possible.  
| **Note**: You do not need to acquire any more than 140 healthy placement hours in this degree. Thus if you have already acquired the specified number of hours (140) there is no requirement for you in this subject to complete any additional practicum hours. |
| **Style and format** | Practicum – Please note: this assessment is required for Bachelor of Science (Exercise Science) and Bachelor of Exercise Science and Rehabilitation students only |
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 the final exam

Minimum Student Attendance and Participation:

It is expected that students will allocate 6-8 hours per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

Student attendance at tutorials, practicals, seminars and/or simulations is compulsory and students must attend 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:

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:

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 assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply (100 x 0.05 x 7). The assignment 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 assignment (85 (original mark) – 35 marks (late penalty) = 50/100 (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 3 marks will apply ((20 x 0.05 x 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 (original mark) – 3 marks (late penalty) = 14/20 (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.

**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 or use the following link; 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 assignment (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 Assignments**

Assignments submitted at SMAH Central must have a SATS (Student Assignment Tracking System) coversheet attached to the front of the assignment. Instructions for generating a coversheet can be found on the SMAH Central web page: http://smah.uow.edu.au/current-students/UOW151958.html

For an assignment to be successfully submitted at SMAH Central please note the following:
• The coversheet must be signed and dated.
• The assignment must have the correct coversheet i.e. the correct subject code and tutorial group (if applicable).
• A legible barcode with all numbers and digits below e.g. UOW20121007656.
• Assignments must be submitted by 4:00pm on the due date.

If an assignment is submitted to SMAH Central without any of the above we will contact you through your student email address and advise that you need to return to SMAH Central with the correct coversheet. Your assignment won’t be considered submitted until the correct coversheet is attached. This might mean that your assignment is submitted late.

An email receipt will be issued on the same day as submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. It is your responsibility to contact SMAH Central if you have not received this receipt by the following business day. The receipt is proof of submission of assignments and 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 assignments in the event that re-submission is required. SATS Group Assignment Coversheets are printed by the lead member of the group and subsequent names can be added in the SATS student interface before printing. All members of the group must sign the printed SATS Group Assignment Coversheet before submitting the assignment.

Note that if assignments are submitted in the after-hours slot at SMAH Central it will be scanned into SATS the following business day. Assignments submitted via post will be scanned into SATS on the day of delivery. Any assignments received without the correct assignment coversheet attached will not be accepted by SATS. It is the student’s responsibility to ensure that the correct assignment coversheet is submitted with their assignment.

Students may post their assignments to:
SMAH Central (41.152)
University of Wollongong
Wollongong NSW 2522

Assignments will be considered submitted on the date of postage. It is the student’s responsibility to ensure they have evidence of their submission date if it arrives at the office after due date.

Distance students who would like to have marked assignments returned must include a stamped self-addressed envelope with the posted assignment.

Assessment Return
Students will be notified by email when marked SATS assignments are available for collection from SMAH Central during business hours. Students will be required to present their student card when collecting marked assignments. Subject Coordinators/ Tutors may opt to hand marked assignments back to students in class or during their consultation hours. In accordance with University Policy marked assignments will usually only be held for 21 days after the declaration of marks for that assignment.

SMAH Central Business Hours & Location:
Monday – Friday
9:00 am to 4:30 pm
Building 41.152
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. Student Charter  

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

d. Academic Integrity and Plagiarism Policy  

e. Student Academic Consideration Policy  

f. Course Progress Policy  

g. Graduate Qualities Policy  

h. Academic Grievance 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 Assignment of Intellectual Property Policy, where relevant  

m. Human Research Ethics Guidelines, where relevant  

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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