School of Biological Sciences

BIOL241: Biodiversity of Terrestrial Organisms

Subject Outline
Spring, 2017
On-Campus
Wollongong

Subject Information
Credit Points: 6
Pre-requisite(s): BIOL103 and BIOL104 and BIOL105
Co-requisite(s): Nil
Restrictions: Nil
Contact Hours: 2 hrs Lectures, 1 hr Tutorials, 3 hrs Practicals

Subject Contacts
Subject Coordinator/Lecturer
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Consultation mode and times: Email for appointment

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Consultation mode and times: Email for appointment

Lecturer/Demonstrator/Tutor
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Consultation mode and times: Email for appointment

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
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Section A: General Information

Subject Learning Outcomes

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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. Describe phylogeny and the origins of terrestrial biodiversity</td>
</tr>
<tr>
<td>2. Create and apply keys to identify organisms</td>
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<tr>
<td>3. Categorise major groups of organisms</td>
</tr>
<tr>
<td>4. Demonstrate ability to understand variation in the morphology and function of animals and plants in relation to their environment</td>
</tr>
<tr>
<td>5. Create and curate a collection of plant species</td>
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<tr>
<td>6. Apply standard techniques to survey organisms in the field</td>
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</tbody>
</table>

Subject Description

The subject will cover the phylogeny, classification, morphology, and physiology of terrestrial organisms. It will investigate how the structure and function of organisms is influenced by, and interacts with, the terrestrial environment. Students will learn the principles of identification of both plants and animals and will develop and curate a collection of plants. An overnight, multi-day field trip will equip students with skills in surveying for a range of terrestrial animal and plant taxa.

Readings, References and Materials

Textbooks
It is required that students obtain access to the following texts. This text can be purchased from UniShop. International students may speak with either Christine McComb (mccomb@uow.edu.au) or Corrine De Mestre (Corrine@uow.edu.au) before the commencement of week two to rent a copy of this text for the duration of spring session.


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. Students who do wish to purchase copies of these texts will be able to use them in third year ecology and biodiversity courses.


Materials
Laboratory coat, dissection kit, safety glasses

Recommended Readings
The following references complement the prescribed readings and textbooks

TBA

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

Ethical Objection to the Use of Animal and Animal Products
In order to achieve specific learning objectives, the use of animals, animal tissues, and or animal-derived products (such as sera) is inherent and unavoidable. Students with conscientious objections to this use should not enrol in this subject.

Students who intend to avoid a particular learning activity on the basis of conscientious objection should notify the subject coordinator in writing as soon as possible and not later than the end of Week 1 of the session. Students who do not participate in a particular learning activity are required to complete an alternative exercise (a CD-ROM is available) or attend the practical and "observe". The material involved is examinable and the prac must be written up and completed in your workbook. For further information, refer to http://www.uow.edu.au/about/policy/UOW058708.html

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.

Timetable of Topics
The following are examples of the topics to be covered in this course. This is not an exhaustive list and is subject to change. A detailed lecture timetable will be provided to students at least one week before the commencement of spring session.

- Adaptations of organisms to life in terrestrial environments,
- Evolution, diversity, structure and function of plants,
- Plant-soil interactions and nutrition,
- Plant secondary metabolites and chemical ecology,
- Evolution and diversity of tetrapods, including reptiles (and birds), crocodiles and dinosaurs, and mammals,
- Evolution, diversity, structure and function of arthropods,
- Parasites
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>Sampling Animals (Seminar &amp; Summary)</td>
<td>Week 6 and Week 7. Details to be advised at the start of session</td>
<td>21 days from due date</td>
<td>10%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Herbarium Collection</td>
<td>Week 12. Details to be advised at the start of session</td>
<td>21 days from due date</td>
<td>25%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Plant Quiz</td>
<td>Week 13. Details to be advised at the start of session</td>
<td>7 days from due date</td>
<td>5%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Final Practical Exam</td>
<td>UOW Exam Period</td>
<td>Release of results</td>
<td>25%</td>
</tr>
<tr>
<td>Assessment 5</td>
<td>Final Theory Exam</td>
<td>UOW Exam Period</td>
<td>Release of results</td>
<td>35%</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 will be provided to students prior to submission.

**Assessment 1 Sampling Terrestrial taxa (Seminar & Summary Notes)**

**Due date**

Week 6 and Week 7
Details to be advised at the start of session

**Weighting**

10%

**Submission**

Presentation will be conducted during allocated timeslot in small tutorial groups; summary notes will be handed in at the beginning of the presentation as well as uploaded as a pdf document to Moodle in week 6.

**Type of Collaboration**

Individual Assessment

The class will be divided up into groups of approximately 10 students and allocated a time for presentation. Each member will be allocated one of the following topics and must present a 10 minute talk (completed using a PowerPoint presentation), accompanied by a two page summary of the information delivered in the presentation. This summary should include a list of references used. These summary notes should be kept by each student as a record of the range of techniques used to sample terrestrial animals and microbes, with adequate references to help students in the future.

Your presentation should be completed using PowerPoint.

**Topics** should cover at least the following three questions:

1. What techniques are used by biologists to sample the abundance and diversity of the taxon?
2. Do particular groups within the taxon require different methods than others? If so, why?
3. Are there major difficulties associate with these techniques? Similarly, are there biases in using the different techniques?

**Presentation topics:**

1. Surveying and trapping flying and arboreal Invertebrates.
2. Surveying and trapping leaf litter and ground-dwelling invertebrates.
3. Surveying fungi (including lichen and mycorrhizae).
4. Surveying and trapping Frogs.
5. Surveying and trapping Reptiles.
6. Surveying and Trapping birds.
7. Surveying and Trapping bats.
8. Surveying and Trapping other ground-dwelling and arboreal mammals.

### Style and format

Talks should be presented using PowerPoint. The summary notes should follow this format:
- Single A4 sheet, double-sided (bring 12 copies along to your talk for dissemination to other students and group leader)
- The version submitted to Moodle must consists of a single pdf document;
- Font: Times New Roman, size 10, single-spaced.
- Students may extend page margin and use bulletin-points in order to economically pack information onto the two sides of the paper. Section headings will improve flow, structure and readability of the summary notes.
- Diagrams can be used (fully referenced) to explain particular techniques or equipment used to trap and survey each taxon.

### Subject Learning Outcomes

| 3, 7 |

### Marking Criteria

- Marks allocated for **presentation** will be 50% of the grade for this assignment and will be given for presentation style, clarity of the talk and scientific veracity of the content.
- Marks allocated for the **summary** will be 50% of the grade for this assignment and will be given for clarity of the writing, scientific thoroughness, answering the questions, critical assessment of techniques and use of appropriate literature.
- Detailed marking criteria will be provided during week 1 of session.

### Assessment 2 Herbarium collection

| Due date | Week 12 at start of prac time |
| Weighting | 25% |
| Submission | Details provided during prac class in week 2 |
| Type of Collaboration | Individual Assessment |
| Length | Length to be advised |

**Details**
The aim of this assignment is to familiarise yourself with the collection, identification and curation of a group of local plants. It will build upon the techniques you master in the first few practicals. You are to work as individuals and collect plant specimens from a number of different habitats. Different species are likely to be flowering at different times of the year, so you will be well advised to make several collecting trips.
- There must be at least one specimen from each of the major families you cover during your practical class (Proteaceae, Myrtaceae, Ericaceae, Asteraceae, and Fabaceae (one each from Faboidae and Mimosoidae).
- Further details will be provided during prac class in week 2

**Subject Learning Outcomes**

| 1, 2, 3, 5, 6 |

**Marking Criteria**
Marking criteria will be provided during prac class of week 2

### Assessment 3 Plant Quiz

| Due date | Week 13 (specific date, time and location to be advised) |
| Weighting | 5% |
| Submission | Exam papers and answers must be submitted at the conclusion of the exam. |
| Type of Collaboration | Individual Assessment |
| Details | The aim of this assessment component is to test your ability to key out a |
plant specimen to the level of species. You will be provided with a single specimen. Bring dissection tools, your copy of the ‘Flora of the Sydney Region’ and other hand-written notes to assist you in identifying the specimen.

<table>
<thead>
<tr>
<th>Subject Learning Outcomes</th>
<th>1, 2, 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marking Criteria</td>
<td>The marking criteria will be explained and provided to you during practical class of week 2.</td>
</tr>
<tr>
<td><strong>Assessment 4</strong></td>
<td><strong>Final Practical Exam</strong></td>
</tr>
<tr>
<td>Due date</td>
<td>UOW Exam Period</td>
</tr>
<tr>
<td>Weighting</td>
<td>25%</td>
</tr>
<tr>
<td>Submission</td>
<td>Exam papers and answers must be submitted at the conclusion of the exam.</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Subject Learning Outcomes</td>
<td>TBA</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The marking criteria and distribution of marks will be explained to you in your introductory and final revision lecture</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Assessment 5</strong></th>
<th><strong>Final Theory Exam</strong></th>
</tr>
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<tr>
<td>Weighting</td>
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<tr>
<td>Submission</td>
<td>Exam papers and answers must be submitted at the conclusion of the exam.</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
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<td>Subject Learning Outcomes</td>
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</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:
- Achieve a minimum of 45% in the exam component
- Meet the Minimum Student Attendance and Participation Requirements as set out below

**Minimum Student Attendance and Participation**
It is expected that students will allocate 12 hours per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

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

Late Submission Penalty – at 10%
Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 10% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 10 marks per day (10% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.10 x number of days late. For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted after the assessment has been returned to the students.

Supplementary Assessments
Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meritig 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 assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: http://uow.libguides.com/refcite

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.

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.

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

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.
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

Key University Dates can be accessed from

Extraordinary Changes for the Subject after Release of the Subject Outline
In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

Learning Analytics
Data on student performance and engagement (such as Moodle and University Library usage, task marks, use of SOLS) will be available to the Subject Coordinator to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to http://www.uow.edu.au/dvca/bala/analytics/index.html

The Assessment Quality Cycle
The Assessment Quality Cycle provides a level of assurance that assessment practice across the University is appropriate, consistent and fair.

Assessment Quality Cycle Activities are undertaken to contribute to the continuous improvement of assessment and promote good practices in relation to the:
 a. design of the assessment suite and individual assessment tasks;
b. marking of individual assessment tasks;
c. finalisation of subject marks and grades; and
d. review of the subject prior to subsequent delivery

Copies of student work may be retained by the University in order to facilitate quality assurance of assessment processes.

Academic Integrity Policy
The full policy on Academic Integrity Policy is found in the Policy Directory on the UOW website.
“The University’s Academic Integrity 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 or without the explicit permission of the Subject Coordinator. 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. Uploading an assessment task, subject outline or other course materials without express permission of the university is considered academic misconduct and students place themselves at risk of being expelled from the University."

**Student Academic Complaints Policy (Coursework or Higher Degree Research)**

In accordance with the Coursework Student Academic Complaints Policy, a student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student’s right to appropriate and useful feedback on their performance in an assessment task. Refer to the Coursework Student Academic Complaints Policy for further information.

**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 “Careers and Jobs”. [http://www.uow.edu.au/student/services/index.html](http://www.uow.edu.au/student/services/index.html)

**Student Etiquette**

UOW Grade Descriptors

The University of Wollongong Grade Descriptors are general statements that describe student performance at each of the University's grade levels.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark %</th>
<th>Descriptor</th>
</tr>
</thead>
</table>
| High Distinction HD | 85-100 | A high distinction grade (HD) is awarded for performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable):  
• consistent evidence of deep and critical understanding  
• substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches  
• critical evaluation of problems, their solutions and their implications  
• use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work  
• creativity in application as appropriate to the discipline  
• eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline  
• consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy  
• all or almost all answers correct, very few or none incorrect |
| Distinction D  | 75-84  | A distinction grade (D) is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable):  
• evidence of integration and evaluation of critical ideas, principles, concepts and/or theories  
• distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts  
• demonstration of frequent originality in defining and analysing issues or problems and providing solutions  
• fluent and thorough communication of information and ideas in terms of the conventions of the discipline  
• frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy  
• most answers correct, few incorrect |
| Credit C       | 65-74  | A credit grade (C) is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable):  
• evidence of learning that goes beyond replication of content knowledge or skills  
• demonstration of solid understanding of fundamental concepts in the field of study  
• demonstration of the ability to apply these concepts in a variety of contexts  
• use of convincing arguments with appropriate coherent and logical reasoning  
• clear communication of information and ideas in terms of the conventions of the discipline  
• regular application of appropriate skills, techniques and methods with high levels of precision and accuracy  
• many answers correct, some incorrect |
| Pass P         | 50-64  | A pass grade (P) is awarded for performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable):  
• knowledge, understanding and application of fundamental concepts of the field of study  
• use of routine arguments with acceptable reasoning  
• adequate communication of information and ideas in terms of the conventions of the discipline  
• ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy  
• a combination of correct and incorrect answers |
| Fail F         | <50    | A fail grade (F) is given for performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes. |
| Technical Fail TF |        | A technical fail (TF) grade is given when minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes. |
| Satisfactory S |        | A satisfactory grade (S) is awarded for performance that demonstrates a satisfactory level of attainment of the relevant subject learning outcomes. |
| Unsatisfactory U |       | An unsatisfactory grade (U) is awarded for performance that demonstrates an unsatisfactory level of attainment of the relevant subject learning outcomes. |
| Excellent E    |        | An excellent grade (E) may be awarded, instead of a satisfactory grade (S), within subjects from the School of Medicine that have been completed with a consistent pattern of high standard of performance in all aspects of the subject. |

More details on UOW Grade descriptors can be found on the following link

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. Academic Complaints Policy (Coursework and Honours Students)

j. Inclusive Language Policy

k. Workplace Health and Safety, where relevant

l. Intellectual Property Policy

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

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

o. Human Research Ethics Guidelines, where relevant

p. Animal Research Guidelines, where relevant

q. Student Conduct Rules and accompanying Procedures or Research Misconduct Policy for research students
<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>20170616</td>
<td>Ben Gooden - Subject Coordinator</td>
<td>Sonia Losinno – Learning and Teaching Officer</td>
<td>Final BIOL241 Spring 2017 Subject Outline</td>
</tr>
<tr>
<td>2</td>
<td>20170714</td>
<td>Ben Gooden - Subject Coordinator</td>
<td>Lia Gasparro – Teaching &amp; Learning Officer</td>
<td>Assessment 2 due date</td>
</tr>
</tbody>
</table>