

LA TROBE UNIVERSITY

FACULTY OF EDUCATION

SCHOOL OF EDUCATION

STUDENT MANUAL 2007

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STAFF

Administration and coordination roles

The contact details for staff with key administrative and coordination responsibilities within the School of Education are listed as follows.

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|--|
| Head of School: Professor Vaughan Prain, Room EDU 2.12, Phone 03 5444 7314 email: v.prain@latrobe.edu.au |
| Deputy Head of School: Dr. Jennifer Sheed, Room EDU 3.16a, Phone: 03 5444 7307, Email: j.sheed@latrobe.edu.au |

UNDERGRADUATE COURSES

The COURSE ADMINISTRATOR for the undergraduate courses listed below is:

Ms Nicole Bosnjak
 Room 2.04
 (03) 5444 7475
n.bosnjak@latrobe.edu.au

If you have any queries relating to any of these **courses** the first person you contact is the **course administrator** who will then advise you if you should take the matter up with the course coordinator.

| Course name | Course Code | Course Coordinator | Contact details |
|---|-------------|---|--|
| Bachelor of Education Bachelor of Education (Honours) | RBED | Dr. Jenny Masters is the coordinator for each of these courses | (03) 54447304 Room 2.02 Education j.masters@latrobe.edu.au |
| Bachelor of Physical and Health Education | EBPHEB | | |
| Bachelor of Educational Studies (For international students only) | RBES | | |

YEAR LEVEL CONVENERS (for the Bachelor of Education and Bachelor of Physical and Health Education)

| YEAR | NAME | ROOM | PHONE | EMAIL |
|------|-------------------------|----------|--------------|--|
| 1 | Ms Maree Stockdale | Edu 3.05 | 03 5444 7306 | m.stockdale@latrobe.edu.au |
| 2 | Dr Craig Deed | Edu 3.02 | 03 5444 7305 | c.deed@latrobe.edu.au |
| 3 | Dr Jennifer O'Shannessy | Edu 2.15 | 03 5444 7900 | j.oshannessy@latrobe.edu.au |
| 4 | Ms Debra Edwards | Edu 3.21 | 03 5444 7483 | d.edwards@latrobe.edu.au |

Bachelor of Education (Honours)
 Convenor: Ms Debra Edwards

Bachelor of Physical and Health Education

Convenor of the Physical Education Units: Dr. Ashley Woodcock
 Convenor of the Health and Social Work Units: Ms Cathleen Farrelly

POSTGRADUATE COURSES

The COURSE ADMINISTRATOR for the postgraduate courses listed below is:

Mr. Simon Gibson (also School Executive Officer)

Room 2.03

(03) 5444 7310

s.j.gibson@latrobe.edu.au

| Course name | Course code | Course Coordinator | Contact details |
|--|-------------|--|--|
| Graduate Diploma in Education (Secondary) | RGES | Mr. Wilf Savage | (03) 5444 7299 Room 2.11 Education w.savage@latrobe.edu.au |
| Graduate Diploma in Technology Education | RGTE | Mr. Bruce Pridham | (03) 5444 7262 Room 2.13 Education |
| Graduate Diploma in Vocational Education and Training | RGVET | Mr. Bruce Pridham | |
| Graduate Diploma in Educational Studies | RGEST | Each of these courses is coordinated by the Coordinator of Postgraduate Studies - | (03) 5444 7329 Room 3.13 Education r.nichol@Latrobe.edu.au |
| Graduate Certificate in Special Education and Human Services | RCSEHS | | |
| Graduate Diploma in Special Education and Human Services | RGSEHS | | |
| Master of Education (Coursework) | RMEC | | |
| Master of Special Education (Coursework) | RMSE | | |
| | | Mr Ray Nichol (Semester one) and Dr. Penny Collett (Semester two) | (03) 5444 7323 Room to be advised p.collett@latrobe.edu.au |

| Practicum Coordinator | Practicum Placement Officer | Practicum Administrative Assistant |
|--|--|--|
| Mr. Wilf Savage Room 2.13 Education (03) 5444 7299 w.savage@latrobe.edu.au | Mr. Tom Devlin Room EDU 2.09 (03) 54447296 t.devlin@latrobe.edu.au | Ms Maree Hobbs General Office (level 2) (03) 5444 7309 m.hobbs@latrobe.edu.au |

COURSE ADMINISTRATOR

If you have any queries about the course you are enrolled in then the first person you contact is the course administrator who will then advise you if you should take up the matter with the course coordinator.

The Course Administrator is responsible for all student **administrative** matters and provides advice on a range of issues including the following:

- Enrolment
- Variation to enrolment (unit additions/discontinuations)
- Intermission/Discontinuation of Course
- Programs of study
- Exemptions
- Cross institutional enrolment
- Special consideration
- Academic progress
- Overall management of a student enrolled in a course.

Students should note that any outcome resulting from discussions with the Course Coordinator normally necessitates some formal approval process and an administrative task to be completed by the Course Administrator before an outcome is implemented. It is a student's responsibility to follow up and ensure that any issue has reached its final conclusion.

Students should contact the Course Administrator whenever they are uncertain about advice previously received, or need to resolve any outstanding administrative issues affecting their studies.

UNIT COORDINATORS

Each Unit has a Unit Coordinator who is responsible for the preparation and delivery of the unit. Their duties include the preparation of the Unit Outline, the organization of a detailed lecture and tutorial program and the coordination of the staff who are teaching the Unit. In many instances the Unit Coordinator and the lecturer/tutor delivering the Unit are one and the same person. The lecturer/tutor is the first person to contact for all student matters relating to the learning/teaching for that Unit. The Unit Coordinator is the next person in the line of inquiry if the lecturer/tutor is not the Unit Coordinator.

YEAR LEVEL CONVENERS

Year level conveners have responsibility for coordination and integration of units across the year. They also provide the next level of recourse for students if, and only if, matters raised with Unit coordinators are not dealt with to their satisfaction.

COURSE COORDINATOR (ACADEMIC)

The Course Coordinator is responsible for matters concerning the **academic** content of the course they are responsible for and deal with issues such as minor and major course changes, rules for exemptions, approval of final marks, review of progress of students, promotion of the course, accreditation and re-accreditation processes.

The Course Coordinator liaises with Unit Coordinators to make sure that the organization of teaching and assessment in individual Units are carried out in accordance with University policy and procedures. The Coordinator is proactive in seeking ways the quality of learning and teaching in their course can be improved, identifying possible problems and finding out and implementing solutions in a timely manner.

The Course Coordinator possesses detailed industry and market knowledge and is therefore qualified to provide detailed course, unit elective and career advice to students.

The Course Coordinator is available to advise and refer students who are experiencing difficulties that affect their progress in the course.

The Course Coordinator is available to assist the informal process of resolving disputes concerning academic issues arising in Units throughout the semester, although students should first seek resolution through the teaching staff member/Unit Coordinator concerned.

APPOINTMENTS WITH ACADEMIC STAFF

Information relating to Academic staff is provided on the Staff link of the School of Education website www.latrobe.edu.au/edu/staff/index.html .

Academic Staff indicate in their Unit Outlines the times when they will be available for student consultation. Outside of those times there are a number of other options if you find the individual lecturer is not in their room: leave a message on their voicemail, send them an email using your university email account or leave a note on or under their office door. If the Unit about which you have a query is supported by WebCT then use that facility to post a question to the lecturer.

Most of your contacts with academic staff will have to do with the content of the units you are taking. If you have issues relating to the unit that require clarification your first port of call should be the lecturer. **Take opportunities for asking questions in class, especially tutorials or laboratory sessions.** Follow up if required with an appointment with the lecturer.

If you are having difficulties coping with a unit, approach your lecturer for help. Experience has shown that it is best to deal with problems as soon as they arise, so don't leave it until the last few weeks of semester when it may be too late to do anything about them.

COMMUNICATION VIA UNIVERSITY EMAIL

All currently enrolled students have a computer account. Username and password details are on the Statement of Account issued at enrolment. This account gives students access to an email account – accessed via a web browser at the URL <http://students.latrobe.edu.au> with an email address in the format Username@students.latrobe.edu.au **All communication, including the electronic submission of assignments(if required by a lecturer) between University staff and students will be via the La Trobe University email account.** This is to ensure a level of security which is not always available through personal email accounts such as Hotmail, Yahoo, etc.

QUALITY ASSURANCE SCHEME (QAS) FOR UNITS

Students have a responsibility to participate in the functioning of the University and to provide feedback on the learning/teaching environment. Every Unit is assessed by students on a biennial basis through the completion of a Quality Assurance questionnaire, thus enabling them to provide formal feedback about the Unit. This information is then used by the Unit Coordinator to prepare a report on the effectiveness of the Unit's curriculum and assessment which the Head of School then uses to report to the Dean of the Faculty. The Dean in turn reports to the University Academic Quality Assurance Committee. Feedback on the QAS for Units is also provided to students in Unit Outlines. Unit Coordinators are required to provide in the Unit Outline a brief statement summarising student responses arising from the most recent QA data and actions taken to deal with any issues that need addressing in relation to delivery of the Unit

Student Evaluation of Teaching (SET)

The SET questionnaire is also administered biennially (usually in the year in which the QAS questionnaire is not being administered) to evaluate various aspects of teaching.

Your thoughtful response to both the QAS and SET processes is valued and makes a significant contribution to the quality of student learning within the School of Education.

CLASS ATTENDANCE

Students are expected to attend all classes. Attendance is important for your progress and success in a Unit. Some Units specify compulsory attendance in the University Handbook i.e. attendance is a hurdle requirement that must be met in order to pass the unit. The Unit Outline will specify in the Assessment section whether or not attendance is compulsory and the types of classes for which a record of attendance will be kept (usually tutorial and laboratory sessions).

If compulsory attendance is not specified in particular Units that you are taking this does not mean that your attendance at lectures and tutorials for those Units is not valued. The Student Code of Conduct states:

Students have a responsibility to participate actively and positively in the teaching/learning environment. It is expected students will attend classes as required, maintain steady progress within the Unit framework, comply with workload expectations and submit required work on time. (See Student Code of Conduct and Responsibilities of the University at www.latrobe.edu.au/policies for a full statement of student responsibilities and the reciprocal responsibilities of the University to students).

Attending classes provides students with their own record of what happened rather than a second hand one. Accessing lecturers' notes by electronic means or from other students provides an attenuated version which leaves out much incidental and contextual information that contributes towards a deeper understanding of the Unit material.

SUBMISSION OF ASSIGNMENTS

- a. In general, assignments should be typed in accordance with the instructions specified in the Unit Outline
- b. ALL assignments MUST be submitted on the due date specified in the Unit Outline.
- c. Under no circumstances can staff in the School of Education accept responsibility for papers slid under a staff member's door, faxed, thumb tacked to lecturers' doors or bulletin boards or, in general, placed anywhere other than in an assignment essay box or handed directly to an individual as specified in the Unit Outline.
- d. ALL assignments MUST be accompanied by an assignment/essay cover sheet which includes a *Statement of Authorship* form. The form must be signed and dated by the student. Essay/assignment cover sheets are available on the School of Education web site www.latrobe.edu.au/edu/.
- e. If the unit outline specifies electronic submission of assignments, such assignments must be accompanied by a *Statement of Authorship*. (See essay/assignment cover sheet available at www.latrobe.edu.au/edu/ for a Statement of Authorship.)
- f. Students who submit their assignments via the postal system MUST ensure the envelope is clearly labeled with the lecturer's name, School name and the address of the School. The date of the postmark will be recorded as the date of submission.
- g. Facsimile copies of assignments WILL NOT BE ACCEPTED without prior approval of the lecturer/tutor.

ASSIGNMENT DEADLINES

- a. Essay/assignment deadlines **MUST** be issued to the student via the Unit Outline.
- b. Submission deadline is the close of business on the submission due date.
- c. Once an assignment deadline is set and published it cannot be changed unless all students are notified of such change and the change cannot cause hardship or disadvantage to any student.

EXTENSIONS FOR ASSIGNMENTS

- a. All students should make sure they receive the Unit Outline (usually in the first lecture or tutorial for the Unit) which provides details of the due dates for assessments. Students are expected to adhere strictly to these dates.
- b. Extensions may be granted for reasons of illness or other serious personal problems. It is necessary to provide a doctor's certificate if your reason is medical. An assignment extension form can be accessed from the School of Education web page at www.latrobe.edu.au/edu/. Copies are also available from the stands containing forms outside the Course Administrator's Office on level 2 of the Education Building.
- c. An *Assignment Extension* form must be completed and taken to the student's tutor or lecturer for a signature at least **24 hours** before the due date and time for the assessment. If approved the student will keep the detached lower section of the form and attach it to the piece of assessment when it is handed in. The unit coordinator will keep the top section of the form.
- d. An extension may be approved by the lecturer/tutor after the due date **only** where a student can demonstrate extenuating circumstances that prevented the student from requesting an extension prior to the due date.
- e. Students who receive an extension must submit the 'late' piece of assessment by the revised due date indicated on the Assignment Extension Form.

PENALTIES FOR LATE ASSIGNMENTS

Unless an extension is specifically granted via the *Assignment Extension* form, late work will be penalized as follows:

- a. Work submitted more than seven days after the due date (either original or extended, as applicable) will not be marked and an automatic fail grade for that assessment task will be recorded.
- b. Any assessment task which is handed in late (either original or extended due date) will be penalized at the rate of 10% of the assigned mark per day, to a maximum of seven days (e.g. if an assignment is "worth" 50 per cent and a student is awarded 30 per cent for the assignment then a late submission will be penalized at a rate of 3 per cent per day). Only week days (Monday to Friday) are included in the calculation of seven days late. Thus an assignment due on Friday will be considered one day late if submitted on the following Monday.

EXAMINATIONS

See Examinations/Assessment at www.latrobe.edu.au/policies for a detailed description of rules relating to examinations.

RETURN OF ASSIGNMENTS

- a. Unit Outlines will provide advice to students regarding the way their assignments will be returned to them. This advice will normally specify a pre-arranged time and location. Another possibility would be during a regular tutorial.

- b. A student who is unable to collect work personally should provide a stamped, self-addressed envelope so that the work may be sent by post.
- c. It is each student's responsibility to collect his or her own assignments. If this is not possible the student may provide a written consent to a third party who will then present the written consent to the relevant staff member and collect the assignment.
- d. Examination papers are not returned to students.

SPECIAL CONSIDERATION

If a student believes that at any stage during semester their performance in a particular Unit was substantially affected by illness or other problems as listed in the *Special Consideration* form, they are entitled to submit that form which is available from the Course Administrator's Office. The Course Administrator will circulate the completed form to the relevant lecturers. They will make a judgment and determine an appropriate outcome taking into consideration the circumstances which may have affected the student's performance.

REQUESTING A REASSESSMENT OF AN INDIVIDUAL WRITTEN ASSESSMENT TASK

There are procedures whereby students may request a reassessment of an individual assessment task. A copy of the procedures along with an application form to be completed by the student requesting a reassessment is available at www.latrobe.edu.au/education/policy.htm.

PLAGIARISM

Plagiarism is a form of academic cheating by reproducing someone else's words, ideas or findings and presenting them as one's own without proper acknowledgement. There are many forms of plagiarism, including the following:

- a) Direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
- b) Paraphrasing someone else's ideas without acknowledging the source;
- c) Using facts and information derived from a source without acknowledging the source;
- d) Producing assignments which should be the student's own independent work but have in fact been produced in collaboration with and/or using the work of other people (e.g. student or tutor).

Assisting another person to plagiarise may be punished as severely as is plagiarism itself. Assisting plagiarism may arise when a student lends to another work which is intended for submission for assessment, or which has already been submitted, so that it can be copied and handed in by the other student as his or her own work.

Responsibility of the Student

Students have a responsibility to:

- a) declare all sources (e.g., printed, electronic, graphs, works of art, etc) in their work submitted for assessment, from which they obtain material or ideas;
- b) do the above in ways approved by the discipline, school and faculty in which the assignment is set - for example through endnotes, textual references or other devices (the Assignment Manual available through the Academic Skills Unit website at www.latrobe.edu.au/asu/assign_manual.html provides advice on referencing/declaring sources e.g., see the section on the Harvard referencing style);
- c) consult and use the guides and information provided by the University to instruct them in the avoidance of plagiarism;

- d) take part in the sessions on plagiarism avoidance and the learning programs provided by the University to enhance their writing and analytical skills as a contribution to the diminution of plagiarism in their work;
- e) seek individual instruction from the **Academic Skills Unit** when they are counselled to do so;
- f) submit work for assessment with the appropriate statement of authorship;
- g) retain copies of all assignments they submit for assessment;
- h) ensure that they do not knowingly or carelessly make their work available to other students in any form; and to
- i) **consult with staff when in doubt about any matter where plagiarism is or may be involved.**

See the Academic Misconduct policy available at www.latrobe.edu.au/policies/ for a detailed explanation of the University's responsibilities in respect of plagiarism and of academic misconduct more generally.

The penalties for plagiarism at La Trobe University include:

- No marks being awarded for the assignment which includes plagiarised work;
- Being temporarily excluded from the University.

The University keeps a database of reported cases of plagiarism and repeat offenders incur increasingly severe penalties.

GRIEVANCE PROCEDURES

Occasionally a student might be dissatisfied with an academic or disciplinary decision taken by a staff member or committee of the University. There is provision for any student to complain or appeal in relation to a decision taken about their academic performance or behaviour. Almost always the place to start is with the lecturer or staff member concerned. If their explanation for a particular decision is unsatisfactory to you then it might be appropriate to take the matter further. The most appropriate way to proceed would be to approach the Unit Coordinator, Course Administrator, School Executive Officer or Course Coordinator on how to proceed. Sometimes the regulations or the situation can require that a grievance be pursued by formal (usually written) means. See *Academic Rights for Students* in BSA Diary 2006 pp.180-181 for further advice.

TUTORIAL REGISTRATION

Students enrolled in undergraduate courses register for tutorials and practical classes **online** prior to the commencement of classes. The Course Administrator Ms Nicole Bosnjak provides advice to students on the conduct of the registration process via La Trobe University student email. Students must be registered online for a tutorial session before negotiating a change of time for a tutorial or practical class. Changes are allowed for serious reasons and only after completion of a *request for change of tutorial time* form available from the Course Administrator.

OTHER SOURCES OF INFORMATION

The information contained in this document supplements that contained in the following documents and sites:

- *Bachelor of Education Course Information 2007* (Available www.latrobe.edu.au/edu/) - advice on course structure, pathways and unit descriptions (for Bachelor of Education students only)
- *Bachelor of Physical and Health Education Course Information 2007* (Available www.latrobe.edu.au/edu/) - advice on course structure, pathways and unit descriptions (for Bachelor of Physical and Health Education students only)
- *Assignment Manual* – advice on how to prepare and reference assignments. Available www.latrobe.edu.au/asu/assign_manual.html
- *Practicum Manual 2007* (distributed as part of the Unit EDU1ITT Introduction to Teaching Practice) – advice on how to participate in school placements

- *Unit Outlines* provided in classes during the first week of semester. They include Unit objectives, outline of topics to be covered, reading materials, assessment information and other important details relating to the delivery of the Unit;
- University Home page – www.latrobe.edu.au provides links to the Faculties and Schools, which in turn provide course specific information. The University Home page also provides links to information such as exam results, enrolment details, relevant forms, course handbook etc.
- School of Education Homepage at www.latrobe.edu.au/edu/ provides information about staff, courses and downloads such as *Essay Cover Sheet*, *Request for Extension* forms and the like.