



LA TROBE
UNIVERSITY

Faculty of Education

School of Educational Studies

Bundoora Campus

Postgraduate Coursework Student Information Booklet

Correct as at July 2006

Contents

SES BUNDOORA CAMPUS CONTACTS:	3
UNIT TIMETABLE	4
ATTENDANCE REQUIREMENTS	4
VARIATION AND WITHDRAWAL FROM UNITS	4
SUBMISSION OF ASSIGNMENTS	4
HARD COPY	5
TURNITIN	5
LATE SUBMISSION OF ASSIGNMENTS	5
PENALTY FOR LATE SUBMISSION OF ASSIGNMENTS	5
RETURN OF ASSIGNMENTS	6
RIGHT OF APPEAL	6
ASSESSMENT	6
PLAGIARISM	7
RESEARCH ETHICS	8
ACADEMIC STYLE	8
LANGUAGE AND ACADEMIC SKILLS UNIT	9
RESOURCES & FACILITIES	9
LIBRARY	9
CURRICULUM LABORATORY	9
COMPUTER ACCESS	10
MENTORING AND CAREERS ADVICE	10
SCHOOL WEBSITE	10

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Unit Timetable

Unit timetables are available on the La Trobe website: <http://www.latrobe.edu.au/fsd/timetable> and are also posted on the relevant notice board on Level 3 of the Education building adjacent to the School of Educational Studies Reception office.

Attendance Requirements

All units require a satisfactory level of attendance, that is, a **minimum of 80 per cent** of scheduled classes and activities for each semester. This requirement is strictly enforced. You are expected to follow the attendance requirements unless you can show documentary evidence of special needs, for example religious beliefs or disability. In such circumstances a special arrangement for missed class time will be considered, and you will be required to undertake some independent study. Rolls will be kept by each lecturer.

Variation and Withdrawal from Units

If a unit is under-enrolled it may be cancelled or taught as a reading unit. Under the section of the handbook that relates to *Variation and Withdrawal of Units* it is stated that where a unit is under-enrolled (i.e. has fewer than 10 students enrolled), we may cancel the unit. In these circumstances, students will usually be offered the option of either participating in the unit as a reading unit or enrolling in another unit. The School Executive Officer/Coursework Administrator will normally inform them of the need to do this and of their options one week before the beginning of semester so that they have the opportunity to decide what they would like to do. Students must formally vary their enrolment from the original named and coded unit to an alternative unit or the reading unit by submitting a Variation of Enrolment Form. The code numbers for the Reading Units are: EDU51RS (Semester 1) or EDU52RS (Semester 2).

The census date (deadline for change or withdrawal) for first semester units is 31 March and for second semester units 31 August. Changes cannot be made after these dates without incurring financial and academic penalties.

Discontinuation of intensive mode units: in order to avoid HECS/Fee Help liability or tuition fees, students intending to discontinue an intensive mode unit must do so before the commencement date of the unit, or before the Census date (Semester 1 units – March 31, Semester 2 units – August 31), whichever is the sooner.

Communication from the SES

The School of Educational Studies will use your La Trobe University email account for official communication with you. If you wish to continue to use an electronic address from another service provider, please ensure that you have arranged for messages sent to your La Trobe University email address to be forwarded to your preferred address.

Submission of Assignments

All assignments must be submitted both in hard copy accompanied by a School of Educational Studies (SES) Cover Sheet and in electronic format through Turnitin (see below) unless otherwise specified by the unit lecturer.

Cover sheets can be obtained from the SES website

<http://www.latrobe.edu.au/educationalstudies/students.html> or from the dispensers near the Level 3 Reception office in the Education Building EDUC2.

Submission of the hard copy of assignments

Please ensure that your assignments are clearly named. Paper copies of assignments must be lodged in the assignment box through the slots on the wall opposite Rooms 305 and 306 on Level 3 of the Education Building EDUC2 by 4.30 p.m. of the due date. Work should be stapled securely with the cover sheet attached to the front. Please do not use display folders. If your assignment is too large to fit through the slot, you must hand it in to your lecturer in person in class, or by special arrangement. Assignments will not be accepted by Administrative staff. If you mail your assignment, it must be postmarked no later than the day prior to the due date. The postal address is as follows: The Administration Office, School of Educational Studies, La Trobe University, Victoria, 3086.

Assignments will be taken from the collection box and date stamped appropriately. Posted essays will be regarded as submitted on time providing the postage date is one day prior to the due date.

Submission of electronic versions of assignments through TURNITIN

Unless otherwise advised by your unit convenor you must submit an electronic version of your assignment through the TURNITIN website (<http://www.turnitin.com>) by the due date. This website can be used to check for unattributed citations from the work of others (see section on Plagiarism below).

There are instructions on how to use TURNITIN at the La Trobe University TURNITIN website, www.latrobe.edu.au/turnitin. Click on resources under the heading *For Students* and four kinds of resources are provided: Quickstart guide, the more complete user guide, student video and Turnitin tour. The Quickstart guide provides adequate information to get started and the videos will provide you with a visual tour of how it can be used.

To access your account on the turnitin website you will need a class ID number and password. This will be provided to you by your unit convenor. You will also need to use your Latrobe University email address. Unit convenors will create for each assignment a folder for a “revision” assignment as well as for the final version of the assignment. The “revision” assignment option allows you to obtain an originality report on your draft to ensure you have given due reference to others’ work. Please note that once you have submitted your final assignment through Turnitin, it cannot be retrieved and becomes part of the Turnitin database.

At the La Trobe University TURNITIN website you will also find important information about the appropriate use of Turnitin to comply with existing University policy and regulations; links to related information on academic honesty and plagiarism at La Trobe University.

Support session for Turnitin

If after visiting the website and using the tutorials you still require further assistance, please register your interest with your unit convenor for an academic support session on how to use the Turnitin website. If required, this will be held in the week starting April 24.

Late Submission of Assignments

You **must** apply **in writing** to the unit convenor prior to the due date for an extension, attaching medical certificates or other evidence as appropriate. Normally, extensions will only be approved in special circumstances and for a maximum of two weeks. Longer extensions will require a further application to be approved by both the unit and course convenors, and will be considered on a case by case basis.

Penalty for Late Submission of Assignments

Students who submit work late without an approved extension will receive a 10% deduction per day of the available marks allocated for the task. The same penalty will apply for work submitted after an agreed extension date. Assignments that are not submitted within five days of the due date are automatically failed if they do not have an approved extension.

Return of Assignments

If you wish to have your assignment mailed back to you, you must enclose a suitably sized stamped, self-addressed envelope or parcel pack. Otherwise, assignments may be collected from the School Office on Tuesdays between 2.00 and 4.30 p.m. Assignments will only be kept until the end of January following the academic year in which you are enrolled.

Right of Appeal

Students have the right to appeal against a mark given to any piece of work. The School of Educational Studies' policy for making such an appeal is currently being formalised. Please contact your course convenor if you have any queries.

Assessment

The assessment requirements and specific assessment criteria for each unit of work will be given to you in your unit outline and discussed by your lecturer in class. The following general criteria will be considered:

1. evidence of appropriate reading and the ability to understand and use existing theoretical frameworks and research;
2. the ability to analyse, synthesise and evaluate relevant materials; and
3. consistent use of an appropriate academic style in the presentation.

Please make sure you:

- use language appropriately (spelling, grammar and expression);
- structure and develop arguments logically, making appropriate links between ideas, and
- document and reference sources appropriately (including an appropriately formatted reference list).

Assignments will be graded using the University-wide system of *A, B, C, D, Def* or *N*.

A 80 - 100% Excellent	Outstanding level of achievement, demonstrating wide reading and an ability to conceptualise and to link the theoretical concepts addressed with the topic area, an original analysis of the topic and related material, a clear, logical and creative approach to exploration of the topic and an exceptional command of expression, argument and structure.
B 70 - 79% Very Good	High level of achievement demonstrating wide reading, a clear and logical analysis of the topic in light of that reading and theoretical concepts involved, well written, well argued, well structured, with a reasonable depth of insight and evidence of originality of thinking.
C 60 - 69% Good	Sound pass, demonstrating more than just the basic reading, identification of the key aspects relevant to the topic with some critical evaluation of those aspects, but primarily descriptive of the literature rather than evaluative with some insight but little originality of thinking.
D 50 - 59% Fair	Pass, demonstrating that the student has read and understood basic references, has focused his/her discussion on the topic given and has offered relevant comment on the issues under consideration, limited insight, limited ability to employ theoretical concepts to the topic, poorly written, poorly organised and problems exist with the logic of arguments.
Def 45 – 49% Deferred	This provides an opportunity to resubmit and to follow the specific recommendations identified by the marker. The final mark awarded will at best be marked "D".
N 0 - 45% Unsatisfactory (second-marked)	An assignment graded N will be deemed unsatisfactory if it fails to: <ul style="list-style-type: none"> - keep to the topic; - demonstrate adequate reading; - reference sources adequately, and/or - present a coherent or relevant perspective.

Your lecturer will also provide comments to give you feedback as you monitor your own professional development.

Plagiarism

The following is reproduced from the University's guidelines on plagiarism.

Plagiarism occurs when you copy or reproduce someone else's words or ideas and then present them as your own without proper acknowledgement, including when you copy the work of fellow students. It is a form of cheating and will be treated accordingly.

Sometimes you will find it helpful to discuss assignments with other students. Where such discussions take place, but you are required to submit your own written assignment, it is important to ensure that there is no suggestion of any cheating. This is best accomplished by writing the assignment independently of others with whom discussions were held. On some occasions you may be asked to work on a project as a member of a group which is to submit a joint report. In circumstances like these the collaboration occurs on the understanding that all members of the group are approximately equal contributors to the joint effort. Except where the final written work consists of sections for which particular individuals take sole responsibility, the group as a whole assumes responsibility for it and for proper acknowledgement of any use made of the words or ideas of people outside the group.

To ensure you are not guilty of plagiarism (whether you are submitting work on your own behalf, or as a member of a collaborative group) you must, in all your written assignments, declare all sources from which you obtained material or ideas. This may be done through the use of footnotes, endnotes, textual references or any other device which is approved by the School in which the assignment has been set. What is important is that you acknowledge your indebtedness to others people's work. (Many Schools provide students with a manual or guide to the way in which written work is to be presented, along with details of any requirements for the preparation of written assignments in the School. You should check on the availability of such a guide for the subject(s) in which you are enrolled, and follow the instructions provided. If no such guide is available, or if you are unclear about what is expected of you, you should consult the unit convenor).

On any occasion when you use the exact words of another writer (including those taken from a website) **you must place those words in quotation marks (inverted commas) and clearly indicate either before or after the citation, through the method of citation which you are employing, the author's name, the source, and the precise location (eg the page number) of material you have quoted.** When you use someone else's ideas (eg when you closely paraphrase another person's work without using that person's words) you need clearly to indicate where your indebtedness begins and ends, in the same way as you are required to do when you use someone else's words. A bibliography should be provided (usually at the end of the written assignment). It should include all the works you consulted in the course of your research, not just those referred to in footnotes, endnotes or textual references.

Assisting plagiarism

It is a serious act of misconduct knowingly to assist another student to plagiarise material (eg by lending work which you have completed to another student so that it can be copied and handed in as that other student's work). Such misconduct may be punished as severely as is plagiarism itself.

Penalties for plagiarism

The penalties for plagiarism are severe and are governed by University legislation.

A student found to have plagiarised may be allocated no marks for the particular piece of work involved, may be deprived of marks where the plagiarism was discovered after marking has occurred, or may be allocated a non-compensatable fail grade in that subject.

The legislation also contains provision to allow the University Secretary to refer the matter to the University Academic Misconduct Committee. This would encompass cases of serious plagiarism including cases where a student is found to have plagiarised on several occasions in the one subject, in a number of different subjects or in different semesters. This may result not only in a confirmation that no marks be allocated in respect of the particular work but also in exclusion from the University.

Certification by students of the originality of submitted work

All work submitted by a student (excluding examinations) which has a value of 10 per cent of a subject's total marks shall be accompanied by a 'Statement of Authorship' in which students signify that the work is their own. All assignments must be submitted in hard copy and electronic format (on CD or floppy disk).

Research Ethics

After consulting with your lecturer/supervisor about your research topic and methods, you must gain ethics approval in the first instance for the Faculty of Education's Human Research Ethics Committee if you are carrying out research involving human participants that uses methodologies or sources of data such as:

- Interviews
- Questionnaires
- Focus groups
- Confidential data
- Observation
- Photography
- Audio or video recording
- Experimental (medical/health) procedures

The reasons for gaining ethics approval prior to conducting research are:

- To protect the rights and welfare of human participants
- To ensure that any risk of discomfort or harm to participants is minimal, and justified by the potential benefits of the research
- To protect the University's reputation for research conducted and sponsored by it
- To minimise the potential for claims of negligence made against researchers and the University
- To meet the University's obligations under the National Health & Medical Research Council's *National Statement on Ethical Conduct in Research Involving Humans* (June 1999)

You can get information about how ethics applications are approved, and work out how your own application might be reviewed and how long it might take by reading the *Ethics Approval for Research with Human Subjects* booklet, which is on the web at: <http://www.latrobe.edu.au/rgso/information/hecbroc.pdf> Separate approval to conduct research in government schools will also need to be obtained from the Department of Education & Training (approvals may take a minimum of 5 weeks). Details of how to obtain approval from the Department of Education and Training can be found at <http://www.det.vic.gov.au/det/about/research/conductResearch.htm>

Please note: You **must** discuss your research intentions with your lecturer and get his/her signature before it is sent to the Faculty Human Ethics Committee.

Academic Style

Academic writing style is a specific and formal genre that must be followed, and this includes the use of a method of citing and referencing the sources that you have used. There are several different methods of referencing, but the Harvard and the Oxford Systems are the most common. *The Study Skills Guide: a Quick & Easy Reference for Successful Study* (Keamy & Reed 1999), based on the authoritative *Style Manual for Authors, Editors & Printers* (Smooks & Co. 2002), describes most of the key features of the Harvard System. A more detailed treatment of La Trobe University's "house style" can be found in *La Trobe*

University Style Guide (1986). The most definitive style guide is the American Psychological Association (APA) guide, which is available in the library or on -line.

Please be aware that there are several, acceptable variations of the Harvard System. The general rule is to stick to one method that is appropriate for your discipline and be consistent. If in doubt, ask the lecturer who is setting your assignment. Details of different styles can be found at <http://www.lib.latrobe.edu.au/help/style-guides.php>

Language and Academic Skills Unit

The Language and Academic Skills Unit is available to give advice to those local or international students from a language background other than English on any aspect of academic work – reading, thinking about essay topics, taking notes, giving oral presentations, writing assignments, interpreting feedback comments, and, just generally, interpreting the culture and expectations of academic study. A series of seminars on topics relevant to postgraduate study will be held in Semester 1. Please contact LAS (ESL), Rm 417, Humanities 3, tel: 9479 2788 Email: lasesl@latrobe.edu.au for further details.

The School of Educational Studies has employed an Academic Skills Advisor, Dr Ruth Shrensky, who can be contacted for individual appointments and advice. Her office is Room 515 in the Education Building EDUC1. Her normal hours are Tuesday afternoons from 3.00 to 6.00. Alternative appointments can be arranged by contacting 0413 535 126. She can also be contacted via email, ruthshrensky@aapt.net.au.

RESOURCES & FACILITIES

Library

The Library's home page (<http://www.lib.latrobe.edu.au/home/>) gives access to a vast range of resources at each of the campus libraries, including the Library's catalogue and information about the Library, the University, electronic publications, subject lists, and a wide range of databases on the internet. If you are a current student, you can dial in from outside the university to access the Library databases, and 'Ask a Reference question' online.

The Borchardt Library holds over one million books, a strong government publications collection, a wide range of journals and a substantial audio-visual collection which includes videos, sound recordings, musical scores, multimedia CD-ROMS, slides and anatomical models.

The library has a policy of purchasing all materials on recommended reading lists, regularly perusing educational materials catalogues to fill perceived gaps in the collection and work closely with staff to continually develop the existing collection to meet student needs.

The Library also offers training to students in the effective use of relevant information technologies.

OPENING HOURS

During normal semester time, the library hours are as follows:

Monday - Thursday	8.30 am - 10.00 pm
Friday	8.30 am - 6.00 pm
Saturday - Sunday	1.00 pm - 5.00 pm

Hours during summer and mid-semester breaks can be found on the library website on:

<http://www.lib.latrobe.edu.au/bundoora/hours.php>

Curriculum Laboratory

The Librarian can be contacted on: Ph. 9479 2079

Located in Room 109 on the ground floor of the Education building, the Curriculum Laboratory provides materials relating to practical classroom teaching such as books pamphlets, slides, filmstrips, audio tapes, videos, charts, maps, computer software and multi-media kits. The opening hours are posted on the door.

Computer Access

All coursework students have access to the computer laboratory on the ground floor of the south wing of Menzies College. Students with a current enrolment in a research degree or full time in a minor thesis may also have access to the higher degree computer laboratory in Rm 328 on payment of a small key card deposit fee that is refundable at the end of the enrolment period. Please contact Reception (Rm 302) to arrange this.

Mentoring, Careers and other Advice

Your unit convenor is available for advice on academic matters and might also be able to give you some idea of job prospects in your area. However, professional career advice is available from La Trobe University Careers Service on <http://www.latrobe.edu.au/careers/>. As a student at La Trobe University, you also currently have access to a range of other personal and social support services, the details of which are provided in material provided to you on enrolment.

School Website

Further information, coversheets and other relevant material can be found on the School website: <http://www.latrobe.edu.au/educationalstudies> .