SAMPLE CLASS SUMMARY

MODIFYING CLASS

STATUS: **APPROVED**
20/09/2019

Sample Class Summary

ANU - The Australian National University

Version: 005

Expand all / Collapse all

Course Information

PHOTO

COURSE CONVENER

UID		Name	Email	Phone
u5653201	🔍	Ms Jodie Poole	jo.poole@anu.edu.au	61256610

UID is not published on P&C
Email addresses can be updated

STUDENT CONSULTATION DAYS AND HOURS

	DAYS OR BY APPOINTMENT	HOURS (FROM) E.G. 15:00 OR BY APPOINTMENT	HOURS (TO) E.G. 16:00
1	Monday	By Appointment	
2	Tuesday	09	10
3	Wednesday	15:00	16:00

DAYS: must be one of MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY

BY APPOINTMENT can be used as an entry in either DAYS field as a general consultation method OR: HOURS (FROM) for a specific day

HOURS (FROM) and HOURS (TO): Time in 24 hr format HH, HH:MM

COURSE CONVENER - RESEARCH INTERESTS

ADMINISTRATIVE CONTACT

UID		Name	Email	Phone
u4433013	🔍	Ms Narelle Buckley	programsandcourses@anu.edu.au	59821

Email addresses can be updated

ADD LECTURERS, TUTORS OR DEMONSTRATORS BELOW

	ROLE	UID	NAME	PHONE	EMAIL	STUDENT CONSULTATION DAY	HOURS (FROM) E.G. 15:00	HOURS (TO) E.G. 16:00
1	Lecturer	u5653201	Jo Poole	56610	jo.poole@anu.edu.au			
2	Tutor	u1055957	Vivian Phung	53531	vivian.phung@anu.edu.au	By Appointment		
3	Demonstrator	u3971052	Jo Higgins	58194	jo.higgins@anu.edu.au			
4	CC	u4433013	Narelle Buckley	59821	narelle.buckley@anu.edu.au	By Appointment		

NAME: Not used in P&C. The preferred name is displayed using UID and data in HR

STUDENT CONSULTATION: can be blank, but if entered fields must be as per Course Convener above

ROLE: must be one of: Lecturer (LT), Tutor (TT), Demonstrator (OLD), Course Convener (CC) Either the name or abbreviation can be used.

TUTORIAL

SUPPORT FOR STUDENTS

The University offers students support through several different services. You may contact the services listed below directly or seek advice from your Course Administrators, or your College and Course representatives (if applicable).

- ANU Health, safety & wellbeing for medical services, counselling, mental health and spiritual support
- ANU Diversity and inclusion for students with a disability or ongoing or chronic illness
- ANU Dean of Students for confidential, impartial advice and help to resolve problems between students and the academic or administrative areas of the University.
- ANU Academic Skills and Learning Centre supports you make your own decisions about how you learn and manage your workload.
- ANU Counselling Centre promotes, supports and enhances mental health and wellbeing within the University student community.
- ANUSA supports and represents undergraduate and ANU College students
- PARSA supports and represents postgraduate and research students

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Class Overview

CLASS STRUCTURE AND CONTENT *

WEEK/SESSION NUMBER	SUMMARY OF ACTIVITIES	ASSESSMENT AND OTHER INFORMATION
1	1	Chapter 1: Introduction to Class Summary • Template review • Data entry	Online quiz
2	2	Chapter 2: Approval process	In class exercise

WEEK or SESSION NUMBER: must be an integer e.g. 1,2,3,4

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Use the + button to add more rows

+

RESEARCH ... ...HING

FIELD TRIPS IF RELEVANT

ADDITIONAL CLASS COSTS

REQUIRED RESOURCES

RECOMMENDED RESOURCES

EXAMINATION MATERIAL OR EQUIPMENT

Assessment Tasks

ⓘ ASSESSMENT SUMMARY ▢ ✱

	TASK NUMBER	VALUE (%)	DUE DATE (YYYY-MM-DD) OR BLANK	RETURN OF ASSESSMENT DATE (YYYY-MM-DD) OR BLANK	LINKED LEARNING OUTCOMES
1	1	10			1
2	2	50	2019-09-19	2019-09-30	2,3,4
3		40	2019-10-04	2019-10-18	1,2,3,4

+

VALUE: must be integer. Do not include % symbol

TASK NUMBER: must be integer

DATES: must be in format YYYY-MM-DD OR: can be left blank

LEARNING OUTCOMES: must be integer

ⓘ ASSESSMENT TASK # ▢ ✱

Assessment Task 1

Name of Assessment Task:

Tutorial Participation

Details of Task:

You will be assessed on your weekly tutorial participation - you will be assessed on your contributions to tutorial discussio   p facilitation, problem solving and discussion skills in a group setting.

DETAILS OF TASK: Formatted text field

☑ Include Rubric

Grade	Marking Criteria #1	Marking Crtieria #2	Marking Criteria #3		
High Distinction	Demonstrates extensive preparation: knows cases and legislation and reading material very well; has thought through the application and implication of them.	Offers informated and thorough interpreations and analysis of case material (more than just facts) to class	Contributes well to discussion in an ongoing way: responds to other sudents points, thinks through own points, questions others in a a constructive way, offers and supports suggestions that may be counter to the majority opinion		

RUBRICS are OPTIONAL: Blank columns will not be published on P&C; only max of 6 columns

Multiple rows can be added; but can not be reordered

+ Add row

+ ADD ASSESSMENT TASK

Click button to add additional assessment tasks

ⓘ PARTICIPATION ▢

ⓘ EXAMINATION(S) ▢
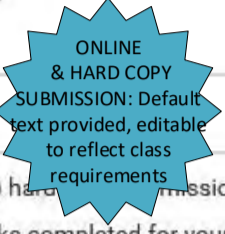
Assignment Submission

ASSESSMENT REQUIREMENTS ✶

The ANU is using Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University's approach to managing Academic Integrity. For additional information regarding Turnitin please visit the [ANU Online website](#). In rare cases where online submission is not technically possible or where not using Turnitin software has been justified by the Course Convenor and approved by the Associate Dean (Education) on the basis of the teaching model being employed students shall submit assessment online via Wattle's eschews of Turnitin, or failing that in hard copy through a conventional method or methods as approved by the Associate Dean (Education). The submission method is detailed below.

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ONLINE SUBMISSION ✶

You will be required to electronically sign a declaration as part of the submission of your assignment. Please keep a copy of the assignment for your records. Unless an exemption has been approved by the Associate Dean (Education) submission must be through Turnitin.

ONLINE & HARD COPY SUBMISSION: Default text provided, editable to reflect class requirements

HARDCOPY SUBMISSION ✶

For some forms of assessment (hand written assignments, art works, laboratory notes, etc.) hard copy submission is appropriate when approved by the Associate Dean (Education). Hard copy submissions must utilise the Assignment Cover Sheet. Please keep a copy of tasks completed for your records.
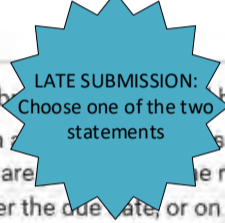
ⓘ EXTENSIONS AND PENALTIES ✶

Extensions and late submission of assessment pieces are covered by the Student Assessment (Coursework) [Policy](#) and [Procedure](#). Extensions may be granted for assessment pieces that are not examinations or take-home examinations. If you need an extension, you must request an extension in writing on or before the due date. If you have extenuating circumstances and appropriate medical evidence that demonstrates you were not able to request an extension on or before the due date, you may be able to request it after the due date.

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ⓘ LATE SUBMISSION ✶

Individual assessment tasks may or may not allow for late submission. Policy regarding late submission is detailed below:

- **Late submission not permitted.** If submission of assessment tasks without an extension after the due date is not permitted, a mark of 0 will be awarded.
- **Late submission permitted.** Late submission of assessment tasks without an extension are penalised at the rate of 5% of the possible marks available per working day or part thereof. Late submission of assessment tasks is not accepted after 10 working days after the due date, or on or after the date specified in the course outline for the return of the assessment item. Late submission is not accepted for take-home examinations.

LATE SUBMISSION: Choose one of the two statements

ⓘ RETURNING ASSIGNMENTS

ⓘ RESUBMISSION OF ASSIGNMENTS

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider: 00120C

Related Policies and Other Information

EDUCATIONAL POLICIES 🅿 ✱

ANU has educational policies, procedures and guidelines which are designed to ensure that staff and students are aware of the University's academic standards, and implement them. Students are expected to have read the Academic Misconduct Rule before the commencement of their course. Other key policies and guidelines include:
- Student Assessment (Coursework) Policy and Procedure
- Special Assessment Consideration Policy and General Information
- Student Surveys and Evaluations
- Deferred Examinations
- Student Complaint Resolution Policy and Procedure

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MARK MODERATION 🅿 ✱

Marks that are allocated during Semester are to be considered provisional until formalised by the College examiners meeting at the end of each Semester. If appropriate, some moderation of marks might be applied prior to final results being released.

REFERENCING REQUIREMENTS 🅿 ✱

Accepted academic practice for referencing sources that you use in presentations can be found via the links on the Wattle site, under the file named "ANU and College Policies, Program Information Student Support Services and Assessment". Alternatively, you can seek help through the Students Learning Development website.

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DISTRIBUTION OF GRADES 🅿 ✱

Academic Quality Assurance Committee monitors the performance of students, including attrition, further study and employment rates and grade distribution, and College reports on quality assurance processes for assessment activities, including alignment with national and international disciplinary and interdisciplinary standards as well as qualification type learning outcomes.

Since first semester 1994, ANU uses a grading scale for all courses. This grading scale is used by all academic areas of the University.

PRIVACY NOTICE 🅿 ✱

The ANU has made a number of third party, online, databases available for students to use. Use of each online database is conditional on student end users first agreeing to the database licensor's terms of service and/or privacy policy. Students should read these carefully. In some cases student end users will be required to register an account with the database licensor and submit personal information, including their first name, last name, ANU email address, and other information.

In cases where student end users are asked to submit 'content' to a database, such as an assignment or short answers, the database licensor may only use the student's 'content' in accordance with the terms of service – including any (copyright) licence the student grants to the database licensor. Any personal information or content a student submits may be stored by the licensor, potentially offshore, and will be used to process the database service in accordance with the licensors terms of service and/or privacy policy.

If any student chooses not to agree to the database licensor's terms of service or privacy policy, the student will not be able to access and use the database. In these circumstances students should contact their lecturer to enquire about alternative arrangements that are

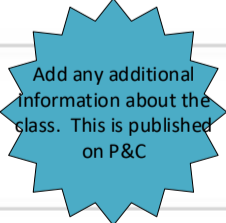*Default text: Not editable*

ACADEMIC INTEGRITY 🅿 ✱

Academic integrity is a core part of the ANU culture as a community of scholars. At its heart, academic integrity is about behaving ethically, committing to honest and responsible scholarly practice and upholding these values with respect and fairness.

The ANU commits to assisting all members of our community to understand how to engage in academic work in ways that are consistent with, and actively support academic integrity. The ANU expects staff and students to be familiar with the academic integrity principle and Academic Misconduct Rule, uphold high standards of academic integrity and act ethically and honestly, to ensure the quality and value of the qualification that you will graduate with.

The Academic Misconduct Rule is in place to promote academic integrity and manage academic misconduct. Very minor breaches of the academic integrity principle may result in a reduction of marks of up to 10% of the total marks available for the assessment. The ANU offers a number of online and in person services to assist students with their assignments, examinations, and other learning activities. Visit the Academic Skills website for more information about academic integrity, your responsibilities and for assistance with your assignments, writing skills and study.

ℹ **OTHER INFORMATION TO BE PUBLISHED ON P&C** 🅿

Add any additional information about the class. This is published on P&C

ℹ **OTHER INFORMATION THAT WILL NOT BE PUBLISHED**

Feedback ▲

STAFF FEEDBACK TO STUDENTS 🅿 *

Students will be given feedback in the following forms in this course:

- written comments
- verbal comments
- feedback to whole class, groups, individuals, focus group etc

Add any additional information on how staff provide feedback to students

STUDENT FEEDBACK 🅿 *

ANU is committed to the demonstration of educational excellence and regularly seeks feedback from students. Students are encouraged to offer feedback directly to their Course Convener or through their College and Course representatives (if applicable). The feedback given in these surveys is anonymous and provides the Colleges, University Education Committee and Academic Board with opportunities to recognise excellent teaching, and opportunities for improvement. The Surveys and Evaluation website provides more information on student surveys at ANU and reports on the feedback provided

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