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EDST5442 Advanced Professional Practice, UNSW 2014
PART A: COURSE INFORMATION

1. LOCATION

Faculty of Arts and Social Sciences
School of Education
EDST5442 Advanced Professional Practice (6 units of credit)
Semester 2, 2014

2. STAFF CONTACT DETAILS

Course Convenor: Dr Neville Ellis
Office Location: John Goodsell 135
Email: neville.ellis@unsw.edu.au
Phone: 9385 9506
Availability: Please email to arrange a consultation

NOTE: This course is a blended face to face and field-based course so reliable and easy access to the internet is essential. Students must be teaching in a secondary school setting.
3. COURSE DETAILS

Course Name | Advanced Professional Practice
Credit Points | 6 units of credit (uoc)
Workload | Includes 150 number of hours including class contact hours, readings, class preparation, assessment, follow up activities, etc.
Schedule
Workshops | Wed (5.00 – 7.00 pm), Mathews - Rm 123
          | Weeks 2, 4, 8
          | Week 11 (online)

Summary of Course

This course requires students to be working in the school system with the goal of working towards 25 days of school-based professional practice. The coursework and assessments are linked to the teaching experiences, observation, critical self-reflection, and peer review students will be engaged in while working in schools. The course supports graduates of the program in working towards achievement of some of the National Standards for a proficient teacher. The course is normally undertaken in conjunction with a Master of Education elective. This course is offered in both semesters.

Aims of the Course

This course aims to:

- To provide a structured self-directed program of reflection and peer/self-evaluation to enhance professional practice in a specific teaching context/area
- To develop skills and understandings in critical reflection and evaluation of practice and identify links to program evaluation and teaching improvement

Important Information

Attendance: Students are expected to give priority to university study commitments. Unless specific and formal permission has been granted, failure to attend 80% of classes in a course may result in failure. See the section on attendance for details on guidelines, procedures and penalties in Part B of this document.

Student Learning Outcomes

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Assessment/s</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2 &amp; 3</td>
</tr>
<tr>
<td>3</td>
<td>1, 2 &amp; 3</td>
</tr>
<tr>
<td>4</td>
<td>1, 2 &amp; 3</td>
</tr>
</tbody>
</table>
Graduate Attributes (AITSL Professional Graduate Teaching Standards)

<table>
<thead>
<tr>
<th>Standard</th>
<th>Assessment/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td>1, 2 &amp; 3</td>
</tr>
<tr>
<td>1.5</td>
<td>1, 2 &amp; 3</td>
</tr>
<tr>
<td>3.6</td>
<td>2 &amp; 3</td>
</tr>
<tr>
<td>4.3</td>
<td>1, 2 &amp; 3</td>
</tr>
</tbody>
</table>

4. RATIONALE FOR THE INCLUSION OF CONTENT AND TEACHING APPROACH

School-based work is a critical component of effective teacher education, not only providing an essential forum for generating concrete problems and issues and applying new knowledge and skills, but also enabling the development of an integral link between theory and practice.

5. TEACHING STRATEGIES

Students learn best when they are engaged and given an appropriate level of challenge; when their prior experience and knowledge is valued and built upon; when they are expected to take responsibility for their own learning; and when they work collaboratively with their peers.

Thus, teaching strategies used during the course will include:

- Small group cooperative learning to address teaching and learning goals;
- Structured occasions for reflection on learning to allow students to reflect critically on and improve teaching practice;
- Extensive opportunities for whole group and small group dialogue and discussion, allowing students the opportunity to demonstrate their capacity to communicate and liaise with the diverse members of an education community, and to demonstrate their knowledge and understanding of method content.
- Online learning from readings and web links on Moodle and associated web-based resources.

These activities will occur in a classroom climate that is supportive and inclusive of all learners.
## 6. COURSE CONTENT AND STRUCTURE

<table>
<thead>
<tr>
<th>Week Beginning</th>
<th>Workshop Topic</th>
<th>Post-workshop tasks</th>
</tr>
</thead>
</table>
| **Wk 2**  
6 Aug  
(2 hours) | Developing awareness of classroom behaviour: Lenses for self Improvement  
Overview of course & the National Standards for a proficient teacher  
Outline assessments requirements  
Developing awareness of classroom behaviour: Lenses for self Improvement | Start developing Professional Practice  
Reflective Journal to demonstrate competence on proficiency teacher standards  
Organise 2 observations of peers  
Purchase text book and read Part 1 pp. 3-36 (Loughran, 2010)  
| **Wk 4**  
20 Aug  
(2 hours) | Strategies for critical self reflection, lesson observation and giving feedback | Prepare strategy/resource/approach to share at next workshop (i.e. behaviour managements, diversity, special needs, etc.)  
Arrange 2 Master teacher observations  
Read Part 2 pp. 57 – 142 (Loughran, 2010) |
| **Wk 8**  
17 Sep  
(2 hours) | Workshop session – reflection of advanced professional practice & group review on achievement towards standards (1.3, 1.5, 3.6 & 4.5) | Complete post-workshop activities as set by lecturer  
Ongoing review and reflection of practice.  
Discuss progress with workshop leader  
Submit completed reflection activity (formative feedback)  
Read Chapter 6 pp. 105 – 125 (Day, 2004)  
Submit professional practice reviews (Assignment 1 - Wk 8 – 17 Sep) |
| **Mid-semester Break & School Holidays** | | |
| **Wk 11**  
15 Oct  
online | Becoming a proficient teacher – peer sharing | Complete teaching placement and all associated requirements.  
Read Part 3 (Loughran, 2010) and Chapter 7 (Day, 2004)  
Complete Reflective Journal (Assignment 2 & 3 - Wk 12 - 24 Oct) |
7. RESOURCES

**Specific Reading** will be uploaded on Moodle

**Required Readings:**


Further Readings:


8. ASSESSMENT

Assessment tasks are designed to provide evidence of advanced professional practice (towards proficiency level) and the ability to work independently both in the classroom and in the wider school community. They target specifically standards 1.3, 1.5, 3.6 & 4.3 (at the proficiency level)

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1: Observing Professional Practice</td>
<td>2 observations of a Master Teacher using Borich (2008) Lens for self improvement</td>
<td>1500 word equivalent</td>
<td>30%</td>
<td>1,3,5</td>
<td>1.3, 1.5 &amp; 4.3</td>
</tr>
</tbody>
</table>
Assessment 2: Contribution to online workshop
(please attach hard copies of 6 blog posts to be submitted with Assignment 3)

<table>
<thead>
<tr>
<th>Assessment 3: A Reflective Journal</th>
<th>1000 words</th>
<th>10%</th>
<th>1, 5</th>
<th>3.6</th>
<th>Week 12 24 Oct</th>
</tr>
</thead>
</table>

Assessment 3: A Reflective Journal

**Part A**
A narrative reflective journal outlining your developing practice as a novice teacher.

**Part B**
Evidence to support your development as a novice teacher as indicated in your journal narrative. Refer specifically to standards 1.3, 1.5, 3.6 and 4.3

<table>
<thead>
<tr>
<th>Assessment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment 1: Observing Professional Practice &amp; Using Lenses for Observation</strong></td>
</tr>
</tbody>
</table>

You are required to observe (2) lessons of a ‘master/expert’ teacher in a high school setting. The lessons do not need to be in your immediate subject area. You can choose to watch either 2 different lessons given by the same ‘master/expert’ teacher or lessons given by two different ‘master/expert’ teachers. You will be required to justify your choice of ‘master/expert’ teacher/s.

The aim of the exercise is for you to become aware of classroom behaviour using Borich’s lens with the intention of self-improvement, i.e. What does this teacher do that makes them an advanced practitioner? What can I learn or adopt from his/her approaches to teaching and learning in the classroom?

You will be required to record the behavioural practices and processes in a form that can be retrieved and studied to assist in your own self-improvement. You will be given information on three methods to use to record the lessons in your readings. Please include this information as appendixes.

They include: (1) Narrative Reports (anecdotal, ethnographic, thematic notes, visual maps); (2) Rating Scales (checklists, summated ratings, scales); (3) Classroom Coding System (counting, signs).

You can select a style that suits you and your subject area. You may want to record the lessons and replay them for discussion with the teacher. Please be conscious of privacy.

After you have collected your data you will need to pull together some ideas about what you were viewing and how these reflections can help to shape your own practice.
Consider:
1. What is influencing the quality and nature of events in your peers classrooms and your classroom?
2. What new instructional strategies, practices, approaches, educational ideas, solutions can help you to become a more effective teacher?
3. What are your personal strengths and challenges as novice teacher?
4. What area/s of teacher effectiveness do I plan to work on?
5. Other idea?

(Refer to Moodle for Borich’ readings)

Assessment 2: Contribution to online workshop

You are required to actively participate in the online workshop and contribute through submitting a minimum of 6 blog posts. This workshop provides the opportunity for students to demonstrate intellectually engagement with unit content, with their personal learning process, and to connect with and participate in the learning experiences of fellow students. Contribution to the workshop may include several different forms including blog postings, comments on other blog postings, raising questions of significance, providing a summary of your observations, and/or sharing useful resources which you found that are particularly relevant to your area of enquiry. It is expected that you will seek and gather meaningful comments from other course participants and at the same time reply to relevant comments. To generate more feedback on your own blog postings it is suggested that you actively comments on other people’s sites. You may also include quality links and other useful information in your blog posts, including links to relevant posts by other students in the unit. The frequency and regularity of posts should be matched by the quality and depth of content.

Assessment 2: A Reflective Journal

You are required to write a reflective journal with linked evidence of practice. It consists of 2 parts.

Part A

A narrative reflective journal outlining your developing practice as a novice teacher. Include links to literature from set text (Loughran, 2010) and other relevant readings e.g. (Day, 2014). You are required to explicitly identify standards: 1.3; 1.5; 3.6 & 4.3. You can write this in first person as it is most important to hear your story.

Part B

Includes evidence to support your development as a novice teacher referred to in your journal narrative. The evidence should ‘showcase’ you working towards achievement of the National standards for a proficient teacher. Include only one example for standards 1.3, 1.5, 3.6 and 4.3. Include brief annotation for each piece of evidence.

Appendix

Include a professional practice log summarizing teaching, observation and other duties completed over the semester showing that you are working towards the 25 days. Please attach in Table format
Possible Examples of evidence:

- an original unit of work consisting of at least five lesson plans, teaching resources together with detailed notes and evaluation to justify selection. As a guide, a 4 week unit on a particular topic.
- detailed plans of activity undertaken during casual employment complimented by a variety of artifacts, along with notes/evaluations to justify selection
- samples of student work
- assessment records and analysis of these contributions towards policy documents, whole school activities, working with external stakeholders
### Specific Criteria

#### Understanding of the question or issue and the key concepts involved
- Use of a specific method to record data on the two lessons observed
- Observation and recording of behaviour practices of an ‘expert/master’ peer
- Ability to reflect on peer’s lessons using a specific lens
- Use of reflections to identify areas of self improvement in own teaching

#### Depth of analysis and/or critique in response to the task
- Demonstrated ability to reflect deeply / high order analytical skills
- Demonstrated ability to build upon reflections to improve own teaching and learning practices (reflexivity)

#### Familiarity with and relevance of professional and/or research literature used to support response
- Reference to and/or use of Borich’s (2008) observation lens
- Understanding of prescribed readings and related theory and research
- Evidence of additional reading

#### Structure and organisation or response
- A well-planned, concise and cohesive response
- Makes reference to specific standards (1.3, 1.5, 3.6 & 4.3) at the proficiency level

#### Presentation of response according to appropriate academic and linguistic conventions
- Clear, fluent written expression
- Appropriate use of APA referencing style

### General Comments/Recommendations for Next Time

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**UNSW SCHOOL OF EDUCATION**
**FEEDBACK SHEET**
**EDST5442 ADVANCED PROFESSIONAL PRACTICE**

**Student Name:** 
**Student No.:** 
**Assessment Task 2:** **Contribution to Online Workshop**

<table>
<thead>
<tr>
<th>SPECIFIC CRITERIA</th>
<th>(-)</th>
<th>(+)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the question or issue and the key concepts involved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Makes meaningful, regular contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clear development of ideas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Variety of topics or particularly notable depth on a single topic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Uses good school-based examples as evidence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Significant engagement with and support of others members including replying to comments and commenting on other blogs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depth of analysis and/or critique in response to the task</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provides honest, insightful self-evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reflects engagement with other posts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Demonstrates evolution of thinking and learning and the ability to make insightful connections between reflection on practice, observations and theory as a beginning teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Familiarity with and relevance of professional and/or research literature used to support response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Evidence of insightful and effective use of recommended readings and other relevant literature to support the analysis and investigation of the key issue(s).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure and organisation of response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Appropriate structure, organisation, appearance and presentation of blog</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Relevance of links</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation of response according to appropriate academic and linguistic conventions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clarity and appropriateness of sentence structure, vocabulary use, spelling, punctuation and word length</td>
<td></td>
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</tr>
</tbody>
</table>

**GENERAL COMMENTS/RECOMMENDATIONS FOR NEXT TIME**

<table>
<thead>
<tr>
<th>Lecturer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended: /20 (FL PS CR DN HD)</td>
<td>Weighting: %</td>
</tr>
</tbody>
</table>

NB: The ticks in the various boxes are designed to provide feedback to students; they are not given equal weight in determining the recommended grade. Depending on the nature of the assessment task, lecturers may also contextualize and/or amend these specific criteria. The recommended grade is tentative only, subject to standardisation processes and approval by the School of Education Learning and Teaching Committee.
**UNSW SCHOOL OF EDUCATION**
**FEEDBACK SHEET**
**EDST5442 ADVANCED PROFESSIONAL PRACTICE**

Student Name:  
Student No.: 
Assessment Task 3 (Part A & B): **A Reflective Log**

<table>
<thead>
<tr>
<th>SPECIFIC CRITERIA</th>
<th>(-)</th>
<th>(+)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the question or issue and the key concepts involved</td>
<td></td>
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<tr>
<td>• Demonstrated ability to crucially evaluate own teaching practices</td>
<td></td>
<td></td>
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<tr>
<td>• Evidence:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o shows ability to monitor, document and report on a range of students</td>
<td></td>
<td></td>
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<tr>
<td>development</td>
<td></td>
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<tr>
<td>o includes examples of range of teaching strategies responsive to learning</td>
<td></td>
<td></td>
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<tr>
<td>strengths and needs of students, program/lesson design &amp; delivery,</td>
<td></td>
<td></td>
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<tr>
<td>differentiation, assessment, review, student feedback and evaluation</td>
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<td></td>
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<tr>
<td>o illustrates the use of personal reviews and feedback to inform</td>
<td></td>
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<tr>
<td>planning/teaching</td>
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<td></td>
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<td>o highlights developing management practices in dealing with challenging</td>
<td></td>
<td></td>
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<tr>
<td>behaviours</td>
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<tr>
<td>• Demonstrated ability to operate independently in the classroom and work with</td>
<td></td>
<td></td>
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<tr>
<td>the wider school community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depth of analysis and/or critique in response to the task</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• A detailed narrative linked to standards and evidence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Narrative incorporates relevant literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Familiarity with and relevance of professional and/or research literature used</td>
<td></td>
<td></td>
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<tr>
<td>to support response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Makes links with recommended readings and other relevant literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure and organisation or response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Well planned &amp; structured – concise, easy to navigate - presented in 2 parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Part one is linked to part 2 and incorporates relevant literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• All evidence is clearly annotated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Appropriate appendixes are included</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation of response according to appropriate academic and linguistic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>conventions</td>
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</tr>
</tbody>
</table>

**GENERAL COMMENTS/RECOMMENDATIONS FOR NEXT TIME**

Lecturer                  Date                  
Recommended grade: 20 (FL PS CR DN HD) 
NB: The ticks in the various boxes are designed to provide feedback to students; they are not given equal weight in determining the recommended grade. Depending on the nature of the assessment task, lecturers may also contextualize and/or amend these specific criteria. The recommended grade is tentative only, subject to standardisation processes and approval by the School of Education Learning and Teaching Committee.
Submission of Assessment Tasks

Students should submit both a hard copy and an electronic copy of all assessment tasks.

Hard copies of an assessment task are to be placed in the Course Lecturer’s locked assignment box near the School of Education office (Level 1, Goodsell Building).

Electronic copies of an assessment task are to be submitted to the allocated Turnitin Submission Box online via Moodle.

STUDENTS MUST SUBMIT THE HARD AND ELECTRONIC COPY OF AN ASSESSMENT TASK BY 5PM ON THE DUE DATE UNLESS THE COURSE LECTURER HAS ADVISED OTHERWISE.

You are strongly advised to aim to submit early, as submissions received one minute after the specified due time will be stamped as late and will incur a late penalty. The FASS late penalty is 3% of the total possible marks for the task for each day or part day that the work is late. Lateness includes weekends and public holidays.

You are responsible for checking that the hard and electronic copy of an assessment task submission is the same, is complete and accurate and, comply with the Course lecturer’s instructions given in the previous section on Assessment Details.

Students are required to keep a copy of all assessment tasks. If an assessment is mislaid the student is responsible for providing a further copy.

All assignments (hard copy and electronic submission) must be submitted with a signed Assessment Cover Sheet (required for all assignments). Please ensure that you read and complete the Assessment Cover Sheet carefully, particularly the section related to the originality of the submission.

Assessment Cover Sheets are available from the front counter in the School Office or can be downloaded from: https://education.arts.unsw.edu.au/students/resources/forms/

Return of Assessment Tasks

Assessments are normally returned in tutorials. For assessments with due dates from Week 10 onwards, you may request for feedback on the assessment to be returned by attaching a self-addressed postage-paid envelope to your assignment. If the postage is insufficient to cover the delivery of the assignment, it will not be posted. If a student does not wish to provide postage s/he may pick up her/his assessment from the School Office from 9am-5pm for two weeks following notification of marking completion by the Course Lecturer. If a student is unable to pick up her/his assessment within this time s/he should contact the Course Lecturer.

Feedback

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Feedback Mechanism</th>
<th>Feedback Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Task 1: Observing Professional Practice</td>
<td>Written</td>
<td>8 October, 2014</td>
</tr>
<tr>
<td>Assessment Task 2: Online Posts</td>
<td>Written</td>
<td>14 September, 2014</td>
</tr>
<tr>
<td>Assessment Task 3: a Reflective Log</td>
<td>Written</td>
<td>14 September, 2014</td>
</tr>
</tbody>
</table>
9. COURSE EVALUATION AND DEVELOPMENT

Student evaluative feedback on the course is gathered, using UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process. Student feedback is taken seriously, and continual improvements are made to the course based in part on such feedback.
PART B: GUIDELINES AND PROCEDURES

10. ACADEMIC HONESTY AND PLAGIARISM

Plagiarism at UNSW is using the words or ideas of others and passing them off as your own. Examples include:

- **Copying**: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks.

- **Inappropriate paraphrasing**: Changing a few words and phrases while mostly retaining the original structure and information without acknowledgement. This also applies in presentations where someone paraphrases another’s ideas or words without credit.

- **Collusion**: Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person’s academic work and copying it, offering to complete another person’s work or seeking payment for completing academic work.

- **Inappropriate citation**: Citing sources which have not been read, without acknowledging the ‘secondary’ source from which knowledge of them has been obtained.

- **Self-plagiarism**: ‘Self-plagiarism’ occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as ‘recycling’, ‘duplication’, or ‘multiple submissions of research findings’ without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

(NB: Examples of plagiarism: [https://my.unsw.edu.au/student/atoz/Plagiarism.html](https://my.unsw.edu.au/student/atoz/Plagiarism.html)

UNSW distinguishes between 3 levels of plagiarism.

- **Level 1**: Minor plagiarism where inexperience is a mitigating factor (e.g. first year, first semester UG/PG students).
- **Level 2**: Applies to more senior students and first year students from their second semester of study onwards; a second Level 1 type lack of scholarly achievement is automatically treated as a Level 2 offence.
- **Level 3**: This category includes egregious acts of plagiarism, and where the breach is considered to be deliberate, reckless, and/or involves gross and persistent negligence.

All suspected cases of plagiarism in the School of Education are dealt with by the Deputy Head of School (Teaching & Learning). When plagiarism has been identified and confirmed through proper investigation the outcomes include:

**Educative Action**

- All students will undertake some form of educative action either managed by the School or the Learning Centre except where exclusion is the penalty for plagiarism.

**Penalties**

- All students will have a penalty imposed. The degree of penalty will be appropriate to the degree of plagiarism. For students who have committed Level 1 plagiarism it may be that their mark...
reflects the lack of scholarly achievement, to a maximum deduction of 20 marks per 100 pro rata. For Level 2 it might be a 0% for the work or the course. For Level 3 Plagiarism it may be 0% for the course or even suspension from UNSW.

Registers
- All students are placed on a Register whether it is the Level 1 Plagiarism Register or the Student Misconduct Register for Levels 2 or 3.

In the interests of maintaining high standards in scholarship and research, the University reminds students that when they are writing essays, theses, and assessment items of any nature they are ethically bound to refrain from plagiarism in all forms. Students are advised to inform themselves about University policies and practices concerning assessment and Academic Misconduct (including plagiarism). Wherever possible, students should also take up those opportunities provided to them by the University to improve their academic and/or information literacy. Further information on plagiarism and academic honesty can be downloaded from: https://student.unsw.edu.au/plagiarism In addition, UNSW has produced a booklet to assist students with essential information for avoiding plagiarism which can be downloaded from https://my.unsw.edu.au/student/academiclife/Plagiarism.pdf

At UNSW, plagiarism is considered to be a form of academic misconduct and is viewed very seriously. UNSW is committed to helping students understand the conventions which govern academic communication to assist them avoid action which may result in academic misconduct. Further information on the Student Misconduct Rules is available at: https://student.unsw.edu.au/conduct

Cheating: It is a serious offence to submit any work that is copied from the work of another student whether that work was submitted in the current year, previously or in another course. In such cases, both students may be penalised. Similarly it is an offence to cheat at examinations, get other students to write your assignments, etc. If you have been working in close cooperation with another student undertaking (say) research for an assignment, you should discuss the nature of that cooperation with the Course Convenor to ensure that no misunderstandings arise about the originality of your work, and to identify clearly your own contribution to the work. Where group assessments are produced your lecturer needs to be aware of each person’s contribution.

Cheating and plagiarism may attract serious penalties, ranging from failure in the course to failure in all courses and exclusion from the university for a specific period (See also Misconduct).

Misconduct: Academic misconduct is a serious matter. In the first instance cases of misconduct are dealt with by the Head of School but it may be necessary to refer them to the Dean or the University Disciplinary Committee. For detail please go to: https://student.unsw.edu.au/conduct

Proof reading: Proof-read your assignment before submission, as avoidable errors are likely to result in marks being deducted.

Email: Unless the lecturer expressly gives permission, students are not permitted to submit assessment via email.

Non-sexist language: It is UNSW policy to avoid sexist language. You should use words which include both sexes when you are referring to both sexes; e.g. S/he’, ‘she or he, ‘people’, etc.

11. ATTENDANCE

Unless specific and formal permission has been granted, failure to attend 80% of classes (henceforth ‘classes’ include lectures, tutorials, seminars, online activities and so on) in a course may result in failure in that course. Explanation of absences, or requests for permission to be absent from forthcoming classes, should be addressed to the lecturers/tutors responsible for those classes. Explanation of an absence of more than one week should also be addressed in writing and, where applicable, should be accompanied by a medical certificate.

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If you attend less than 80% of classes or have not submitted appropriate supporting documentation to the Course Convenor to explain your absence, you may be awarded a final grade of UF (Unsatisfactory Fail).

If you arrive more than 15 minutes late, you may be recorded as absent. If such a penalty is imposed, you will be informed verbally at the end of class and advised in writing within 24 hours.

Students are expected to give priority to their university study commitments. Any absence from assessable activities, including formal end of semester examinations, must be clearly for extenuating circumstances only that were unexpected and beyond the control of the student. Work commitments are not considered a justification.

Upon submission of appropriate evidence, the Course Convenor has discretion and authority to determine whether a student meets the required volume of learning and has completed the necessary assessments for a given course in circumstances where attendance has been less than the normal university requirement of 80% of classes.

A student may be excused from classes for up to one month (66% of learning and teaching activities) in exceptional circumstances and on production of an original or certified copy of a medical certificate or other form of appropriate evidence. In such cases, the Course Convenor may assign additional and/or alternative tasks to ensure that students have met the volume of learning associated with the course.

A student who has submitted the appropriate documentation but attends less than 66% of classes will be asked by the Course Convenor to apply to discontinue the course without failure rather than be awarded a final grade of UF.

UNSW policy on attendance [https://myunsw.edu.au/student/atoz/AttendanceAbsence.html](https://myunsw.edu.au/student/atoz/AttendanceAbsence.html)

**Permission to Participate in Lectures Online**

The School of Education allows participation in lectures online on a case by case basis and only in certain circumstances:

a. The student is able to prove that they have no other option but to clash.
b. The clash can only be between lectures or between a lecture and a tutorial or seminar. Only the lecture can be missed.
c. Where the clash is between two lectures it is recommended that the student alternate attendance.
d. The clash can be for not more than one hour.
e. The missed lecture cannot be the first hour of a two hour lecture.
f. The student must be able to access, at minimum, a sound recording of the missed lecture either through Echo 360 or independent recording. The Course Convenor can reserve the right to refuse to allow the lectures in their course to be recorded independently.
g. The Course Convenor(s) must give their approval for the permitted clash.
h. A permitted clash will not be granted when the Clash is the result of over-enrolment.
i. Permissible clashes are not available to students in their first semester of study at University.

A student who is approved permission to participate in online lectures must fulfil the following requirements:

a. The student must provide the Course Convenor with copies of lecture notes and/or reading notes from those lectures missed on a regular basis as agreed by the Course Convenor and the student.
b. If a student does indeed attend a lecture for which they had secured a permitted clash they will still submit lecture notes and/or reading notes as evidence of attendance.
c. Failure to meet these requirements is regarded as unsatisfactory performance in the course and a failure to meet the Faculty’s course attendance requirement. Accordingly, Course Convenors will fail students who do not meet this performance/attendance requirement.
Students must attend the clashed lecture on a specific date if that lecture contains an assessment task for the course such as a quiz or test. Inability to meet this requirement would be grounds for a Course Convenor refusing the application. If the student misses the said lecture there is no obligation on the Course Convenor to schedule a make-up quiz or test and the student can receive zero for the assessment task. It should be noted that in many courses a failure to complete an assessment task can be grounds for course failure.

Applications for permission to participate in lectures on line should be lodged at: https://www.arts.unsw.edu.au/ttclash/index.php

12. SUBMISSION OF ASSESSMENT

All assignments must be submitted online with an assignment coversheet before midnight on the due date via Moodle to avoid penalty. Students should also hand in a hard copy and retain a hard copy of work submitted. Students are required to keep all drafts, original data and other evidence of the authenticity of the work for at least one year after examination. If an assessment is mislaid the student is responsible for providing a further copy.

Students are required to follow their course lecturer’s instructions exactly when submitting hard copies of work for assessment. Some work is submitted in class but most hard copies of assessments are to be delivered to the locked boxes in the reception area of the School. Students are advised to put the assessment task into the box with the course lecturer’s name on it and it must include a signed Assignment Cover Sheet.

You are responsible for checking that the hard and electronic copy of an assessment task submission is the same, is complete and accurate and, comply with the Course lecturer’s instructions given in the previous section on Assessment Details.

Professional staff are not permitted to accept student work submitted for assessment. Students are advised to never leave their submissions for assessment under doors.

Return of Assessment

Timing: Assessment tasks will normally be returned to students in class within three weeks of submission where possible. Where this is not possible, the course lecturer will provide advice with regard to assessment task collection.

Feedback: The School of Education standard marking and feedback template (see next page) aligned with assessment criteria and grade descriptors used in marking and contextualized to suit each specific assessment task will be used to provide written feedback on assessment tasks.

Extensions and late submission of work

It is expected that all assignment deadlines will be met. In very exceptional cases, extensions may be granted, students should contact the Course Convenor five days prior to the due date of the assignment to discuss their situation. If it is then necessary for students to request Special Consideration an application must be lodged online through myunsw at https://iaro.online.unsw.edu.au/special_consideration/home.login. The request must be made within three working days of the assessment to which it refers and be accompanied by supporting documentation (e.g., medical certificates). More details on Special Consideration are below.

Work submitted late (i.e., past the time and date specified in the course outline) will incur late penalties. The late penalty is the loss of 3% of the total possible marks for the task for each day or part thereof the work is late. Lateness will include weekends and public holidays.

Work submitted fourteen days after the due date may be marked and brief feedback provided but no mark will be recorded or counted towards your overall grade. If the work would have received a pass
mark but for the lateness and the work is a compulsory course component, you will be deemed to have met that requirement.

Work submitted twenty one days after the due date will not be accepted for marking or feedback and will receive no mark or grade. If the assessment task is a compulsory component of the course you will automatically fail the course.

Where an extension has been granted, either directly by the Course Convenor or through the Special Consideration mechanism, the late penalties outlined above will apply from the revised due date.

**Review of results**

There is no automatic right to have an assessment reviewed; the School reserves the right to make such judgments.

If you have concerns about a mark you have achieved, you should raise this with the Course Convenor in the first instance. This should normally be done within two working days of the return of the assessed work.

If you are not satisfied with the explanation provided, you should complete the UNSW Review of Results (RoR) application form: https://my.unsw.edu.au/student/academiclife/assessment/ReviewofResults.pdf

You must provide a written explanation of why you believe the work requires review. The written explanation must include the stated criteria for the assessment task indicating the exact area(s) where the assessment of your work differs from the mark you have received.

The Course Convenor has the option to not recommend review if they deem the grounds for review insufficient. The Course Convenor will make their decision within three working days of receiving the request.

If the Course Convenor approves the review, you should submit the Review of Results application form to Student Central. A clean copy and a copy of the marked work with all feedback must be submitted with the RoR application. An administration fee applies under certain circumstances.

If the Course Convenor does not recommend the review but you believe that the mark/grade does not reflect your performance, you may forward the RoR application form to the Deputy Head of School (Learning & Teaching), Dr. Therese Cumming (t.cumming@unsw.edu.au).

The Deputy Head of School (DHoS) will normally make a decision within three working days of receiving the application.

If the DHoS approves the review, you should submit the application to Student Central. A clean copy and a copy of the marked work with all feedback must be submitted with the RoR application. An administration fee applies under certain circumstances.

If the DHoS does not approve the review, she will notify the Chair of the Faculty Assessment Review Group (FARG). The FARG can either endorse or overturn the decision of the DHoS.

The FARG will make a decision within one week of receiving advice from the DHoS. If, after the FARG’s decision, the student still believes they have a case they should submit their claim through the University grievance procedures.

A RoR application must be lodged within 15 working days of receiving the result of the assessment task.

13. **SPECIAL CONSIDERATION**

On some occasions, illness, misadventure, or other circumstances beyond the immediate control of a student may prevent his/her attendance at an examination, or may significantly affect their performance in an assessment. Students who believe that their performance in a course, either during the semester or in an examination, has been adversely affected by illness or any other reason should submit a request for Special Consideration. Applications for Special Consideration are lodged online.
14. ASSESSMENT PRINCIPLES AND PROCEDURES

The primary aim of university assessment is to support student learning, hence there should be a clear and explicit relationship between stated assessment tasks and expectations, course objectives and course content. Assessment tasks are carefully designed to:

- Recognise, motivate and encourage deep learning
- Incorporate a clear developmental perspective which recognises and supports students' growing competence over the course of the program (i.e. assessment tasks set earlier in the course of study are likely to be different in focus from those given later in the course).

Variation in assessment tasks within and across the School is encouraged in order to maintain student interest, to cater for and stimulate different ways of student thinking and learning, to reflect the different academic and professional demands of different courses as well as to foster student development and progression over the length of a program. Such variations also provide a good model of assessment for teachers and future teachers enrolled in the school’s programs.

In the School of Education all potential failure are double-marked as are all suspected plagiarism cases. All staff are also required to undertake small-group standardisation of a representative sample of assignments (Grades HD, D, C, P) with staff teaching in similar areas (e.g. as part of specialisation or course-level activities) at least once each semester before the submission of results. Grade distributions for each class are also closely monitored and evaluated.

**School of Education Grade Descriptors**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>High Distinction (85% and above)</td>
<td>The assignment is of exceptional quality. It not only reveals an excellent understanding of the question or issue under consideration, but also demonstrates highly informed analytical and evaluative thinking. The writer displays a substantial familiarity with the research literature relating to the issues discussed and relates his or her arguments strongly to the findings of this literature. The assignment is also very well-organised and very well-written.</td>
</tr>
<tr>
<td>Distinction (75-84%)</td>
<td>The assignment is of excellent quality. It demonstrates a very clear understanding of the question or issue under consideration and shows evidence of well-informed analytical thinking. The writer displays a substantial familiarity with the research literature relating to the issues discussed and relates to his or her arguments to the findings of the literature. The assignment is well-organised and well-written.</td>
</tr>
<tr>
<td>Credit (65-74%)</td>
<td>The assignment is of good quality. It demonstrates a clear understanding of the question or issue under consideration and shows some evidence of analytical thinking. The writer displays some familiarity with that research literature relating to the issues discussed and relates his or her arguments to the findings of this literature. The assignment is moderately well organised and moderately well-written.</td>
</tr>
<tr>
<td>Pass</td>
<td>The assignment is of adequate quality. It demonstrates a clear understanding of the question or issue under consideration. The writer displays a familiarity with</td>
</tr>
</tbody>
</table>

(https://iaro.online.unsw.edu.au/special_consideration/home.login) and must be made within three working days of the assessment to which it refers to. For more information regarding Special Consideration please visit: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html
(50-64%) some of the research literature relating to the issues discussed. The assignment is moderately well-organised and the arguments can be clearly understood.

Fail (less than 50%) The assignment is not adequate in quality or content. The writer fails to demonstrate a clear understanding of the question or issue under consideration. Little or no mention is made of the research literature relating to the issues presented. The assignment is poorly structured and meaning is at time unclear.

For more information regarding the UNSW assessment policy please visit: https://my.unsw.edu.au/student/academiclife/assessment/AssessmentatUNSW.html

15. OTHER INFORMATION

University Counselling Service
The Counselling Service offers free and confidential counselling to students of the University. The Service provides assessment and short-term counselling for students. Students use the Counselling Service for a wide variety of reasons, ranging from issues relating specifically to their studies through to more personal concerns or difficulties.

When students start at University, they may encounter a variety of issues which can cause them concern: academic or administrative problems, study difficulties, transition from school, work or home to University. In addition, students may have personal difficulties such as relationship or family problems, anxiety, depression, or stress. Sometimes students are unsure whether a counsellor is the most appropriate person to seek about their situation. In this instance, it is often worth making an appointment talking to a counsellor as they usually find the most appropriate source of help.

Location: Second Floor, East Wing, Quadrangle Building
Hours: Monday-Friday 9am-5pm
Telephone: 9385 5418
Website: https://www.counselling.unsw.edu.au

Equity and Diversity
Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the Course Convenor prior to, or at the commencement of their course.

Students are also encouraged to contact the Equity Officer (Disability) in the Equity and Diversity Unit. Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

Location: Ground Floor, Goodsell Building
Hours: Monday-Friday 10am-4pm
Telephone: 9385 4734
Website: https://www.studentequity.unsw.edu.au.

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Student Support and Grievance Procedures

The UNSW Learning Centre provides academic skills support to all students enrolled at UNSW:
http://www.lc.unsw.edu.au

UNSW offers a number of support and development services for students:
https://student.unsw.edu.au/additional-support.

There is a range of wellbeing, safety and equity initiatives you can access at UNSW:
https://student.unsw.edu.au/wellbeing

If you have issues related to, or concerns about, academic decisions or any aspect of Learning & Teaching in the School of Education, you are welcome to contact the Deputy Head of School (Learning & Teaching), Dr Terry Cumming (t.cumming@unsw.edu.au)

If you have a grievance related to a person or administrative process, you should contact the School Complaints Officer, Catherine Courtney (c.courtney@unsw.edu.au)

You can also contact the Student Conduct and Appeals Office (studentcomplaints@unsw.edu.au) or the Student Association (Arc@UNSW) (advice@arc.edu.au)

For more information with regard making a complaint (https://student.unsw.edu.au/complaints)