

Callaghan Campus

University Drive,
Callaghan 2308
Phone: +61 2 4921 5213
Fax: +61 2 4921 6933
Humanities-SocialScience@
newcastle.edu.au
Hours: 9:00am – 5:00pm

Central Coast Campus

Chittaway Road
Ourimbah 2258
Phone: +61 2 4349 4934
Phone:
Fax: +61 2 4348 4075
ASU-Ourimbah@newcastle.edu.au
Hours: 8:30am – 5:00pm

Newcastle City Precinct

School of Drama, Fine Art and
Music & The Conservatorium
Cnr Auckland and Gibson
Streets Newcastle 2300
Phone: +61 2 4921 8900
Fax: +61 2 4921 8958
conservatorium@newcastle.edu.au

Port Macquarie Campus

Cnr. Oxley Highway &
Widderson Street
Port Macquarie 2444
Phone: +61 2 6581 6262 or
Phone: +61 2 4921 5000
Fax: +61 2 6581 6262
Hours: 9:00am – 5:00pm

XXXX9999: Course Name

Callaghan / Central Coast / City Precinct / Port Macquarie / Broken Bay Institute / UNE

Course Coordinator

Name

Email: first.last@newcastle.edu.au

Consultation: *Give preferred methods of contact, times, and locations or refer to details provided in Blackboard*

Phone: 02 4921 xxxx Fax: 02 4921 xxxx Room: xxxx

Teaching Staff

Repeat details for all staff in the course

Student Hub

For general enquiries please see the student HUBs located in the Shortland and Student Services Buildings on the Callaghan campus, University House on the City Campus and the Student Hub on the Ourimbah campus Phone 4921500 Email enquiry@newcastle.edu.au

Course Overview

Download and insert CTS course information

Instructions for downloading CTS information:

From the University homepage, click on Staff, click on CTS (Course Tracking System) in the right side-bar, and then type in your access code and password.

Choose Course Outline from the list on the left of the screen.

Select the Term and type in the Course code, click search.

Choose Save RTF and choose Save in the dialogue box. When the download to your computer is complete, open the file, copy the text, and paste at the beginning of this section, after the Course Overview header.

*You can then **edit** the CTS information as desired, at a minimum including:*

- o Under contact hours give the amount of time outside class that a student will be expected to be working independently, usually eight to ten hours per week for a ten unit course. Add details of any specific class requirements such as field trips, placements or lab sessions. You may also wish to describe your approach to teaching and learning or your educational philosophy that guides the course, or to refer to this information provided in Blackboard.*
- o Under Learning Materials/Texts add information on prescribed textbooks/learning materials and how to obtain them, including a link to Short Loans if appropriate. Describe the use of Blackboard in the course, and outline any software or other resources that will be required.*
- o Under Course Content give the specific topics that will be covered this offering, expanding on the level of detail while ensuring the content remains consistent with the CTS description. Topics may be given in table form with weeks or dates. Delete expressions such as "Topics may include:" as topics should*

Course Outline Issued and Correct as at: Week 1, Semester ? – 20?

CTS Download Date: Please insert date

be confirmed. Where only the broad topics are confirmed at the beginning of semester, give these and refer to detailed information to be provided in Blackboard.

- Under assessment items:
 - Add the due dates for the listed assessment items, and expand on the information provided, or link to details in Blackboard.
 - State whether assessment criteria or marking rubrics are provided and include or link to them.
 - Provide information on attendance. **Note:** you cannot compel students to attend or advise them that they must attend a certain percentage of the classes unless specified as an Essential Criterion under the policy. If you wish to encourage student attendance use wording such as "Students are strongly advised to attend classes in order to fully achieve the course objectives." Or "Material covered in class will go beyond the notes and slides provided." Or "Students will be required to demonstrate an understanding of the material covered in class in their assessment items."
 - Advise students whether applications for adverse circumstances are to be submitted via the electronic system for (i) all assessment items or (ii) only for those valued at 20% or greater.
 - Map the course objectives to course assessment items, indicating how the assessment items test the achievement of the course objectives and describe how the assessment tests not only knowledge of the course content but also attainment of the Graduate Outcomes (or refer to this information in Blackboard).
- Delete the non-applicable information for Changing your Enrolment cut-off dates, and Contact Details for Faculty Student Service Offices of other Faculties
- Use formatting options to enhance the appearance, or highlight particular information.

Note: the information provided in the course outline should remain consistent with that which appears in the CTS.

Online Enrolment and Tutorial Registration:

When you log in to myHub and select "My Schedule and Enrolment", you will be asked to choose your courses and the associated classes such as tutorials, laboratories, practicals etc. Then check your "Weekly Schedule" and myHub will show you your timetable for each week.

Studentmail and Blackboard: Refer - www.blackboard.newcastle.edu.au/

This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum, or if emailing staff directly use the course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.

Student Feedback on the Course

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement. The key themes of previous feedback and any major changes that were made as a consequence of this are outlined below.

Summarize the results of the previous survey, identifying the perceived strengths of the course, and describing any changes made as a result of the feedback. You may also wish to solicit feedback on a particular aspect of the course this semester.

Withdrawal from a Course Containing a Placement *(Only keep this section if applicable)*

Permission of the Head of School is required for a student to withdraw from a course containing a placement after [insert date]. Refer - <http://www.newcastle.edu.au/policylibrary/000311.html> (section 8.4).

Schools to ensure that:

- I. all courses containing a placement (as defined in the Rules*) are identified;*
- II. an appropriate date (after which students may not withdraw) is agreed for each of these courses**;.and*
- III. Coordinators of these courses include this information and the appropriate date in their Course Outlines*

** "placement means a clinical practicum, internship or any other like form of professional or vocational experience included in a course"*

*** for courses where students undertake placements at different times, a formula for identifying the date after which withdrawal will not be permitted may be needed, for example two weeks or one week from the commencement of the placement, or at the end of 10/ 20 /30 50% of the placement period.*

Mandatory Program Component *(Only keep this section if applicable)*

This course is a mandatory program component. Refer - <http://www.newcastle.edu.au/policylibrary/000647.html> (section 2).

This procedure has been amended to make a distinction between a core course and a mandatory program component with the inclusion of the following more precise definition of mandatory program component.

Mandatory program component means a course or element in a professional or vocational program which is specified in the program structure and listed in the course outline as a course or element that students in the relevant program(s) must successfully complete to progress in the program. Note: this does not mean that all core courses in a program are 'mandatory program components'. Typically a mandatory program component is a course or item specified in the program structure as a requisite (providing necessary preparation) for a subsequent core course or item which contains for example a placement.

- i. Schools to determine which courses are MPCs.*
- ii. In conjunction with Program Convenors, the Course Coordinators for such courses need to ensure that the Course Outline identifies the course as a MPC for students in the relevant program(s).*

Essential Criteria in Assessment *(Only keep this section if applicable)*

It is only possible to list essential criteria (such as penalties for not completing all assessment items or for not attending classes) if it is part of the course CTS entry

This course contains compulsory components or assessment items that must be satisfactorily completed in order for a student to receive a pass mark or better for the course. These essential elements are described in the CTS. Refer - <http://www.newcastle.edu.au/policylibrary/000648.html>

- 1. Provide specific details of the essential criteria requirements (e.g. attendance)*
- 2. The rationale for their inclusion*
- 3. The means by which students will be assessed as having met the requirements*
- 4. How and when student feedback on progress in relation to the essential criteria will be provided.*

Note: If attendance/participation is assessed (whether graded or un-graded) as an essential criterion, the following must be done:

- 1. It must be part of the CTS*
- 2. Attendance and participation records must be kept for all sessions*
- 3. The attendance and participation record must be retained with the Course Assessment Return and may be required in the case of an Appeal*
- 4. Students should be made aware that attendance and participation records are being kept, the purpose of the records and the means by which they are being kept. For example, in the case of a Blackboard discussion site, the site backup may serve as a record of student participation*
- 5. Students must be able to get feedback on their participation performance during the semester.*

Group Work, Peer and/or Self-Assessment *(Only keep this section if applicable)*

The assessment in this course involves group work/peer and/or self-assessment. Refer - <http://www.newcastle.edu.au/policylibrary/000650.html>

You will need to provide:

- 1. The purpose and function of the group project*
- 2. How groups members will be selected*
- 3. The role and responsibility of group members*
- 4. How group meetings will be conducted and group conflict dealt with*
- 5. How individual feedback will be provided*
- 6. How the project will be assessed Note: If group learning is not a stated Course objective then no more than 30% of the marks contributing to the final grade in the Course should be for Group projects.*

7. *How the contribution of each member to the group project will be assessed to ensure that the contributions of individual group members are taken into account in final marks for the group assessment*
8. *Feedback: How you will monitor and/or evaluate individual performance within the group on a regular basis during the course of the assessment and have a defined process for assisting underperforming students and, if necessary, replacement or withdrawal of a student from a group.*
9. *Clear guidelines and criteria for students judging their own work*
10. *Clear guidelines and criteria for students judging each other's work*

Risk Assessment and Occupational Health and Safety Requirements *(Only keep this section if applicable)*

The issue of safety for staff and students is taken very seriously by the University. Students studying courses requiring completion of a Risk Assessment Safety Induction or other OHS requirement **MUST** complete all safety components. *Give details on when these will occur, usually in the first week of the course or prior to a placement or field trip.*

Important Additional Information *(Edit as required)*

Details about the following topics are available on your course Blackboard site.
Refer – <http://www.blackboard.newcastle.edu.au/>

- Welcome to the Course
- Getting started
- Detailed course description
- Assessment details
- Resources
- Academic Support
- Policies and Procedures
- The Campus
- Communication

Learning Materials are also contained on the course Blackboard site including:

- an outline of discussion group topics;
- study guides;
- presentation guides;
- bibliographies (a list of course readings must be given for online and distance education students);
- an announcements page for news about the course or messages relating to the course;
- laboratory exercise sheets etc.;
- tutorial questions and resources.