



Division of Tropical Health and Medicine

College of Healthcare Sciences

Bachelor of Sport and Exercise Science

Bachelor of Sport & Exercise Science/Bachelor  
of Psychological Sciences

STUDENT HANDBOOK

**For students  
commencing in  
2022**

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## WELCOME

Dear Student,

Welcome to Sport and Exercise Science (SES) at James Cook University. Congratulations on your choice of degree and career pathway. You are about to embark on a stimulating and exciting journey toward a challenging and rewarding career.

SES courses aim to produce graduates with a strong understanding of the processes and mechanisms underlying human physical activity with a focus on the role of exercise in the enhancement of human performance across the lifespan in occupational, educational, sport, exercise and leisure settings. We have a particular focus on the relationship between exercise and health in rural/remote/tropical living environments.

SES is fortunate to have a dedicated team of teaching and research staff, whom are actively engaged in advancing knowledge in the field as well as the development of the profession. The expertise of visiting scholars and industry professionals is also utilized throughout SES teaching programs.

The Bachelor of Sport and Exercise Science and the Bachelor of Sport & Exercise Science/Bachelor of Psychological Sciences are accredited by Exercise and Sport Science Australia (ESSA). Accreditation of these courses enables SES graduates to be automatically eligible for full membership of ESSA as Accredited Exercise Scientists.

SES offices are located in the Rehabilitation and Exercise Sciences building on the Townsville campus however most of your classes will be conducted in other facilities on campus.

We look forward to working with you over the coming years of your degree and beyond in your professional lives.

Best wishes for your time studying at James Cook University.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Fiona Barnett', written in a cursive style.

Associate Professor Fiona Barnett  
Head of Academic Group, Sport & Exercise Science

# SPORT & EXERCISE SCIENCE

## STUDENT HANDBOOK

### 1. Introduction

SES has two undergraduate courses, one in Sport and Exercise Science which is a three year degree leading to the award of the degree of Bachelor of Sport and Exercise Science (BSpExSc). Our other option is a joint undergraduate degree, Bachelor of Sport and Exercise Science/Bachelor of Psychological Sciences.

Graduates of all of these undergraduate degrees can be eligible to apply for jobs in the following areas:

- **Bachelor of Sport & Exercise Science:** sporting, recreational or community settings, health and human performance, health promotion, fitness centres, corporate health and fitness, research and development, sports manufacturing and sports injury management.
- **Bachelor of Sport & Exercise Science/Bachelor of Psychological Sciences:** rehabilitation services and counselling services in private practice, community or school settings.

This handbook provides you with general information and guidelines which pertain to the Sport and Exercise Science courses at JCU. Please read it thoroughly before you start your studies.

Subject outlines for each subject will be available on LearnJCU for that subject, at the beginning of the Study Period in which the subject is taught.

It is crucial that you learn how to use LearnJCU **before the beginning of the first week of the semester**. LearnJCU can be accessed via the JCU Homepage by clicking on LearnJCU (top right hand) and log in using your 'jc' number and your password. You will find (among other boxes), one headed 'Organisations'.

All of your subjects should appear in the 'Subjects' box. If they do not, you may not be correctly enrolled and you should consult your Academic Advisor immediately.

## 2. Sport & Exercise Science staff and contact details

### 2.1 Staff and contact details

The staff directly involved in Sport and Exercise Science are:

	<u>Telephone</u>	<u>Room</u>	<u>Email</u>
<b>Head of Academic Group</b>			
A/Prof Fiona Barnett (TSV)	4781 6678	043.122	<a href="mailto:fiona.barnett@jcu.edu.au">fiona.barnett@jcu.edu.au</a>
<b>Academic Staff</b>			
Dr Sara Brice (TSV, Physics)	4781 4399	014.105	<a href="mailto:sara.brice1@jcu.edu.au">sara.brice1@jcu.edu.au</a>
Dr Jonathan Connor (TSV)	4781 6550	043.118	<a href="mailto:jonathan.connor@jcu.edu.au">jonathan.connor@jcu.edu.au</a>
Dr Fiona Crowther (TSV)	4781 5654	043.117	<a href="mailto:fiona.crowther@jcu.edu.au">fiona.crowther@jcu.edu.au</a>
Dr Kenji Doma (TSV)	4781 4952	043.123	<a href="mailto:kenji.doma@jcu.edu.au">kenji.doma@jcu.edu.au</a>
Mr Brian Heilbronn (TSV)	4781 5848	500.150	<a href="mailto:brian.heilbronn@jcu.edu.au">brian.heilbronn@jcu.edu.au</a>
Dr Michael Inskip (TSV)	4781 4495	500.150	<a href="mailto:michale.inskip@jcu.edu.au">michale.inskip@jcu.edu.au</a>
A/Prof Anthony Leicht (TSV)	4781 4576	043.033	<a href="mailto:anthony.leicht@jcu.edu.au">anthony.leicht@jcu.edu.au</a>
Dr Teneale McGuckin (TSV)	4781 5295	043.125	<a href="mailto:teneale.mcguckin@jcu.edu.au">teneale.mcguckin@jcu.edu.au</a>
Ms Lisa Simmons (TSV)	4781 3200	500.150	<a href="mailto:lisa.simmons2@jcu.edu.au">lisa.simmons2@jcu.edu.au</a>
Mr Wade Sinclair (TSV)	4781 6066	043.124	<a href="mailto:wade.sinclair@jcu.edu.au">wade.sinclair@jcu.edu.au</a>
Dr Denise Turner (TSV)	4781 5654	043.125	<a href="mailto:denise.turner@jcu.edu.au">denise.turner@jcu.edu.au</a>

### Support Staff

Townsville:

College Administrative Staff 4781 4121 043-005 [chs@jcu.edu.au](mailto:chs@jcu.edu.au)

**Facsimile number** 4725 1289 (TSV)

### 2.2 Staff roles

In addition to their roles as teachers and researchers, staff members take on one or more roles directly relevant to your student experience. These roles are as follows.

#### 2.2.1 Academic Advisor and First Year Coordinator

The Academic Advisor for Sport and Exercise Science is Dr Denise Turner.

The academic advisor deals with any concerns you may have in respect to your enrolment and continuation in the SES programs. The academic advisor is able to discuss issues such as:

- applying for credit for previously completed subjects at both JCU or another tertiary institution;
- applying for course transfers into SES programs;
- adding extra subjects to your enrolment;
- developing an adjusted course schedule if you fail a subject which is a pre-requisite for other subjects; and
- other issues such as adjusting your enrolment because of medical or personal circumstances.

If you have any questions in relation to your enrolment, you should contact the academic advisor and request an appointment in order to discuss the issue involved. If necessary, the academic advisor will also direct you to any other university staff who may be able to assist you further. **If you decide, for any reason, to withdraw**

**from the course, please discuss this with or notify the relevant Academic Advisors or Course Coordinators.**

Townsville students entering the first year of the SES program are also assigned to a First Year Coordinator. The First Year Coordinator provides an important advisory role and a contact point for students new to the university. The First Year Coordinator oversees SES student progress in the first year of study and meets with all new students as part of the familiarisation process in the degree program. **The First Year Coordinator is Dr Jonathan Connor.**

### ***2.2.2 SES Administrative Support***

Sport and Exercise Science Administrative Support is provided within the College of Healthcare Sciences and staff are located at the Reception desk of the Rehabilitation and Exercise Sciences Building 43 in Townsville.

You should discuss questions of an administrative nature with the College Administrative Support Staff.

### ***2.2.3 Subject Coordinator***

Academic staff members are the subject coordinators for the subjects that make up your degree. The subject coordinator is your first port of call for any concerns that relate specifically to a subject, such as an illness which will affect your ability to complete a requirement of the subject, or difficulties with the subject material.

The name of the subject coordinator for each subject is listed in the **subject outline** for that subject. Subject outlines can be found on LearnJCU within each subject site.

### ***2.2.4 Honours Coordinator***

The Sport and Exercise Science Honours Coordinator is **Wade Sinclair**.

The Honours Coordinator is responsible for the overall administration of the Honours program within SES, and for providing guidance to prospective and current Honours students regarding procedures to be followed, deadlines to be met and so on.

Provided your grade point average (GPA; see section 4.2) is sufficient, you may be invited to consider enrolling in Honours towards the middle of your third year. Further information can be obtained from the Honours Coordinator from the middle of your third year.

### ***2.2.5 Making appointments to see academic staff***

All academic staff members set aside four hours per week specifically for student consultation. During these times, the staff member will be in her/his office unless some emergency has arisen, and will be available for consultation unless she/he is talking to another student. Each staff member's consultation hours are listed in the relevant subject outlines.

Outside of these hours, you should make an appointment. You can do this by email, or by telephone. Telephone numbers and email addresses for all academic staff are listed above and in each of the subject sites on LearnJCU. You should be aware that staff members do not spend all of their time in their offices, and may not be available if you do not make an appointment.

### ***2.2.6 Contacting administrative and technical support staff***

Administrative and technical support staff are available during office hours which are **8.00am to 4.00pm daily**. Staff are located in the Rehabilitation and Exercise Sciences Building 43.

## ***2.3 Communications***

### ***2.3.1 Email***

Email and web access is provided by the University for all students. Students are required to use their **University** email addresses for communication with members of the University. Staff will not email students at private email addresses, and circular emails will **always** be sent to the student's University email address.

Students are expected to read their University email regularly, in order to receive messages from staff and to keep up with general information and notices circulated by email.

### **2.3.2 LearnJCU**

LearnJCU, the University's web-based subject information management system, is absolutely crucial to your studies at JCU. You should learn how to access and use LearnJCU **now**. You will need your JCU computer login and password to access LearnJCU.

There is a LearnJCU site for each subject, once logged into LearnJCU you will see 'subjects' in the left side panel, click on this and it will show which subjects you are enrolled in. Click on a subject name to gain access to the subject site.

Depending on the teaching and learning approach adopted by the lecturer in a particular subject, lecture notes and other resources may be placed on LearnJCU prior to lectures and other learning experiences (tutorials, workshops, practicals etc.). Where this is done, students are expected to download and/or print the notes or resources at their own cost prior to the class and to bring them to the class. Placing lecture notes on LearnJCU does not absolve the student of the responsibility for taking notes and compiling a personal record of the subject material covered in a subject.

Other learning resources, or links to other learning resources may also be placed on the subject site, again depending on the subject and the lecturer's approach.

Each LearnJCU subject site is used for communicating with students enrolled in the subject. Information pertaining to individual subjects will be posted on the site for that subject. The subject sites have announcements which are used for communication of important information. Students should check all LearnJCU announcements regularly.

In addition, there is a Sport and Exercise Science site, listed under 'Organisations' on your LearnJCU welcome page.

### **2.3.3 Noticeboard**

There is a Sport and Exercise Science notice board on the Townsville campus. Notices of general interest are posted on this noticeboard and you may wish to check the noticeboard regularly. **However all official notices will be posted electronically, either by email or via a subject site on LearnJCU.**

### **2.3.4 Mailing addresses**

Students are responsible for updating their current addresses (both term and vacation/home addresses should they be different). Any change of address or telephone number can be amended via e-student (JCU Student Admin). This is important both for emergency contact and for academic notifications.

## **2.4 Lost property**

Lost property found in the Rehabilitation and Exercise Science Building (043 Townsville) may be held in the reception area for approximately two (2) months.

## **3. Studying Sport and Exercise Science and Sport and Exercise Science/Psychological Sciences at JCU**

All students should be aware of the policies outlined in the student-related policies section of the University's online policy library <http://www.jcu.edu.au/policy/student/>. This on-line policy library is the authoritative source of information relating to University policies for students, ensuring that students are accessing up-to-date versions of JCU policies.

### **3.1 Enrolment and timetables**

All students can check, and amend their enrolments and view their timetables for classes and exams via eStudent: <https://secure.jcu.edu.au/app/estudent/>

### **3.2 Course Overview**

Please see the links below for course overviews:

*Bachelor of Sport and Exercise Science*

<https://www.jcu.edu.au/courses-and-study/courses/bachelor-of-sport-and-exercise-science>

*Bachelor of Sport and Exercise Science / Bachelor of Psychological Sciences*

<https://www.jcu.edu.au/courses-and-study/courses/bachelor-of-sport-and-exercise-science-bachelor-of-psychological-science>

To be awarded your degree, students must pass every one of the subjects listed or equivalent.

### **3.3 Prerequisites and Co requisites**

A student may not enrol in a subject unless all of its prerequisite subjects have been passed in a previous study period. Students must enrol concurrently in all co requisite subjects of a subject unless these co requisite subjects have been passed in a previous study period.

### **3.4 Prerequisite Practicum Preparation Tasks**

During your first months you will be provided with instructions about a number of tasks and documents that must be completed **within your first year of study**. Further information will be provided during semester 1. It is preferred that students provide the required evidence early in the semester, as our systems will not cope with large numbers of students waiting until the due date. All listed tasks and documentation are required by most agencies that provide practicum for students. They are thus pre-requisites for all practicums.

Please refer to the following websites for pre-placement requirements:

<https://www.jcu.edu.au/professional-experience-placement/preparation-checklists/sport-and-exercise-science>

### 3.5 *Attendance*

It is expected that students will attend **all** learning experiences made available to them. These learning experiences have been formulated so as to develop the skills required of you for your chosen profession. Attending classes is **part of your responsibility** as a student and is a way to maximise your success in learning and passing assessment requirements. Poor attendance will decrease your learning opportunities and increase the risk of failure. Check your subject outline on LearnJCU for details.

Most subjects have minimum attendance requirements, stated in the subject outline. You may be penalised if you do not attend the required number of classes, (eg. a grade of X or F – failure).

You must attend at least 80% of practical classes/workshops/tutorials. You will normally be required to provide a medical certificate and make up the time you have missed if you are absent due to illness. Should illness prevent you from completing an assessment held during the semester (other than for final examinations) and you wish to apply for extension of time, special consideration, deferred assessment or substitute activity please refer to item 4.4.2 of this handbook.

If you are unable to attend a learning experience at which your absence will be noticed, it is courteous to inform the staff member either beforehand or (if the absence resulted from an emergency) as soon as practical afterwards. Unless specifically required in the subject outline for a particular subject (or unless your absence is from a practicum), you do not need to produce a medical certificate to justify your absence. You may, however, be required to make up the lost learning experience.

### 3.6 *Resources and study materials*

#### 3.6.1 *Prescribed and recommended texts*

You will need to budget for textbooks and reference books. You are expected, as part of your academic development, to purchase and keep prescribed textbooks and other recommended books. Textbooks for the different subjects have been set with the aim of ensuring that you have built up a useful and comprehensive professional library by the time you graduate.

#### 3.6.2 *Other reading*

You will also be expected to read widely in ‘the literature’, that is to read library books, journal articles and other sources of relevant scientific information. You should learn how to use the library as soon as possible.

#### 3.6.3 *JCU Library*

The JCU Library holds a collection of books related to sport and exercise science which can be borrowed for two weeks (normal loan). Essential texts may be restricted to a short term (two-day) loan. Books can be located through One Search, which is accessed from the Library web page. For information on how to borrow books and other related information see Borrowing (from the Library web page, see under Library Services).

Essential book chapters and journal articles may be available electronically through One Search, accessed via the Library web page.

Searches for journal articles may be made using the Databases accessed via the Library web page. See Subject Guides (under Lib guides) > Sport and Exercise Science for a list of recommended databases.

#### 3.6.4 *Notes on library etiquette*

A library is a shared resource and its successful operation depends on the co-operation and courtesy of every other library user. Four basic rules of library courtesy are:

- When you have finished with a book or a journal, put it on the sorting shelves or a sorting trolley. **Do not return the book to the storage shelves.**
- If you borrow Library materials, return them as soon as you have finished with them and, in any case, by the date or time due.
- Do not fold or damage the pages of Library materials and do not put Library materials in exposed places where they might be damaged. If you accidentally damage Library material or notice pre-existing damage, tell one of the Library staff about it.
- Speak quietly within the Library building and not at all in ‘silent zone’ areas.

### **3.6.5     *Computing and printing facilities***

Students are expected to have ready access to computer, internet and printing facilities and to take responsibility for accessing subject information, lecture notes and emails. JCU provides a range of computing facilities, including printing at the student’s cost. Go to the Library page and explore information provided under Library Services. Most residential colleges provide some computer access for their students. Some students prefer to have their own computer. Students may access wireless internet services on their laptop computers at various locations around the university.

### **3.7         *Contacting professionals for assistance***

Students are advised that as a general rule it is **not appropriate** for them to independently make direct contact with sport and exercise science or relevant professionals in their workplaces for the purposes of assistance with assignments, to gather resources for assignments or to arrange practicum.

The reason for this restriction is as follows, Sport and Exercise Science and relevant professionals in our community are very supportive of, and provide assistance to, staff and students in Sport and Exercise Science in a number of ways. However, these professionals cannot be expected to interrupt their work to deal with ad hoc enquiries from students ‘turning up on the doorstep’.

This policy does not restrict students from talking with friends or family members who may be involved in sport and exercise science and who might offer appropriate help or advice. However, students who receive such help should be very careful to avoid a charge of plagiarism. That is, they should be careful not to present the other person’s work as if it were their own work. In many cases, a suitable acknowledgement of the source of some piece of information or other might be quite appropriate. But all work submitted for assessment must be the student’s own work.

### **3.8         *Building Professional Resources***

Throughout the course you will be building a collection of information and resources that you will need to refer back to for later subjects, and in your professional career. Many subjects will expect you to access knowledge, information and skills developed in previous subjects.

Therefore you are advised to keep **ALL** subject notes and text books for later use in the course and your early professional career.

## **4.         Standard Appendix to Subject Outlines**

### **4.1         *Learning, Teaching and Assessment Policy***

Teaching processes and procedures at JCU are subject to the University’s Learning, Teaching, and Assessment Policies. These policies can be found at: <https://www.jcu.edu.au/policy/learning-and-teaching/learning-teaching-and-assessment-policy>

## 4.2 Marks and Grades

The standard system for reporting grades in graded undergraduate subjects is:

Grade	Mark	Abbreviation	Points*
High Distinction	85% - 100%	HD	7
Distinction	75% - 84%	D	6
Credit	65% - 74%	C	5
Pass	50% - 64%	P	4
Fail	less than 50%	F	1.5
Failure to complete any assessment		X	0
Assessment Pending		AP	0
Placement Pending		PP	0
Result Pending		RP	0
Withdrawn		WD	0

\* For the purpose of calculating a grade point average

A grade of FSE/FSA indicates that the student may undertake a supplementary examination or assessment. Students should check supplementary exam timetable when notified of a FSE grade. When a student has completed a supplementary exam the system for reporting grades is:

Grade	Mark	Abbreviation	Points*
Supplementary Pass	50% - 100%	SP	4

Sport and Exercise Science has the following expectations for the quality of work in each grade:

	General assessment of quality:	Where specific criteria are provided:
HD	The work produced is of outstanding quality. The work demonstrates highly developed understanding of the material; crucial analysis; evaluation and synthesis of information; and/or original insights.	Each of the criteria are addressed extensively with a high level of skill, insight and appropriate attention to detail.
D	The work produced is of excellent quality. The work demonstrates well developed understanding of the material and critical analysis, evaluation and synthesis of information.	Each of the criteria are addressed proficiently with a good level of skills, insight and appropriate attention to detail. There may be some minor errors and/or omissions.
C	The work produced is of good quality. The work demonstrates sound understanding of the material.	The majority of criteria are addressed thoroughly with only some critical insights. There may be some errors and/or omissions.

	<b>General assessment of quality:</b>	<b>Where specific criteria are provided:</b>
P	The work produced is of adequate quality. The work demonstrates a satisfactory understanding of the material.	Each of the criteria are only addressed in part or at a basic level. There may be errors and/or omissions.
N	The work produced is of inadequate quality. The work does not demonstrate a satisfactory understanding of the material and lacks coherence.	Most of the criteria have not been addressed adequately. There are numerous errors and/or omissions.

#### **4.2.1** *No individual results should be taken as an indication of final grade*

Students should be aware that results in individual items of assessment should not be taken as an indication of the final grade. Furthermore, marks awarded for an item of assessment may be amended after moderation by the subject coordinator or Division examination board.

### **4.3** *Submitting assessment items other than tests and examinations*

#### **4.3.1** *Application of section 4.3*

This section relates specifically to:

- Assignments which are word processed and are printed on clean white paper, submitted via the assignment boxes with a cover sheet as prescribed below, or
- Assignments which are word processed and could be printed on clean white paper, but are submitted in electronic form e.g. SafeAssign and/or dropbox on LearnJCU, or email.

#### **4.3.2** *Submission of 'hard copy' assignments*

While most of your assignments will be submitted electronically, occasionally a 'hard copy' submission of an assignment may be required. Where a 'hard copy' is requested, assignments are to be placed (with the completed Cover Sheet attached) in the appropriate assignment box on campus (ground floor, Rehabilitation and Exercise Sciences Building 43) by the due date and time.

Late assignments (that is assignments which have not been placed in the assignment box by the due date and time) must be delivered to the Reception desk with a cover sheet, in the Rehabilitation and Exercise Sciences Building (43) within office hours.

No method of submission other than those described above is acceptable for assignments required to be submitted via the assignment boxes. Students who attempt to submit, or claim to have submitted, an assignment by any other method will be solely responsible for any delay between the purported submission and the receipt of the assignment by the administrative staff. Normally, assignments may **NOT** be delivered by hand to a lecturer or tutor or any person other than the member of the administrative staff. See section 4.3.5 for submission by email. No responsibility will be accepted for assessment items which are not delivered as directed.

#### **4.3.3** *Submission of assessments via SafeAssign (Electronic submission of assessment)*

The subject coordinator may require, either in the subject outline or in the specification of the assignment sheet that an assignment is to be submitted via SafeAssign or drop box on LearnJCU. If this method of submission is specified, the subject coordinator will set up a drop box and will ensure that the drop box remains open during the submission period.

Students should be aware that the date and time of submission of the assignment is automatically recorded by SafeAssign.

If an assignment is to be submitted via a SafeAssign and/or drop box on LearnJCU, students will not be required to also submit a 'hard copy' of the assignment unless specifically stated in the subject outline.

#### **4.3.4 *Submission of assignments of other types***

If the assignment specification requires that an assignment be submitted in some way other than via the assignment boxes or via SafeAssign, the assignment specification will set out the means by which the assignment must be submitted.

#### **4.3.5 *Copies of assignments***

Students should keep a copy of all work submitted for assessment (other than tests or examinations). Students preparing assessment work using computers should keep a master copy and a back-up copy. Computer/printer difficulties or crashes **will not** be accepted as excuses for not having submitted an assessment item.

#### **4.4 *Late submission and extension of time***

##### **4.4.1 *Penalties for late submission***

Assessment items may be submitted up to twenty (20) calendar days late and still be graded. However, strict penalties apply.

Unless otherwise specifically provided for in the subject outline, late assessment items for which no extension has been granted (or where the approval is not attached to the assignment) will be graded according to the criteria set out for the item, but the final mark awarded will be reduced as follows:

- 5% per day late
- Please see the Learning, Teaching, and Assessment Policy
- <https://www.jcu.edu.au/policy/learning-and-teaching/learning-teaching-and-assessment-policy>

The Subject Coordinator may waive or reduce the penalty for late submission in exceptional circumstances e.g. medical conditions, etc.

##### **4.4.2 *Applying for an extension of time to complete an assignment***

Please see the College process for applying for an extension or missed class:

<https://www.jcu.edu.au/college-of-healthcare-sciences/student-resources/process-for-students-requesting-an-extension-late-assignment-submission-or-missed-class>

#### **4.5 *Grading of assessment items and appeals***

##### **4.5.1 *Return of assessment items***

Assessment items other than tests and examinations almost always have both a summative (testing) and a formative (educational) purpose. Thus two kinds of information are provided to the student in relation to assessment items of this type: (a) a mark or grade and (b) feedback in the form of comments, advice etc.

Where possible, 'hard copy' assignments are returned in a lecture or tutorial or workshop. Assignments that are not collected when handed back this way may be collected from the subject coordinator.

Assignments submitted electronically may be printed by the subject coordinator and marked and returned in 'hard copy' form, or may be marked in electronic form and returned electronically to the student.

Assignments not collected by the end of the semester **following** the semester in which the assignment was submitted will be discarded.

Often, tests and examinations have only a summative function and limited feedback is provided. In accordance with JCU policy, final exam papers will not be returned to students. However, students may request to view and discuss their final exam with the subject coordinator. Students who fail assessments are strongly advised to seek feedback from the subject coordinator about ways in which to improve their work or better prepare for future tests and examinations.

#### **4.5.2 University policy on appeals**

The University's policy on review of (i.e. appeals against) a subject result can be found at [http://www.jcu.edu.au/policy/student/assessment/JCUEDEV\\_005333.html](http://www.jcu.edu.au/policy/student/assessment/JCUEDEV_005333.html)

#### **4.6 University policy on plagiarism**

##### **4.6.1 What is plagiarism?**

Plagiarism is academic misconduct, and is entirely unacceptable in a university context. You should read the following very carefully and closely.

Reproduction of another person's words, work or thoughts from any source (including a fellow student's) constitutes plagiarism **if it is done without acknowledgment**. 'Words, works and thoughts' includes not only phrases, sentences and paragraphs, but also diagrams, drawings, sketches, pictures, objects, text, lecture handouts, artistic works – in fact any expression of ideas whatsoever. In the paragraphs below, the term 'work' is used to embrace all of these.

Plagiarism comprises not only direct copying of aspects of another person's work but also the reproduction of someone else's ideas, even if slightly or considerably rewritten or adapted. In both cases someone else's work is presented as the student's own.

Downloading material from the Internet and pasting it without acknowledgement into one's own work is plagiarism. Whether or not the Internet material is "freely" and publicly available, presenting such material as if it were your own is plagiarism.

Plagiarism has no place in a university. A student who submits work containing plagiarised material for assessment will, therefore, be subject to action under the Student Academic Misconduct Requirements. **Proven allegations of plagiarism may lead to suspension or exclusion from a course of study.**

Any material which is not the student's own work must be acknowledged clearly in the precise manner specified in the acknowledgment policy indicated in the relevant Subject Outline or assignment specification, or in the rules for thesis submission applicable in the discipline, school or faculty.

Also see the definition of self plagiarism in the **JCU Learning, Teaching and Assessment Policy** and note policy statement 5.9 in regard to submission of one's own work that has been previously submitted for assessment and received a grade.

<https://www.jcu.edu.au/policy/learning-and-teaching/learning-teaching-and-assessment-policy>

#### 4.6.2 *University policy on academic misconduct*

Plagiarism is academic misconduct. The University's policy on academic misconduct can be found at <https://www.jcu.edu.au/policy/procedures/student-services-procedures/student-academic-misconduct-procedure>

#### 4.6.3 *Acceptable referencing and acknowledgment of sources*

The system for referencing and acknowledging sources which is used and accepted by Sport and Exercise Science is the 'APA System': the system set out in the *Publication Manual of the American Psychological Association*, published by the American Psychological Association in Washington DC. See Sport and Exercise resources on JCU Library webpage: <https://libguides.jcu.edu.au/sport>

#### 4.7 *University policy on supplementary, deferred and special examinations*

The University's policy on supplementary, deferred and special examinations can be found at <https://www.jcu.edu.au/students/exams-and-results/deferring-exams-or-applying-for-special-consideration>

### 5. **Your Roles and Responsibilities**

#### 5.1 *Balancing study, work, money and leisure*

##### 5.1.1 *Studying is a full-time job*

Your full-time job is being an undergraduate student studying Sport and Exercise Science. Full-time university courses are designed with the expectation that you will spend **approximately 40 hours every week** attending classes, studying privately, researching and writing assignments and so on.

Staff are aware that many of you may also have part-time jobs, and staff members may be willing to make some concessions because of this, in some situations. However, work commitments are NOT considered reasonable grounds for staff to re-arrange the times that assessment tasks are set, or to grant extensions of time for assessment tasks, or to reschedule classes or other activities set down for a particular time.

Lastly, you should make sure that you devote some time – but not too much! – to leisure activities. Your time at University is an exciting time in your life so make the most of it.

#### 5.2 *Behaviour*

You should read the University's policy on student conduct which can be found at <https://www.jcu.edu.au/policy/student-services/student-code-of-conduct>. This policy deals with some of the more obvious responsibilities towards the university and your fellow-students.

As a student in a Sport and Exercise Science course, you are being prepared for a professional future in the Sport and Exercise Science industry. As part of being a professional, it is expected that you will behave in a professional manner **on** and **off** campus.

### 5.2.1 *Smoking*

There are limitations regarding smoking within the University, please refer to the JCU Smoke-free Campus Policy for more information <https://www.jcu.edu.au/policy/health-safety-and-environment/smokefree-campus-policy>

### 5.2.2 *Punctuality*

As a part of professional behaviour, punctuality is **expected** at all learning experiences. This is especially important in situations such as practicums where your professional behaviour is on display to outsiders.

### 5.2.3 *Respect*

It should go without saying that you will respect the rights of your fellow-students, staff members, other professionals, your clients and everyone else that you come into contact with during your studies. The Respect.Now.Always website can be found here <https://www.jcu.edu.au/safety-and-wellbeing>

### 5.2.4 *Behaviour in teaching rooms*

Some important points are:

- It is **your** responsibility to note requirements of clothing or safety equipment for certain rooms or classes. In particular, laboratories have rules which must be observed while you use them (e.g. closed in shoes must be worn).
- Food and drinks are not to be taken into carpeted tutorial rooms (water accepted).
- Children older than breast-fed babies are not allowed in classes unless **prior** permission has been gained from the staff involved.
- Mobile phones should be turned off during all classes.

For lectures delivered on campus and live online:

- You should arrive before the scheduled starting time, be ready to start taking notes, etc and stop talking when the lecturer starts talking.
- **If you arrive late, it should be for a reason beyond your control.** You should take a seat quietly or enter the electronic classroom, without interrupting the lecturer or disturbing the conduct of the lecture in any way. If there is a back door to a lecture room on campus, you should come in through the back door. You should not expect the lecturer to acknowledge you or to go back over what has already been said.
- If you need to leave the room for any reason you should leave quietly, without interrupting the lecturer or disturbing the class in any way. If there is a back door to a lecture room on campus, you should leave through the back door. You should not expect the lecturer to acknowledge you as you leave, although a brief visual acknowledgement may be appropriate and polite.
- You should not conduct a conversation during a lecture. It may be acceptable to make a quick, quiet comment to your neighbour, or to ask a quick question, but the basic rule of courtesy during a lecture (or a seminar, or a fellow-student's tutorial presentation, or a meeting or any similar gathering) is to show interest – for the whole of the lecture, seminar, presentation etc. If you need to conduct a conversation, do it outside.
- As you leave a lecture room on campus, you should ensure that the room is left in a neat and tidy condition, with the chairs (if there are chairs) arranged more or less in rows or stacked together, and with the aisles clear.

Tutorials, workshops and practical classes are less formal. Most of the behaviours listed above are appropriate for tutorials and workshops, but in tutorials and workshops you often **will** be expected to talk, either in small groups or in the larger group. You should monitor your contributions to try to make sure that:

- you **do** talk, making useful and thoughtful contributions to the discussion, taking your share of the available talking time;
- you do **not** take **more** than your share of the available talking time, and that your contributions are to the point, so that you are not wasting the group's time;
- your group stays focussed on the task.

### **5.3      *Practicums***

#### **5.3.1    *Placements***

You should be aware that your practicum placement program in third year may involve travelling to, and living for some time, in cities and towns outside Townsville.

### **5.4      *Certificates, health and hygiene***

#### **5.4.1    *Certificates, approvals and vaccinations***

You must obtain and keep current all certificates, approvals and vaccinations required for your practicum and observations. See section 3.3 for further details

#### **5.4.2    *Personal Hygiene***

As we work closely with clients throughout the life cycle, we should be aware at all times of all aspects of personal hygiene. It should be taken for granted that you will bathe regularly, perform oral hygiene frequently, use an underarm deodorant and so on. Such aspects of personal health behaviour are especially important in a tropical environment.

# INDIVIDUAL TASK COVER SHEET

## Subject Code and Subject Name]

<b>Assessment Task</b>	[insert number]
<b>College</b>	[insert College]

**Student:** Please sign, date, and attach this cover sheet to the front of your assessment task for all hard copy submissions.

Student Family Name	Student Given Name	JCU Student Number							
<b>Assessment Title</b>									
<b>Due Date</b>									
<b>Lecturer Name</b>									
<b>Tutor Name</b>									

### Student Declaration

1. This assignment is my original work and no part has been copied/ reproduced from any other person's work or from any other source, except where acknowledgement has been made (see *Learning, Teaching and Assessment Policy 5.1*).
2. This work has not been submitted previously for assessment and received a grade OR concurrently for assessment, either in whole or part, for this subject (unless part of integrated assessment design/approved by the Subject Coordinator), any other subject or any other course (see *Learning, Teaching and Assessment Policy 5.9*).
3. This assignment has not been written for me.
4. We hold a copy of this assignment and can produce a copy if requested.
5. This work may be used for the purposes of moderation and identifying plagiarism.
6. We give permission for a copy of this marked assignment to be retained by the College for benchmarking and course review and accreditation purposes.

[Learning, Teaching and Assessment Policy 5.1](#). A student who submits work containing plagiarised material for assessment will be subject to the provisions of the [Student Academic Misconduct Requirements Policy](#).

### Note the definition of plagiarism and self plagiarism in the Learning, Teaching and Assessment Policy:

**Plagiarism:** reproduction without acknowledgement of another person's words, work or expressed thoughts from any source. The definition of words, works and thoughts includes such representations as diagrams, drawings, sketches, pictures, objects, text, lecture hand-outs, artistic works and other such expressions of ideas, but hereafter the term 'work' is used to embrace all of these. Plagiarism comprises not only direct copying of aspects of another person's work but also the reproduction, even if slightly rewritten or adapted, of someone else's ideas. In both cases, someone else's work is presented as the student's own. Under the Australian *Copyright Act 1968* a copyright owner can take legal action in the courts against a party who has infringed their copyright.

**Self Plagiarism:** the use of one's own previously assessed material being resubmitted without acknowledgement or citing of the original.

<b>Student Signature</b>		Submission Date
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# GROUP TASK COVER SHEET

**[Subject Code and Subject Name]**

<b>Assessment Task</b>	[insert number]
<b>College</b>	[insert College]

**Students:** Please sign, date, and attach this cover sheet to the front of your assessment task for all hard copy submissions.

	Student Family Name	Student Given Name	JCU Student Number							
1.										
2.										
3.										
4.										
5.										
6.										

<b>Assessment Title</b>	
<b>Due Date</b>	
<b>Lecturer Name</b>	
<b>Tutor Name</b>	

**Student Declaration**

7. This assignment is our original work and no part has been copied/reproduced from any other person's work or from any other source, except where acknowledgement has been made (see *Learning, Teaching and Assessment Policy 5.1*).
8. This work has not been submitted previously for assessment and received a grade OR concurrently for assessment, either in whole or part, for this subject (unless part of integrated assessment design/approved by the Subject Coordinator), any other subject or any other course (see *Learning, Teaching and Assessment Policy 5.9*).
9. This assignment has not been written for us.
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**Self Plagiarism:** the use of one's own previously assessed material being resubmitted without acknowledgement or citing of the original.

<b>Student Signatures</b>	1. _____	Submission Date	4. _____	Submission Date
	2. _____	Submission Date	5. _____	Submission Date
	3. _____	Submission Date	6. _____	Submission Date

