Subject Outline

| **Subject Title** | Insert subject title, as in the Coursework Subjects Database (CSDB) |
| --- | --- |
| **Subject Code** | Insert subject code, as in the CSDB |
| **Credit Points**  | Insert credit points, as in the CSDB |
| **Study Period** | Insert study period, as in the CSDB |
| **Attendance Mode** | Insert attendance mode, as in the CSDB |
| **Campus** | Insert campus as in the CSDB |
| **Prerequisite/s** | Insert prerequisites as in the CSDB |
| **Subject Coordinator/Division/College** | Insert title of Subject Coordinator / Division / College for this offering/study period, as in the Teaching Roles Database (TRDB) |

*At James Cook University, we acknowledge the Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the Traditional Owners of the lands on which our campuses and study centres are located and where we conduct our business. We pay our respects to ancestors and Elders, past, present and future. JCU is committed to honouring Australian Aboriginal and Torres Strait Islander peoples’ unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to JCU and society.*

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This Subject Outline has been prepared by [type here ] for the College of [type here ], Division of [type here ], James Cook University. Updated [type here].

The information provided in this subject outline is correct as at the time of completion and may change in response to changing University resources. Any changes will be approved by the College Dean or representative and will be communicated to students via the LearnJCU subject site.

# Subject details

## Student participation requirements

The JCU [Learning, Teaching and Assessment Procedures](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures) (2.1.2d) indicates a typical student workload for a **three (3) credit point subject** requires a **130 hour work load** of study related activities, including attendance, assessment and self-directed study over the duration of the subject with equivalency across all modes of delivery.

Note that attendance at specified classes will be a mandatory requirement for satisfactory completion of some subjects ([Learning, Teaching and Assessment Procedures](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures), 3.1.8e) and that additional hours may be required per week for those students in need of **English language, numeracy** or **other learning support.**

| **Key subject activities** |
| --- |
| [type here] | Refer to class timing via the Timetable service from StudentFirst - <https://secure.jcu.edu.sg/StudentFirst/> |
| [type here] |
| Other mandatory attendance requirements:[type here] | [type here] | [type here] | [type here] |

Learning and teaching activities may be recorded for this subject. Personal Information in the form of images and audio may be collected by JCU during the recording. This Personal Information may appear as part of the recording which is accessible to students and staff in this subject on LearnJCU.

## Teaching Staff contact details

| **Teaching team** | **Staff member** | **Room** | **Phone** | **Email** | **Consultation times\*** |
| --- | --- | --- | --- | --- | --- |
| Subject Coordinator |  |  |  |  |  |
| Lecturer |  |  |  |  |  |
| Tutor 1 |  |  |  |  |  |
| Tutor 2 |  |  |  |  |  |
| Learning Advisors | [JCU Singpore Learning Centre](https://www.jcu.edu.sg/current-students/student-support-services/learning-support) | C1-12B |  | learningcentre-singapore@jcu.edu.au | By email  |
| Librarian | [JCUS Library](https://www.jcu.edu.sg/current-students/student-support-services/library-services) | C1-08 |  | library-singapore@jcu.edu.au | By email  |

\*Other consultation times by appointment only.

## Subject description

[Type here]

## Subject learning outcomes and course learning outcomes

On successful completion of this subject, you will be able to:

* [Type here]

These outcomes will contribute to your overall achievement of [course learning outcomes](https://www.jcu.edu.au/course-and-subject-handbook).

## Student feedback on subject and teaching

Students are at the heart of JCU and as part of our commitment to improving the quality of our subjects and teaching, we regularly seek feedback on the JCU student experience.

***YourJCU Surveys*** are available to all students through [LearnJCU](https://www.jcu.edu.au/learn). You will receive an email invitation when the survey opens.

In response to previous student feedback and other data, the following enhancements to this subject have been made:

* [type here]
*

## Subject resources and special requirements

All subject readings and resources, including journal articles, book chapters, websites, videos, print and eTextbooks, are available to view online from your *Readings list* via your LearnJCU subject site.

# Assessment details

## Key dates

| **Key dates** | **Date** |
| --- | --- |
| Census date and Last date to withdraw without financial penalty | See [2022 JCUS Study Period and Census Dates](https://www.jcu.edu.sg/courses-and-study/admissions/academic-calendar) |
| Last date to withdraw without academic penalty | See [2022 JCUS Study Period and Census Dates](https://www.jcu.edu.sg/courses-and-study/admissions/academic-calendar) |
| Assessment item 1: [Assessment method %]  | Due: |
| Assessment item 2: [Assessment method %] | Due: |
| Assessment item 3: [Assessment method %] | Due: |
| Assessment item 4: [Assessment method %] | Due: |

## Requirements for successful completion of this subject

In order to pass this subject, you must:

* Achieve an overall percentage of 50% or more
* [ Type here].

[delete whichever does not apply]

Final results for this subject will be ungraded as described in the [Student Results Policy](https://www.jcu.edu.au/policy/student-services/student-results-policy).

Ungraded = Satisfactory or Unsatisfactory

Final results for this subject will be graded as described in the [Student Results Policy](https://www.jcu.edu.au/policy/student-services/student-results-policy).

Graded = HD, D, C, P, N etc

[delete whichever does not apply]

Supplementary examinations/assessments are not available for this subject.

Supplementary examinations/supplementary assessments are available for this subject, in accordance with the [Learning, Teaching and Assessment Procedure](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures) (3.2.9) and the [Student Results Policy](https://www.jcu.edu.au/policy/student-services/student-results-policy) (2.1)

### Clinical or professional experience requirements [delete section if not applicable]

[type here]

### How do I track my progress in this subject?

[type here]

## AccessAbility Services and Support

Reasonable adjustments may be made to assist you to manage additional circumstances impacting on your studies provided these do not change the academic integrity of a degree. Reasonable adjustments do not alter the need to be able to demonstrate the [inherent requirements](https://www.jcu.edu.au/learning-and-teaching/resources/inherent-requirements) of the course.

If you believe you will experience challenges completing your degree or course because of a disability, health condition or other reason, you should discuss your concerns with [AccessAbility Services](https://www.jcu.edu.au/student-equity-and-wellbeing/accessability).

Your course inherent requirements can be found here [insert hyperlink into ‘here’]

## Assessment items

**ASSESSMENT ITEM 1: [INSERT ASSESSMENT METHOD HERE]**

| **Aligned subject learning outcomes** | * [type here]
* [type here]
 |
| --- | --- |
| **Aligned professional standards/ competencies** | [Delete row if not applicable] |
| **Group or individual**  |  |
| **Weighting and due date** | [type here]  |
| **Requirements for successful completion of this assessment item** | [type here]  |

**ASSESSMENT ITEM 1: DESCRIPTION**

[type here]

**ASSESSMENT ITEM 1: CRITERIA SHEET (OR RUBRIC)**

[type here]

**ASSESSMENT ITEM 2: [INSERT ASSESSMENT METHOD HERE]**

| **Aligned subject learning outcomes** | * [type here]
* [type here]
 |
| --- | --- |
| **Aligned professional standards/ competencies** | [Delete row if not applicable] |
| **Group or individual**  |  |
| **Weighting and due date** | [type here]  |
| **Requirements for successful completion of this assessment item** | [type here]  |

**ASSESSMENT ITEM 2: DESCRIPTION**

[Type here]

**ASSESSMENT ITEM 2: CRITERIA SHEET (OR RUBRIC)**

[Type here]

**ASSESSMENT ITEM 3: [INSERT ASSESSMENT METHOD HERE]**

| **Aligned subject learning outcomes** | * [type here]
* [type here]
 |
| --- | --- |
| **Aligned professional standards/ competencies** | [Delete row if not applicable] |
| **Group or individual**  |  |
| **Weighting and due date** | [type here]  |
| **Requirements for successful completion of this assessment item** | [type here]  |

**ASSESSMENT ITEM 3: DESCRIPTION**

[Type here]

**ASSESSMENT ITEM 3: CRITERIA SHEET (OR RUBRIC)**

[Type here]

**ASSESSMENT ITEM 4: [INSERT ASSESSMENT METHOD HERE]**

| **Aligned subject learning outcomes** | * [type here]
* [type here]
 |
| --- | --- |
| **Aligned professional standards/ competencies** | [type here]  [Delete row if not applicable] |
| **Weighting and due date** | [type here]  |
| **Requirements for successful completion of this assessmen item** | [type here]  |
| **If examination, include****Duration** | [ ] hours. Delete row if not applicable. |
| See [Learning, Teaching and Assessment Policy](https://www.jcu.edu.au/policy/learning-and-teaching/learning%2C-teaching-and-assessment-policy), [Learning, Teaching and Assessment Procedure](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures), [Special Consideration Procedure](https://www.jcu.edu.au/policy/procedures/student-services-procedures/special-consideration-procedure), [Examinations Procedure](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/examinations-procedure) |

**ASSESSMENT ITEM 4: DESCRIPTION**

[Type here]

**ASSESSMENT ITEM 4: CRITERIA SHEET (OR RUBRIC)**

[Type here]

# Submission and return of assessment

## Submission of assessment

[Type here]

## Late submissions

The [Learning, Teaching and Assessment Procedure](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures) (3.1.8d) outlines a uniform formula of penalties imposed for submission of an assessment item after the due date. This formula is 5% of the total possible marks for the assessment item per day including part-days, weekends, and public holidays. If submitted after 20 days, the assessment item thus would be awarded 0 marks (i.e. 5% x 20 = 100% of total possible marks in penalties). For assessment items weighted 0%, and submitted after 10 days a DNS grade is awarded.

## Special Consideration (including deferrals and extensions)

You are encouraged to access equity measures if you are affected by extenuating circumstances while undertaking the subject. JCU’s [Special Consideration Procedure](https://www.jcu.edu.au/policy/procedures/student-services-procedures/special-consideration-procedure) requires that you must must make yourself available for assessments and examinations at the scheduled times and extensions or deferrals for an assessment item due to previously scheduled commitments such as weddings or holidays, will not be granted.

All Special Consideration requests can be applied for through the Special Consideration application form.  The form is linked to the [Special Consideration Procedure](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.jcu.edu.au%2Fpolicy%2Fprocedures%2Fstudent-services-procedures%2Fspecial-consideration-procedure&data=04%7C01%7Cltse%40jcu.edu.au%7Ce75292c03da64851515f08d8c7e3ced2%7C30a8c4e81ecd4f148099f73482a7adc0%7C0%7C0%7C637479128523782175%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wZoEhFmoHNhQGd83dYHpYyjGsdLVC6IUUL%2F79i%2BJzrg%3D&reserved=0) and also available on the [Student Forms](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.jcu.edu.au%2Fstudents%2Fstudent-forms&data=04%7C01%7Cltse%40jcu.edu.au%7Ce75292c03da64851515f08d8c7e3ced2%7C30a8c4e81ecd4f148099f73482a7adc0%7C0%7C0%7C637479128523792175%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=lgyqNdWC%2BA2ezf%2FcgnYtcwG7IpCYSGOwxVR3qRA8kD8%3D&reserved=0) webpage.

## Academic Integrity

You are are required to complete the [Coursework Academic Integrity](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/coursework-academic-integrity-procedure2) Modules available in your LearnJCU site.

All non-examination items of assessment are required to be submitted with the Assessment Declaration available through LearnJCU. The Assessment Declaration contains statements relating to academic integrity under the [Coursework Academic Integrity Policy and Procedures](https://www.jcu.edu.au/policy/learning-and-teaching/coursework-academic-integrity-policy). All instances of [academic misconduct](https://www.jcu.edu.au/policy/procedures/student-services-procedures/student-academic-misconduct-procedure) are treated very seriously by the University and students may be severely penalised for committing any form of academic misconduct.

For more information regarding academic integrity, see <https://www.jcu.edu.sg/current-students/student-support-services/learning-support/academic-integrity-at-james-cook-university-singapore>

## Return of assessment

[Type here]

The requirements for an assessment’s return date, time and manner will be determined by the Subject Coordinator in line with the JCU [Learning, Teaching and Assessment Procedures](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures). Feedback will be given, and you can discuss your assessment with the marker as per clause 3.5 of the [Learning, Teaching and Assessment Procedures](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures). You will be informed of your grade for every component of assessment in the subject under clause 3.5.1 and 3.5.2 of the [Learning Teaching and Assessment Procedures](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures).

## Review of assessment

Assessment items and final grades will be reviewed through moderation processes ([Learning, Teaching and Assessment Procedures](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures), 3.6). It is important to be aware that assessment results “must always undergo final ratification for each study period. No single grade or mark represents a final result in a subject” ([Learning, Teaching and Assessment Procedures](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures), 3.7.4.).

[Type here]

[delete if not applicable]

Assessment in this subject may involve the use of Respondus with camera surveillance or webcams.  Respondus can record an assessment attempt, and that recording will be used for the investigation of cheating or any other conduct which may contravene JCU Policies and Procedures. Footage will only be accessed by persons authorised by the University to do so and may be shared with internal or external investigators. The footage constitutes Personal Information and will be stored and accessed in accordance with JCU’s [Information Privacy Policy](https://www.jcu.edu.au/policy/corporate-governance/information-privacy-policy).

Students can seek a review of individual assessment pieces through the process identified in clause 3.8 of the [Learning, Teaching and Assessment Procedures](https://www.jcu.edu.au/policy/procedures/learning-and-teaching-procedures/learning%2C-teaching-and-assessment-procedures).

Students can seek a review of the final subject result through the process contained in the [Review and Appeal of a Final Subject Result Procedure.](https://www.jcu.edu.au/policy/procedures/student-services-procedures/appeal-of-final-subject-result-procedure)

# Learning and teaching in this subject

## Subject calendar

Please note, the sequence of some topics may change due to staff availability, resourcing, or due to unforeseen circumstances. Please monitor announcements made via LearnJCU.

| **Week/Module** |  |  | **Readings/Preparation** | **Relationship to assessment** |
| --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **LR** | **LECTURE RECESS** |
| **9** |  |  |  |  |  |
| **10** |  |  |  |  |  |
| **SV** | **STUDY VACATION**  |

## Learning and teaching activities/expectations

[Type here]