MGMT321
Occupational Health & Safety Management

SUBJECT OUTLINE
Wollongong Campus
Spring 2006

6 Credit Points

MONDAY 09:30-11:30
Building 35 Room G20

SUBJECT COORDINATOR : Associate Professor Michael Zanko
TELEPHONE : 4221 3749
EMAIL : mzanko@uow.edu.au
OFFICE : 40.144
CONSULTATION TIMES : Monday 14.30-16.30 Tuesday 9:30-11:30

LECTURER : Zeenobiyah Hannif
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OFFICE : 40.119
CONSULTATION TIMES : Monday 14.30-17.30; Tuesday 11.30-12.30
Subject Description

This subject aims to give students a critical introduction to the broad subject of Occupational Health and Safety Management (OHSM) and to examine in detail some of the specific theoretical and practical issues related to the topic. Under the broad rubric of OHSM, there are a number of competing perspectives, views and voices. This subject will not privilege one model over another. Rather, it will present some of these competing views in a manner that will require individual students to exercise their critical faculties and to develop their own, theoretically informed approach to the practical management of occupational health and safety.

Subject Objectives

On successful completion of this subject you should be able to:

1. Identify and understand key concepts associated with the management of occupational health and safety
2. Appreciate how these concepts are variously applied in organisations
3. Put forward and justify reasoned arguments in the area of contemporary occupational health and safety management through a written essay, seminar presentation, discussion groups and examination
4. Explain, critically evaluate and, wherever possible, propose potential solutions to current occupational health and safety management problems/issues.

Tertiary Literacies

In the achievement of these learning objectives, the following tertiary literacies are regarded as central to the subject:

1. A commitment to continued and independent learning, intellectual development, critical analysis and creativity.
2. Self-confidence combined with oral and written communication skills of a high level.
3. A desire to continually seek improved solutions and to initiate, and participate in, organizational social change.
4. Development of a command of existing knowledge in a chosen discipline.

Required Text and Readings

Occupational health and safety management is a very diverse and rich topic area informed by an array of disciplines (psychology, engineering, sociology, organizational behaviour, chemistry, physics, ergonomics, medicine, to name a few). However, there are few texts that span the issues necessary for this subject.

The class text (which most closely meets the needs of this subject) is: Bohle, P. and Quinlan, M. (2000), Managing Occupational Health and Safety, South Yarra: MacMillan Publishers Australia. In addition, a set of required readings has been specified. The readings are listed in the lecture program below. They can be accessed through the e-readings site for this subject, and for some through the Internet.

NOTE: Additional readings may be prescribed during the course of the program.

The above is not an exhaustive list of references. Students should also use the library catalogue and databases to locate additional resources.
**SECTION A: General Information**

**Lecture Times**

Lectures will be held on **Monday 9:30-11:30** Building 35 Room G20

**Lecture Program**

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>Topics Covered</th>
<th>Readings</th>
</tr>
</thead>
</table>
<pre><code>                                           | For this topic, the following WorkCover documents are particularly relevant:                                                            |                                                                                                                                                                                                       |
                                           | Summary of the OHS Act 2000                                                    | Summary of the OHS Act 2000                                                                                                                |
                                           | Summary of the Regulation                                                     | Summary of the Regulation                                                                                                                |
                                           | Hierarchy of hazard controls                                                   | Hierarchy of hazard controls                                                                                                             |
                                           | Risk Management at Work                                                       | Risk Management at Work                                                                                                                   |
                                           | Code of Practice for Risk Assessment                                          | Code of Practice for Risk Assessment                                                                                                       |
</code></pre>
<p>| 3  | 31/07/06 | Risk management and OHS – generic considerations. WorkCover NSW model of risk management | See Week 2                                                                                                                                                                                                  |
|                                                                                   | These can be accessed through the Australian Standards Online database, which is on the University Library web site: <a href="http://www-library.uow.edu.au/eresources/databases/dbtitle/dbtitlea.html#a">http://www-library.uow.edu.au/eresources/databases/dbtitle/dbtitlea.html#a</a> |
|                                                                                   | Due Diligence at work                                                                                                                     |
|                                                                                   | WorkCover Publication                                                                                                                     |</p>
<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Topic</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>28/08/06</td>
<td>Reading week – no lecture</td>
<td>Group research and preparation for seminar presentation and discussion</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Topic</td>
<td>References / Notes</td>
</tr>
<tr>
<td>---</td>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>29/09/06</td>
<td>Recess week – no lectures</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>02/10/06</td>
<td>Public holiday</td>
<td></td>
</tr>
</tbody>
</table>
A guide to workplace health and safety committees (WorkCover publication no.107)  
Code of Practice for OHS Consultation Cat. No.311 – see above for WorkCover web address |
| 13| 16/10/06   | Review                                                                |                                                                                     |
|   |            | Final examinations 28/10 – 10/11/06                                    |                                                                                     |

**Tutorials**

<table>
<thead>
<tr>
<th>Day</th>
<th>Start</th>
<th>Finish</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>12:30</td>
<td>13:30</td>
<td>19.G015</td>
</tr>
<tr>
<td>Monday</td>
<td>13:30</td>
<td>14:30</td>
<td>19.G002</td>
</tr>
<tr>
<td>Monday</td>
<td>17:30</td>
<td>18:30</td>
<td>19.G002</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10:30</td>
<td>11:30</td>
<td>40.123</td>
</tr>
</tbody>
</table>
## Tutorial Schedule

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>Tutorial questions and activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17/07/06</td>
<td>No formal tutorials. Subject coordinator will be available for consultation</td>
</tr>
<tr>
<td>2</td>
<td>24/07/06</td>
<td>Set up tutorial groups and arrange seminar topics</td>
</tr>
</tbody>
</table>
| 3  | 31/07/06  | Current Affairs in OH&S Management  
Your task is to search newspapers, media reports, or other sources to produce current material that is relevant to the rationale for managing occupational health and safety. You need to be prepared to present your 'current affairs' material to the class for about 2 to 3 minutes. This material is to be kept in the form of clippings, quotes etc. In addition to creating a deeper awareness and appreciation of contemporary OH&S management, the 'current affairs' will be used as the basis for a discussion on the implications of the issue for managing occupational health and safety. |
| 4  | 07/08/06  | OHS Policy Case Studies (to be handed out in class) plus Current Affairs in OH&S Management continued                   |
| 5  | 14/08/06  | Video Analysis and Discussion: Hazard Identification and Safety Communication in Coal Mines  
Accident Victims  
plus Current Affairs in OH&S Management continued |
| 6  | 21/08/06  | Accident Report and Safety Case Studies (to be handed out in class) plus Current Affairs in OH&S Management continued   |
| 7  | 28/08/06  | Research and Reading Week (prep for group presentation and paper )                                                     |
| 8  | 04/09/06  | Group seminar presentations                                                                                          |
| 9  | 11/09/06  | Group seminar presentations                                                                                          |
| 10 | 18/09/06  | Group seminar presentations                                                                                          |
| 11 | 26/09/05  | **Mid-session recess – one week**                                                                                   |
| 12 | 02/10/06  | Monday – public holiday                                                                                             |
| 13 | 09/10/06  | Group seminar presentations                                                                                          |
| 14 | 16/10/06  | Group seminar presentations                                                                                          |
| 15 | 23/10/06  | **Study recess – 1 week**                                                                                           |
| 16 | 28/10/06  | Examinations until 10/11/06                                                                                         |

This schedule may be subject to change.
**SECTION B: Assessment**

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Essay (see Appendix for further details)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>On April 25, 2006, the Beaconsfield goldmine in Northern Tasmania had a rock fall that led to one miner being killed, and two others trapped. This disaster was very widely reported by the media. Using reports that are available, along with academic literature, assess the role played by the management of occupational health and safety in the lead up to and following this disaster. Make and justify recommendations for any changes or no change to the practice of occupational health and safety management in this case.</td>
</tr>
</tbody>
</table>
| **Marking criteria** | 1. Adequately completing the specified tasks  
2. Use of theoretical concepts  
3. Quality of the analysis  
4. Structure and coherence of the report  
5. Referencing |
<p>| <strong>Length</strong>    | 1750 to 2000 words |
| <strong>Weighting</strong> | 30% |
| <strong>Due date</strong>  | 7 August, 2006 |
| <strong>Category of assignment</strong> | This is a Category 3 Assignment (see definitions below). |
| <strong>Where assignment is to be submitted and returned</strong> | Essays are to be handed to the Subject Coordinator /Tutor personally on or before the agreed date and must include the Commerce Faculty Cover Sheet. If it is not possible to hand submitted material directly to the Subject Coordinator /Tutor, the student must ensure that the assignment is handed to a staff member of the School of Management and Marketing who will sign the cover sheet and give them a receipt. Other forms of submission are only acceptable if previously agreed with the Subject Coordinator. Essays may be posted to the Subject Coordinator by 5.30pm on the due date. Posted items should be sent Next Day Express Delivery, which provides a receipt of postage. Students must keep the receipt stamped at the Post Office, and arrange to collect the assignment cover sheet receipt from the Subject Coordinator. Assignments will be returned to students normally within 2 weeks of the due date and handed back in class, or made available for collection from the Subject Coordinator /Tutor's office, or another nominated School office. |</p>
<table>
<thead>
<tr>
<th><strong>Assessment 2</strong></th>
<th>Group work (see Appendix for further details)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Seminar Presentation and Discussion</td>
</tr>
<tr>
<td><strong>Marking criteria</strong></td>
<td>There are two sets of criteria used in assessment of the seminar presentation and discussion (including the paper): conceptual and presentational. Each set attracts 50% of the total marks available for this assessment item. Conceptual criteria include: clarity, coverage, analysis, relevance, structure and referencing. Presentational criteria include: clarity of delivery, use of audio-visual materials, class discussion generated and time management.</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>2000 words (written assessment) and 25 minutes (oral assessment)</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>30%</td>
</tr>
<tr>
<td><strong>Due date</strong></td>
<td>To be agreed with your tutor</td>
</tr>
<tr>
<td><strong>Category of assignment</strong></td>
<td>This is a Category 2 Assignment (see definitions below).</td>
</tr>
<tr>
<td><strong>Where assignment is to be submitted and returned</strong></td>
<td>The paper associated with the seminar presentations is to be handed to the Subject Coordinator/Tutor personally on or before the agreed date and must include the Commerce Faculty Cover Sheet. Assignments will be returned to students in class, or made available for collection from the Subject Coordinator/Tutor’s office, or another nominated School office.</td>
</tr>
</tbody>
</table>

**Examinations**

<table>
<thead>
<tr>
<th><strong>Final Examination</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weighting</strong></td>
<td>40%</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>Held in Examination Period</td>
</tr>
<tr>
<td><strong>Time allowed</strong></td>
<td>2 hours 15 minutes</td>
</tr>
<tr>
<td><strong>Structure of paper</strong></td>
<td>Choose three essays from a choice of six. Each question is of equal mark value.</td>
</tr>
</tbody>
</table>
APPENDIX

Assignment 1

NOTES ON ASSIGNMENT/ESSAY PRESENTATION

Title Page
The title page should contain the full title of the assignment, the student’s name and student number, the name of the tutor, the name of the subject and the date of presentation. Students must also attach a completed Faculty 'Assignment Cover Sheet'.

Abstract, Introduction and Conclusion
The essay must begin with a clearly labelled Abstract and Introduction. These sections, respectively, are to provide a brief summary of your main findings and introduce the essay. The report should conclude with a section titled Conclusions. The abstract should be no more than 200 words in continuous prose (not note form) that outlines the arguments of the paper. An abstract is not an introduction to the assignment.

Text
Use one side of the paper only. Your assignment is to be typed. Text must be double-spaced. Leave a margin of about 5cm on each page to allow space for comments. Do not bind your assignment; a staple in the top left corner is sufficient.

References in Text
Please note and refer to the University’s ‘Acknowledgement Practice’, document, available online. All references to books, article and other sources, are to be identified at an appropriate point in the text by name of author, year of publication, and pagination. Please also refer to subsection C2.2 below on ‘Referencing’.

General
• An assignment should be an argument. It should present a justified point of view. You should discuss a problem and not simply narrate events or describe an institution. It may be necessary to devote some space to narrative or description, but the major task will be the weighing and the assessing of evidence and arguing from that evidence to a solution of the problem. Have a clear idea of what the problem is and what is involved. Look at the problem from more than one perspective.

• You should work out your own solutions and interpretations from the primary sources. Do not accept without question the views and interpretations of the secondary authors. Part of your task is to assess and criticise the work of other writers, over and above any sourced from prescribed subject readings. Also, wherever possible, you should provide recent and relevant evidence to support your argument.

• Plan your assignment carefully. When you are taking notes from book, record the page numbers so that you can refer to them exactly when you are writing your assignment. Write it in clear, simple and grammatical prose.
Assignment 2

Seminar Presentation and Discussion

You are required in small groups to prepare a report and deliver a seminar that is intended to acquaint you with the systematic identification, assessment and potential control (risk management) of a particular occupational health and safety management issue or problem. The issue or problem that you undertake may be drawn from your actual workplace, your own experience(s), your interest, or some combination of the preceding three. The issue or problem may concern a hazard, or an injury/disease, an organizational/occupational concern, an OHS policy/procedure issue, etc. The paper and presentation are to be completed in two interlinked parts. You are required to agree on your seminar topic with your tutor in the first week of tutorials. The tutor has the final right of decision on seminar topic.

Seminar topics must be contextualised eg in an industry, firm, occupation, country etc

Part A
Identify and assess an occupational health and safety management issue or problem following the above guidelines.

Part B
Justify and develop a management control and monitor program to deal with the particular issue or problem analysed in Part A of your project (this may entail assessment of various control options). Outline a proposed implementation schedule and timetable.

Due Date: To be arranged with and agreed by your tutor. Presentations will commence in Week 8 (4 September).

The report must be submitted on the same day as the presentation. The report is to be about 2000 words in length and must conform to the notes on assignment presentation (given above).

The duration of the seminar presentation is to be 25 minutes (of which 10 minutes is to allow for class discussion).

Presentation

Presentations will be undertaken by small teams, whose members are to be determined by your tutor in the first week of tutorials. As has been noted above, this is an important component of your overall assessment and will be marked in terms of preparation, delivery and substantive content, and the discussion generated in class. The basic rationale for a team-based (small group) approach in the seminar presentation is to provide you with the opportunity to work with others on a defined OHS management task. This is intended to reflect the increasingly common and important characteristics of team working in public and private sector organisations.

There are two sets of criteria used in assessment of the seminar presentation and discussion (including the paper): conceptual and presentational. Each set attracts 50% of the total marks available for this assessment item. Conceptual criteria include: clarity, coverage, analysis, relevance, structure and referencing. Presentational criteria include: clarity of delivery, use of audio-visual materials, class discussion generated and time management.
Students must keep an individual record or log of their involvement and contribution to this group assignment so that, if necessary, individual contributions may be determined.

*Please note, you will be expected to use visual aids (e.g. overhead transparencies, PowerPoint and so on) to assist in your presentation.*

Please note that the following must also be satisfied.

- The presentation must lead a session that contains discussion that contributes to a debate that goes beyond the passive reception and representation of ideas and examples encountered in class.

- The presentation must be based upon a concept or theory encountered in class or in the research literature. The source(s) of this concept or theory must be referenced in a report that must be prepared to accompany the presentation. Both presentation and report should include the following:

  - a summary of the issues raised by your chosen topic by way of an introduction
  - a summary of the theory/concept obtained through the orthodox reading of approved texts or alternative means of seeking information (e.g. library catalogue and database searches, newspaper/magazine cuttings, etc.)
  - current problems/issues faced by managers in the light of the theory/concept chosen and the future implications/policy decision managers may face as a result
  - the promotion of a group discussion around the issues raised by the presentation.
### C1 University Policies

Information on the following University Policies can be found at the websites below:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Ethical objection by students to the use of animal &amp; animal products in coursework subjects</td>
<td><a href="http://www.uow.edu.au/about/policy/ethicalobjectionanimals.html">http://www.uow.edu.au/about/policy/ethicalobjectionanimals.html</a></td>
</tr>
<tr>
<td>Non Discriminatory Language – practice and presentation*</td>
<td><a href="http://staff.uow.edu.au/eed/nondiscrimlanguage.html">http://staff.uow.edu.au/eed/nondiscrimlanguage.html</a></td>
</tr>
</tbody>
</table>

* see brief explanation of policy below.

#### C1.1 Non-discriminatory Language

The Faculty of Commerce supports the University’s policy on the use of non-discriminatory language. It is the responsibility of students to ensure that they understand and abide by this policy. The policy is available at:

http://staff.uow.edu.au/eed/nondiscrimlanguage.html
C1.2 Attendance Requirements

This is a six credit-point subject. You should note that each credit point has an implied minimum workload of two hours per week (this include class attendance).

C1.3 Performance Level

In line with University grading regulations, the grades of performance in this subject are as follows:

**Grades of performance for 100, 200, 300 and 400 level subjects**

The approved grades of performance and associated ranges of marks for 100, 200, 300 and 400 level subjects are as follows:

**Satisfactory completion:**
- High Distinction .................................. 85% to 100%
- Distinction ...................................... 75% to 84%
- Credit ............................................. 65% to 74%
- Pass ................................................ 50% to 64%
- Pass Restricted (for 100 & 200 Level subjects only) or
- Pass Conceded

**Unsatisfactory completion:**
- Fail .................................................... 0% to 44%

**Grades of performance for 800 and 900 level subjects**

The approved grades of performance and associated ranges of marks for 800 and 900 level subjects (except for research subjects) are as follows:

**Satisfactory completion:**
- High Distinction .................................. 85% to 100%
- Distinction ...................................... 75% to 84%
- Credit ............................................. 65% to 74%
- Pass ................................................ 50% to 64%

**Unsatisfactory completion:**
- Fail .................................................... 0% to 49%

To be eligible to pass this subject, students must achieve at least 45% on the final examination.

C1.4 Assignment Categories

Collaboration between students during the preparation of semester assignments or case studies is only permitted dependent upon the category of assignment declared by the subject coordinator and as printed in the Subject Outline.

*Category 1 – Take Home Exams*: No collaboration of any kind is permitted between students or anyone else during formation and preparation of the contents of the student submission.
Category 2 – Group Assignments: Collaboration is permitted between students in the same group but not with students in other groups.

Category 3 – Individual Assignments: Collaboration is permitted between students only in the form of general discussion pertaining to relevant concepts or potential issues to be dealt with in completing the assignment. However, collaboration must not proceed to the point where it contributes directly to the final submission produced by the student. Joint planning of the actual contents of a student's submission is not permitted. Where the assignment requires formulation of a set of recommendations, a problem solution, or a specific course of action, collaboration is not permitted during their formulation. Needless to say, collaboration is not permitted during the actual preparation and writing of the student submission.

Category 4 – Open Assignments: Collaboration with other students is permitted, subject to the normal rules governing plagiarism. That is, direct use of ideas contributed by others must be acknowledged.

C1.5 Scaling

It is the policy of the School of Management & Marketing that marks awarded for any assignment, any part of an assignment or examination during the semester may be subject to moderation or scaling at the end of the semester. Where moderation or scaling takes place, it will follow a detailed consideration of the student’s marks.

C1.6 Special Consideration Policy

The Faculty of Commerce recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for special consideration in order to complete all assessable work.

The University applies strict criteria to the granting of special consideration. Before applying for special consideration students should carefully read the University's policy. The policy can be found at:


C1.7 Student Academic Grievance Policy

The Faculty of Commerce aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances.

Any student who has a grievance over a result should obtain a Faculty of Commerce Appeal of Assessment Form from the Schools or the Sub-Dean’s Unit. The student has TWENTY ONE (21) DAYS after the release of the examination results to complete this form. The student should firstly take the form to the marker/lecturer to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the grievance has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgement of the lecturer and can only review the grievance to ensure proper procedure has been followed.
C1.8 Online Learning

A WebCT Vista site has been set up for this subject which can be accessed through the following URL: http://www.uow.edu.au/student/e-learning. Students must have a Unix account and a password to use this Online Learning resource. [Delete if not applicable]

C1.9 Submitting Assessment Work

Assessed work is a piece of work required to be done (not under examination conditions) as part of the subject and to be given a percentage mark, with the mark to count as part of the final mark for the subject.

Assessed work must be handed in by the date and time given. Assessed work handed in late may be penalised by the deduction of 10% of the mark received for the assignment per 24 hours of the weekday or part thereof. The operation of this rule will not result in a negative mark to be carried forward. This penalty for late submission may be waived upon presentation of a medical certificate of illness for a relevant period, or upon evidence of a serious and utterly exceptional crisis.

Assessed work not handed in on time must nevertheless be completed within fourteen (14) days to a satisfactory standard. Failure to complete ALL assessed work will result in FAILURE OF THE ENTIRE SUBJECT, other marks notwithstanding.

Students who enrol late in a subject, may be permitted to submit assessed work for the award of mark according to a schedule determined by the lecturer, clauses (a) and (b) notwithstanding.

All assessed work must represent ORIGINAL work and must not be submitted for more than one subject at the University.

If a student does not attend a mid-session examination, and also fails to produce satisfactory medical or other reasons for this, a deferred examination will NOT be offered, and the student may be deemed to have failed the subject, other marks notwithstanding.

There will be no re-submission of failed work and assignments.

Assessment tasks which are relevant to the final examination for the subject will be marked and available for collection prior to the study week before the final examination.

A Faculty of Commerce assignment cover sheet must be attached to each piece of written assessment. This cover sheet can be obtained from the website:


C1.10 Participation/Contribution to tutorials

Students can fail the subject unless they attend 75% of tutorials in the subject. Attendance will be formally recorded by the tutor/lecturer. This may be waived upon presentation of a medical certificate of illness for a relevant period, or upon evidence of a serious and utterly exceptional crisis.
C2 Faxing Assessment Work

Students may not e-mail or fax assignments unless specifically requested by or with the approval of the subject coordinator.

C2.1 Plagiarism

Plagiarism means using the ideas of someone else without giving them proper credit. For example, that someone else may be an author, critic, journalist, artist, composer, lecturer, tutor or another student. Unintentional plagiarism can result if you don’t understand and use the acceptable scholarly methods of acknowledgement. Whether plagiarism is deliberate or unintentional, the University may impose penalties, which can be very severe. When it is desirable, or necessary, to use other people’s material, take care to include appropriate references and attribution. **Plagiarism will not be tolerated and has led to expulsion from the University.**

Students should visit the following University website and become familiar with the University’s policy on Plagiarism.


C2.2 Referencing

**Why do you need to reference?**

At University it is necessary to acknowledge the sources of information and ideas that you have incorporated in your assignments. Failure to do this thoroughly may result in accusations of plagiarism: this is the academic equivalent of stealing (because by not acknowledging someone else’s work, you are presenting it as your own). Plagiarism is taken very seriously by the University and may result in expulsion from the University.

Referencing is not only about acknowledging other people’s work: accurate referencing and lists of references are beneficial when researching a topic as they allow the reader to follow up information and read further into the area. In a sense, references provide readers with clues to help them explore different avenues of a topic. This aspect of referencing will become more valuable to you as you progress in your studies.

There is a correct procedure that must be followed when referencing and using footnotes. Not complying with these set techniques and format will most likely result in loss of marks. When writing an essay it is easiest to reference as you go, making sure you are writing down all relevant information. This will save hours trying to find the source again in the library.

C2.3 The Harvard System of Referencing

The Faculty of Commerce uses the Harvard system of referencing. This system makes use of short references within the body of the text. It is supplemented by a detailed list of references at the end of the text, which provides all the information necessary to find the source material. In-text references include the author and year of publication, and where necessary the page number(s).

*It is the responsibility of students to ensure that they are familiar with the Harvard system of referencing and that they use it accurately in all written work submitted.*

Students should consult the following University Library website for a detailed explanation and examples of the Harvard system of referencing.

C2.4 Citation of Electronic Sources

It is necessary for students to reference all sources used in their written work, including file transfer protocol sites, worldwide web sites, telnet sites, synchronous communications (MOOs, MUDs, IRC, etc.) Gopher sites, and email, LISTSERV and Newsgroup citations.

It is the responsibility of students to ensure that they are familiar with the accepted Faculty of Commerce practice for referencing electronic material and that they use it accurately in all written work submitted.

Students should consult the following University Library website for a detailed explanation and examples of how to reference electronic material.


C2.5 Support Services and Facilities

Learning Resource Centre

Learning Development offers a range of free services to all enrolled students who wish to improve their academic or English language skills. There are a range of workshops available including; essay writing and editing; reading for assignments; grammar; presentation skills; pronunciation and exam preparation.

For information on language and academic skills workshops, or to make appointments for consultations, please visit the Learning Resource Centre (LRC), Building 19, Ground Floor, Room G102, or Phone 02 4221 3977. For further information visit the website:


C2.6 Faculty Librarians

Each faculty has a Faculty Librarian who is available to help with research related enquiries. Research Help Desk staff are also available in the Library to assist with research needs.

The Faculty Librarians for Commerce can be contacted as follows:

email: lib_commerce@uow.edu.au
telephone: 42 213078

C2.7 Disability Liaison Officer

The Disability Liaison Officer (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disabilities. Students commencing courses are advised to contact the Disability Liaison Officer prior to the beginning of their first session of study.

For further information on services offered, consult the Disability Services website or contact the office.

web address: http://www.uow.edu.au/student/services/ds/
technology: 42 213445
fax: 42 215667
C2.8 Faculty Disability Advisers

Faculty Disability Advisers are academic staff who provide assistance and support to students with disabilities within their Faculty and act as an intermediary between the student and the Faculty's academic and general staff. They provide support, educational advice and referral to appropriate staff on issues related to teaching and learning within the Faculty and the University. Students are advised to communicate specific information about the ways in which their disability affects learning to the Faculty Disability Adviser as soon as possible after enrolment.

The Faculty of Commerce Disability Adviser is Mr. Ron Perrin. Mr Perrin can be contacted as follows:

- **Office location:** Building 40, room 224
- **email address:** ron_perrin@uow.edu.au
- **telephone:** 42 214118

C2.9 Woolyungah Indigenous Centre

Woolyungah Indigenous Centre (WIC) provides academic and personal support for Aboriginal & Torres Strait Islander and other indigenous students. The Centre also runs an Indigenous Specific Orientation Program for students who gain entry to the University through the alternative admissions program.

For further information on services offered, consult the Aboriginal Education Centre website or contact the office.

- **Centre location:** Building 30
- **web address:** http://www.uow.edu.au/aec/
- **telephone:** 42 213563
- **fax:** 42 214244