

Faculty of Health and Behavioural Sciences
School of Health Sciences
Subject Outline
DIET956 Food Service and Dietetics Management
AUTUMN 2013

Section A: Subject Information

Subject Code & Name:	DIET956 Food Service and Dietetics Management
Credit Points:	8
Pre-requisite(s):	DIET950
Co-requisite(s):	None
Restrictions:	For MSc (Nutrition and Dietetics) students only
Equivalence:	GHMA935 or DIET 956 or BND435
Assessment:	Diet Cookery Reports 20%; Cuisines Presentation & Reports 40%; MCQ Quiz 10%; Consultancy project 30%.
Session:	Autumn & Spring in 2013
Campus Locations:	Wollongong
Delivery Method:	On Campus
Contact Hours:	Weeks 0-12 (Autumn): 2hrs Lecture, 3hrs Practical/Tutorials per week

Subject Timetable

All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. **Check the latest information on the university web timetable at via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.**

Subject Coordinator

Name: Corrine Cox
Location: School of Health Sciences, Building 41
Consultation times: Please email to arrange an appointment (on campus on Fridays only)
Email: corinne_cox@uow.edu.au

Student Administration

Location: 41.152
Telephone: 61 2 4221 3492
Email: hbs_central@uow.edu.au

Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for general advice and information. For information refer to the following link http://www.uow.edu.au/health/hbs_central/index.html

Prescribed Text

Duncan P & Jensen J (2011) Professional Foodservice. (2nd ed). Pearson Education, New Zealand.

This book is available in the UniShop if you would like to purchase it. It will also be available in the Short Loans area of the library.

Assessment Tasks

1- Menu Plan Report	2- In Class Quiz	3- Diet Cookery Report	4- Group Consultancy Presentation & Report
Due Date: Two weeks after your Menu Planning Tutorial	Due Date: Friday 10 th May (week 9)	Due Date: Two weeks after last Diet Cookery Practical	Due Date: Monday 27 th May (week 12)
Percentage: 40	Percentage: 10	Percentage: 20	Percentage: 30

eLearning Space

For information refer to the following link <http://www.uow.edu.au/student/elearning/vista/index.html>

Section A: Subject Information

Subject Description

The subject is an introduction to the management of food service operations and hospital dietetic departments. It will focus on the development of small and large scale cooking skills, menu planning and standard recipe manipulation in keeping with dietetic modifications. It will also develop the necessary skills and knowledge base to assist in and/or manage the provision of meals via an institutional food service. Aspects of organisational design, leadership, motivation, negotiation, resource management, decision making and power will be explored.

Learning Outcomes

On completion of this subject, students should be able to:

- (a) Demonstrate a thorough knowledge of food service systems.
- (b) Describe the roles and functions of commonly used equipment found in a large scale kitchen.
- (c) Demonstrate an understanding of kitchen layout and workflow consistent with a standard commercial kitchen operation.
- (d) Apply nutrition principles to food service.
- (e) Plan menus for groups including the formulation and modification of suitable recipes and serving methods.
- (f) Demonstrate an ability to review and evaluate a small food service operation.
- (g) Demonstrate a basic knowledge and application of the theories of organisation and management.
- (h) Demonstrate a basic understanding of how to manage time, resources and personnel to complete tasks.
- (i) Describe the processes of business planning.

At the end of the practical program on nutrient modified cooking and food safety, students will be able to:

- (a) Modify domestic standard recipes to be lower in fat, sodium, sugar, higher in fibre, gluten free or low protein in the following food types:
 - meat/poultry/seafood
 - fruit/vegetables/desserts
 - cereal foods
- (b) Conduct food experiments and evaluate results.
- (c) Develop recipes suitable for large-scale production.
- (d) Apply principles of food hygiene standards to a food service operation.
- (e) Develop a standardised recipe incorporating simple HACCP procedures.

Subject Contacts

Subject Coordinator/Lecturer

Name: Corrine Cox

Location: School of Health Sciences, Building 41

Consultation times: Please email to arrange an appointment (on campus on Fridays only)

Email: corinne_cox@uow.edu.au

Demonstrator

Name: Sara Grafenauer

Location: School of Health Sciences, Building 41

Email: sarag@uow.edu.au

Demonstrator

Name: Sharon Palmer

Location: School of Health Sciences, Building 41

Email: sharon_palmer@uow.edu.au

Subject Timetable

All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable at via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

Attendance/Study time

On-campus delivery: It is expected that students will allocate 16 hours per week to this subject, including class attendance. Class attendance is not an assessable component for the purposes of accumulating marks, but attendance at certain classes may be compulsory and failure to meet attendance requirements may result in a Technical Fail for the subject– please see Section B: Assessment Information for details.

Site visit

Further information and available dates to visit a food service production site will be discussed in the 0-week lectures. The visit supplements the lecture material and the teaching DVD that is used to facilitate learning about food service systems and their management. Each student is required to attend one site visit and will be expected to contribute to class discussion about the visit.

Access to FoodWorks

The Galileo laboratory (17.109) is booked for **each Friday from Week 1: 8.30-9.30am and 3.30-4.30pm.**

These are not scheduled classes but as this is the only laboratory with FoodWorks these times are an important opportunity to complete assignments that require the use of FoodWorks. You may choose to purchase a subscription to FoodWorks (3 months for \$30) for your own use. Further information is available at the following link: http://www.xyris.com.au/foodworks/buy_student.html

Timetable of Topics (Classes are usually on Fridays)

Week	Week start date	Lecture 1	Tutorial	Practical	Laboratory	
		32.G01 9.30-11.30	3.122 12.30-14.30	41.206 12.30-15.30	17.109	
0**	25/02/2013 Additional lecture from 12.30-14.30 in 32.G01 Practical for Group C is 14.30-17.30	Introduction Food Service Systems & Nutrient Losses	No Class	Group C 14.30-17.30**	No Class	
1	04/03/2013	Cuisines & Menu Planning	No Class	Group D	Galileo Computer Lab available 8.30-9.30 and 15.30-16.30	
2	11/03/2013	Menu Planning & Assessment in Hospitals, Child Care & Schools	Group B & C Menu Planning	Group A		
3	18/03/2013	Menu Planning & Assessment in Aged Care	Group A & D Menu Planning	Group B		
4	25/03/2013*	NO CLASSES – GOOD FRIDAY				
5	01/04/2013*	Kitchen Design, Layout & OHS	No Class	Group C	Galileo Computer Lab available 8.30-9.30 and 15.30-16.30	
6	08/04/2013	Food Safety and HACCP	Group A & B Management	Group D		
7	15/04/2013	Cuisines presentations & Quality Management	Group C & D Management	Group A		
Break	22/04/2013*	NO CLASSES – RECESS				
8	29/04/2013	Management 1 & 2	No Class	Group B	Galileo Computer Lab available 8.30-9.30 and 15.30-16.30	
9	06/05/2013	Quiz CBORD Lecture	Group A & D Staff Rostering	Group C		
10	13/05/2013	Management 3 & 4	Group B & C Staff Rostering	Group D		
11**	20/05/2013	NO LECTURE OR TUTORIAL – DAA Conference TWO PRACTICALS ARE ON		Group A 9.30-12.30 Group B 14.00- 17.00		
12**	27/05/2013	MONDAY SEMINAR 9.30-16.30 in 24.G02 NO FRIDAY CLASS	No Class	No Class		
13	03/06/2013	NO CLASSES DIETETICS 2 EXAM THIS WEEK				

* is a public holiday

** indicates variations to the usual weekly classes

The class will be divided into 4 groups (A, B, C and D) for the tutorial and practical classes. Dates, times and Group allocations for these sessions and site visits confirmed in the 0-week lectures.

Textbooks and Supplementary Materials

Prescribed Text

Duncan P & Jensen J (2011) Professional Foodservice. (2nd ed). Pearson Education, New Zealand.

This book is available in the UniShop if you would like to purchase it. It will also be available in the Short Loans area of the library.

Supplementary Materials to Be Purchased by Students

Apron for diet cookery practical classes.

Recommended Additional Readings

DIET456 Food Service and Dietetics Management e-readings. Links to these e-readings can be accessed via the 'eLearning Space' for this subject or via the Library webpage.

Gregoire MB, Spears MC & Saunders WH (2010) Foodservice Organizations. A Managerial and Systems Approach. (7th ed). Prentice Hall. New Jersey.

Recommended readings are not intended as an exhaustive list and students should use the Library catalogue and databases to locate additional resources.

Supplementary Materials

References available in Library Short Loans

Bolman LG, Deal TE (2003) Reframing Organisations (3rd ed). Jossey-Bass. San Francisco.

Hudson N (2006) Management Practice in Dietetics. (2nd ed). Thompson Wadsworth. Belmont, CA.

Payne-Palacio J, Theis M (2001) West & Wood's Introduction to Foodservice (9th ed). Prentice Hall. New Jersey.

Puckett RP (2004) Food Service Manual for Health Care Institutions (3rd ed). Jossey-Bass. San Francisco.

eLearning Space

This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column.

For information on eLearning, click on the eLearning Space under IT Services on the Current Students page, <http://www.uow.edu.au/student/elearning/vista/index.html>.

eReadings

Electronic readings for this subject are available through the library website. Visit the Catalogue via the Library link on the UOW homepage or see staff at the Information Desk in the Library for information and help with eReadings.

Graduate Qualities

Information on the UOW Graduate Qualities can be found at via the Learning and Teaching link on the UOW homepage. The University of Wollongong has developed five graduate qualities which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities in particular will be enhanced by their participation in this subject:

1. **Informed:** Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.
2. **Independent learners:** Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.
3. **Problem solvers:** Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.
4. **Effective communicators:** Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.
5. **Responsible:** Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

Recent Improvements to this Subject

Change: The number and type of assignments have been recently reviewed. There are less assignments and more integration. There are some notable differences in some assignments between the DIET456 and DIET956 subjects.

Reason: There were a large number of assessments. Review of assignment types and comparison to DAA entry level competency requirements and the Australian Qualifications Framework (AQF) resulted in some differences in some assignments between DIET456 and DIET956, which some assignments remaining the same as students completing both subjects need to meet the same DAA entry level requirements.

Change: Incorporation of lecture content on aged care menu assessment and the new EQUIP standard regarding nutrition. Inclusion of additional discussion and references on new state based hospital menu planning and therapeutic diet standards.

Reason: To continue to update content as standards and tools change, and to improve the skill set of dietetics graduates for potential work in private practice and residential aged care.

Other Information

Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for general advice and information. The Student Guide is available on the HBS Central website, which is accessed by navigating the links on the Faculty of Health & Behavioural Sciences homepage.

Section B: Assessment

Minimum Requirements for a Pass in this Subject

To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, students must meet all of the minimum performance requirements as listed below. Failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject even where total marks accumulated are greater than 50%.

Minimum Academic Performance: A Technical Fail (TF) grade **will** be awarded for the subject even where a student gains a total mark that would otherwise allow a passing grade if a student meets one or more of the following criteria:

- does not pass all assessment tasks

Minimum Attendance: Student attendance at tutorials, practicals, consultancy presentations and the site visit is compulsory and students must attend 100% of classes. Absences will require a medical certificate or other suitable documentation which must be presented to Student Central as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements may be awarded a Technical Fail (TF) for this subject.

Minimum Participation: Student participation in tutorials, practicals and/or seminars is an assessable component of this course. Students who do not meet minimum participation requirements may be awarded a Technical Fail (TF) for this subject.

Students who do not meet the overall minimum performance level requirements outlined above may be given a Technical Fail (TF) grade on their academic transcript even where the total marks accumulated are 50% or higher. Where a Technical Fail is awarded, the grade is displayed as TF but a mark is not displayed on the academic transcript. For the purposes of calculating a Weighted Average Mark (WAM) a TF is allocated a mark of 49.

Details of Assessment Tasks

Assessment 1	Menu Planning, Cuisines and Assessment Report
Format	Individual Report for Menu Planning and Assessment Group Oral Presentation on staple foods, food customs and dietary considerations of assigned country
Due date	Two weeks after your Menu Planning Tutorial for the Individual Report Oral Presentation on Cuisines in pairs in the lecture on Friday 19 th April.
Weighting	40%
Pass mark	20/40
Length	Maximum of 1200 words (not including menu plan) 10 minutes for presentation (6 mins talking and 3 mins for questions). Both people need to speak.
Details	Individual Report Development of a 7 day hospital menu template and 7 day hospital menu before evaluating the menu and considering it's applicability for residential aged care. Oral Presentation in Pairs in week 7 lecture.
Submission	Submit an electronic copy of your group presentation slides to the Subject Coordinator by email by 8am on Friday 19 th April. This is all that is handed in for the cuisines component in pairs. Submit hardcopy of your individual menu assignment to HBS Central on Level 1 in Bld 41

Assessment 1 will be marked using the following criteria:

Using the NSW Agency for Clinical Innovation (ACI) Nutrition Standards for Adult Inpatients in NSW Hospitals develop a seven day menu template, then plan a seven day patient menu for a 500 bed hospital in a metropolitan area of Sydney. The hospital consists of 180 medical, 200 surgical, 20 obstetric beds, 30 psychiatric beds and 70 geriatric beds. It operates on a cold-plated cook-chill system. This menu also provides the two main hot choices, soup and dessert for lunch for 70 meals on wheels clients. The average length of stay is 6 days; 15% NESB (primarily Italian, Greek and Macedonian backgrounds); average age 75years. (Please present all 7 days of the menu on one page in landscape format).

Description of other information needed, and people to communicate with to plan an appropriate menu for this Facility	2%
Seven Day Menu Template based on the NSW Hospital Standards (Consider minimum choice standards, serving sizes and the bands)	5%
Seven Day Menu	10%

Discuss the principles of a cold-plated cook-chill system. Provide an explanation of why certain items were; or were not included on your menu. 2%

Include a sample of a one day menu layout on A4 paper that a patient would receive. You should include on this sample menu all other regular choices that a patient would be offered (e.g. cereals, breads, beverages, condiments). 3%

Evaluate your menu using the minimum choice standards, the serving size information and bands of the NSW Agency for Clinical Innovation (ACI) Nutrition Standards for Adult Inpatients in NSW Hospitals. Comment on the strengths and weaknesses of your menu for the given hospital. 5%

How suitable is your menu for people living in residential aged care? Assess your hospital menu using one menu assessment tool for Residential Aged Care Facilities (RACFs) and comment on the findings. 5%

What factors did you consider in making your assessment? Discuss the similarities and differences in planning menus for hospitals and residential aged care facilities. 3%

Consider the country allocated to your working pair. Prepare an oral presentation based on the following:

- What are the staple foods 0.5%
- Outline any relevant food customs 1%
- Outline a typical day of meals and snacks 1.5%
- Which foods and/or beverages are most problematic in achieving a healthy diet 2%

Assessment 2	Quiz
Format	In-class test
Due date	10/05/2013
Weighting	10%
Pass mark	5/10
Length	12 Multiple Choice Questions (with one correct answer per question) and 3 Short Answers. The questions will cover lecture topics from weeks 0 to week 8
Details	Hard copy quiz in class, 45 mins is available
Submission	Submit hardcopy of your assignment to your lecturer in class

Assessment 2 will be marked using the following criteria:

1. 12 Multiple Choice Questions worth 6%
2. 3 Short Answer Questions worth 4%

Assessment 3	Diet Cookery Report
Format	Report
Due date	Two weeks after the last Diet Cookery Practical
Weighting	20%
Pass mark	10/20
Length	11 questions
Details	The questions relate the three Diet Cookery Practicals and are outlined in the Diet Cookery Manual
Submission	Submit hardcopy of your assignment to HBS Central on Level 1 in Bld 41

Assessment 3 will be marked using the following criteria:

1. 10 short answer questions 20%
Information about the marks available for each of the questions is outlined in the Diet Cookery Manual

Assessment 4	Group Consultancy Presentation and Report
Format	Presentation & Report
Due date	27/05/2013
Weighting	30%
Pass mark	15/30
Length	<p>Presentation 12 min presentation (each student to speak) and 5 min question and discussion</p> <p>Report Maximum 10 pages of content, including executive summary, conclusions and recommendations in priority order, and references.</p>
Details	<p>Power Point slides emailed to Subject Coordinator by 8am on Monday 27th May, Week 12.</p> <p>Verbal presentation to class on Monday 27th May, Week 12. Group presentation times will be allocated two weeks before. Attendance at all presentations is compulsory.</p>
Submission	<p>Submit an electronic version of the PowerPoint slides to the Subject Coordinator (via email) by 8.00am on Monday 27/05/2013.</p> <p>Submit hardcopy of your assignment to HBS Central on Level 1 in Bld 41</p>

Assessment 4 will be marked using the following criteria:

1. Presentation content 5%
2. Presentation skills 5%
3. Project report 20%

You will need to arrange yourselves into groups of 3-4 students and arrange a food service venue for this assessment. It is advisable that you arrange your group and a venue to review early in session, so that you are ready to conduct visits and interviews later in the session.

Project Brief:

1. You have been asked to review the food service provided at a particular site. The manager wants you to make some minimal changes that will have the maximum positive impact on the service for very little financial outlay.
2. Your report should review all aspects of the service including:
 - food service system
 - staffing
 - menu
 - budget and meal costs where possible
 - training
 - kitchen design
 - OH&S
 - quality and consumer service
 - food safety

Your presentation should include the following topics:

- food service system
 - menu
 - kitchen design
 - OH&S
 - food safety
 - quality and consumer service
3. Where possible, evaluate the service against the relevant food service standards.
 4. It is expected that to complete this assessment students will need to spend up to 3 days of on site research, including observation and interview times.

Scaling

Scaling will not occur in this subject.

Submission of Assignments

Specific submission instructions have been included in the assignment details section of this outline. A Health & Behavioural Sciences assignment cover sheet must be attached to all assignments and all sections of the cover sheet must be completed by the student. Receipts will be issued on submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. The receipt is the only proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required.

Note that if assignments are submitted in the after-hours slot in HBS Central or via post, the receipt must be filled out and left attached to the coversheet. The receipt will be stamped and retained under the counter at HBS Central for later collection during business hours. You must collect your receipt personally and you will be required to show your student card at the counter of HBS Central to obtain your receipt. Any assignments received without the coversheet attached, receipt section completed in full or receipt missing will not be receipted.

Students may post their assignments in to:

HBS Central (41.152)
University of Wollongong
Wollongong NSW 2522

Due Date

Unless otherwise specified, assignments are due by 4:00pm on the due date specified for the assessment task.

The date of submission by post for students will be considered to be the postmark date stamped on the assignment envelope. Note that it is not generally necessary to use Express Post as long as the envelope is clearly postmarked. However, approved late submission or other requirements of the Subject Coordinator may necessitate use of Express Post. If Express Post is used you will need to specifically request that the Post Office postmark your envelope, as Express Post envelopes do not normally carry a postmark.

Late Submission

Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.05 x number of days late. For example:

Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply ($100 \times 0.05 \times 7$). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assignment (85 (original mark) – 35 marks (late penalty) = $50/100$ (final mark)).

Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply ($(20 \times 0.05 \times 3)$). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report (17 (original mark) – 3 marks (late penalty) = $14/20$ (final mark)).

For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

Extensions

An extension of time to submit assignments can only be granted by the subject coordinator in exceptional circumstances. Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task.

Assessment Return

Marked assignments will be handed out in class or be available for collection during academic consultation hours OR according to the arrangement announced by the Subject Coordinator. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.

Supplementary Assessments

Students can log on to SOLS and click on the link titled "Supplementary Assessment" to view any applicable offers or use the following link; <http://www.uow.edu.au/student/exams/suppassess/index.html>.

Supplementary assessment may be offered to students who apply for student academic consideration and can demonstrate suitable grounds in accordance with the Student Academic Consideration Policy. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made.

Examination Rules

In 2012, there were a number of changes to the University Examination Rules that affect all current students. You can find this information at the following link; <http://www.uow.edu.au/student/exams/index.html>.

Supplementary Examinations

You can find the information for supplementary examinations at the following link; <http://www.uow.edu.au/student/exams/aboutsupp/index.html>.

Student Academic Consideration Policy

Academic Consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student's control which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student's academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

To apply for academic consideration you must submit an application via SOLS, as well as relevant documentation which is submitted in person to Student Central in Bld 17. The Subject Coordinator will be automatically notified of your request once you have submitted documentation and they will approve or decline your application. Students should log on to SOLS to see if their request has been approved. In the event of a genuine emergency, you must notify the Subject Coordinator as soon as possible by whatever means practical at the time, and follow with a formal academic consideration request as soon as you are able to.

The full policy on Student Academic Consideration is found in the Policy Directory on the UOW website.

System of Referencing Used for Written Work

The School uses the Harvard system of referencing, unless otherwise specified for a particular assignment – check Details of Assessment Tasks.

A summary of Harvard system can be accessed via the Library homepage, Related Links, Referencing and citing: <http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html>.

Use of Internet Sources

Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.

Plagiarism

Plagiarism means using the ideas of someone else without giving them proper credit. ALL work submitted for assessment MUST BE YOUR OWN. The other person may be an author, a lecturer or another student. The work may previously have been published in print or on the Web.

Plagiarism will not be tolerated and may result in the imposition of severe penalties. The University of Wollongong has the power to reprimand and penalise any student found guilty of such offences. If plagiarism is suspected, this will result in appropriate investigations.

“Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University’s online Policy Directory and in Faculty Handbooks and subject guides. . Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism has led to the expulsion from the University.”

To avoid plagiarism when using other people’s work, take care to reference appropriately. For assistance with correct referencing technique, consult with your tutor or lecturer. The Learning Development Centre also provides assistance to students on how to correctly reference.

Please note that you are required to sign a declaration on the assignment cover sheet, stating that you have read and met the requirements for the assignment, that (except for group assignments) you have not collaborated with other students, that you have not plagiarised and that, where you have used the work of others, you have referenced it appropriately. Academic staff will return your assignment unmarked if you have not signed the declaration.

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

Section C – General Advice

Students should refer to the Faculty of Health & Behavioural Sciences Student Guide for information on policies, learning and support services and other general advice.

The HBS Student Guide is available on the HBS Central website, which is accessed by navigating the links on the Faculty of Health & Behavioural Sciences homepage.