COURSE OUTLINE

3016DOH_Y1
Clinical Dental Practice 2

Semester 1 - 2008

Academic Organisation:	School of Dentistry and Oral Health
Faculty:	Griffith Health
Credit point value:	0
Student Contribution Band:	Band 3
Course level:	Undergraduate
Campus/Location/Learning Mode:	Gold Coast / On Campus / In Person
Convenor/s:	APro Anut Itthagarun (Gold Coast)
Enrolment Restrictions:	Restricted: Course must be listed in Program
This document was last updated:	11 February 2008

BRIEF COURSE DESCRIPTION

Clinical Dental Practice 2 involves the development and application of skills and knowledge acquired in Principles of Dental Care. Additional skills will be gained in oral diagnosis including examination and patient management, and advanced clinical procedures. This course provides the opportunity to develop knowledge and skills in discipline streams such as orthodontics, paediatrics, periodontics, local analgesia, endodontics, exodontia and removable and fixed prosthodontics.

Pre-requisites and Co-requisites

In a given year, successfully complete all DOH coded courses in one semester before proceeding to DOH coded courses in the next semester AND

Successfully complete all DOH coded courses in a year before proceeding into the following year (students may only undertake higher year non-DOH coded courses upon written approval to do so from the program convenor).

SECTION A – TEACHING, LEARNING AND ASSESSMENT

COURSE AIMS

Clinical Dental Practice 2 aims to provide students with knowledge of the promotion of oral health at the individual, group and community levels, treatment planning, patient management, medical conditions, medical emergencies, dental anomalies, craniofacial growth, dental occlusion, paediatric dentistry, orthodontic problem solving, and the prevention, management and treatment of periodontal diseases. Students will increase their knowledge of oral diagnosis, oral diseases and their prevention, the use of dental materials, team work, radiology and restorative dentistry including the principles of Minimal Intervention. Furthermore, students will obtain knowledge in the areas of endodontics, and removable and fixed prosthodontics. They'll apply theoretical skills in these areas in clinical and simulated laboratory situations. Students will be encouraged to develop skills in research of the literature and critical analysis. Treatment planning skills will be developed as a natural extension of all the theoretical knowledge and practical skills gained.

LEARNING OUTCOMES

At the completion of this course, students should be able to:

- Develop a theoretical basis for the clinical practice of dentistry for children, adolescents, and adults through engagement with, and critical analysis of, the current body of literature.
- Encourage the use of critical reasoning skills coupled with oral and written communication skills in the process of assessment, diagnosis and management of oral health needs.
- Apply knowledge of the behavioural sciences in understanding patient needs and perceptions, including those with mental health problems, and demonstrate appropriate communication skills.
- Explain the general concepts of 'pain' and 'pain management', and illustrate how this knowledge is applied in a clinical situation. Demonstrate understanding of the pharmacology of common local anaesthetic agents and competence in performing prescribed local analgesia techniques in a clinical situation.
- Select the appropriate local anaesthetic agent to undertake clinical dentistry, and perform routine local anaesthesia techniques safely and competently. Techniques shall include infiltration, intrapalatal, posterior maxillary and inferior dental block.
- Assimilate a sound knowledge of the biological and dental sciences with practical and clinical skills to provide appropriate general dental care for a routine patient.
- Demonstrate and apply sound communication skills in dealing with colleagues and other health care professionals, patients and their families.
- Demonstrate familiarity with current approaches in the management of periodontal diseases and appropriately treat adults with periodontal diseases.
- Illustrate an understanding of pulpal disease processes and perform with competence simple pulpal procedures in deciduous and adult teeth.
- Perform simple exodontia procedures of deciduous and adult teeth in a clinical situation, based on a sound knowledge of techniques and theory of the dental extraction.
- Understand the principles of managing the dental trauma patient, and apply this knowledge in hypothetical clinical situations.
- Understand the normal patterns of growth and development of a child from birth to adulthood in terms of craniofacial and dental development and be able to recognise variations from normal.
- Translate, apply and incorporate the basic concepts of individual craniofacial growth and development during the conservation and reconstruction phases of dental management.

- Demonstrate an understanding of the types of medical emergencies that can occur in the dental surgery and appreciate how such emergencies should be managed in a hypothetical clinical setting.
- Understand the importance of common medical conditions and their consideration in the safe practice of dentistry.
- Describe and apply the basic concepts of dental occlusion and understand their importance in the development of the permanent dentition.
- Demonstrate the theory, concepts and practice of the promotion of oral health at the individual, group and community levels.
- Explain the importance of understanding and applying key psychosocial issues in the day to day practice of dentistry.
- Demonstrate and apply modern concepts of oral disease prevention in the diagnosis, treatment planning and management of dental caries and periodontal diseases.
- Understand the concepts of prevention of oral diseases and of oral health education.
- Acquire a sound and comprehensive knowledge of advanced restorative techniques in the restorative management of dental anomalies in the paediatric patient.
- Demonstrate the taking and interpretation of different types of intra- and extra-oral radiographs.
- Develop an appreciation of research and future developments in this area of dentistry.
- Display competence in the development of a differential, provisional or definitive diagnosis for a patient. This involves interpreting and correlating findings from the patient history, clinical, and radiographic examinations and other diagnostic tests.
- Recognise dental disease states which require restorative intervention and apply theoretical knowledge in selecting the most desirable form of restorative intervention. The student should develop a comprehensive understanding of the theoretical principles associated with advanced restorative procedures such as the provision of dental crowns, inlays, and facings and begin to apply these principles and skills in the clinical setting.
- Be aware of, and demonstrate an understanding of the basic principles of the clinical orthodontic treatment of children. Students should use acquired knowledge of human growth and development in order to give perspective on orthodontic problems, with special reference to their definition, classification, prevalence and aetiology including genetic and environmental influences. Students should also understand the rationale and objectives of treatment plans, and be competent to present a basic diagnosis, set of case objectives and treatment plan for a child orthodontic patient
- With respect to removable prosthodontics and dental materials, be competent in performing secondary impressions, using a facebow to mount models and the clinical and should demonstrate technical skills associated with the provision of partial acrylic dentures, as well as denture repair and relining. Students should also be competent in the provision of bleaching trays and basic occlusal splints. Students should comprehend the difficulties that can not only arise from technical issues, but from the individual nuances that occur from patient to patient and thus to have a realistic expectation of the results that they can expect of themselves and the dental technical support team.

Students will be equipped to provide Dental care for patients in a clinical setting at the level at which they are competent to perform. Competency will be achieved by assimilation of the theoretical knowledge presented in lectures, Student Centred Learning Sessions (SCL) and Problem Based Learning (PBL) sessions. Practical application of this knowledge will be furthered and practised in Clinical Skills Simulation Laboratory and in the Prosthetics Laboratory. Please see the detailed Discipline Outlines provided by Heads of Disciplines where learning outcomes have been specified. Discipline Outlines will be posted on Learning@Griffith under Course Content.

CONTENT, ORGANISATION AND TEACHING STRATEGIES

Contact Summary

	Lecture	Sim Lab	Wet Lab	Pros & Adv. Restorative Lab	Clinical Practicum
Per/Week	6	2		1	2
No./Hours	1	3		3	3
TOTAL HOURS	**88**	**90**		**51**	**96**

This includes an extended pre-semester (weeks -4 to 0) in Prosthodontics and an intensive pre-semester course in Local Anaesthetics. Please see the pre-semester timetable for more details.

Please note: This provisional schedule of course components is subject to change.

Extension of Semester
Students should be aware that following a recommendation from the University Dental School committee, the duration of this course has been extended to 18 weeks in semester 1.

A pre-semester 'Professional Intensives' will be held prior to the start of semester 1. This intensive session allows accelerated development of clinical skills through tutorials, laboratory and clinical session allocations, with a particular emphasis on local anaesthesia

Please note that scaling revision will be undertaken in the allocated sim lab time for Paediatric Dentistry in weeks -1 and 0. Attendance is compulsory.

This course consists of lectures, laboratory sessions, SCL and clinical practice. The course will integrate content from the following disciplines:
1. Advanced Restorative Dentistry and Endodontics
2. Periodontology
3. Orthodontics
4. Removable and Fixed Prosthodontics and Dental Materials
5. Paediatric Dentistry
6. Local Anaesthesia (Semester 1) and exodontia (Semester 2)

Each discipline will provide a detailed course outline, including specific lecture topics, which will be available on the 'Learning @ Griffith' website.

Timetable
Refer to Griffith University Website

Attendance
Whilst Griffith University does not declare that lecture attendance is compulsory, the School of Dentistry and Oral Health expects full attendance in a professional program such as this.

The timetable for extended semesters is available at www.gu.edu.au/school/doh under current students. The semester timetable is available at http://www.gu.edu.au/ua/aa/sta/timetables.html

Attendance at clinical and practical classes is COMPULSORY. Students that are absent from more than one laboratory or clinic session without an acceptable reason may not satisfy the course requirements, subject to assessment board. A medical certificate, attached to an 'application for clinical / laboratory make-up form' found at http://www.griffith.edu.au/school/doh/ (current students, policies and procedures), should be presented to your tutor as soon as possible after the missed session. Any other extenuating circumstances and explanations must be documented and forwarded with the 'application for clinic or laboratory make-up form' to your tutor as soon as possible.

Swapping between classes is not permitted, in order to prevent overcrowding and to ensure adequate resources are available in the laboratories.

Students are advised that they are required to comply with the School of Dentistry and Oral Health Dress Code for all clinical and laboratory sessions. Students not complying with the code will not be permitted to attend the session. Of particular importance is the wearing of appropriate protective apparel in the clinic and laboratory. Mobile phones must be switched off at all times during the session.

CONTENT SUMMARY

This course covers several fundamental aspects of oral health. Key topic areas for this semester include treatment planning, oral diagnosis, periodontics and paediatric dentistry, along with craniofacial growth and development. In addition the course will cover occlusion, removable and fixed prosthodontics and endodontics.

LECTURE CONTENT:

Please note: The provisional schedule of lectures may be subject to change.

Week	Topic
-4	Lecture 1: Local Anaesthesia Lecture 2: Local Anaesthesia Lecture 3: Local Anaesthesia Lecture 4: Local Anaesthesia
-3	Lecture 1: Local Anaesthesia Lecture 2 : Local Anaesthesia Lecture 3 : Materials Lecture 4: Prosthodontics
-2	Lecture 1: Prosthodontics Lecture 2 : Materials Lecture 3 : Pedodontics
-1	Lecture 1: Prosthodontics Lecture 2 : Materials Lecture 3 : Pedodontics
0	Lecture 1: Prosthodontics Lecture 2 : Materials Lecture 3 : Paedodontics
1	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Prosthodontics Lecture 4: Materials Lecture 5 :Pedodontics Lecture 6 : Oral Surgery
2	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Prosthodontics Lecture 4: Materials Lecture 5 :Pedodontics Lecture 6 : Oral Surgery
3	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Prosthodontics Lecture 4: Materials Lecture 5 :Pedodontics Lecture 6 : Oral Surgery
4	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Prosthodontics Lecture 4: Materials Lecture 5 :Pedodontics Lecture 6 : Oral Surgery
5	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Prosthodontics Lecture 4: Materials Lecture 5 :Pedodontics

Week	Topic
	Lecture 6 : Oral Surgery
6	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Prosthodontics Lecture 4: Materials Lecture 5 :Pedodontics Lecture 6 : Oral Surgery
7	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Prosthodontics Lecture 4: Materials Lecture 5 :Pedodontics Lecture 6 : Oral Surgery
8	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Prosthodontics Lecture 4: Materials Lecture 5 :Pedodontics Lecture 6 : Oral Surgery
9	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Endodontics Lecture 4: Materials Lecture 5 :Pedodontics Lecture 6 : Oral Surgery
10	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Endodontics Lecture 4: Materials Lecture 5 : Oral Surgery
11	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Endodontics Lecture 4: Materials Lecture 5 : Oral Surgery
12	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Endodontics Lecture 4: Materials Lecture 5 : Oral Surgery
13	Lecture 1: Orthodontics Lecture 2: Periodontology Lecture 3: Endodontics Lecture 4: Materials Lecture 5 : Oral Surgery

Further information regarding pre-reading requirements for each teaching element, recommended readings, lecture notes and additional references will be available at the Learning@Griffith site.

LABORATORY CONTENT:

Laboratory sessions are designed to consolidate, review and apply the theoretical material from lectures through practical exercises of dental skills. Laboratory sessions may also be utilised for group student centred learning activities, tutorials and individual student presentations.

CLINICAL CONTENT:

Techniques and the use of dental materials in providing preventative and basic dental restorative procedures will be practised. The students will engage in team work and improve communication skills. Students will be required to assimilate, analyse and apply this core knowledge base during this course.

The clinical requirements are structured in order to concentrate on quality of patient care and it is expected that this will improve not only your understanding but also your enjoyment of clinical dentistry. It is the student's responsibility to ensure that all clinical details and item numbers are recorded in the patient management system (Griffith University) or the patient chart (School Dental Clinic). Every student is required to maintain a clinical logbook as prescribed as an accurate record of all (both attempted and completed) clinical procedures and this will be duly countersigned by the course tutors.

ASSESSMENT

Item	Assessment Task	Length	Weighting	Total Marks	Relevant Learning Outcomes	Due Day and Time
1.	Laboratory competency Semester 1: Paedodontics		10%	TBA	ALL	During each laboratory session
2.	Laboratory competency Semester 1: Prosthodontics/Endodontics		10%	TBA	ALL	During each laboratory session
3.	Clinical competency Semester 1		15%	TBA	ALL	During each clinical session
4.	End of Semester 1 Written Exam		15%	TBA	ALL	Weeks 15-16, Semester 1
5.	Laboratory competency Semester 2: Prosthodontics/Endodontics		10%	TBA	ALL	During each laboratory session
6.	Clinical competency Semester 2		15%	TBA	ALL	During each clinical session
7.	End of Semester 2 Written Exam		25%	TBA	ALL	Weeks 15-16, Semester 2

Assessment Item 1 will include written reports and quizzes (details to be provided in outline of each teaching element).

Assessment Item 2 will include clinical case presentations and viva voce (details to be provided in outline of each teaching element).

ALL PIECES OF ASSESSMENT MUST BE COMPLETED ACCORDING TO THE CRITERIA AS DETERMINED BY THE HEAD OF EACH DISCIPLINE. THESE ARE AVAILABLE ON LEARNING@GRIFFITH.

A PASS MARK OF 50% IS REQUIRED FOR EVERY ASSESSMENT ITEM FOR THE SUCCESSFUL COMPLETION OF THIS COURSE.

Award of Course Grade

3016DOH is a year long course. While assessments will take place in semester 1 and 2, students will only receive a grade for the course at the end of semester 2.

Additional Assessment Information

Details on assessment for each Assessment item can be found on Learning@Griffith.

Return of Assessment Items

Assessment items will be returned during subsequent lectures, clinical or laboratory sessions two weeks after submission or at a time determined by the course convenor.

Notification of Availability of Feedback on Assessment

Feedback on each assessment item will be provided to students by the course convenor and discipline leads at a time convenient to the course convenor and discipline lead.

School of Dentistry and Oral Health Assessment Policy

In addition to the Griffith University Assessment Policy, students should refer to School of Dentistry and Oral Health Assessment Policy at www.griffith.edu.au/school/doh - click current students, policies and procedures.

UNSATISFACTORY PERFORMANCE:

The Course Convenor(s) has the right to stop your progress or remove you from the course for unsatisfactory performance or if you are not competent in laboratory, pre-clinic, clinic and/or theory sessions.

Unsatisfactory performance or lack of competence includes:

1. Breach of infection control procedures and/or policies.
2. Repeated breaches of Griffith University Code of Conduct and/or School of Dentistry and Oral Health Professional Dress Code.
3. Breach of patient confidentiality and/or professional misconduct with a patient, caregiver/parent, fellow student or clinical supervisor.
4. Below satisfactory performance in laboratory, pre-clinical or clinical practical sessions. This may include, but not be restricted to: unnecessary damage to soft and hard tissues, cutting a cavity in the incorrect tooth, extracting the wrong tooth, taking an inadequate medical and/or dental history, poor record keeping, administration of an inappropriate drug or medicament, inappropriate use of dental equipment and late arrival to clinical and laboratory sessions.

GRADUATE SKILLS

The Griffith Graduate Statement states the characteristics that the University seeks to engender in its graduates through its degree programs.

Graduate Skills	Taught	Practised	Assessed
Effective communication (written)	☒	☒	☒
Effective communication (oral)	☒	☒	☒
Effective communication (interpersonal)	☒	☒	☒
Information literacy	☐	☒	☒
Problem solving	☒	☒	☒
Critical evaluation	☒	☒	☒
Work autonomously	☒	☒	☒
Work in teams	☒	☒	☒
Creativity and innovation	☐	☒	☐
Ethical behaviour in social / professional / work environments	☐	☐	☒
Responsible, effective citizenship	☒	☒	☒

Professional Skills	Taught	Practised	Assessed
Anatomy - gross, microscopic, neuro-anatomy	☐	☐	☐
Behavioural sciences including communication	☒	☒	☒
Biochemistry	☐	☒	☐
Biology, including oral biology	☒	☒	☒
Biostatistics	☐	☐	☐
Chemistry	☐	☐	☐
Community dentistry	☐	☐	☐
Community medicine	☐	☐	☐
Dental materials	☒	☒	☒
Dental occlusion	☒	☒	☒
Emergency procedures, CPR	☒	☒	☒
Endodontics	☒	☒	☒
Epidemiology	☐	☐	☐
Ethics and Jurisprudence	☐	☒	☐
Fluorides	☒	☒	☒
Forensic odontology	☐	☒	☐
General Dental practice, utilisation of assistants	☒	☒	☒
General histology	☐	☐	☒
General immunology	☐	☐	☐
General medicine	☒	☒	☒
General microbiology	☐	☐	☐
General pathology	☐	☐	☐
General physiology	☐	☐	☐
General surgery	☐	☐	☐
Genetics, including molecular genetics	☐	☐	☐
Imaging, including radiology	☒	☒	☒
Infection control	☒	☒	☒
Materials science	☒	☒	☒
Molecular biology	☐	☐	☐
Nutrition	☒	☒	☒
Operative dentistry	☒	☒	☒
Oral anatomy	☒	☒	☒
Oral biochemistry	☒	☒	☒
Oral biology	☒	☒	☒
Oral diagnosis	☒	☒	☒
Oral histology and embryology	☐	☐	☐
Oral medicine	☐	☐	☐

Oral microbiology and immunology	☒	☒	☒
Oral pathology	☒	☒	☒
Oral physiology	☒	☒	☒
Oral surgery	☒	☒	☒
Orthodontics	☒	☒	☒
Paediatric dentistry	☒	☒	☒
Pain control	☐	☒	☒
Periodontology	☒	☒	☒
Pharmacology and therapeutics	☒	☒	☒
Physics	☒	☒	☒
Practice management, occupational health hazards	☒	☒	☒
Preventative dentistry	☒	☒	☒
Prosthodontic, fixed and removable, inc. implants	☒	☒	☒
Research methods, comp. skills, crit appr of lit	☐	☒	☐
Saliva Testing	☒	☒	☒

TEACHING TEAM

Convenor Details	Gold Coast
Convenors	Prof. Anut Itthagarun
Emails	a.itthagarun@griffith.edu.au
Office Location	GH1_7.59
Phone	07 567 80759
Fax	07 567 80708
Consultation times	By appointment

Convenor Details	Gold Coast
Convenors	Ms Elizabeth Evelyn
Emails	e.evelyn@griffith.edu.au
Office Location	GH1_7.33
Phone	07 56780733
Fax	07 567 80708
Consultation times	By appointment

Additional teaching team members

Discipline Leads:

1. **Paediatric Dentistry:** Prof Anut Itthagarun
2. **Restorative Dentistry and Endodontics:** Prof. Florian Mack and Dr Lea Foster
3. **Removable Prosthodontics and Dental Materials:** Prof Florian Mack and Dr Robert Foster
4. **Periodontology:** Prof. Saso Ivanovski
5. **Orthodontics:** Adjunct Assoc Prof. Patricia Medland
6. **Oral and Maxillofacial Surgery:** Prof Torsten Remmerbach

There are several additional teaching team members including:

Prof Newell Johnson, Associate Prof Jeroen Kroon, Dr Raj Nair, Dr Suhas Tumkur, Dr Amit Shah, Dr Mohammed Meer, Dr Jane Manakil, Ms. Leonie Short, Mr. Steven Griffin, Mr. John Mackay

Other members of the Dental School will be part of the teaching team on a sessional basis. Further information regarding the above teaching team members and other sessional staff will be posted on the Learning@Griffith website.

COURSE COMMUNICATIONS

The course convenor is available *via* email, telephone appointment or face to face. Details of the convenors availability and contact telephone number will be available on the convenors office door in GH1 and on the Learning@Griffith website.

TEXTS AND SUPPORTING MATERIALS

Prescribed Texts:

Title	Edition	Authors	Publisher
Pathways Of The Pulp	9th	Cohen S Burns R	Elsevier
Handbook of Paediatric Dentistry	2nd	Ameron A., Widmer R.	Elsevier
Restorative Techniques in Paediatric Dentistry	2nd	Dugal, MS et al	Martin Dunitz, London
Sturdevent's Art and Science of Operative Dentistry	4th	Roberson et al	Mosby
Contemporary Orthodontics	4th	Proffit WR	Elsevier

Recommended Texts:

Title	Edition	Authors	Publisher
Clinical Periodontology and Implant Dentistry	4th	Lindhe et al	
Preservation and Preservation of tooth Structure		Mount G Hume W	Knowledge Books
Essentials of Radiography and Radiology		Waites E	

SECTION B – ADDITIONAL COURSE INFORMATION

Individual Discipline Outlines will be posted on Learning@Griffith under the Course Content Section

The School of Dentistry and Oral Health's Code of Conduct and Behaviour shall be observed, together with other relevant Griffith policy documents and those of professional bodies, including the Australian Dental Association and the Dental Board of Queensland.

School Policies can be found at www.griffith.edu.au/school/doh - current students, policies and procedures.

SECTION C – KEY UNIVERSITY INFORMATION

ACADEMIC MISCONDUCT

Students must conduct their studies at the University honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is academic misconduct and is unacceptable.

Some students engage deliberately in academic misconduct, with intent to deceive. This conscious, pre-mediated form of cheating is one of the worst forms of fraudulent academic behaviour, for which the University has zero tolerance and for which penalties, including exclusion from the University, will be applied.

However the University recognises many students commit academic misconduct without intent to deceive. These students may be required to undertake additional educational activities to remediate their behaviour.

Specifically it is academic misconduct for a student to:

- ***Cheat in examinations and tests*** by communicating, or attempting to communicate, with a fellow individual who is neither an invigilator or member of staff; by copying, or attempting to copy from a fellow candidate; attempting to introduce or consult during the examination, any unauthorised printed or written material, or electronic calculating or information storage device; or mobile phones or other communication device, or impersonates another.

- ***Fabricate results*** by claiming to have carried out tests, experiments or observations that have not taken place or by presenting results not supported by the evidence with the object of obtaining an unfair advantage.

- ***Misrepresent themselves*** by presenting an untrue statement or not disclosing where there is a duty to disclose in order to create a false appearance or identity.

- ***Plagiarise*** by representing the work of another as their own original work, without appropriate acknowledgement of the author or the source. This category of cheating includes the following:

1. collusion, where a piece of work prepared by a group is represented as if it were the student's own;
2. acquiring or commissioning a piece of work, which is not his/her own and representing it as if it were, by
    - purchasing a paper from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned
    - submitting a paper written by another person, either by a fellow student or a person who is not a member of the University;
3. duplication of the same or almost identical work for more than one assessment item;
4. copying ideas, concepts, research data, images, sounds or text;
5. paraphrasing a paper from a source text, whether in manuscript, printed or electronic form, without appropriate acknowledgement;
6. cutting or pasting statements from multiple sources or piecing together work of others and representing them as original work;
7. submitting, as one own work, all or part of another student's work, even with the student's knowledge or consent.

A student who willingly assists another student to plagiarise (for example by willingly giving them their own work to copy from) is also breaching academic integrity, and may be subject to disciplinary action.

Visit the University's Institutional Framework for Promoting Academic Integrity Among Students for further details.

PLAGIARISM DETECTION SOFTWARE

From semester 2, 2007 the University has been piloting the use of plagiarism detection software. Students should be aware that your Course Convenor may use this software to check submitted assignments. If this course is included in the pilot your Course Convenor will provide more detailed information about how the detection software will be used.

HEALTH AND SAFETY

Griffith University is committed to providing a safe work and study environment, however all students, staff and visitors have an obligation to ensure the safety of themselves and those whose safety may be affected by their actions. Staff in control of learning activities will ensure as far as reasonably practical, that those activities are safe and that all safety obligations are being met. Students are required to comply with all safety instructions and are requested to report safety concerns to the University.

General health and safety information can be obtained from http://www.griffith.edu.au/hrm/health_and_safety/

Information about Laboratory safety can be obtained from
http://www.griffith.edu.au/ots/secure/health/content_labsafety.html

KEY STUDENT-RELATED POLICIES

All University policy documents are accessible to students via the University's Policy Library website at: www.griffith.edu.au/policylibrary. Links to key policy documents are included below for easy reference:

- *Student Charter*
- *Student Administration Policy*
- *Assessment Policy*
- *Academic Calendar*
- *Health and Safety Policy*
- *Academic Standing, Progression and Exclusion Policy*
- *Policy on Student Grievances and Appeals*
- *Examinations Timetabling Policy and Procedures*
- *Guideline on Student E-Mail*

UNIVERSITY SUPPORT RESOURCES

The University provides many facilities and support services to assist students in their studies. Links to information about University support resources available to students are included below for easy reference:

Learning Centres - the University provides access to common use computing facilities for educational purposes. For details visit www.griffith.edu.au/cuse

Learning@Griffith - there is a dedicated website for this course via the Learning@Griffith student portal.

Student Services facilitate student access to and success at their academic studies. Student Services includes: Careers and Employment Service; Chaplaincy; Counselling Service; Health Service; Student Equity Services (incorporating the Disabilities Service); and the Welfare Office.

Learning Services within the Division of Information Services provides learning support in three skill areas: computing skills; library skills; and academic skills. The study skills resources on the website include self-help tasks focusing on critical thinking, exam skills, note taking, preparing presentations, referencing, writing, proof reading, and time management.