

1503HUM

News and Politics

Semester 2 2009

Academic Organisation:	School of Humanities
Faculty:	Faculty of Humanities & Social Sciences
Credit point value:	10
Student Contribution Band:	Band 1
Course level:	Undergraduate
Campus/Location/Learning Mode:	Gold Coast / On Campus / In Person Nathan / On Campus / In Person
Convenor/s:	Dr Paul Williams (Gold Coast) Dr Jacqueline Ewart (Nathan)
Enrolment Restrictions:	Nil
This document was last updated:	10 June 2009

BRIEF COURSE DESCRIPTION

This course is for students who wish to undertake the journalism and public relations majors. It teaches students how to write in a journalistic style and think about news and current affairs in a critical fashion in the context of the Australian political and media systems. Students are expected to keep abreast of current affairs on a daily basis. Content is provided through lectures and tutorials.

Incompatible: 1503ART News and Politics

Incompatible: 1012AMC News and Politics

SECTION A – TEACHING, LEARNING AND ASSESSMENT

COURSE AIMS

This first-year course is compulsory for those students wishing to undertake the journalism specialisation. The course also offers a general introduction to news writing styles and the news media industry for other Arts and Communications students. The course teaches students how to write in a journalistic style, and how to critically think about news and current affairs in the context of the Australian political and media systems. Students are expected to keep abreast of current affairs. Course content is provided through lectures and tutorials, and attendance at all classes, while not assessable, is compulsory.

News and Politics introduces first-year students to the critical reading of news and current affairs, and the basic practical skills required to write a news story. The course also gives students the opportunity to learn about the contemporary news media industry via lectures on media ownership, regulation and policy. Students are also provided with an introduction to Australia's key political concepts, institutions and issues, with special consideration of how they are reported in the media.

LEARNING OUTCOMES

On completion of News and Politics, students will be able to:

1. identify 'what is news'
2. write a hard news story
3. identify the key players in the Australian news media industry
4. describe how the mass media relates to political institutions
5. discuss key issues in current affairs
6. identify the key public political debates
7. nominate their own biases and consider them rationally.

This course will enhance students' generic skills, and provide the foundation for further development of professional skills in journalism. Students will further develop written and oral communication skills, and will be required to critically analyse the role of the news media in contemporary society. Importantly, small group work conducted during tutorials will enhance the students' ability to perform as part of a team.

On completion of this course students will have acquired the following transferable skills:

8. Written communication skills
9. Oral communication skills
10. Problem solving and decision-making skills

CONTENT, ORGANISATION AND TEACHING STRATEGIES

The course is based around a series of lectures and tutorials.

Lectures

Students are required to attend weekly lectures. The lectures will discuss key topics and issues subject to testing in the examination. They will also assist students to prepare other assessment requirements.

Tutorials

Tutorials, held weekly from Week 1 to 13, allow students to discuss concepts and issues associated with lecture content and assessment requirements. Tutorials also offer hands-on opportunities for students to 'work-shop' their news writing skills, while also ensuring students regularly access news and current affairs sources.

Web pages

News & Politics web pages will be posted at learning@griffith. These pages provide students with pertinent web links, library resources and discussions relevant to the course.

CAMPUS-SPECIFIC ARRANGEMENTS: This course is taught on two campuses this semester (Nathan and the Gold Coast). You are required to enrol and participate at one campus ONLY. All concerns will be dealt with on a local campus basis. Throughout this Course Outline there may be campus specific information – please make sure that you refer to the information that is RELEVANT TO THE CAMPUS WHERE YOU ARE ENROLLED. Students should consult their tutor in the first instance.

Contact Summary

Students are expected to attend all lectures and tutorials. While we realise this may not always be possible, enormous practical content is covered in both lectures and tutorials which feeds directly into the completion of assessment items. Tutorials are a particularly important part of the course as they provide regular instruction in news writing, as well as tips for specific assessment items. If you miss a class it is your responsibility to catch up.

CONTENT SUMMARY

Week	Topics Covered	Tutorial content
1.	Introduction	Introduction & Housekeeping. Reading: Conley and Lamble Ch. 1, Ch. 3
Module 1 News Media and News writing		
2.	What is news? How to identify a news story. News Values and their application. Sources. Finding stories.	What is news? Discussion of current news; introduction to news. <u>Reading:</u> Conley and Lamble Ch. 4
3.	News writing. Accuracy, concision and factual writing. Using press releases and other sources.	Accuracy & Concision Discussion of current news; news values. Discussion of Assignment No.1 (due week 5) <u>Reading:</u> Conley and Lamble Ch. 2, Ch. 5, Ch. 6
4.	Interviewing. Discussion of the first assignment – university news story	Interviewing. Discussion of current news; news writing <u>Reading:</u> Conley and Lamble Ch. 9
5.	Objectivity, balance and fairness. Spelling, grammar and punctuation	Objectivity, Balance & Fairness. Discussion of current news; interviewing exercise <u>Reading:</u> Conley and Lamble Ch. 7

Week	Topics Covered	Tutorial content
6.	Considerations in political reporting & 'spin'	<p>Considerations in political reporting.</p> <p>Discussion of current news; news writing and style;</p> <p>Discussion of Assignment No.2 (due week 8)</p> <p><u>Reading</u>: N. Richardson. 2002. 'Playing political games: ministers, minders and information.' In <i>Journalism Investigation and Research</i>. S. Tanner (ed). Longman: Frenchs Forest, NSW. (<u>digitised</u>)</p> <p>M. Simons. 2006. 'The Parliamentary Press Gallery – Insular, Intrusive or Indispensable?' <i>The Sydney Quarterly Institute</i>, 9 (4), pp. 30-37. available at http://search.informit.com.au.libraryproxy.griffith.edu.au/fullText;res=APAFT;dn=200609937</p> <p>C. White. 2009. Journos willin participants in PM's machine. Available at http://www.abc.net.au/news/stories/2009/05/28/2582700.htm</p> <p>C.Marriner and G Skehan. 2007. The Spin They're In available at http://www.smh.com.au/news/national/the-spin-theyre-in/2007/08/03/1185648145757.html?page=fullpage#contentSwap1</p> <p>Davies, N. 2008. Flat Earth News, extract available at http://www.flatearthnews.net/chapter-one-bug-ate-world</p>
7.	<p>a) Media ownership in Australia. Reporting on the news media</p> <p>b) Media policy and media law in Australia. Discussion of the second assignment – media industry news story</p>	<p>Media ownership & policy</p> <p>Discussion of current news; news writing</p> <p><u>Reading</u>: L. Hitchens. 2007. 'Australian media reform: discerning the policy [Paper in: Forum: Broadcasting and Media Laws.]. <i>University of New South Wales Law Journal</i>, v.30, no.1, 2007, pp. 246-257. (Available online via GU Library)</p>
Module 2 Politics and the Media		
8.	What is politics, political terms, ideas, ideologies	<p>What is politics?</p> <p>Discussion of current news.</p> <p>Discussion of Assignment No.3 (due week 10)</p> <p><u>Reading</u>: Eccleston, Williams & Hollander (EWH) Ch. 1;</p> <p>A. Heywood. 2002. 'What is Politics?' in <i>Politics 2nd</i> ed. Palgrave: New York. (<u>digitised</u>)</p>
9.	Reporting Political and Social issues in Australia: Pressure groups and lobbyists and discussion of the third news story – social issues news story	<p>Political & Social Issues</p> <p>Discussion of current news; debates. Lecture material and assessment items will be discussed where possible from Wks 8-12 after debates are completed in the tutorial.</p> <p><u>Reading</u>: EWH Ch. 6;</p> <p>P. Boreham, G. Stokes & R. Hall 2004. (eds) <u>Chapter One</u>. <i>The politics of Australian society : political issues for the new century</i>. Pearson: Frenchs Forest, N.S.W. (<u>digitised</u>)</p>
10.	Reporting Cabinet and Parliament	<p>Cabinet & Parliament</p> <p>Discussion of current news.</p> <p><u>Reading</u>: EWH Chapter 4</p>

Week	Topics Covered	Tutorial content
11.	Reporting Political Parties and Elections and the fourth assignment - political issues news story	Political Parties & Elections Discussion of current news. Discussion of Assignment No.4 (due week 13) <u>Reading:</u> EWH Chapter 5, 7
12.	Reporting the States & Local Government	Discussion of current news. <u>Reading:</u> J. Wanna & P. Williams. 2005. 'The twilight Zone of State Leaders', in <i>Yes, Premier: Labor Leadership in Australia's State's and Territories.</i> (eds). J. Wanna and P. Williams. (<u>digitised</u>)
13.	Summary & Conclusions	Discussion of current news; lecture material; exam hints. <u>Reading:</u> Conley & Lamble: Epilogue.

ASSESSMENT

Summary of Assessment

Item	Assessment Task	Length	Weighting	Total Marks	Relevant Learning Outcomes	Due Day and Time
1.	University news story	300 words	10%	100	1, 2, 7, 8, 11	Thursday, 27 August 4 p.m. (Wk 5)
2.	Media Industry news story	300 words	20%	100	1, 2, 3, 5, 8, 11	Friday, 18 September, 4 p.m. (Wk 8)
3.	Social Issue news Story	300 words	20%	100	5, 6, 7, 9, 10	Friday, 9 October, 4 p.m. (Wk 10)
4.	Political Issue news story	300 words	25%	100	1, 2, 4, 5, 7, 8, 11	Friday, 30 October, 4 p.m. (Wk 13)
5.	Unseen Examination	50 multiple choice questions	25%	100	3, 4, 5, 11	University Exam Period

Assessment Details:

NB: Nathan students must submit all news stories in hard copy to Off-Campus Assignment & Handling Services.

Gold Coast students must deposit all news stories in hard copy in the marked assignment boxes on the third floor of G23.

Submission of Assignments:

News and Politics is a large, first year course with numerous staff members. You MUST include the name of your TUTOR on all assessment items. Failure to do so will result in delays in the marking and return of assignments.

Emailed copies of assessment items will **NOT** be accepted.

A note on the preparation of all news stories:

For each of the four news stories, you **MUST** attach a separate page to your assignment that includes copies of the notes you took during your interviews and your interviewees' names, positions and telephone numbers, and the details of where and when the interviews took place. You must also post six (6) tweets to Twitter for each of the stories you write and those posts must be uploaded before the story is due. Tweets should be about the process of gathering and writing each of the news stories and should be used as a method of reflecting on your experiences and practice, the difficulties and problems you encountered and how you overcame them. You must submit a copy of the tweets you post about each of your news stories with each assignment. Every news story you submit must be balanced and objective. That means each story must contain quotes from at least two (2) interviewees. See the course website for details as to how to present this material. You can not interview sources by email. Stories that are not written in inverted pyramid style, or that fail to remain objective, or that reflect insufficient research, will lose marks. Your story ideas, and the writing of those stories, must be your own original work. They must not have been covered elsewhere in the news media. This means you must undertake your own research and conduct your own interviews. Those stories that are plagiarised, in part or in full, will fail, with possible university sanctions to follow.

1. **University news story:** Write an original 300-word news story based on an event or issue occurring within your local campus grounds. The story must be sufficiently newsworthy to be reported in a local newspaper, but your story must be **original** and **not** have been covered elsewhere. This assignment item enables students to begin developing their news writing skills within a familiar campus environment.
2. **Media Industry news story:** Write an original 300-word news story on a **current** issue involving any aspect of Australia's news media, for example, government policy changes affecting media ownership or reporting, the launch of a new news media organisation, a news media awards ceremony, or a legal issue involving a journalist. These are just a few examples. This assessment enables students to connect contextual material about the news media industry with their practical news writing skills.
3. **Social Issues story:** Write an original 300-word story on a pressing social issue, such as alcohol or drug abuse, homelessness, poverty, racial or sexual discrimination, unemployment or crime. These are just a few examples. This assessment item allows students to develop their understanding of social issues and apply their news writing skills.
4. **Political Issues news story:** Write an original 300-word news story on a current political issue, such as a local, state or federal government's response to the global financial crisis, the republic issue, Indigenous affairs, a statement made by a local, state or federal politician, or a piece of legislation before a local council or state or federal parliament. These are just a few examples. This assessment item allows students to develop their understanding of political issues and institutions, and to apply their news writing skills.
5. **Examination:** The final unseen exam, consisting of 50 multiple choice questions, will test students' conceptual understanding of lecture material, as well as their general knowledge of news and current affairs issues. The exam will last 90 minutes, with 10 minutes perusal time. **PLEASE NOTE THAT THE EXAM WILL BE IN THE UNIVERSITY'S EXAM PERIOD. YOU MUST COMPLETE THIS EXAM TO COMPLETE THE COURSE.**

Assessment Rationale

- Item 1: Assesses students' news writing and interviewing skills.
- Item 2: Assesses students' news writing and interviewing skills in the media context.
- Item 3: Assesses students' news writing and interviewing skills in the social context.
- Item 4: Assesses students' news writing skills in the political context.
- Item 5: Assesses students' conceptual comprehension of lecture material, and knowledge of news and current affairs.

Return of Assessment Items

1. Each assessment item will be given a mark. This mark will be on the returned assessment item.
2. Students should not add up the marks awarded for each assessment to estimate their final grade. University policy is to use a criterion-based assessment system. Staff will discuss with students the criteria used to determine grades.
3. Assignments will be returned during tutorials. Students who do not attend tutorials when assignments are returned may be able to collect them from their tutor during consultation time. Details about assignment collection will be provided during lectures.

Notification of Availability of Feedback on Assessment

Students will receive marks and feedback on each assessment item before their next assignment is due, and in time to enable them to apply the marker's suggested improvements and changes.

GRADUATE SKILLS

Graduate Skills	Taught	Practised	Assessed
Effective communication (written)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Effective communication (oral)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Effective communication (interpersonal)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Problem solving	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Critical evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work autonomously	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work in teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and innovation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ethical behaviour in social / professional / work environments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Responsible, effective citizenship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Professional Skills

Students completing this course will have taken the first steps towards establishing strong professional skills in the journalistic field.

TEACHING TEAM

Course Convenor

Convenor Details	Nathan
Campus Convenor	Jacqui Ewart
Email	j.ewart@griffith.edu.au
Office Location	2.32 Macrossan Building (N16)
Phone	3735 5592
Fax	3735 7730
Consultation times	TBA

Course Convenor

Convenor Details	Gold Coast
Campus Convenor	Paul Williams
Email	paul.williams@griffith.edu.au
Office Location	Multimedia G23 3.25
Phone	5552 8872
Fax	5552 8099
Consultation times	TBA

Additional teaching team members

Details of additional tutors and sessional staff will be provided in Week 1, or during tutorials. You should contact your tutor for all matters concerning assessment and tutorial matters.

COURSE COMMUNICATIONS

Tutors will be available for face-to-face discussions with students during tutorials. If tutors are unavailable, students should attempt to contact them by email. Many class announcements will be posted to the notice board on learning@griffith. Students are strongly encouraged to monitor this site regularly.

If you wish to request an extension for an assignment, or have query course content, you should speak to your tutor in the first instance. If they are unable to assist, please consult the Convenor.

TEXTS AND SUPPORTING MATERIALS

Required Reading (for purchase):

Conley, David and Stephen Lambie. 2005. *The Daily Miracle: An Introduction to Journalism*. 3rd ed. OUP: South Melbourne.

Eccleston, Richard, Paul Williams & Robyn Hollander (eds). 2006. *The Foundations of Australian Politics*. Pearson Education: Frenchs Forest, NSW.

Strongly Recommended:

Students are strongly advised to also purchase or have regular access to:

News Ltd, *Style: A Guide for Journalists*, Nationwide News Sydney 2001

Nerine, R and R. Stanyer. 2007. *The Political Communication Reader*, Routledge, London.

Recommended Readings:

Students are advised to gain access to as many of these works as possible to enhance their learning

News references

Armstrong, M et al *Media Law in Australia* OUP Melbourne 1995

Boyd, Andrew *Broadcast Journalism* Focal Oxford 1993

Clayton, Joan. *Interviewing for Journalists* Piatkus London 1994

Cohen, S & Young, J (eds) *The Manufacture of News* Constable London

Cunningham, Brent, 'Re-thinking Objectivity', *Columbia Journalism Review*, Issue 4, 2003, or at www.cjr.org/issues/2003/4/objective-cunningham.asp?

Davies, N, *Flat Earth News*, Random House, 2008.

Gerdes, P & Charlier, P *TV News - That's the way it was* AFTRS Sydney 1985

Hartley, John *The Politics of Pictures* Routledge London 1992 chapters 6-8

Henningham, J *Looking at Television News* Longman Melbourne 1988

Herman, E and Chomsky, N *Manufacturing Consent* Pantheon New York 1988

Kosh, Tom *Journalism in the 21st Century* Adamantine Twickenham 1991

Mayer, Henry *Mayer on the Media* AFTRS Sydney 1994

Mayeux *Broadcast News : Writing and Reporting* Brown and Benchmark

Metzler, Ken *Creative Interviewing* Prentice Hall New Jersey 1989

Olle, Andrew *On Interviewing* ABC Enterprises Sydney 1992

Quinn, Stephen *Newsgathering on the Net: An Internet Guide for Australian Journalists* Macmillan South Yarra 2001

Schultz, Julianne *Not Just Another Business* Pluto Leichhardt 1994

Sheridan-Burns, Lynette *Understanding Journalism* Sage London 2002

Stovall, James Glen *Journalism: Who, What, When, Where, Why and How*, Pearson New York 2005

Tiffen, Rodney *News and Power* Allen & Unwin Sydney 1989

Tulloch, J & Turner, G *Australian Television Programs, Pleasures and Politics* Allen&Unwin Sydney 1989

Ward, Ian *Politics of the Media* Macmillan Melbourne 1995

White, Sally *Reporting in Australia* Macmillan Melbourne 1996

Politics references

Bainbridge, J., N. Goc, and L. Tynan. 2008. *Media and Journalism: New Approaches to Theory & Practice*. OUP, South Melbourne, 2008.

Craig, J. 1993. *Australian Politics: A Source Book*. Harcourt Brace Marrickville.

Eccleston, R., R. Hollander, E. van Acker and P. Williams. 2009. *Politics for Business Students: A Comparative Introduction*. Pearson Education: Frenchs Forest.

Emy, H., and O. Hughes. 1991. *Owen Australian Politics: Realities in Conflict* Melbourne : Macmillan.

- Economou, N. and S. Tanner. 2008. *Media, Power and Politics in Australia*. Pearson: Frenchs Forest, NSW.
- Evans, K. R. *The Australian Political System* 4th ed. Milton Jacaranda, 1990.
- Graham, Morris. 1986. *The Beginner's Book of Australian Politics*. Wentworth Falls Social Science Press.
- Errington, W. and N. Miragliotta. 2007. *Media & Politics: An Introduction*. OUP: South Melbourne.
- Hawker, Geoffrey, R. Smith, & P. Weller. 1978. *Politics and Policy in Australia*. UQP: St Lucia.
- Heywood, A. *Politics*.
- Hughes, Owen. 1991. *Australian Politics* Macmillan: Melbourne.
- Iyengar, S and J. McGrady. 2006. *Media and Politics: A Citizen's Guide*, W.W. Norton and Company.
- Jaensch, Dean. 1996. *The Australian Politics Guide*. Macmillan: Melbourne.
- Jaensch, Dean. *Parliament, Parties & People* (2nd ed
- Lucy, Richard. 1985. *The Australian Form of Government*. Macmillan: Melbourne.
- Maddox, Graham. 1991. *Australian Democracy in theory and practice* (2nd ed) Longman Cheshire: Melbourne.
- Mayer, Henry & H. Nelson, Helen. 1980. (eds) *Australian politics: a fifth reader*. Longman Cheshire: Melbourne.
- McMinn, Winston. 1979. *A Constitutional History of Australia*. OUP: Melbourne.
- Singleton, G et al. 2009. *Australian Political Institutions*. 8th ed. or 9th ed. Addison Melbourne.
- Smith, Rodney (ed) *Politics in Australia* 3rd ed Allen & Unwin 1997
- Ward, I. and R. Stewart. *Politics One*, 3^d ed.

SECTION B – ADDITIONAL COURSE INFORMATION

Key Dates

9 August	Last date for adding a course for Semester 2
23 August	Census date for Semester 2 – last date to drop a course without being liable for fees
30 Sept	Last date for withdrawal without failure (WF) from Semester 2 courses

Submission of Items

Gold Coast

All students will normally lodge their written assignments in the assignment submission boxes located in the School foyer on the top floor of the Multimedia Building (G23). All assignments will be due by 5.00 p.m. on the designated date, unless an alternative time has been stipulated by the course convenor. Assignments should not be deposited or returned via School administrative staff. **You should also keep a copy of your assessment item in case the original is lost and you are requested to resubmit the item.**

Nathan

All assessment items should be submitted to Off Campus & Assignment Handling Services (OC&AHS) unless instructed to do otherwise by the Course Convenor. **All assessment items must be presented on or before the due date.** Securely attach an *OC&AHS Assignment Cover Sheet* to the front of your assignment which can be obtained from OC&AHS or via the web (<http://www.gu.edu.au/ins/forms>). Do not submit assessment items in plastic folders, as we cannot guarantee that the folder will be returned to you. **You should also keep a copy of your assessment item in case the original is lost and you are requested to resubmit the item.**

Students who are submit their assignment on campus may do so at the following locations:

Nathan Campus:	Lending Services Counter, Nathan Library, Willet Centre (N53) during library hours only. After hours submission box located outside OC&AHS Office, (N53, 0.02) - opposite the Enternet Café.
Gold Coast Campus:	Lending Services Counter, Information Services (G10) during library hours. CMOH – Lending Services Counter (GH1, Level 5) during library hours.
Logan Campus:	Lending Services Counter, Logan Library (L03) during library hours. After hours submission box located outside OC&AHS Office, L03, 2.12.
Mt Gravatt Campus:	Lending Services Counter, Information Services Centre (M13) during library hours only.
South Bank Campus	Lending Services Counter, QCA Library and QCGU Library, during library hours. (S01_1.22)

Late Submission

For students who require an extension of 1-5 days for medical and other legitimate reasons involving family or work problems—

- you do not need to apply to the Convenor/Tutor
- your assignment **MUST** be accompanied by documentary evidence AND a letter explaining the reasons for lateness. The evidence might take the form of a medical or other professional certificate, or a letter from an employer regarding last-minute emergency work.

If you do not provide documentary evidence with your letter you may be penalised. You may lose 5% of your final mark for each day* that the item is late. *A weekend equates to one day.

Students who require an extension of more than 5 days should make application for deferred assessment on the official form, supplying clear explanation and documentary evidence.

Plagiarism/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 which is contrary to these standards is academic misconduct for which the University may penalise a student.

It is YOUR RESPONSIBILITY to be familiar with the University Policy on Academic Misconduct. The misconduct most frequently encountered in the School of Humanities is plagiarism. **Plagiarism is the “knowing” presentation of the work or property of another person as if it were the student’s own.**

Examples of plagiarism include:

- Word for word copying of sentences or paragraphs from Internet sources, books, articles, or another student’s work, without clearly identifying the relevant passages as direct quotations, and disclosing their origin by appropriate referencing
- closely para-phrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works;
- Using another person’s ideas, work or research data without appropriate acknowledgement.

The School regards plagiarism as serious and markers are asked to report all suspected cases. The School of Humanities uses search engines capable of tracing plagiarised material to all parts of the web. For further information, and an indication of the range of severe penalties that plagiarism can attract, all students are advised to refer to the Griffith University Policy on Academic Misconduct at <http://www62.gu.edu.au/policylibrary>

Bibliography & Referencing

All assessment items must be fully and correctly referenced throughout and accompanied by a bibliography. All students should obtain a copy of the School’s *Guide to Referencing*. This guide will be an essential resource for you when writing essays and compiling bibliographies throughout your academic career. Copies of the guide are available from the Reserve section of the Library, and the document will also be available on each course site in Learning@Griffith.

Other guides are available at the Learning Assistance Unit’s Self-Help Resources at http://www.gu.edu.au/ins/training/study/content_studyresources.html. Go to ‘eStudy Centre – Allen & Unwin’ under General Study Skills, and ‘MLA style citation of electronic sources’ under Referencing. Consult your lecturers if unsure about appropriate citation and bibliographic conventions for oral and written work in the arts and humanities.

Special Note

Non-discriminatory language

Please consult the University guidelines on the use of non-discriminatory language in the pamphlet provided with your orientation materials and available from Student Administration. It is School policy that students avoid the use of sexist, racist and other discriminatory language in class work and assessment items. However, in certain circumstances where the appropriate use of such language is shown to be necessary it may be permitted.

Grading Scale

The School or Faculty Assessment Board determines the grade cut-off percentages and the grades awarded in this course. The final grade signifies the overall performance of the student in the course.

Grades awarded are as follows:

High Distinction
Distinction
Credit
Pass
Pass Conceded
Fail

SPECIAL NOTE: To be awarded a grade of Pass Conceded or higher, students must have completed 85% or more of the weighted items, with marks above zero.

Description of Standard Grades:

High Distinction (HD) Exceptional performance indicating complete and comprehensive understanding of the subject matter; genuine mastery of relevant skills; demonstration of an extremely high level of interpretative and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the course.

Distinction (D) Excellent performance indicating a very high level of understanding of the subject matter; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the course.

Credit (C) Good performance indicating a high level of understanding of subject matter; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the course; some minor objectives not fully achieved.

Pass (P) Satisfactory performance indicating an adequate understanding of most of the basic subject matter; partial development of relevant skills; adequate interpretive and analytical ability and achievement of all major objectives of the course; failure to achieve some minor objectives.

Non-graded Pass (NGP) Successful completion of a course assessed on a pass/fail basis, indicating satisfactory understanding of subject matter; satisfactory development of relevant skills; satisfactory interpretive and analytical ability and achievement in all major objectives of the course.

Pass Conceded (PC) Limited performance indicating partial understanding of basic subject matter; partial development of relevant skills; some evidence of interpretive and analytical ability; achievement of most major objectives of the course; failure to achieve some minor objectives.

Fail (F) Unsatisfactory performance indicating an inadequate understanding of the basic subject matter; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve major and minor objectives of the course.

Other grades which may be awarded are:

Fail, No Submission (FNS) Did not present any work for assessment, to be counted as failure.

Withdrawal with failure (WF)

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 following web sites for further details:

[Institutional Framework for Promoting Academic Integrity among Students](#)
[Academic integrity for students](#)

PLAGIARISM DETECTION SOFTWARE

The University uses plagiarism detection software. Students should be aware that your Course Convenor may use this software to check submitted assignments. If this is the case your Course Convenor will provide more detailed information about how the detection software will be used for individual assessment items.

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:

[*Academic Calendar*](#)

[*Academic Standing, Progression and Exclusion Policy*](#)

[*Assessment Policy*](#)

[*Examinations Timetabling Policy and Procedures*](#)

[*Guideline on Student E-Mail*](#)

[*Health and Safety Policy*](#)

[*Institutional Framework for Promoting Academic Integrity Among Students*](#)

[*Policy on Student Grievances and Appeals*](#)

[*Student Administration Policy*](#)

[*Student Charter*](#)

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.