

3549QCA

AutoCAD Interior Architecture

Semester 1 2010

Academic Organisation:	Queensland College of Art
Faculty:	Queensland College of Art
Credit point value:	10
Student Contribution Band:	Band 1
Course level:	Undergraduate
Campus/Location/Learning Mode:	South Bank / On Campus / In Person
Convenor/s:	Mr Larry Vint (South Bank)
Enrolment Restrictions:	Restricted: Approval from Head of School
This document was last updated:	28 November 2009

BRIEF COURSE DESCRIPTION

The course introduces the specialist skills in creating Interior Architecture project documentation applying AutoCAD and/or AutoCAD Architecture software. The course is focused on creation of efficient drafting and construction documentation. Utilising AutoCAD tool set, students develop proficiency in completion and presentation of documentation drawings such as construction specifications, floor plans, schedules, interior and exterior elevations, sectional views, detail drawings, component drawings, service plans, reflective ceiling plans, existing demolition plans, partition plans, furniture and finishes plans, roof and site plans according to Australian drawing standards. The course enables students to acquire AutoCAD skills to enhance employment opportunities.

Restriction: Student must be enrolled in a QCA or GFS Program

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SECTION A – TEACHING, LEARNING AND ASSESSMENT

COURSE AIMS

The overall objectives of this course are to expand on the understanding of creating and publishing documentation drawings. Students are introduced to the more complex procedures of documenting furniture and interior architectural spaces as in industry. Utilising AutoCAD and/or AutoCAD Architecture software, students are taught to create documentation drawings enabling building construction to take place. Architectural documentation drawings comprise a variety of technical outcomes including: construction specifications, interior elevations, floor plans, sectional views, detail drawings, component drawings, service plans, reflective ceiling plans, existing demolition plans, furniture and finishes plans and partition plans; in addition, exterior elevations and roof and site plans. The course covers architectural computer generated construction methods, creating title blocks, layout templates, publishing techniques, printing requirements, drawing standards, presentational layout skills, peripherals and terminology.

LEARNING OUTCOMES

The course prepares students to apply the latest technologies to visualise and draft concepts, structures, data and terminology utilised in architectural, interior, lighting, furniture, product and exhibition design. Students examine drafting technologies to acquire the comprehensive knowledge and sound skills in producing individual documentation sheets according to up-to-date requirements utilised in interior architecture and furniture design.

These learning outcomes include:

- Understanding of the:
 - role of traditional drafting techniques retained in professional architectural and interior design practice, and the way these tools are integrated with digital technologies;
 - current state-of-the-art CAD tools used in professional architectural and interior design practice, including their comparative benefits and/or shortcomings;
 - fundamental principles of the software to model, visualise and document;
 - particular capabilities of AutoCAD software as a full-featured 2D/3D modelling and documentation solution;
 - documentation processes to create floor plans, interior elevations, sectional views, detail drawings, component drawings, service plans, reflective ceiling plans, existing demolition plans, furniture and finish plans, roof and site plans;
 - plot style and publishing configuration commands to publish design data, i.e. referencing;
 - capabilities of importing and exporting files with AutoCAD;
- Creating design concepts and documentation solutions using multiline styles and objects, annotations, 'DesignCentre' tools, layer filters, drawing templates, layout and printing controls;
- Making strategic decisions about which design tool or combination of design tools are most likely to provide a successful and expedient result in relation to a desired outcome;
- Combining a series of software drafting tools to solve specific documentation problems;
- Creating black and white documentation drawings for tendering and building purposes and colour documentation drawings for client presentation;
- Managing product data in a secure and responsible manner.

CONTENT, ORGANISATION AND TEACHING STRATEGIES

In this course students employ AutoCAD and/or AutoCAD Architecture software to create documentation drawings according to Australian drawing standards. On the basis of two-dimensional drawings students generate construction specifications, floor plans, interior elevations, sectional views, detail drawings, component drawings, service plans, reflective ceiling plans, existing demolition plans, partition plans, furniture and finishes plans, roof and site plans in

order to develop professional skills and individual manner. Students utilise these technologies to complement and enhance critical thinking and practical skills necessary within the interior architecture design context.

Documentation drawings are essential to complete building construction and deliver client visualisation. There is direct correlation between the number of drawings and the level of detail in terms of project size and design complexity; namely, the more detail, the more drawings.

Teaching is integrated through theory, practice and self-paced learning and occurred in a practical computer studio environment. Students are required to carry out practical exercises as preparation to the completion of the course assignment, which was developed to enhance students understanding of the documentation process utilising the AutoCAD architectural program.

Weekly contact will be 4 hours to be conducted in the computer lab where an initial lecture of approximately 2 hours to be presented and followed or interspersed by tutorials which will provide the student with the necessary time to absorb and apply the skills being taught. Students are required to attend all lectures and actively contribute to class exercises, discussions and analysis.

CONTENT SUMMARY

Week	Lecture Content
1.	<p><i>AutoCAD</i></p> <ul style="list-style-type: none"> • Introduction to semester and assessment • Software concepts and techniques • Australian drawing standards • AutoCAD settings - screen settings / scales / preferences / views and grids • Explore tools – trim, extend, scale, etc • Keyboard shortcuts • Model and layout environments • Viewports • AutoCAD key concepts and terms • Understanding display representations • Navigating the display properties
2.	<p><i>AutoCAD</i></p> <ul style="list-style-type: none"> • Creating new project-specific templates for project documentation - title block, table of contents and structural notes, documentation drafting standards • Setting up and using drawing titles and title blocks • Key architectural object styles, display controls and settings • Orthogonal drafting techniques – viewports, paper space • Dimensioning: dimension style, dimension tools, automatic dimensioning, text override, scale • Complete class exercises
3.	<p><i>AutoCAD</i></p> <ul style="list-style-type: none"> • Creating 2D objects – architectural symbols • Complete class exercises
4.	<p><i>AutoCAD</i></p> <ul style="list-style-type: none"> • Creating 3D objects: creating a polyline, extruding a polyline, revolving a polyline, subtracting one 3D object from another • Complete class exercises
5.	<p><i>AutoCAD</i></p> <ul style="list-style-type: none"> • Creating 3D objects • Using imported 3D files • 3D fundamentals • Complete class exercises
Mid-semester vacation	
6.	<p><i>AutoCAD</i></p> <ul style="list-style-type: none"> • Furniture and finishes plans - furniture documentation • Construction specifications • Presentation techniques and layout design of working drawings <p>Creating A3 and A4 templates for project documentation - title block, table of contents and specification notes, documentation drafting standards</p>

Week	Lecture Content
	<ul style="list-style-type: none"> Overview documentation process – floor plans, interior elevations, sectional views, detail drawings, component drawings (fitments and specific room elevations), service plans (electrical, lighting, gas, telecommunication and plumbing services), reflective ceiling plans, existing demolition plans, furniture and finishes plans, roof and site plans
7.	<i>AutoCAD</i> <ul style="list-style-type: none"> Floor plans Drawing 2D walls Doors and windows Walls, doors and window styles Site plans
8.	<i>AutoCAD</i> <ul style="list-style-type: none"> Interior elevations
9.	<i>AutoCAD</i> <ul style="list-style-type: none"> Sectional views Detail drawings
10.	<i>AutoCAD</i> <ul style="list-style-type: none"> CRITIQUE Assignment 1 Service plans (electrical, lighting, gas, telecommunication and plumbing services) Presentations techniques for layout and publishing PDF document publishing
11.	<i>AutoCAD</i> <ul style="list-style-type: none"> Component drawings (fitments and specific room elevations) Roof plans
12.	<i>AutoCAD</i> <ul style="list-style-type: none"> Reflective ceiling plans Existing demolition plans Partition plans
13.	<i>AutoCAD</i> <ul style="list-style-type: none"> Portfolio drawings - bureau output and PDF document output Create PDF digital slide show
14.	<ul style="list-style-type: none"> CRITIQUE Assignment 2 Study week
15.	Student feedback
16.	Student feedback

ASSESSMENT

Item	Assessment Task	Length	Relevant Learning Outcomes	Total Marks	Weighting	Due Day and Time
1.	Assignment 1	10 Weeks	<ul style="list-style-type: none"> Demonstrated technical skills / practical skills / drawing standards Demonstrated critical thinking in efficient construction documentation / problem solving / evidence of research Printout and digital file presentation and organisation / overall visual impact 	70	60%	Friday of Week 10 5pm
				20		
				10		
				100		
2.	Assignment 2	4 Weeks	<ul style="list-style-type: none"> Demonstrated technical skills / practical skills / drawing standards Demonstrated critical thinking in efficient construction documentation / problem 	70	40%	Friday of Week 14 5pm
				20		

			solving / evidence of research • Printout and digital file presentation and organisation / overall visual impact	10 <hr/> 100		
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Assessment Details

The course requirements include two assignments.

Assignment tasks are based on the objectives within this course. Students are required to create a set of documentation/working drawings. The selected criteria illustrate the students' ability to research, create and demonstrate practical skills in conceptualising and modelling projects and present produced working drawings as a completed package (see 3549QCA assignment handout).

Students are expected to attend classes on time, every week. The learning process in this course is reliant upon active involvement in class activities. A deduction of up to 10% of the total marks for the course is allocated to attendance and participation. This item assesses the degree of involvement in class activities and in teamwork. One class may be missed without penalty. Missing a second class will result in 5% of overall marks being deducted at the end of the course. Missing a third class will result in a deduction of 10% of overall marks. No penalty will be applied if a medical certificate or a letter from the University counsellor is supplied.

Return of Assessment Items and Notification of Availability of Feedback on Assessment

Teaching team will advise of Assessment return and feedback details.

GRADUATE SKILLS

The [Griffith Graduate Statement](#) states the characteristics that the University seeks to engender in its graduates through its degree programs. Characteristics engendered during this course are:

Graduate Skills	Taught	Practised	Assessed
Effective communication (written)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Effective communication (oral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective communication (interpersonal)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information literacy	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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

The purpose of this course is to assist in the development of professional skills and competencies that can be applied in other courses within the students preferred program. These skills may also be carried forward to their professional career of choice.

TEACHING TEAM

Convenor Details	South Bank
Campus Convenor	Larry Vint
Email	L.Vint@griffith.edu.au
Office Location	S02 4.21 South Bank Campus
Phone	(07) 373 53150 / 0409 002 290
Fax	(07) 373 53159
Consultation time	Thursday afternoon 12-4pm

COURSE COMMUNICATIONS

The Course Convenor and Teaching Team are available to contact by e-mail or telephone.

Course Resources are available on the Learning@Griffith website.

Students should reference the Learning@Griffith website and their student e-mail regularly for course information and updates.

TEXTS AND SUPPORTING MATERIALS

Lecture booklets and notes are provided.

Suggested Text Books:

AutoCAD

Residential Design Using AutoCAD 2010 – by Daniel John Stine

Published by Schroff Development Corporation; Pap/Cdr edition (April 6, 2009)

International Standard Book Number: ISBN-10: 1585035041 / ISBN-13: 978-1585035045

Commercial Design Using AutoCAD 2010 – by Daniel John Stine

Published by Schroff Development Corporation (April 24, 2009)

International Standard Book Number: ISBN-10: 1585035033 / ISBN-13: 978-1585035038

Digital Drawing for Designers: A Visual Guide to AutoCAD – by Douglas R. Seidler

Published by Fairchild Books & Visuals; 1 edition (February 28, 2007)

International Standard Book Number: ISBN-10: 1563675129 / ISBN-13: 978-1563675126

Construction Drawings and Details for Interiors: Basic Skills – by W. Otie Kilmer and Rosemary Kilmer

Published by Wiley; 2nd edition (April 13, 2009)

International Standard Book Number: ISBN-10: 0470190418 / ISBN-13: 978-0470190418

AutoCAD 2009 for Architects and Interior Designers – Martha S. Braswell

Published by Prentice Hall; 1 edition (June 20, 2008)

International Standard Book Number: ISBN-10: 013813538X / ISBN-13: 978-0138135386

AutoCAD 2009 for Interior Design: A 3D Modeling Approach – by Zane Curry

Published by Prentice Hall; 1 edition (June 15, 2008)

International Standard Book Number: ISBN-10: 0132342766 / ISBN-13: 978-0132342766

AutoCAD 2010 for Interior Designers and Space Planning – James M. Kirkpatrick and Beverley L. Kirkpatrick

Published by Prentice Hall; 1 edition (May 21, 2009)

International Standard Book Number: ISBN-10: 0135069920 / ISBN-13: 978-0135069929

Standards Association of Australia:

AS/NZS 1428 (Set) – 2009 Design for Access and Mobility Set. Parts 1-4. Published by Standards Australia

International Ltd & Standards New Zealand

AS 1428.1 – 2009 Design for Access and Mobility. Part 1: General requirements for access—New building work.

Published by Standards Australia International Ltd, Fifth Edition, ISBN 0 7337 9325 8

AS 1428.2 – 1992 Design for Access and Mobility. Part 2: Enhanced and additional requirements — Buildings and facilities. Published by Standards Australia International Ltd, ISBN 0 7262 7234 5

AS 1428.3 – 1992 Design for Access and Mobility. Part 3: Requirements for children and adolescents with physical disabilities. Published by Standards Australia International Ltd, ISBN 0 7262 7409 7

AS/NZS 1428.4 – 2002 Design for Access and Mobility. Part 4: Tactile indicators. Published by Standards Australia International Ltd & Standards New Zealand, ISBN 0 7337 4839 2

AS 1100.101 – 1992 Part 101: Technical drawing - General principles and 1992/Amdt 1-1994, Published by Standards Australia International Ltd, ISBN 0 7262 7806 8

AS 1100.201 – 1992 Part 201: Technical drawing - Mechanical engineering drawing and 1992/Amendment 1994, Published by Standards Australia International Ltd, ISBN 0 7262 7805 X

AS 1100.301 – 2008 Part 301: Technical drawing – Architectural drawing, Published by Standards Australia International Ltd, ISBN 0 7337 8956 0

AS 1100.401 – 1984 Part 401: Technical drawing - Engineering survey and engineering survey design drawing and 1984/Amdt 1-1984, Published by Standards Australia International Ltd, ISBN 0 7262 3190 8

AS 1100.501 Part 501: 2008 Technical drawing – Structural engineering drawing, Published by Standards Australia International Ltd, ISBN 0 7337 4008 1

SAA HB7-1993 Engineering Drawing Handbook – ISBN 0-7262-8586-2 Technical drawing practice based on Australian Standards <http://www.saiglobal.com/shop/Script/Details.asp?DocN=esaa000010958>

AS/NZS 1100.501 – 2002 Technical drawing - Structural engineering drawing, ISBN 0 7337 4008 1

AS/NZS 1102.111 – 1997 Graphical symbols for electrotechnical documentation - Architectural and topographical installation plans and diagrams, ISBN0733715095

AS 4100 – 1999 Steel structures - Commentary (Supplement to AS 4100-1998)

HB 2.2 – 2003/Amdt 1-2003 Australian Standards for civil engineering students - Structural engineering

HB 108 – 1998 Timber Design Handbook - In accordance with the Australian Limit State Timber Design Code, AS 1720.1-1997

HB 110.1 – 1998 IMMA Handbook of Engineering Materials - Volume 1: Metals

HB 12 – 1996 Metals Index, ISBN0733707734

HB 17 – 1996 Metals and alloys - Standard terminology and nomenclature, ISBN0733706002

ISO 128-21 – 1997 Technical drawings - General principles of presentation - Part 21: Preparation of lines by CAD systems

ISO 4067-2 Building and civil engineering drawings—Installations, Part 2: Simplified representation of sanitary appliances

ISO 4068 Building and civil engineering drawings; Reference lines

ISO 6284 Tolerances for building—Indication of tolerances on building and construction drawings

ISO 7518 Technical drawings—Construction drawings—Simplified representation of demolition and rebuilding

ISO 8560 Technical drawings—Construction drawings—Representation of modular sizes, lines and grids

ISO 128-1 – 2003 Technical drawings - General principles of presentation - Part 1: Introduction and index

ISO 1302 – 2002 Geometrical Product Specifications (GPS) - Indication of surface texture in technical product documentation

ISO 7200 – 2004 Technical drawings; Data fields in title blocks and document headers

Web Sites:

Software

<http://www.autodesk.com.au>. (Autodesk AutoCAD Australian/New Zealand home page)

<http://www.autodesk.com/autocad> (Autodesk AutoCAD home page)

<http://students2.autodesk.com/?nd=register&und=624> (Autodesk Education Community software registration and authorization code)

Design Standards

<http://www.standards.org.au> (Standards Australia OnLine)

<http://online.standards.com.au/online/autologin.asp> (Griffith University Standards Australia Online link)

Design Publications

<http://www.3dworldmag.com> (3D World Magazine, Future Publishing – The magazine for 3D artists)

<http://www.dgusa.com> (Dynamic Graphics Pty Ltd)

<http://www.cadence-mag.com> (Cadence Magazine - information on CAD software etc)

<http://www.3d-design.com> (3D Design Magazine - information on CAD software etc)

Resources

<http://3dbar.net> (Site contains free 3D models)

<http://www.3dxtras.com> (Site contains free 3D models)

<http://www.3dcafe.com> (Resources for Computer Graphic Designers eg textures, music, 3D models, hardware, etc)

<http://www.3dbuzz.com> (Site contains a source of free and commercial texture materials, 3D objects, books, gallery, information)

<http://www.grsites.com> (Site contains over 4,000 free textures, 10,000 web graphics and 5,000 fonts)
<http://www.3dlinks.com> (Site contains a source of free and commercial texture materials, 3D objects, books, gallery, information)
<http://www.the3dstudio.com> (Site contains a source of free and commercial texture materials, 3D objects, books, gallery, information)
<http://www.accustudio.com> (Site contains a source of free and commercial texture materials, 3D objects, gallery, information)
<http://www.highend3d.com> (Site contains a source 3D gallery images, shaders, plugins, scripts, tips, tutorials, tools, updates, forums)
<http://www.maxunderground.com> (Site contains reviews, articles, tutorials, plugins, tools, books, DVD's))
<http://www.maxforums.org> (Site contains 3D modelling tutorials)
<http://scriptspot.com> (3DS Max free scripts, extensions & information)
<http://www.raph.com> (Site contains 3D gallery and tutorials)
<http://www.3dsite.com> (Resources 3D Designers eg newsletter, jobs, bulletin board, 3D links, etc)
<http://www.boogiejack.com> (Resources for Computer Graphic Artists eg backgrounds, textures, buttons, banners, bars, etc)
<http://www.glyphx.com> (Resources for three dimensional digital imaging and animation)
<http://www.imagecels.com> (Resources for digital imagery, seamless photorealistic surface textures, 2D clip images, 3D objects, non-tileable backgrounds)
<http://www.marlinstudios.com> (Site contains gallery of quality 3D work & sells high quality seamless textures & bumpmaps in CD format)
<http://www.cult3d.com> (3D product display and interactive animation and sound site of photo-realistic, real time three-dimensional models of products)
<http://www.freegraphics.com> (Free graphics)
<http://www.colorcom.com> (American site which explores the concept of colour through the disciplines of physiology, psychology, philosophy and art)
http://www.noctua-graphics.de/english/fraset_e.htm (Free high quality downloadable seamless tileable textures)
<http://astronomy.swin.edu.au/~pbourke/texture/> (Free high quality downloadable textures-not seamless)
<http://www.animax.it/> (Free high quality downloadable textures-not seamless)
<http://textures.forrest.cz/> (Free downloadable textures-not seamless)

Organisations & Services

<http://www.dia.org.au> (Design Institute of Australia - DIA)
<http://www.selector.com.au> (Architectural product selector from the Royal Australian Institute of Architects and Design Institute of Australia)

Fonts

<http://www.fontaddict.com> (PC fonts)

Journals:

3D World – Published by Future Publishing
 30 Monmouth Street, Bath, BA1 2BW, United Kingdom
<http://www.3dworldmag.com> Tel: 01225 442244 Fax: 01225 732361
 CAD User - Published by Business and Technical Communications Pty Ltd
 35 Station Square, Petts Wood, BR5 1LZ, United Kingdom
<http://www.caduser.com> Tel: ++44 0 1689 616000 Fax: ++44 0 1689 826622
 CADalyst - Published by CADalyst Publications
 859 Willamette Street, Eugene, OR 97401, United States
<http://www.cadonline.com> Tel: 541-984-5296 Fax: 541-984-5328
 Computer Graphics World - Published by PennWell Publishing Company
 98 Spit Brook Rd., Nashua, NH 03062-5737, United States
<http://www.cgw.com> Tel: 603-891-0123 Fax: 603-891-0539

SECTION B – ADDITIONAL COURSE INFORMATION

Copyright:

By enrolling in this course, the student warrants that their work including classwork and assessment items do not breach any intellectual property right or copyright of any person and that their work is their own; see Griffith University Copyright Guide: <http://www.griffith.edu.au/ins/copyright/>

All material on the Internet, including images, is subject to copyright, unless copyright has expired. However, some copyright owners make their images available online to copy without permission. Many of these may be found in image libraries or search facilities such as Creative Commons Search at <http://search.creativecommons.org/>

Risk assessment/health and safety information - computer lab:

Working in the computer lab students are required to observe the following precautions:

- Use the equipment in accordance with university instructions.
- Do not tamper with computer equipment or cables.
- Food and drink are not permitted in the laboratories.
- Prolonged use of computers should be avoided.
- Adjust the seat adjustments to comfortable seating to support the body and wrists.
- No repairs to be attempted.
- All passageways must be kept free of obstruction.
- All work areas to be kept clean and tidy.
- All breakage or equipment malfunctions must be reported immediately by contacting either:
 - Information Services on 07 3735 6464 (a telephone and contact number is located in every computer lab), email learning-environments@griffith.edu.au, or InfoServices Desk located in all campus libraries;
 - Your lecturer;
 - A university Computing Support Officer.
- A suitable message to be left on or beside a faulty or problem machine to warn other users.

Students should refer to the Learning@Griffith website for further information about this course.

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.