



**The University
of the South Pole**

CODE123 Course Name

**Version 1.3
Last Updated 1/3/2004**

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Introduction

This course outline template provides a starting point for all USP Course Outlines. Please read all of this document and add your course-specific information as needed. If you have any questions or concerns please contact the Course Coordinator. Additional information and notices will be provided through the course Blackboard site <http://blackboard.usp.edu.aq> and to your USP email address, you are expected to check both regularly.

Course Description

This course introduces students to...

Course Objectives

The objectives of this course are to:

- a) ...;
- b) ...;
- etc.

Course Skills

On completion of the course, you are expected to demonstrate the following skills:

- * ...
- * ...
- etc.

Prerequisite: **Insert pre- and co- requisites as necessary**

Course Sessions and Communications

Dates: start and end date (see USP calendar for academic term dates)

Times: scheduled course contact hours

Venue: course venues

Co-ordinator: Name (Course Co-ordinator)

Location

Tel: phone, e-mail: first.last@usp.edu.aq

Office hours: please provide details

Course Website and Notices:

All material and notices relating to this course will be provided in class or distributed via the Blackboard LMS. The URL is: <http://blackboard.usp.edu.aq>

Recommended Text

Textbook details in APA format.

Additional Equipment

List any required. Note that standard Antarctic survival equipment will be required for work in the Antarctic environment.

Learning Resources

References: provide details or link to Blackboard page

Computer Labs: [Remove if not needed] This course requires that you have access to the Internet in order to participate in sessions and complete required assessment activities. Enrolment in this course entitles you to use the USP computer labs. If you wish to use University computer labs, you must sign and return the relevant terms of use agreement.

Assessment:

Course assessment will be based on:

		Due Date
Item	%	Date
Item	%	Date
Item	%	Date
TOTAL	100%	

Assessment Design

Provide a brief overview of the programme of assessment placing in context.

Assessment 1: Title (%) Due: Date
Description.

Assessment 2: Title (%) Due: Date
Description.

Assessment 3: Title (%) Due: Date
Description.

Late Penalties

In fairness to other students, work submitted after the deadline will incur a 10% penalty (of the marks achieved for the assignment) for each day late (prior to 12pm). In the event of bereavement or prolonged illness affecting your ability to meet the deadline, you should discuss your situation with the Course Co-ordinator. You must verify your claim, e.g., produce a medical certificate. Extensions will only be granted under these conditions. No extension is possible based on a student's workload.

Assignment Submission

Your assignments will be submitted using either email or the assessment submission facility in Blackboard based as per the instructions for the individual assignments. An explanation of how this works for each piece of assessment will be provided closer to the time of submission.

All work must be submitted electronically and will be processed through an electronic plagiarism detection facility to detect misconduct. Please see the notes on plagiarism below.

Scaling

To obtain a fair distribution of marks relative to assignment difficulty, scaling of marks may be employed on some or all assessments.

Mandatory Requirements and Workload

Provide a statement of any mandatory requirements and an overview of workload expectations (see the USP Assessment Handbook for information on student workload expectations).

CODE123 Schedule – Trimester I 2004

	Week	Topic
Week 1	Date	Topic
Week 2	Date	Topic
Week 3	Date	Topic
Week 4	Date	Topic
Week 5	Date	Topic
Week 6	Date	Topic
		Mid Trimester Break Dates
Week 7	Date	Topic
Week 8	Date	Topic

Week 9	Date	Topic
Week 10	Date	Topic
Week 11	Date	Topic
Week 12	Date	Topic

GETTING HELP

Support for any aspect of your studies is available to students from 7am to 11pm every day through the Student Services Level 2, Robert Scott Building, or phoning 555-6080, email student_support@usp.edu.aq. Please provide your USP student ID number when emailing problems. You can also use the web form available at <http://www.usp.edu.aq/Online/Support/> to request assistance.

Co-ordinator: Name (Course Co-ordinator)

Location

Tel: phone, e-mail: first.last@usp.edu.aq

Office hours: please provide details

Librarian: Name

e-mail: first.last@usp.edu.aq

LEARNING ONLINE

Most USP courses complement face to face sessions with online resources including communication facilities. In order to get the most out of your courses you need to use these efficiently and effectively. The University provides a checklist for learning online at <http://www.usp.edu.aq/Online/Checklist/> which you should use to ensure that you have the basic skills needed - assistance is available from Student Services, Level 2, Robert Scott Building, or phoning 555-6080, email student_support@usp.edu.aq.

Technical Support

Support is available to students from 7am to 11pm every day through the Student Services Level 2, Robert Scott Building, or phoning 555-6080, email student_support@usp.edu.aq. Please provide your USP student ID number when emailing problems. You can also use the web form available at <http://www.usp.edu.aq/Online/Support/> to request assistance.

Tips for Succeeding Online

When studying online you need to apply the same discipline to your work as you would apply when attending classes. The following tips will help you succeed in your studies:

- * Plan to spend the number of hours recommended by your lecturer regularly each week on your studies
- * Use the supplied course timetables and deadlines to set personal goals and plan for the requirements of the assessed work
- * Create a study environment that allows you to focus on coursework and avoid distractions
- * Use the communication facilities provided to share your experiences with other students and the staff and to get assistance in understanding course materials
- * Check Blackboard and your USP email account regularly for important course and University notices
- * When communicating with others in your courses, don't be afraid to share your ideas but take the time to make sure they are communicated clearly
- * Consistent work on your courses is far more likely to succeed than episodes of hard work interspersed with gaps of no work
- * Have a reliable Internet connection and computer in place before the course begins
- * If you temporarily lose access to the Internet continue working on other aspects of the course while resolving the problem

Communicating Online

Most USP courses provide an online discussion forum through the Blackboard course website. These are a great place for asking questions relating to your course as they provide a means for sharing the answers for everyone's benefit. Please don't use the discussion forums to discuss personal or private matters - use the USP email account to speak directly with your lecturers or other students.

Communicating online is a skill which you will need to practice in order to become proficient. There are guidelines for communicating online ('netiquette') which will assist you in effective and polite online conversations. You can find more information on Netiquette here: <http://www.faqs.org/rfcs/rfc1855.html>. Please note that all online communications by staff and students are governed by the University policies and statutes.

Discussion forums are intended to assist all of the students in their achieving the objectives of the course. You are encouraged to post questions and to contribute in discussing and answering the questions raised by other students and the lecturers. Online discussions complement and support the materials provided online and through lectures and may contribute to assessment, including examination questions. Discussions consist of individual contributions or 'posts' which are organised into 'threads' chronologically as responses are made to particular posts. When posting you should consider whether your post is a response to an existing post or is a new topic which should start a new thread. Your posts should always have a clear subject that identifies what is being discussed, don't be afraid to change the subject if a discussion moves away from the original subject or if the subject provided is not clear. All discussion contributions will remain available for the duration of the course so take your time to think through what you are saying and remember to refer to older conversations when revising or studying.

ASSESSMENT 1: Title [Repeat as needed]

Value: %

Due Date: Date

Length: length

Assessment Requirements

Describe what is required and provide linkages to other assessment tasks, course materials, course topics, course objectives and student learning outcomes.

Marking Criteria

Provide a detailed marking rubric wherever possible (see the USP Assessment Handbook for details on what is expected).

GENERAL UNIVERSITY POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures contained in the statutes in the USP website <http://www.usp.edu.aq/policy/>.

The University Statute on Student Conduct and Policy on Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: <http://www.usp.edu.aq/policy/StudentConduct>. The policy on Staff Conduct can be found on the USP website at: <http://www.usp.edu.aq/policy/StaffConduct>

Academic Grievances

If you have any academic problems with your paper you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Statute which is published on the VUW website: <http://www.usp.edu.aq/policy/AcademicGrievances>

Plagiarism

Plagiarism is misrepresenting someone else's work as your own, intentionally or otherwise. You must acknowledge your sources fully and appropriately. This includes:

- * material from books, journals or any other printed source
- * the work of other students or staff
- * information from the Internet
- * software programs and other electronic material
- * designs and ideas
- * the organisation or structuring of any such material.

Plagiarism undermines academic integrity simply because it is a form of lying, stealing and mistreating others. Plagiarism involves stealing other people's intellectual property and lying about whose work it is. This is why plagiarism is prohibited at USP. Plagiarism is an example of misconduct in the Statute of Student Conduct. Students who have plagiarised are subject to a range of penalties under the Statute. See the website: <http://www.usp.edu.aq/policy/StudentConduct>

Reasonable Accommodation Policy

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Scott Building, or phoning 555-6070, email disability@usp.edu.aq.

The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus

STUDENT SUPPORT SERVICES

Contacting Support

Support is available to students from 7am to 11pm (NZST) every day through the Student Services Level 2, Robert Scott Building, or phoning 555-6080, email student_support@usp.edu.aq. Please provide your USP student ID number when emailing problems. You can also use the web form available at <http://www.usp.edu.aq/Online/Support/>

Student Learning Support Service

Get the maximum benefit from your studies as USP with our one-to-one assistance, general workshops on effective learning techniques, English skills support including essay writing, citation and plagiarism assistance and more at <http://www.usp.edu.aq/Support/Health/>. Don't treat us as your last resort!

Accommodation Service

Want to know your options for accommodation? You can find information on the University Halls of Residence, options for private flatting and more at <http://www.usp.edu.aq/Support/Accommodation/>.

Career Development and Employment

When your studies are complete we can help you with career advice, access to job listings, assistance with preparing your CV and more at <http://www.usp.edu.aq/Support/Careers/>.

Counselling Service

We provide a free, professional service to help you work through any personal or academic issues that may be affecting you. Find out more at <http://www.usp.edu.aq/Support/Counselling/>.

Creches

Get the best possible care for your child while studying.
Find out more at <http://www.usp.edu.aq/Support/Creches/>.

Disability Support Services

Your studies should be unaffected by any permanent or temporary impairment. We can provide personal support and information along with eligibility requirements and more at <http://www.usp.edu.aq/Support/Creches/>.

Recreation Facilities

USP provides an extensive array of indoor and outdoor recreation facilities designed to ensure your health during your studies and through the long Antarctic night. Details on facilities, professional training, sports teams and booking are available at <http://www.usp.edu.aq/Support/Recreation/>. Remember - exercise is key to managing the blues during the 'long dark'.

Student Computing Service

All on-campus students are entitled to free access to a number of general and specialist IT and computing facilities on campus including access to the USP Wireless Network. You can find out information on access, restrictions on use and support information at <http://www.usp.edu.aq/ITS/SCS/>.

Student Finance Advisory Service

The last thing you need to be concerned about while studying is money. You can get information on student loans, budgeting advice and other assistance including emergency grants at <http://www.usp.edu.aq/Support/Finance/>.

Student Health Service

All on-campus students are entitled to free or low cost professional health care from our range of general and specialist practitioners including dental and optician services. Find out more, including the hours of operation at <http://www.usp.edu.aq/Support/Health/>.

