



Faculty of Law, Humanities and the Arts

SCHOOL OF THE ARTS, ENGLISH AND MEDIA

Subject Outline

MEDA202

Tangible Media

6 Credit Points

Spring Session 2018

Wollongong, Innovation Campus

Pre-requisites: 36cp at 100 Level
Co-requisites: Nil
Restrictions: None
Contact Hours: 4 hours of teaching

Teaching Staff

Position	Name	Room	Telephone	Email	Consultation Times/Mode
Subject Coordinator/ Lecturer	Dr Jo Law	25.127	4221 5329	jol@uow.edu.au	Tuesday 12:30 – 13:30
Tutor	Dr Etienne Deleflie	N/A	N/A	etienne@uow.edu.au	In class

Discipline Leader and Head of Students

Discipline	Name	Contact
Discipline Leader	Professor Sue Turnbull	Room: 25.121, Email: sturnbul@uow.edu.au
Head of Students	Dr Jo Law	Contact via LHA Central

Equipment Loans and Studio Bookings

Location	Telephone	Email	Hours
25.165	4221 5599	taem-techsupport@uow.edu.au	8:30am-4:30pm Monday - Friday

Technical Staff

Position	Name	Room	Telephone	Email
Technical Officer – Digital Media Centre	Glenn Alexander	232.G11B	4221 5847	glexand@uow.edu.au

LHA Central

Location	Telephone	Email	Web	Hours
19:1050	4221 3456	lha-enquiries@uow.edu.au	LHA Central	9am-5pm Monday - Friday

Table of Contents

Section A: Subject Information	5
Subject Details	5
Subject Description.....	5
Course Learning Outcomes	5
Subject Learning Outcomes.....	5
Student Workload	5
Subject Changes and Response to Student Feedback	5
Extraordinary Changes to the Subject Outline.....	5
Learning Analytics.....	6
eLearning, Reading, References and Materials.....	7
Recommended Readings / Viewing / Listening.....	7
Subject eLearning	8
Other Resources.....	8
Lectures <<Tutorials / Seminars>>	9
Lecture << Tutorial / Seminar / Workshop / Lab Times>>	9
Minimum Attendance Requirements	9
Weekly Outline	10
Section B: Assessment	12
Assessment Tasks	12
Minimum Performance Requirements	12
Referencing.....	12
Assessment 1	13
Assessment 2	14
Assessment 3	15
Academic Integrity	16
UOW Grade Descriptors.....	16
Submission, Receipt and Collection Of Assessment Tasks	18
Procedure for the Submission and Return of Assessment Tasks	18
Receipt of Assessment Tasks.....	18
Electronic Submission of Assessments.....	18
Assessment task submission via post, fax or email.....	18
Collection of Assessment.....	19
Late Submission of Assessment Tasks and Penalties	19
Extensions.....	19
Retention of Submitted Work	19
General Assessment Information.....	20
Academic Consideration.....	20
Supplementary Assessment	20
Scaling	20
Student Academic Complaints Policy	20
Assessment Quality Cycle	20
Section C: General Advice Guide for Students	21
Student Support	21
Policies and Guidelines	22
Teaching and Assessment: Code of Practice - Teaching	22
Teaching and Assessment: Assessment and Feedback Policy	22
Teaching and Assessment: Subject Delivery Policy	22
The Student Charter – Your Rights and Responsibilities	22
Academic Integrity and Plagiarism Policy.....	22
Student Academic Consideration Policy.....	22
Course Progress Policy	22
Coursework Student Academic Complaints Policy	23
Inclusive Language Guidelines.....	23

Copyright Policy	23
Intellectual Property.....	23
Student Conduct Rules	23
Code of Practice – Research	23
Code of Practice – Honours	23
The Code of Practice – Student Professional Experience	23
IP Student Assignment of Intellectual Property Policy.....	23
Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects	24
Human Research Ethics Guidelines	24
Workplace Health & Safety Policy	24

Copyright

Commonwealth of Australia

Copyright Regulations 1969

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Section A: Subject Information

SUBJECT DETAILS

Subject Description

Interactive media technologies provide powerful tools for creating new experiences. This subject introduces students to the history, theory and contemporary practice of electronic media arts. Students engage with materials, system ecology and emergent interactions as tools to create tangible experiences. Students obtain a firm understanding of kinetic, sculptural, material and physical computing processes, as well as experience in developing installation-based media art projects.

Course Learning Outcomes

Course Learning Outcomes can be found in the [Course Handbook](#). Students should refer to the Handbook pertaining to the year of their commencement and the course in which they are enrolled.

Subject Learning Outcomes

On successful completion of this subject, students will be able to:

Subject Learning Outcomes
1. Critically discuss the notion of interaction in contemporary media art
2. Produce creative work that demonstrates technical literacy in a relevant aspect covered in the subject
3. Produce creative work that engages with the history, theory and contemporary practice of creating meaningful interactive encounters in a media arts context

Student Workload

Students should note that UOW policy equates 1 credit point with 2 hours of study per week, including lectures and tutorials/workshops/practicals, self-directed study and work on assessment tasks. For example, in a 6 credit point subject, a total of 12 hours of study per week is expected.

Subject Changes and Response to Student Feedback

2018	No substantive changes have been made to the subject.	Jo Law
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Extraordinary Changes to the Subject Outline

In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

Learning Analytics

“Where Learning Analytics data (such as student engagement with Moodle, access to recorded lectures, University Library usage, task marks, and use of SOLS) is available to the Subject Coordinator, this may be used to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to <https://www.uow.edu.au/about/privacy/index.html>.”

Recommended Readings / Viewing / Listening

These resources are recommended and are not intended to be exhaustive. Students are encouraged to use the Library catalogue and databases to locate additional resources and supplement the recommendations with resources discovered through their own research, both online and in hard copy.

UOW Library

<http://www.library.uow.edu.au/index.html>

Bishop, C (ed.) 2006, *Participation*, Whitechapel, London.

Bishop, Claire 2005, *Installation Art*, Tate, London.

Coole, D & Frost S (eds) 2010, *New Materialisms : Ontology, Agency, And Politics*, Duke University Press, Durham

Corrin, L, Kwon, M & Bryson, N 1997, *Mark Dion*, Phaidon, London.

Davis, H & Turpin, E (eds) 2014, *Art in the Anthropocene: Encounters Among Aesthetics, Politics, Environments and Epistemologies*, Open Humanities Press, S.I.

Dion, M, Fend, P & Peterman, D 2001, *Ecologies*, David and Alfred Smart Museum of Art, University of Chicago, Chicago.

Dion, Mark 2008, *Mark Dion: Travels of William Bartram*, Bartram's Garden, Philadelphia.

Faludi, R 2011, *Building Wireless Sensor Network*, O'Reilly, Sebastopol.

Hayward Gallery and Australian Centre for the Moving Image 2006, *Eyes, Lies and Illusions: drawn from the Werner Nekes Collection*, Australian Centre for the Moving Image, Melbourne.

Igoe, T 2007, *Making Things Talk*, O'Reilly, Sebastopol.

Jefferey, C, 2011, *Preternatural*, Punctum Books, Brooklyn.

Klanten, R, Ehmann, S & Hanschke, V (ed) 2011, *A Touch of Code: Interactive Installations and Experiences*, Die Gestalten Verlag, Berlin.

Margolis, M 2011, *Arduino Cookbook*, O'Reilly, Beijing.

Martin, J 2012, *Theatre of the World*, Museum of Old and New Art, Berriedale, Tas.

Mauriès, P 2002, *Cabinets of Curiosities*, Thames & Hudson, New York .

McShine, K (ed.) 1981, *Joseph Cornell*, Museum of Modern Art, New York.

Media Art Net n.d., viewed 4 July 2016, <<http://www.medienkunstnetz.de/mediaartnet/>>

Merewether, C 2006, *The Archive*, Whitechapel & MIT Press, London & Cambridge, Mass.

Mims, F 2003, *Getting Started in Electronics*, Master Publishing, US.

Norden, L & Danto, A 2007, *Sarah Sze*, Harry N. Abrams, New York.

O'Sullivan, D & Igoe, T 2004, *Physical Computing*, Thomson Course Technology, Boston.

Oliveira, N 2003, *Installation Art in the New Millennium: The Empire of the Senses*, Thames & Hudson, New York.

Parikka, J 2010, *Insect Media: An Archaeology Of Animals And Technology*, University of Minnesota Press, Minneapolis.

- Roberts, D 2011, *Making Things Move: DIY Mechanics for Inventors, Hobbyist, and Artists*, McGraw Hill, New York.
- Rush, M 2005, *New Media in Art*, Thames & Hudson, London.
- Satomi, M & Perner-Wilson, H n.d., *How to Get What You Want*, viewed 4 July 2016, <<http://www.kobakant.at/DIY/?p=270>>
- Shanken, E. A. 2009, *Art and Electronic Media*, Phaidon, New York.
- Shaw, J & Weibel, P (eds) 2003, *Future Cinema: The Cinematic Imaginary After Film*, ZKM & MIT Press, Cambridge, Massachusetts.
- Sheehy, C 2006, *Cabinet of Curiosities: Mark Dion and the University as Installation*, University of Minnesota Press.
- Stacey, R 2007, *Museum: The Macleays, Their Collections And The Search For Order*, Cambridge University Press, Port Melbourne.
- Stafford, BM & Terpak, F 2001, *Devices of Wonder: from the world in a box to images on a screen*, Getty Research Institute, Los Angeles.
- Waldman, D 2002, *Joseph Cornell : Master of Dreams*, Harry N. Abrams, New York.
- Wardrip-Fruin, N & Montfort, N (eds) 2003, *The New Media Reader*, The MIT Press, Cambridge, Mass.
- Yanni, C 2005, *Nature's Museums : Victorian Science And The Architecture Of Display*, Princeton Architectural Press, New York.

Subject eLearning

The University uses the eLearning system Moodle to support all coursework subjects. The subject Moodle site can be accessed via SOLS.

You can find guidelines to eLearning here <http://www.uow.edu.au/student/elearning/guide/index.html>
You can find guidelines to 'Netiquette' here <http://www.uow.edu.au/student/elearning/netiquette/index.html>

Other Resources

UOW Media Arts Learning site <http://www.medadada.net>

LECTURES <<TUTORIALS / SEMINARS>>

Lecture << Tutorial / Seminar / Workshop / Lab Times>>

For current timetable information please refer to the online [Subject Timetables](#) on the [Current Students](#) webpage.

Minimum Attendance Requirements

Students are expected to attend all classes. Active and constructive presence in class makes an important contribution to your education as well as that of your peers. Failure to meet attendance requirements as set out below may significantly diminish your mark, and possibly lead to failure.

Students who do not attend at least 80% of all classes (fewer than 10 of 12 classes) including lectures, tutorials, practicals, workshops, computer labs, studios and seminars, risk possible failure in the subject. Roll books will be maintained. Arrival 10 minutes late at class may be deemed an absence. Similarly, students who leave a class early without a satisfactory explanation will be regarded as having been absent from that class and roll books marked accordingly.

Early departure in order to attend another class or an employment commitment does not constitute a satisfactory explanation. Absences incurred by a timetable clash with another subject or by employment commitments do not represent legitimate reasons for absence.

Students should note that the teaching session includes the study recess (week 14) and examination period (weeks 15 and 16) and they must therefore be available if required for final assessments scheduled by the Faculty or the University.

A student's attendance which falls below 60% (fewer than 8 classes of 12) owing to unforeseen circumstances or a serious medical condition, should apply for a withdrawal without academic penalty on compassionate grounds. A passing grade cannot be awarded in these circumstances.

It is the student's responsibility to advise the Subject Coordinator or tutor of the reasons for any absence from a class. It is not the responsibility of teaching staff to provide remedial instruction to those who have not attended classes.

The maximum mark for a student who fails to satisfy the above requirements is 49% (Technical Fail).

Students unable to attend a class due to serious or extenuating circumstances should apply for [Academic Consideration](#).

Weekly Outline

Week / Date	Outline of Lecture Topic/Description	Tutorial/Seminar/Practical	Task Due
Week 1 Commencing 23 July	Devices of Wonder: Interactive Media Arts	Vision machines and mechanics; Building a zoetrope exercise	
Week 2 Commencing 30 July	Aesthetics, Affect, and Material Presence	Touch: conductive ink capacitive circuit exercise; Introducing Arduino	
Week 3 Commencing 6 August	Exploring the Materiality of Sound	Hand-made electronics, making speakers, and audio circuits; measuring Arduino inputs	
Week 4 Commencing 13 August	Excursion to the Museum of Applied Arts and Sciences, visit exhibitions: <i>Spinning World</i> and <i>Human Non Human</i>	Applied Arts and Sciences	
Week 5 Commencing 20 August	Sensing Presence	Sensor circuits, controlling inputs and outputs	
Week 6 Commencing 27 August	Objects and Materials	Material investigation; Rube-Goldberg exercise	Task 1: Research essay due
Week 7 Commencing 3 September	POSTGRADUATE WEEK – NO CLASSES		
Week 8 Commencing 10 September	Movement and Kinetic	Motors, solenoids and other actuators; programming/electronics refresher	
Week 9 Commencing 17 September	Systems and Programmable Experience	Working with electronic circuits and trouble-shooting	
Week 10 Commencing 24 September	Architecture and Immersion	Prototype presentation	Task 2: Project prototype and reflection due
Commencing 1 October <i>1 October Bank Holiday</i>	MID-SESSION RECESS - NO CLASSES		
Week 11 Commencing 8 October	Art and Science	Project progress, testing and trouble-shooting	

Week 12 Commencing 15 October	Media and Materiality	Project progress	
Week 13 Commencing 22 October	Major project review	Major project review	
Commencing 29 October	Study Recess		
Commencing 3 November	Examination Period		Task 3 due 6 November

Section B: Assessment

ASSESSMENT TASKS

Minimum Performance Requirements

All assessment tasks must be submitted. Students who do not meet the minimum performance requirements, as specified for each assessment, will receive a TF (Technical Fail) grade for this subject, which will appear on your Academic Transcript.

Referencing

Referencing is an essential component of academic writing or presentation since it enables the reader to follow up the source of ideas and information presented in your work, and to examine the interpretation you place on the material discovered in your research. Reliable referencing clearly indicates where students have drawn their own conclusions from the evidence presented. Importantly, much of the material students will use is covered by copyright which means that they must acknowledge any source of information, including books, journals, newspapers, images and the internet.

It is obligatory for students to reference all sources used in their written work including electronic material.

Clear examples of how to reference correctly, across a wide variety of source materials, can be found on the UOW Library website:

- Library Resources - Referencing and Citing
<https://www.uow.edu.au/student/learningcoop/referencingciting/index.html>

Different programs use different referencing styles to reflect the needs of their discipline. It is the student's responsibility to ensure they use the correct referencing style as advised in this Subject Outline.

Additional Comments:

For Subjects offered by the School of Humanities and Social Inquiry, assessment tasks should be referenced using the Author-Date Harvard Referencing system, unless stated otherwise in this Subject Outline.

For Subjects offered by the School of the Arts, English and Media, all assessment tasks should be referenced using the Author-Date Harvard Referencing system, unless otherwise stated in the assessment criteria of a particular task.

Written assessment tasks submitted for LAW and LLB subjects offered by the School of Law must be referenced in accordance with the Australian Guide to Legal Citation (Melbourne University Law Review Association Inc., 3rd ed, 2010) unless an alternate referencing system is specified in the assessment task requirements (this may apply to LAW subjects only). The Guide may be borrowed from the University library, or purchased from the UniShop, or downloaded from this link:

<http://ezproxy.uow.edu.au/login?url=http://mulr.law.unimelb.edu.au/go/AGLC3>

For further information about referencing in legal studies, go to: <http://uow.libguides.com/aglc>

Assessment 1	Research Analysis
Due Date	Week 6, Tuesday 28 August, 23:59EST
Weighting	25%
Format / Length / Duration	Written essay (1500 – 2000 words). Correct essay style and bibliographic referencing are required.
Description	<p>Visit the exhibition, <i>Human Non-Human</i>, the Museum of Applied Arts and Sciences; select, research, and analyse ONE work from the exhibition focusing on one or more of the following aspects in relation to audience experience:</p> <ul style="list-style-type: none"> • visual materials • audio materials • tactile materials • sensory inputs <p>Referring to relevant lecture materials, tutorial activities, and discussions, analyse how the selected work and its presentation influence audience experience. Contextualise the work within the history of interactive media arts and the museum. You are also encouraged to integrate your own experience of the work into this analysis.</p> <p>Consider the role physicality plays in the experience of a work. How do the qualities of visual, audio, tactile and digital materials influence the final forms of a work? How does the creator make use of sensory inputs and the innate qualities of the materials used to convey content or create experiences? How may the installation and presentation of the work shape the audience experience?</p> <p>A more detailed outline will be provided on Medadada.net and the assessment will be discussed in week 1.</p>
Assessment Criteria	<ul style="list-style-type: none"> • Depth and breadth of research engagement with relevant materials incorporating lecture and workshop discussions • Depth of critical analysis of the work discussed in relation to the questions posed • Quality of argument supported by research materials, sound premises, and critical analyses • Clarity and succinctness of writing
Subject Learning Outcomes Assessed	1. Critically discuss the notion of interaction in contemporary media art
Method of Submission	<p>Electronic submission via Moodle</p> <p>This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.</p>

Assessment 2	Research Prototype
Due Date	Week 10, Tuesday 25 September in class for prototype presentation Friday 28 September for prototype reflection by 23:59EST
Weighting	25%
Format / Length / Duration	Presentation of prototype Critical Reflection (400 words) posted on your learning blog.
Description	<p>For this assessment, you will present a prototype of an object-based media artwork (incorporating audio-visual, kinetic, electronic <u>and/or</u> interactive components) in response to the theme '<i>Natural History Museum... after an Earthquake</i>' with a focus on audience experience. Your proposed work needs to be appropriately contextualised by the historical and contemporaneous media arts practices discussed in lectures and workshops.</p> <p>Your working prototype presented at this point needs to be functional and gives a full impression of how the final work will appear. While not all content needs to be completed or finalised at this stage, the more substantial the presentation the more meaningful this exercise will be in terms of your project development.</p> <p>After the prototype presentation (and on or before the due date), submit a critical reflection on the processes and outcomes of the presentation as a 400-word blog post (including images) on your personal learning blog with a working link provided on Medadada.net. You can elect to include responses to relevant feedback from your tutor and peers at the presentation, as well as plans for completing the work.</p> <p>An outline that explores the theme in details will be downloadable from the subject's website and the assessment will be discussed in-depth in class.</p>
Assessment Criteria	<ul style="list-style-type: none"> • Research engagement and application of relevant materials evident in the prototype presented • Criticality of response to the set theme • Exploration and experimentation with objects, material and media • Execution of the prototype in terms of functionality and how audience experience is addressed
Subject Learning Outcomes Assessed	<p>2. Produce creative work that demonstrates technical literacy in a relevant aspect covered in the subject</p> <p>3. Produce creative work that engages with the history, theory and contemporary practice of creating meaningful interactive encounters in a media arts context</p>
Method of Submission	<p>Physical presentation in class</p> <p>A working link to your blog entry must be provided on the relevant submission post on Medadada.net.</p>

Assessment 3	Project Work
Due Date	Week 15, Tuesday 6 November
Weighting	50%
Format / Length / Duration	Exhibition of work/ installation/ performance Statement (200 words) presented with the work
Description	<p>For this assessment you will install and present your completed project developed from Assessment 2 in a class exhibition. The final work responds to the theme '<i>Natural History Museum... after an Earthquake</i>' using aspects of electronic/ interactive media arts, which may include physical computing, interactive designs, kinetics, and/or audio-visual elements. The work will be guided by an exploration into the relationship between human experience, media technologies, and realities. It is also important that the work and its presentation consider audience experience.</p> <p>Present your final work in an exhibition accompanied with a written artist statement (200 words max) that contextualises your work in relation to contemporary media art practices as well as contemporary aesthetic debates focusing on interaction and audience experience.</p> <p>A detailed outline will be downloadable and the assessment will be discussed in-depth in class.</p>
Assessment Criteria	<ul style="list-style-type: none"> • Research engagement and application of relevant materials and discussions through the session • Articulation of concept and project development in response to the set theme and relevant ideas • Evidence of exploration of experimentation of media and materials in the final work • Functionality of the final work and effectiveness in how presentation addresses participatory audience experience
Subject Learning Outcomes Assessed	<ol style="list-style-type: none"> 1. Critically discuss the notion of interaction in contemporary media art 2. Produce creative work that demonstrates technical literacy in a relevant aspect covered in the subject 3. Produce creative work that engages with the history, theory and contemporary practice of creating meaningful interactive encounters in a media arts context
Method of Submission	Exhibition of artwork accompanied by written statement

Academic Integrity

The University's policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others: <http://www.uow.edu.au/about/policy/UOW058648.html>

The University's Academic Integrity Policy, Faculty Handbooks and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full), which you have submitted previously for assessment, is not permitted without appropriate acknowledgement or without the explicit permission of the Subject Coordinator. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as 'resources'), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the University to be intentionally or recklessly helping other students to cheat. Uploading an assessment task, subject outline or other course materials without express permission of the university is considered academic misconduct and students place themselves at risk of being expelled from the University.

Students should refer to:

- Student Conduct Rules
<http://www.uow.edu.au/about/policy/UOW058723.html>
- Academic Integrity Policy
<http://www.uow.edu.au/about/policy/UOW058648.html>

UOW Grade Descriptors

The UOW Grade Descriptors are general statements that communicate what our grades represent, in terms of standards of performance, and provide a frame of reference to ensure that assessment practice across the University is appropriate, consistent and fair. Grade Descriptors are expressed in general terms so that they are applicable to a broad range of disciplines. For more information on the UOW grade descriptors see:

<http://www.uow.edu.au/curriculum-transformation/aqc/uowgradedescriptors/index.html>

Grade	Mark (%)	Descriptor
High Distinction HD	85-100	<p>For performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none">• consistent evidence of deep and critical understanding• substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches• critical evaluation of problems, their solutions and their implications• use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work• creativity in application as appropriate to the discipline• eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline• consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy• all or almost all answers correct, very few or none incorrect

Distinction D	75-84	<p>For performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> • evidence of integration and evaluation of critical ideas, principles, concepts and/or theories • distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts • demonstration of frequent originality in defining and analysing issues or problems and providing solutions • fluent and thorough communication of information and ideas in terms of the conventions of the discipline • frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy • most answers correct, few incorrect
Credit C	65-74	<p>For performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> • evidence of learning that goes beyond replication of content knowledge or skills • demonstration of solid understanding of fundamental concepts in the field of study • demonstration of the ability to apply these concepts in a variety of contexts • use of convincing arguments with appropriate coherent and logical reasoning • clear communication of information and ideas in terms of the conventions of the discipline • regular application of appropriate skills, techniques and methods with high levels of precision and accuracy • many answers correct, some incorrect
Pass P	50-64	<p>For performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> • knowledge, understanding and application of fundamental concepts of the field of study • use of routine arguments with acceptable reasoning • adequate communication of information and ideas in terms of the conventions of the discipline • ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy • a combination of correct and incorrect answers
Fail F	<50	For performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes.
Technical Fail TF		When minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.
Satisfactory S		Awarded for performance that demonstrates a satisfactory level of attainment of the relevant subject learning outcomes.
Unsatisfactory U		Awarded for performance that demonstrates an unsatisfactory level of attainment of the relevant subject learning outcomes.

SUBMISSION, RECEIPT AND COLLECTION OF ASSESSMENT TASKS

Assessments are to be submitted on the due dates and via the submission method specified in each assessment task listed in this Subject Outline. Penalties apply for late submission.

Procedure for the Submission and Return of Assessment Tasks

Unless otherwise indicated in this Subject Outline, written assessments must be submitted through **LHA Central in Building 19, Room 1050, no later than 4pm on the due date.**

All submitted assessments must have attached an individualised LHA Assignment Coversheet with a bar code. Instructions on how to create and submit the cover sheet can be found at the Faculty's webpage: <http://lha.uow.edu.au/current-students/UOW154553.html>

If an extension is not granted, any assessment lodged after 4pm on the due date will be considered late and will incur late penalties (see 'late submission' section below).

Receipt of Assessment Tasks

At LHA Central, assessments submitted with an individualised LHA Assignment Coversheet and barcode will automatically receive an electronic receipt as evidence of submission; this receipt will be issued to students' University email account.

Please note that the Assignment Coversheet must be printed on a laser printer (use the library or computer lab printers if necessary) as ink jet printers may not print to the quality needed to make the barcode readable by the scanners.

It is the responsibility of the student to keep a copy of all work submitted for assessment to the Faculty.

In the case where a student submits an assessment that does not incorporate an automated electronic receipt as evidence of submission, the student may request a paper receipt as proof.

Electronic Submission of Assessments

Where an assessment must be submitted electronically (i.e. through an eLearning site such as Moodle) this will be specified in the assessment task listed in this Subject Outline. The procedure for electronic submission will be set out on the Moodle site. Students are required to retain a copy of material submitted electronically until the release of final results for the assessment task.

Assessment task submission via post, fax or email

Assessments submitted via post, fax or e-mail will *only be accepted with the written prior approval from the Subject Coordinator.*

As a general rule, assessments will not be accepted or marked if submitted by fax except in special cases where the Subject Coordinator has given prior approval. Students who are given prior approval to submit an assessment via fax must have the relevant Assignment Coversheet attached and clearly address the fax to the Subject Coordinator via fax number 02 4221 5341.

Students who are given prior approval to submit an assessment via email must have the relevant Assignment Coversheet attached with the assessment and email the Subject Coordinator directly and copy the LHA Central email lha-enquiries@uow.edu.au.

Students who are given prior approval to submit an assessment, with the relevant Assignment Coversheet attached, via Australia Post must use registered mail – this will ensure there is an official receipt of mailing the assessment on the due date. Students must retain the evidence of posting the assessment.

The envelope should be addressed to:

Subject Coordinator or Tutor's name
Faculty of Law, Humanities and the Arts
University of Wollongong
Northfields Avenue, NSW 2522

Collection of Assessment

The University's [Teaching and Assessment: Assessment and Feedback Policy](#) requires that at least one assessment task (that is, an activity that a student is required to complete to provide a basis for an official record of achievement or certification of competence) prior to the deadline for students to withdraw from a subject without academic penalty (week 9 in a standard session).

Assessments submitted during session will be returned to students by their lecturer, tutor or seminar leader. LHA Central does not hold any assessments for student collection during session.

Assessments submitted at the end of session will be held at LHA Central 19 up until the end of Week 3 of the following session. After this time, assessments will be returned to the respective Subject Coordinator for return or disposal.

Late Submission of Assessment Tasks and Penalties

Assessed work must be handed in by the date and time given. If an assessment is submitted late, it will be marked in the normal way, and a penalty will then be applied.

In the absence of an approved request for Academic Consideration in the form of an extension, assessment tasks must be submitted no later than 4pm (unless otherwise specified in the Assessment Task information) on the due date.

The School of the Arts, English and Media: Late work (i.e. any work required for assessment that has not been given an extension) will be subject to a 10% penalty per calendar day. The penalty is applied to the mark awarded. Work submitted after seven calendar days will not be marked and will be given a mark of 0.

An assessment task that is submitted after 4pm on any day will be deemed to have been submitted on the next working day. Penalties accrue on each day that the assessment task is late, including Saturday, Sunday and public holidays.

For assessments that are required to be submitted in hard copy via LHA Central in Building 19, submission must be made by 4pm on weekdays to be recorded as submitted on that day.

Only with the written prior approval from the Subject Coordinator, may students submit their assessment on a Saturday, Sunday or public holiday in electronic format via email to the Subject Coordinator's email address. This is on the condition that they submit the hard copy of this assessment task by 4pm on the next working day with a completed [Statutory Declaration](#) to the effect that they confirm that the electronic and hard copies of the assessment are identical in all material respects. Where this is done, the submission date will be deemed to be that of the electronic submission for purposes of calculation of any late penalty.

In the absence of an extension having been granted pursuant to the Academic Consideration Policy, work submitted beyond seven (7) days of the due date will be accepted only if submission of that assessment is necessary to pass the subject but a mark of 'zero' will be recorded.

Extensions

Extensions of time to submit material for assessment can only be requested in advance of the due date for an assessment activity through the Academic Consideration process on SOLS. For more information please refer to the Student Academic Consideration Policy at: <http://www.uow.edu.au/about/policy/UOW058721.html>.

Retention of Submitted Work

The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.

GENERAL ASSESSMENT INFORMATION

The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.

Academic Consideration

If you believe that your submission of, performance in or attendance at an assessment activity, including an examination, has been affected on compassionate grounds, by illness or by other serious extenuating circumstances beyond your control, you can apply for academic consideration in Student OnLine Services (SOLS). Do not assume that an application for academic consideration will be automatically granted. For more information please refer to the Student Academic Consideration Policy at: <http://www.uow.edu.au/about/policy/UOW058721.html>

In some circumstances you may be offered a deferred exam. For more information about Deferred and Supplementary Exams refer to: <http://www.uow.edu.au/student/exams/aboutsupp/index.html>

Supplementary Assessment

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The Subject Coordinator will determine the precise form of supplementary assessment at the time the offer of a supplementary is made. In some circumstances you may be offered a supplementary exam. For more information about Supplementary Exams refer to: <http://www.uow.edu.au/student/exams/aboutsupp/index.html>

Scaling

Marks awarded for any assessment task (including examinations) may be subject to scaling at the end of the session by the School Assessment Committee (SAC) and/or the Faculty Assessment Committee (FAC). Marks may be scaled in accordance with University policy. Scaling will not affect any individual student's rank order within their cohort. For more information refer to Standards for Finalisation of Student Results: <http://www.uow.edu.au/about/policy/UOW039331.html>

Student Academic Complaints Policy

In accordance with the Coursework Student Academic Complaints Policy, a student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student's right to appropriate and useful feedback on their performance in an assessment task. Refer to the Coursework Student Academic Complaints Policy (<http://www.uow.edu.au/about/policy/UOW058653.html>) for further information.

Assessment Quality Cycle

The University of Wollongong is committed to the quality assurance and quality enhancement of assessment. The University will meet its legislative and regulatory obligations, to ensure consistent and appropriate assessment through course management and coordination, including assessment quality assurance procedures. An Assessment Quality Cycle is used to describe quality assurance at the points of assessment design, assessment delivery, the declaration of marks and grades, and review and improvement activities.

Section C: General Advice Guide for Students

STUDENT SUPPORT

Each session the Faculty of Law, Humanities and the Arts produces a guide to Faculty and University policies, programs and resources.

Students are encouraged to access a copy of the [General Advice Guide](#) at the start of each session.

POLICIES AND GUIDELINES

Teaching and Assessment: Code of Practice - Teaching

This Code is a key document in implementing the University's Teaching and Assessment Policy and sets out the specific responsibilities of parties affected in relation to learning, teaching and assessment, as well as procedures for teaching staff. The Code can be found at:

<http://www.uow.edu.au/about/policy/UOW058666.html>

Teaching and Assessment: Assessment and Feedback Policy

The purpose of this Policy is to set out the University of Wollongong's approach to effective learning, teaching and assessment, including the principles and minimum standards underlying teaching and assessment practice. The Policy can be found at:

<http://www.uow.edu.au/about/policy/alphalisting/UOW222905.html>

Teaching and Assessment: Subject Delivery Policy

This Policy sets out specific requirements in relation to the delivery of Subjects. The policy can be found at:

<http://www.uow.edu.au/about/policy/alphalisting/UOW222906.html>

The Student Charter – Your Rights and Responsibilities

The Student Charter is shaped by the University's mission to excel through providing world-class teaching, learning and research opportunities that challenge, inform and inspire its students in a diverse and inclusive environment. The Student Charter is based on principles that guide all members of the University and that promote responsible partnerships within and beyond the University community. It acknowledges the importance of the connection that is forged between students and staff of the University as well as the broader community. It encompasses a commitment to academic integrity and the five fundamental values on which this rests: honesty, trust, fairness, respect and responsibility.

<http://www.uow.edu.au/student/charter/index.html>

Academic Integrity and Plagiarism Policy

The University's policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others:

<http://www.uow.edu.au/about/policy/UOW058648.html>

Student Academic Consideration Policy

The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for specific assessment tasks, examinations, academic progress or attendance requirements in a subject relevant to their course to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. This Policy sets out clear and defined requirements allowing for transparency, ease of interpretation and implementation. Consistency in criteria, procedures, and outcomes in the processing of applications for academic consideration for all forms of assessment are requirements of this Policy. The Policy can be found at:

<http://www.uow.edu.au/about/policy/UOW058721.html>

Course Progress Policy

The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress; the definitions of the roles and responsibilities of UOW staff and students with regard to course progress; and the descriptions of the resources and choices available to assist students at risk of not achieving course progress standards. The Policy can be found at:

<http://www.uow.edu.au/about/policy/UOW058679.html>

Coursework Student Academic Complaints Policy

UOW aims to provide a transparent and consistent process for resolving student academic grievances. Further information is available at:

<http://www.uow.edu.au/about/policy/UOW058653.html>

Inclusive Language Guidelines

UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from:

<http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html>

Copyright Policy

The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting copyright compliance. The Policy can be found at:

<http://www.uow.edu.au/about/policy/alphalisting/UOW026670.html>

Intellectual Property

UOW's Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at

<http://www.uow.edu.au/about/policy/UOW058689.html>

Student Conduct Rules

In line with UOW's commitment to academic integrity, new rules related to student conduct have been in effect since 1 January 2008. Relevant information may be found at:

<http://www.uow.edu.au/about/policy/UOW058723.html>

Code of Practice – Research

This Code mandates the current policy and best practice relating to procedures for responsible research. The Code can be found at:

<http://www.uow.edu.au/about/policy/UOW058663.html>

Code of Practice – Honours

This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at:

<http://www.uow.edu.au/about/policy/UOW058661.html>

The Code of Practice – Student Professional Experience

The Code of Practice – Student Professional Experience sets out what is expected from students, the University and Host Organisations in providing student professional experience programs. It applies to student professional experience programs that form the whole or part of a subject or course offered at the University. The code assists in promoting a productive learning experience for students. Current policies and practices relating to the workplace experience and other practical training requirements can be found at:

<http://www.uow.edu.au/about/policy/UOW058662.html>

IP Student Assignment of Intellectual Property Policy

This policy applies to all Students (under-graduate and post-graduate) of the University of Wollongong (UOW). It may also apply to other persons by agreement. This policy sets out the approach taken by UOW in relation to Student assignment of intellectual property. Further information about this policy can be found here:

<http://www.uow.edu.au/about/policy/UOW058690.html>

Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects

The University of Wollongong is committed to recognition of the diversity of values held by students at the University and seeks to provide avenues for students to complete their chosen field of study without compromising their ethical commitments. The University, through its Animal Ethics Committee, has a responsibility to review any proposed research and teaching involving living animals in accordance with the NHMRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (2004) and the Animal Research Act, 1985 (NSW).

This policy provides a framework for recognition of and responses to students' ethical or religious objection to animal use in coursework subjects at the University of Wollongong. For the purpose of this policy, animal use includes killing of animals in experimental work, dissection of animals that are already dead, use of animal tissues, use of animal-derived products (such as sera). These uses are relevant to teaching and assessment. Further information about this policy can be found here:

<http://www.uow.edu.au/about/policy/UOW058708.html>

Human Research Ethics Guidelines

The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found here:

<http://www.uow.edu.au/research/ethics/human/index.html>

Workplace Health & Safety Policy

The Workplace Health and Safety (WHS) unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from:

<http://staff.uow.edu.au/ohs/>