Faculty of Education and Arts
School of Humanities & Social Science

CULT3120 Music & Culture

Important Additional Information

Written Assignment Presentation and Submission Details

Students are required to submit assessment items by the due date. Late assignments will be subject to the penalties described below.

Submission:

- **Type your assignments:** All work must be typewritten in 11 or 12 point black font and include page numbers.
- **Save your file with the name: lastname_assignment** For example: Kibby_journal1
- **Word length:** The word limit of all assessment items is a guide only. Your Journal or Blog should be the equivalent amount of work as a 1,000 word or 2,000 word essay respectively.
- **Proof read your work** because spelling, grammatical and referencing mistakes will be penalised.
- **University Assessment Item Coversheet:** The Journal template includes the coversheet. A coversheet is not required for the Blog. The University coversheet is available at: [http://www.newcastle.edu.au/study/forms/](http://www.newcastle.edu.au/study/forms/)
- **Do not submit your assignment at a Student Hub.**
- **Submit your journals using the View/Complete link in Blackboard.**
- **Post your Blog URL to the discussion forum by the due date.**
- **Date-stamping assignments:** All assignments are dated by Turnitin on submission. It is set up to accept late submissions, however this are dated in red, indicating late submission. Set your Blog to show the date and time of each post.
- **Do not fax or email assignments:** Only appropriately submitted assignments will be considered for assessment.
- **Keep a copy of all assignments:** It is the student’s responsibility to produce a copy of their work if the assignment goes astray after submission. Students are advised to keep updated back-ups in electronic and hard copy formats.

**Online copy submission to Turnitin**

Students are required to submit an electronic version of the following assignments to Turnitin via the course Blackboard website: [http://www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

- **Journal, Project 1**
- **Journal, Project 2**

Students are able to read the Turnitin report, revise their paper and resubmit up until the due time. Note that Turnitin does not detect plagiarism – it identifies text that matches text in its database. It is up to the student to ensure that the matching text is accurately referenced.

**Penalties for Late Assignments**

Assignments submitted after the due date, without an approved extension of time will be penalised by the reduction of 5% of the possible maximum mark for the assessment item for each day or part day that the
item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than ten days after the due date will be awarded zero marks.


Special Circumstances

Students wishing to apply for Special Circumstances or Extension of Time should apply online. Refer - ‘Special Circumstances Affecting Assessment Items - Procedure 000641’ available [http://www.newcastle.edu.au/policylibrary/000641.html](http://www.newcastle.edu.au/policylibrary/000641.html)

No Assignment Re-submission

Students who have failed an assignment are not permitted to revise and resubmit it in this course. However, students are always welcome to contact their Tutor, Lecturer or Course Coordinator to make a consultation time to receive individual feedback on their assignments.

Re-marks & Moderations

A student may only request a re-mark of an assessment item before the final result - in the course to which the assessment item contributes - has been posted. If a final result in the course has been posted, the student must apply under ‘Procedures for Appeal Against a Final Result’ (Refer - [http://www.newcastle.edu.au/study/forms/](http://www.newcastle.edu.au/study/forms/)).

Students concerned at the mark given for an assessment item should first discuss the matter with the Course Coordinator. If subsequently requesting a re-mark, students should be aware that as a result of a re-mark the original mark may be increased or reduced. The case for a re-mark should be outlined in writing and submitted to the Course Coordinator, who determines whether a re-mark should be granted, taking into consideration all of the following:

1. whether the student had discussed the matter with the Course Coordinator
2. the case put forward by the student for a re-mark
3. the weighting of the assessment item and its potential impact on the student’s final mark or grade
4. the time required to undertake the re-mark
5. the number of original markers, that is,
   a) whether there was a single marker, or
   b) if there was more than one marker whether there was agreement or disagreement on the marks awarded.

A re-mark may also be initiated at the request of the Course Coordinator, the Head of School, the School Assessment Committee, the Faculty Progress and Appeals Committee or the Pro Vice-Chancellor. Re-marks may be undertaken by:

1. the original marker; or
2. an alternate internal marker; or
3. an alternate external marker (usually as a consequence of a grievance procedure).

Moderation may be applied when there is a major discrepancy (or perceived discrepancy) between:

1. the content of the course as against the content or nature of the assessment item(s)
2. the content or nature of the assessment item(s) as against those set out in the Course Outline
3. the marks given by a particular examiner and those given by another in the same course
4. the results in a particular course and the results in other courses undertaken by the same students.

For further detail on this University policy refer - ‘Re-marks and Moderations - Procedure 000769’ available @ [http://www.newcastle.edu.au/policylibrary/000769.html](http://www.newcastle.edu.au/policylibrary/000769.html)
Return of Assignments

Students can view the comments on their journals via the View/Complete link in Blackboard that they used to submit the assignment. There will be a small Grademak icon – a red and black ‘page’

Students will be emailed a copy of the assessment rubric.


Preferred Referencing Style

As this is an elective course undertaken by students from a range of programs, in this course it is simply required that you use a consistent referencing system. Inadequate or incorrect reference to the work of others may be viewed as plagiarism and result in reduced marks or failure.

For further information on referencing and general study skills refer - ‘Infoskills’ available www.newcastle.edu.au/services/library/tutorials infoskills/index.html

Student Representatives

Student Representatives are a major channel of communication between students and the School. Contact details of Student Representatives can be found on School websites.


Student Communication

Students should discuss any course related matters with their Tutor, Lecturer, or Course Coordinator in the first instance and then the relevant Discipline or Program Convenor. If this proves unsatisfactory, they should then contact the Head of School if required. Contact details can be found on the School website.

Essential Online Information for Students

Information on Class and Exam Timetables, Tutorial Online Registration, Learning Support, Campus Maps, Careers information, Counselling, the Health Service and a range of free Student Support Services is available @ http://www.newcastle.edu.au/currentstudents/index.html

Additional information is on the course Blackboard site including:

- Assessment details:
  - Marking criteria for each item
  - Assignment topics and instructions
  - Grading standards
  - Due dates.

- Details on course content:
  - Learning activities,
  - Learning support,
  - Learning tools.