Course Co-ordinator: Insert details
Room:
Ph:
Fax:
Email:
Consultation hours:

Course Overview Download and insert CTS course information

Instructions for downloading CTS information:
- From the University homepage, go to the Teaching & Learning website, click on Course Tracking System in the left side-bar, and then click on CTS login
- Type in your access code and password
- Choose Course Outline from the list on the left of the screen
- Type in the Term and the Course code, click search
- Choose Save RTF
- Choose Save in the dialogue box. When the download on your computer is complete, the dialogue box will ask you to close

Course Outline Issued and Correct as at: Week 1, Semester ? - 200?

CTS Download Date: Please insert date
You can then **reformat** the CTS information as desired, including:

- Adding information on prescribed textbooks/learning materials and how to obtain them
- Adding due dates for the listed assessment items
- Deleting the non-applicable information for Changing your Enrolment cut-off dates, and Contact Details for Faculty Student Service Offices of other Faculties
- **However, course related content should not differ from that which appears in the CTS**

End of CTS Entry

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Withdrawal from a Course Containing a Placement *(Only keep this section if applicable)*


Schools to ensure that:

1. all courses containing a placement (as defined in the Rules*) are identified;
2. an appropriate date (after which students may not withdraw) is agreed for each of these courses**; and
3. Coordinators of these courses include this information and the appropriate date in their Course Outlines

* “placement means a clinical practicum, internship or any other like form of professional or vocational experience included in a course”

** for courses where students undertake placements at different times, a formula for identifying the date after which withdrawal will not be permitted may be needed, for example two weeks or one week from the commencement of the placement, or at the end of 10/ 20 /30 50% of the placement period.

Mandatory Program Component *(Only keep this section if applicable)*

This course is a mandatory program component. Refer - [http://www.newcastle.edu.au/policylibrary/000647.html](http://www.newcastle.edu.au/policylibrary/000647.html) (section 2).

This procedure has been amended to make a distinction between a core course and a mandatory program component with the inclusion of the following more precise definition of mandatory program component.

Mandatory program component means a course or element in a professional or vocational program which is specified in the program structure and listed in the course outline as a course or element that students in the relevant program(s) must successfully complete to progress in the program. Note: this does not mean that all core courses in a program are ‘mandatory program components’. Typically a mandatory program component is a course or item specified in the program structure as a requisite (providing necessary preparation) for a subsequent core course or item which contains for example a placement.

i. Schools to determine which courses are MPCs.

ii. In conjunction with Program Convenors, the Course Coordinators for such courses need to ensure that the Course Outline identifies the course as a MPC for students in the relevant program(s).

Essential Criteria in Assessment *(Only keep this section if applicable)*

It is only possible to list essential criteria (such as penalties for not completing all assessment items or for not attending classes) if it is part of the course CTS entry

This course contains compulsory components or assessment items that must be satisfactorily completed in order for a student to receive a pass mark or better for the course. These essential elements are described in the CTS. Refer - [http://www.newcastle.edu.au/policylibrary/000648.html](http://www.newcastle.edu.au/policylibrary/000648.html)

1. Provide specific details of the essential criteria requirements (e.g. attendance)
2. The rationale for their inclusion
3. The means by which students will be assessed as having met the requirements
4. How and when student feedback on progress in relation to the essential criteria will be provided.

Note: If attendance/participation is assessed (whether graded or un-graded) as an essential criterion, the following must be done:
   1. It must be part of the CTS
   2. Attendance and participation records must be kept for all sessions
   3. The attendance and participation record must be retained with the Course Assessment Return and may be required in the case of an Appeal
   4. Students should be made aware that attendance and participation records are being kept, the purpose of the records and the means by which they are being kept. For example, in the case of a Blackboard discussion site, the site backup may serve as a record of student participation
   5. Students must be able to get feedback on their participation performance during the semester.

**Group Work, Peer and/or Self-Assessment (Only keep this section if applicable)**

The assessment in this course involves group work/peer and/or self-assessment. Refer - http://www.newcastle.edu.au/policylibrary/000650.html

You will need to provide:
   1. The purpose and function of the group project
   2. How groups members will be selected
   3. The role and responsibility of group members
   4. How group meetings will be conducted and group conflict dealt with
   5. How individual feedback will be provided
   6. How the project will be assessed
   7. How the contribution of each member to the group project will be assessed to ensure that the contributions of individual group members are taken into account in final marks for the group assessment
   8. Feedback: How you will monitor and/or evaluate individual performance within the group on a regular basis during the course of the assessment and have a defined process for assisting underperforming students and, if necessary, replacement or withdrawal of a student from a group.
   9. Clear guidelines and criteria for students judging their own work
   10. Clear guidelines and criteria for students judging each other’s work

**Online Tutorial Registration:**

Students are required to enrol in the Lecture and a specific Tutorial time for this course via the Online Registration system. Refer - http://studinfo1.newcastle.edu.au/rego/stud_choose_login.cfm

NB: Registrations close at the end of week 2 of semester.

**Studentmail and Blackboard:** Refer - www.blackboard.newcastle.edu.au/

This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum if there is one, or if emailing staff directly use the course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.

**Important Additional Information**

Details about the following topics are available on your course Blackboard site (where relevant). Refer - www.blackboard.newcastle.edu.au/

- Written Assignment Presentation and Submission Details
- Online copy submission to Turnitin
- Penalties for Late Assignments
- Special Circumstances
- No Assignment Re-submission
- Re-marks & Moderations
- Return of Assignments
• Preferred Referencing Style
• Student Representatives
• Student Communication
• Essential Online Information for Students