Faculty of Science and Engineering
Topic Manual Exemplar

Introduction
Topic name and code
General outline of the topic including aims and learning outcomes, graduate skills and qualities.

Topic coordinator
Name and preferred contact details.
Consulting hours (if you have set hours).

Lecturers
Details of other lecturing staff involved with teaching the topic.

Tutors/TAs etc.
Details of tutoring/demonstrating staff involved with teaching the topic.

Syllabus

Textbooks

Academic Integrity Statement
University policy on academic integrity is available at:

Extract from the policy:
Students are responsible for:

- submitting original work for assessment which meets the requirements of academic integrity;
- informing themselves about the expectations of the University and relevant discipline by utilising the information provided by the University and staff. The University has made available the Academic Integrity Management component of the University website and electronic text matching software for this purpose;
- taking advantage of the education opportunities provided for education on academic integrity, and seeking additional assistance if required;
- adhering to any instructions given by staff about the acceptable level of working together and how their work will be individually or jointly assessed;
- acknowledging that they are aware of, and have met the requirements of academic integrity, by signing an appropriate statement with all assessed work.
All students and staff have access to a website 'Academic Integrity at Flinders'. It is available from your topic listing in Flinders Learning Online (FLO).

The module contains:

- definitions of academic integrity and its importance
- tips on how to avoid plagiarism
- tips on how to avoid collusion
- tips on how to avoid being accused of academic dishonesty
- examples.

Plus:

- practice tests to aid your understanding
- an actual test.

Teaching staff may choose to make this a part of the curriculum in particular topics.

If students require help with the content within the website contact the Student Learning Centre by: Email: slc@flinders.edu.au or Phone: 8201 2518

Requirements to complete topic

Provide details of what the requirements include, for example:

- key competencies
- quizzes
- assessment

Timetable and location

- Lectures
- Tutorials
- Practicals

Allocation to tutorial and practical groups (if applicable)

Students should indicate their preference for a laboratory session using ALLOCATE+. Allocations to tutorial and practical groups are made initially based on these preferences. These preferences should be published and made available to students. Due to the large numbers of students it is possible that not everyone will receive their first preference. There is some scope for changes to allocations, however your preferred allocation must fit within the limits of what is possible at the time.

Enquiries in relation to exemptions from practical work should be directed to the topic coordinator.
Students who wish to change their tutorial or practical group allocations may do so using the Flinders Student Information System Web site at any time before the end of the first week of the semester. Students can connect to the Student Information System:

1. From the Flinders University Web site
   (http://www.flinders.edu.au/)
2. From the Student Systems and Enrolment Web site
   (http://stusyswww.flinders.edu.au/)
3. From the Computer Mediated Learning Web site (user name and password required)
   (http://cmlunit.fse.flinders.edu.au/)

Details of Teaching Schedules

Statement of Assessment Methods

Tutorials Questions (if applicable)

Practicals (if applicable)

Answer Templates for assessment work (if applicable)

Useful internet sites at Flinders University

Provide a list of useful internet sites relevant to the topic or discipline area. See example below used in Chemistry topics.

The following Internet (Web) addresses identify the major sites of concern to students studying Chemistry at Flinders University.

<table>
<thead>
<tr>
<th>Web Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.flinders.edu.au/">http://www.flinders.edu.au/</a></td>
<td>Flinders University</td>
</tr>
<tr>
<td><a href="http://www.scieng.flinders.edu.au/cpes/index.html">http://www.scieng.flinders.edu.au/cpes/index.html</a></td>
<td>School of Chemistry Physics and Earth Sciences</td>
</tr>
<tr>
<td><a href="http://www.scieng.flinders.edu.au/">http://www.scieng.flinders.edu.au/</a></td>
<td>Faculty of Science and Engineering</td>
</tr>
<tr>
<td><a href="http://cmlunit.fse.flinders.edu.au/">http://cmlunit.fse.flinders.edu.au/</a></td>
<td>Computer Mediated Learning Unit</td>
</tr>
</tbody>
</table>
Student Information Systems
On your Web browser go to the Student Information Systems login page:


Link to password for instructions to set a new password.

Students using the Web service for the first time please note that your password is your date of birth in the format DDMMYYYY. (For example, if your date of birth is 3 June 1980 your password is 03061980).

Students who have previously set a PIN on the Web (for example, to access the University's Telephone Results Service) please note that your password is your PIN + 0000

Computer Labs
Information should be included which is relevant to the student. For example students in topics in the School of Biology and School of Chemical and Physical Sciences will access the Computer Mediated Learning (CML) Unit in the Physical Sciences Building. Students in the School of Computer Science, Engineering and Mathematics will access computing labs in the IST Building. The following details are relevant for the CML.

Introduction
The computer mediated learning (CML) unit has 150 IBM compatible computers in 4 computer laboratories (rooms 2010, 2020, 2030 and 3003/3004) in the western wing of the Physical Sciences building.

Opening Times
Undergraduate students have access to the CML unit Monday to Friday from 8.30 – 6.00 pm during the teaching year with the exception of public holidays. During the vacations (mid-year and end of year) the CML unit is open 9 – 5.

After hours access is available in the CML unit but only if you have filled out the Access Control System Authorisation form. After hours access means you will be able to get in and out of the CML unit using your student card during the times shown below. Students found in the unit outside of normal semester hours without authorisation will have their student cards confiscated.

Monday to Thursday 8.30 am – 8.30 pm
Friday 8.30 am – 6.00 pm
Computer Laboratory Rules
Schedule B, Computer Facility Rules in the Flinders University Calendar, prescribes your rights and responsibilities in computer laboratories.

Please note you are not to eat and drink in the computer laboratories.

Novell Office Account
All students in the School of Biological Sciences and the School of Chemical and Physical Sciences are provided with an individual account with 40 Mega bytes of storage space on our network. All home areas will be destroyed when you become unenrolled or by Friday, 29 November, whichever is sooner.

You can print from this account but you will need to add money in $5 amounts to it, which can be arranged through staff in the CML unit. Your account balance will carry forward from one year to the next.

USB Flash Sticks are the only means of transferring files in the CML.

Internet Access Account
All students in the School of Biological Sciences and the School of Chemistry, Physics and Earth Sciences are provided with an account to access the Internet for study related purposes.

Workstation logon/logout procedure
Before you can start using a computer, you must logon to one of the two workstation accounts shown below.

- To logon into one of the accounts below, hold down the Ctrl and Alt keys then press the Del key. Type the user name and password of the account you want to access.
- To Logout, click the start button then select Shut Down. When the Shut Down Windows dialog box appears, select Close all programs and log on as a different user? and click the Yes button.

Usernames and Passwords
The following table lists the user names and passwords used in the CML unit. Please note that abcdxxxx is your email address and “xxxxddmm is the last four characters of your student number followed by the first four characters of your birthday.

<table>
<thead>
<tr>
<th>Workstation Accounts</th>
<th>Name</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Space</td>
<td>abcdxxx</td>
<td>xxxxddmm</td>
</tr>
<tr>
<td>Internet Access</td>
<td>abcdxxx</td>
<td>xxxxddmm</td>
</tr>
<tr>
<td>FLO</td>
<td>abcdxxx</td>
<td>xxxxddmm</td>
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Other Information as deemed applicable by the Topic Coordinator