



UNSW Course Outline

PHCM3003 Public Health Capstone - 2024

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General Course Information

Course Code : PHCM3003

Year : 2024

Term : Term 1

Teaching Period : T1

Is a multi-term course? : No

Faculty : Faculty of Medicine and Health

Academic Unit : School of Population Health

Delivery Mode : Multimodal

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course provides students with an opportunity to bring together learning developed during their undergraduate program and to apply and further develop public health knowledge and skills through a research project, internship or public health study tour.

A pre-capstone preparatory phase will allow students to level expectations and develop a capstone proposal to guide their work during the course. Students will choose between a research project, internship placement or public health study tour based on interest, career aspirations and feasibility.

The capstone experience will be scaffolded by the proposal and support from the course convenor and research or workplace supervisor. The chosen experience will support the student's public health interests and career aspirations, and a structured daily activity log and reflective journal (assessment task 2) will allow the student to relate their capstone to broader learning in the undergraduate program and their emerging position as a public health professional.

Students will complete the capstone by demonstrating their learning through a capstone report and presentation. These will include a summary of literature, reflection and progress against the proposal, together with an original piece of work consisting of either a research report, policy analysis, program evaluation, or written program plan.

Course Aims

The Public Health Capstone aims to:

- Allow students to synthesise and reflect on their knowledge and skills in public health
- Provide students with an opportunity to apply knowledge and skills developed through their undergraduate degree to an area of interest and relevance to career aspirations
- Extend students' practical skills in public health practice
- Increase students' understanding of public health practice and opportunities in the field

Build skills in communications (oral and written) and information literacy, intellectual and practical skills of inquiry and analysis, critical and creative thinking, integrative and applied learning and reflective practice.

Relationship to Other Courses

Assistance with progression checking:

If you are unsure how this course fits within your program, you can seek guidance on optimising your program structure, from staff at the [Nucleus Student Hub](#).

Progression plans for UNSW Medicine and Health programs can be found on the [UNSW Medicine & Health website](#).

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Apply theories, concepts, models, methods, skills, knowledge and/or values developed during the undergraduate program.
CLO2 : Reflect on the process of developing a proposal and meeting work and professional aims and objectives in a public health research or practice context.
CLO3 : Synthesise knowledge, skills and experience gained through the capstone course to create an original public health product (research report, policy analysis, program evaluation or program plan).
CLO4 : Engage collaboratively, professionally and productively within a professional setting.
CLO5 : Improve communication skills and use them to summarise public health information and findings through oral, written, digital and visual presentation.

Course Learning Outcomes	Assessment Item
CLO1 : Apply theories, concepts, models, methods, skills, knowledge and/or values developed during the undergraduate program.	<ul style="list-style-type: none">• Capstone background and proposal• Reflective Journal Summary• Capstone Report
CLO2 : Reflect on the process of developing a proposal and meeting work and professional aims and objectives in a public health research or practice context.	<ul style="list-style-type: none">• Capstone background and proposal• Reflective Journal Summary• Capstone Report
CLO3 : Synthesise knowledge, skills and experience gained through the capstone course to create an original public health product (research report, policy analysis, program evaluation or program plan).	<ul style="list-style-type: none">• Reflective Journal Summary• Capstone Report
CLO4 : Engage collaboratively, professionally and productively within a professional setting.	<ul style="list-style-type: none">• Supervisor evaluation• Capstone Report
CLO5 : Improve communication skills and use them to summarise public health information and findings through oral, written, digital and visual presentation.	<ul style="list-style-type: none">• Supervisor evaluation• Capstone background and proposal• Reflective Journal Summary• Capstone Report

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

All course materials and course announcements are provided on the course learning management system, Moodle.

By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the '[Acceptable Use of UNSW ICT Resources](#)' policy particularly on respect for intellectual property and copyright, legal and ethical use of ICT resources and security and privacy.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Capstone background and proposal Assessment Format: Individual	15%	Start Date: Not Applicable Due Date: Draft Due: Week 2: Tue 20 Feb, 12PM (Sydney Time); Final Due: Wk5: Thur 14th Mar, 12PM (Sydney time)
Reflective Journal Summary Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: Week 11: Mon 22 Apr, 12PM (Sydney time)
Supervisor evaluation Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: Due in week 10 or week 11 (upon completion of the Capstone experience. Convenor will request evaluation from supervisor on student's behalf).
Capstone Report Assessment Format: Individual	45%	Start Date: Not Applicable Due Date: 24/04/2024 12:00 PM

Assessment Details

Capstone background and proposal

Assessment Overview

You are expected to conduct a scoping literature review of the context, public health area, program or research approach to be encountered during the course. This should be provided, together with a proposal for the capstone experience using the template provided through Moodle. Your capstone background and proposal are designed to guide you through your research project, internship or public health study tour.

More details on this task are provided on your course Moodle site.

Course Learning Outcomes

- CLO1 : Apply theories, concepts, models, methods, skills, knowledge and/or values developed during the undergraduate program.
- CLO2 : Reflect on the process of developing a proposal and meeting work and professional aims and objectives in a public health research or practice context.
- CLO5 : Improve communication skills and use them to summarise public health information

and findings through oral, written, digital and visual presentation.

Detailed Assessment Description

Detailed information about this assessment will be provided on the course Moodle page.

Assessment Length

N/A

Submission notes

UNSW imposes standard late submission penalties according to the Assessment Implementation Procedure, with no allowed exceptions. Late assignments (unless extension or exemption granted earlier) incur a 5% penalty per day, including weekends and holidays, up to a maximum of 5 days (120 hours). To request an extension, students need to do so before the due date for up to 2 days (email course convenor) or beyond 2 days via Special Consideration. Refer to the course Moodle page for more details.

Assessment information

Use of Generative Artificial Intelligence (AI)

For this task, you may use generative artificial intelligence for simple editing assistance.

Information on the use of generative AI can be found here: <https://www.student.unsw.edu.au/assessment/ai>. More details will be provided on Moodle.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Reflective Journal Summary

Assessment Overview

You are required to maintain a daily log and reflective journal during your capstone experience. At the end of the course, you should revisit your reflective journal entries and provide a summary report of entries.

More details on this task are provided on your course Moodle site.

Course Learning Outcomes

- CLO1 : Apply theories, concepts, models, methods, skills, knowledge and/or values developed during the undergraduate program.
- CLO2 : Reflect on the process of developing a proposal and meeting work and professional aims and objectives in a public health research or practice context.
- CLO3 : Synthesise knowledge, skills and experience gained through the capstone course to

create an original public health product (research report, policy analysis, program evaluation or program plan).

- CLO5 : Improve communication skills and use them to summarise public health information and findings through oral, written, digital and visual presentation.

Detailed Assessment Description

Detailed information about this assessment will be provided on the course Moodle page.

Assessment Length

1000 words

Submission notes

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Assessment information

Use of Generative Artificial Intelligence (AI)

For this task, you may use generative artificial intelligence for simple editing assistance.

Information on the use of generative AI can be found here: <https://www.student.unsw.edu.au/assessment/ai>. More details will be provided on Moodle.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Supervisor evaluation

Assessment Overview

Your workplace, study tour or research supervisor will provide an evaluation of your professionalism, engagement with the work, initiative, and communication skills.

More details on this task are provided on your course Moodle site.

Course Learning Outcomes

- CLO4 : Engage collaboratively, professionally and productively within a professional setting.
- CLO5 : Improve communication skills and use them to summarise public health information and findings through oral, written, digital and visual presentation.

Detailed Assessment Description

Detailed information about this assessment will be provided on the course Moodle page.

Assessment Length

N/A

Submission notes

UNSW imposes standard late submission penalties according to the Assessment Implementation Procedure, with no allowed exceptions. Late assignments (unless extension or exemption granted earlier) incur a 5% penalty per day, including weekends and holidays, up to a maximum of 5 days (120 hours). To request an extension, students need to do so before the due date for up to 2 days (email course convenor) or beyond 2 days via Special Consideration. Refer to the course Moodle page for more details.

Assignment submission Turnitin type

Not Applicable

Capstone Report

Assessment Overview

For this assessment task, you are to apply knowledge, skills and experience developed during your capstone to create a research report; policy analysis; evaluation of a program or intervention; written plan for a program or intervention; or an output specific to work tasks.

More details on this task are provided on your course Moodle site.

Course Learning Outcomes

- CLO1 : Apply theories, concepts, models, methods, skills, knowledge and/or values developed during the undergraduate program.
- CLO2 : Reflect on the process of developing a proposal and meeting work and professional aims and objectives in a public health research or practice context.
- CLO3 : Synthesise knowledge, skills and experience gained through the capstone course to create an original public health product (research report, policy analysis, program evaluation or program plan).
- CLO4 : Engage collaboratively, professionally and productively within a professional setting.
- CLO5 : Improve communication skills and use them to summarise public health information and findings through oral, written, digital and visual presentation.

Detailed Assessment Description

Detailed information about this assessment will be provided on the course Moodle page.

Assessment Length

1500-2000 words

Submission notes

UNSW imposes standard late submission penalties according to the Assessment Implementation Procedure, with no allowed exceptions. Late assignments (unless extension or exemption granted earlier) incur a 5% penalty per day, including weekends and holidays, up to a maximum of 5 days (120 hours). To request an extension, students need to do so before the due date for up to 2 days (email course convenor) or beyond 2 days via Special Consideration. Refer to the course Moodle page for more details.

Assessment information

Use of Generative Artificial Intelligence (AI)

For this task, you may use generative artificial intelligence for simple editing assistance.

Information on the use of generative AI can be found here: <https://www.student.unsw.edu.au/assessment/ai>. More details will be provided on Moodle.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

General Assessment Information

Detailed instructions regarding assessments for this course are provided on the course Moodle page.

For student information on results, grades, and guides to assessment see: <https://student.unsw.edu.au/assessment>

Extension procedure (up to 2 days)

In the case of illness, misadventure or other circumstances beyond your control, you may apply via email to the Course Convenor for an extension of up to 2 days. Requests must be submitted **prior to the due date** and will be considered on the grounds of illness or unforeseen events and circumstances with supporting documentation. Requests for an extension of greater than 2 days requires a formal [Special Consideration](#) application.

Adopting a critical approach to your assignments

It is important that you adopt a critical approach to the material that you source for assignments,

to the required readings, and to other resources you are presented with during the course. Think about and evaluate the material which you are reading and which you are presenting in assignments. Attempt to cast aside your assumptions and biases and attempt to assess the logic and consistency of the material in light of the supporting evidence. Wide reading on a topic facilitates this.

Referencing

School of Population Health requires students to use either APA or Vancouver referencing styles for all assignments for this course.

It is your responsibility to learn either APA or Vancouver referencing and use it consistently to acknowledge sources of information (citing references). Failure to reference correctly may limit marks to PS or below. Guidelines for acknowledging sources of information can be found on the following websites:

- UNSW Library: <http://subjectguides.library.unsw.edu.au/elise>
- UNSW Academic Skills and Support: <https://student.unsw.edu.au/skills>

Word limits

All word limits are to be strictly adhered to (i.e. there is no 10% leeway). Word limits include all text (e.g. headings, title, main text) and exclude tables and figures, in-text citations (if you are using APA) and reference lists.

Turnitin

All written assessment tasks in courses in the School of Population Health use Turnitin. Turnitin is a similarity and generative AI detection software that enables assignments to be checked against the submitted assignments of other students using Turnitin, as well as the internet. If you are unfamiliar with the Turnitin software, a demonstration can be found at: <https://student.unsw.edu.au/turnitin>

Originality and Generative AI reports

In School of Population Health courses, access to the originality report of your submission through Turnitin is available to you. Students do not have access to the Generative AI report.

In School of Population Health course, you are permitted to resubmit until the assignment due

date (each file uploaded overwrites the previous version). This will help you in self-reviewing and revising your submission until the due date. **No resubmissions will be allowed after the due date and time of the assignment.** Therefore, draft assignments submitted in this way will be regarded as the final version at the due date if you have not uploaded a subsequent, finalised version.

IMPORTANT: there are delays in the availability of subsequent Originality reports. For more details, see <https://www.student.unsw.edu.au/turnitin>

Grading and feedback

You will be provided with individualised feedback on your assignment via Moodle. You will be marked according to the marking assessment criteria listed for that specific assessment task. The aim of any academic feedback for an assessment task is not only to grade your work. Importantly, it is also to help you to identify your strengths and weaknesses, and how you can improve and progress in your studies and professional abilities.

In addition to feedback, you will receive a mark that reflects the overall quality of the work you have submitted across the marking criteria. The marking criteria for assessments in this course are provided on Moodle.

Please note these grading criteria are:

- Not intended to be a **rigid formula** for interpreting your result. The descriptive criteria for each grade provides the basis for consistent standards within and across our courses while still embracing academic judgement on how well you have achieved the standard required.
- Applied to **each assessment task** within a course. That is, the grading policy is used with each assessment task specified for a course. Your final grade for a course is dependent on the combined sum of the grades across the number of specified assessment tasks.
- Based on a **criterion-referenced assessment**. That is grades are awarded on how well a student meets the standard required for a particular assessment task, not on how well they do compared to other students in the course.

Feedback on assessment and review of results

If you who believe the mark you've received for an assessment task doesn't reflect your performance you should first check you have grounds to seek a review: <https://student.unsw.edu.au/results>

In the first instance, you should discuss your performance with your Course Convenor. In your communication, you should clearly outline the reasons you are seeking clarification and do so against the marking criteria for the assessment.

Students may also formally apply to have their results reviewed. An application, which includes a justification for the review must be submitted through The Nucleus (<https://student.unsw.edu.au/results>) **within 5 days** of receiving the result. A review of results may result in an increase or decrease in marks.

Grading Basis

Standard

Requirements to pass course

In order to pass this course students must:

- Achieve a composite grade of at least 50 out of 100
- Meet any additional requirements specified in the assessment details section and on Moodle.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Seminar	Phase 1: Pre-Capstone Preparatory Phase Webinar 1: All students to attend
Week 2 : 19 February - 25 February	Assessment	Phase 2: Capstone Experience Assessment Task 1: Draft Due
Week 3 : 26 February - 3 March	Other	Phase 2: Capstone experience
Week 4 : 4 March - 10 March	Other	Phase 2: Capstone experience
Week 5 : 11 March - 17 March	Assessment	Phase 2: Capstone experience Assessment Task 1: Final Due Webinar 2: All students to attend
Week 6 : 18 March - 24 March	Other	Phase 2: Capstone experience
Week 7 : 25 March - 31 March	Other	Phase 2: Capstone experience
Week 8 : 1 April - 7 April	Other	Phase 2: Capstone experience
Week 9 : 8 April - 14 April	Other	Phase 2: Capstone experience
Week 10 : 15 April - 21 April	Assessment	Phase 3: Completion Assessment Task 2 Due (on completion of Capstone) Assessment Task 3 Due (Convenor will contact supervisor on student's behalf) Assessment Task 4 Due Final Seminar & Presentations: All students to attend

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

General Schedule Information

The times and locations of classes can be found on [myUNSW](#) under Class Timetable.

Students enrolled in online courses should also refer to Moodle as some classes are not centrally timetabled (e.g., workshops) and will not appear on the timetable website.

The expected engagement for all UNSW 6UOC courses is 150 hours per term. This includes lectures, tutorials, readings, and completion of assessments and exam preparation (of relevant).

Course Resources

Prescribed Resources

Learning resources for this course consist of the following and are available on Moodle:

1. Course notes
2. Course readings (available on Leganto)
3. Lectures slides
4. Lecture recordings
5. Relevant course resources for each Module
6. Other (as required).

There are no set text books for this course.

Recommended Resources

Recommended resources for this course are provided on the course Moodle page.

ENDNOTE: As a UNSW student Endnote is freely available to you. If you don't already use Endnote you are recommended to download it and learn it now: <https://www.myit.unsw.edu.au/software-students>

You can find details about Endnote training here: <https://www.library.unsw.edu.au/research/support-for-your-research/managing-references>

Additional Costs

Some study tours and internships may have additional costs associated with participation. Please check with your course convenor for more information about additional costs.

Course Evaluation and Development

Student feedback is taken seriously, and continual improvements are made to the course based, in part, on such feedback.

We use student feedback from myExperience surveys to develop and make improvements to the course each year. We do this by identifying areas of the course that require development from both the rating responses and written comments. Please spare a few minutes to complete the

myExperience surveys for this course posted at the top of the Moodle page at the end of term.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Zhaoli (Joy) Dai-Keller				By appointment, requests via email	No	Yes

Other Useful Information

Academic Information

As a student of UNSW Medicine & Health you are expected to familiarise yourself with the contents of this course outline and the UNSW Student Code and policies and procedures related to your studies.

Student Code of Conduct

Throughout your time studying at UNSW Medicine & Health, you share a responsibility with us for maintaining a safe, harmonious and tolerant University environment. This includes within the courses you undertake during your degree and your interactions with the UNSW community, both on campus and online.

The [UNSW Student Code of Conduct](#) website provides a framework for the standard of conduct expected of UNSW students with respect to both academic integrity and your responsibility as a UNSW citizen.

Where the University believes a student may have breached the code, the University may take disciplinary action in accordance with the [Student Misconduct Procedure](#).

The [Student Conduct and Integrity Office](#) provides further resources to assist you to understand your conduct obligations as a student at UNSW.

Academic Honesty and Plagiarism

Academic integrity

UNSW has an ongoing commitment to fostering a culture of learning informed by academic

integrity. All UNSW staff and students have a responsibility to adhere to the principle of academic integrity, and ethical scholarship of learning is fundamental to your success at UNSW Medicine & Health.

Plagiarism, contract cheating, and inappropriate use of generative AI undermine academic integrity and are not tolerated at UNSW. For more information see the [Academic Integrity and Plagiarism toolkit](#).

In addition to the information you are required to review in your [ELISE training](#), UNSW Medicine & Health strongly recommends that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task.

Referencing

Referencing is a way of acknowledging the sources of information that you use to research your assignments. Preferred referencing styles vary among UNSW Medicine & Health disciplines, so check your course Learning Management System (e.g. Moodle or Open Learning) page for information on preferred referencing styles.

For further information on referencing support and styles, see the Current Student [Referencing page](#).

Academic misconduct and plagiarism

At UNSW, academic misconduct is managed in accordance with the [Student Misconduct Procedure](#). Allegations of plagiarism are generally handled according to the [UNSW Plagiarism Management Procedure](#). Plagiarism is defined in the [UNSW Plagiarism Policy](#) and is not tolerated at UNSW.

Use of Generative AI and other tools in your assessment

UNSW has provided guiding statements for the [use of Generative AI in assessments](#). This will differ, depending on the individual assessment task, your course requirements, and the course stage within your program.

Your course convenor will outline if and how you can use Generative AI in each your assessment tasks. Options for the use of generative AI include: (1) no assistance; (2) simple editing assistance; (3) planning assistance; and (4) full assistance with attribution.

You may be required to submit the original generative AI responses, or drafts of your original work. Inappropriate use of generative AI is considered academic misconduct.

See your course Moodle (or Open Learning) page for the full instructions for individual assessment tasks for your course.

Submission of Assessment Tasks

Short extensions and special consideration

Short extension

Commencing in Term 1, 2024, UNSW has introduced a short extension procedure for submission of assessment tasks. Not all tasks are eligible, and eligible tasks have a predetermined extension length. UNSW Medicine and Health have set School-level extension lengths for eligible assessment tasks. See your course assessment descriptions for more information.

Students must check the availability of a short extension in the individual assessment task information for their courses.

Short extensions do not require supporting documentation. They must be submitted before the assessment task deadline. No late applications will be accepted.

Late penalties apply to submission of assessment tasks without approved extension.

Special consideration

In cases where short term events beyond your control affect your performance in a specific assessment task you may formally apply for [Special Consideration](#) through myUNSW.

UNSW has a **Fit to Sit rule**, which means that by sitting an examination on the scheduled date, you are declaring that you are fit to do so and cannot later apply for Special Consideration. Examinations include centrally timetabled examinations and scheduled, timed examinations and tests managed by your School.

Important information relating to Short Extension and Special Consideration is available [here](#), including eligibility for Special Consideration, circumstances where students with Equitable Learning Plans can apply for Short Extensions and Special Consideration, and the appeals process.

Examinations

Information about the conduct of examinations in your course is provided on your course Moodle page.

Timed online assessment tasks

If you experience a technical or connection problem during a timed online assessment, such as a timed quiz, you can apply for Special Consideration. To be eligible to apply you need to contact the Course Convenor and advise them of the issue immediately. You will need to submit an application for Special Consideration immediately, and upload screenshots, error messages or other evidence of the technical issue as supporting documentation. Additional information can be found on: <https://student.unsw.edu.au/special-consideration>

Other assessment tasks

Late submission of assessment tasks

UNSW has standard late submission penalties as outlined in the [UNSW Assessment Implementation Procedure](#), with no permitted variation. All late assignments (unless extension or exemption previously agreed) will be penalised by 5% of the maximum mark per calendar day (including Saturday, Sunday and public holidays).

Late submissions penalties are capped at five calendar days (120 hours). This means that a student is not permitted to submit an assessment more than 5 calendar days (120 hours) after the due date for that assessment (unless extension or exemption previously agreed).

Failure to complete an assessment task

You are expected to complete all assessment tasks for your courses. In some courses, there will be a minimum pass mark required on a specific assessment task (a “hurdle task”) due to the need to assure clinical competency.

Where a hurdle task is applicable, additional information is provided in the assessment information on your course Moodle page.

Feedback on assessments

Feedback on your performance in assessment tasks will be provided to you in a timely manner.

For assessment tasks completed within the teaching period of a course, other than a final assessment, feedback will be provided within 10 working days of submission, under normal circumstances.

Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

Any variation from the above information that is specific to an assessment task will be clearly indicated in the course and assessment information provided to you on your course Moodle (or Open Learning) page.

Faculty-specific Information

Additional support for students

The university offers a wide range of support services that are available for students. Here are some links for you to explore.

- The Current Students Gateway:<https://student.unsw.edu.au>
- Academic Skills and Support:<https://student.unsw.edu.au/academic-skills>
- Student support:<https://www.student.unsw.edu.au/support>
- Student Wellbeing, Health and Safety:<https://student.unsw.edu.au/wellbeing>

Mind Smart Guides are a series of mental health self-help resources designed to give you the psychological flexibility, resilience and self-management skills you need to thrive at university and at work.

- Mind Smart Guides: <https://student.unsw.edu.au/mindsmart>
- Equitable Learning Services:<https://student.unsw.edu.au/els>
- Guide to studying online: <https://www.student.unsw.edu.au/online-study>

Most courses in UNSW Medicine & Health use Moodle as your Learning Management System. Guidance for using UNSW Moodle can be found on the Current Student page. Difficulties with Moodle should be logged with the IT Service Centre.

- Moodle Support: <https://student.unsw.edu.au/moodle-support>

The IT Service Desk is your central point of contact for assistance and support with remote and on-campus study.

- UNSW IT Service Centre: <https://www.myit.unsw.edu.au/services/students>

Course evaluation and development

At UNSW Medicine & Health, students take an active role in designing their courses and their overall student experience. We regularly seek feedback from students, and continuous improvements are made based on your input. Towards the end of the term, you will be asked to participate in the [myExperience survey](#), which serves as a source of evaluative feedback from students. Your input to this quality enhancement process is valuable in helping us meet your learning needs and deliver an effective and enriching learning experience. Student responses are carefully considered, and the action taken to enhance educational quality is documented in the myFeedback Matters section of your Moodle (or Open Learning) course page.

School-specific Information

Additional Resources

Additional resources are available on the SPH website: <https://sph.med.unsw.edu.au/current-students/student-resources>

Subject guides

Use these guides as a quick and easy pathway to locating resources in your subject area. These excellent guides bring together the core web and print resources in one place and provide a one click portal into the online resources.

UNSW Library Subject Guides: <http://subjectguides.library.unsw.edu.au/subjectguides>

Public Health Subject Guide: <http://subjectguides.library.unsw.edu.au/publichealth>

Recording of lectures, tutorials and other teaching activities

Lectures, tutorials and other teaching activities may be recorded. Students should be advised

that they are consenting to the recording by their enrolment in the course or participation in the activity. The purpose of audio and video recordings is to enhance the student experience by supporting engaged learning in an online teaching environment and ensure equitable access to all course resources for our students. If you have concerns about accessing course recordings, or being recorded, please contact the Course Convenor.

School Contact Information

School guidelines on contacting staff:

Course questions

All questions related to course content should be posted on Moodle (or Open Learning) or as directed by your Course Convenor.

In cases where email communication with course convenors is necessary, we kindly request the following:

- Use your official email address for any correspondence with teaching staff.
- We expect a high standard of communication. All communication should avoid using short-hand or texting language.
- Include your full name, student ID, and your course code and name in all communication.

Our course convenors are expected to respond to emails during standard working hours of Monday to Friday, 9am-5pm.

Administrative questions

If you have an administrative question about your program of study at the School please submit your enquiry online at [UNSW Ask Us](#).

Complaints and appeals

Student complaints and appeals: <https://student.unsw.edu.au/complaints>

If you have any grievances about your studies, we invite you to address these initially to the Course Convenor. If the response does not meet your expectations, you may then contact the School Grievance Officer, A/Prof Timothy Dobbins (t.dobbins@unsw.edu.au).