UNSW Course Outline

SOCW3012 Social Work Practice Level 3 Placement A - 2024

Published on the 28 Jan 2024

General Course Information

Course Code : SOCW3012
Year : 2024
Term : Term 1
Teaching Period : T1
Is a multi-term course? : No
Faculty : Faculty of Arts, Design and Architecture
Academic Unit : School of Social Sciences
Delivery Mode : Multimodal
Delivery Format : Standard
Delivery Location : Kensington
Campus : Sydney
Study Level : Undergraduate
Units of Credit : 12

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

This course allows you to apply the theoretical and skills based learning in a practice setting. You will be linked with a qualified social worker in a human services agency offering practice based learning, in accordance with the AASW Practice Standards. This learning experience is supported

by social work supervision promoting critical reflection; it will guide you through a developmental process focusing on knowledge, skills and values relevant to the social work profession. Placement allocation is managed in consultation with you, so that prioritises your learning goals and professional interests. Placements occur in diverse contexts of practice such as hospitals, state and federal government departments, and non-government community based organisations. Social work interventions may include policy, research, counselling, case work and community work. You will develop general social work skills, transferable to all social work contexts. The placement comprises 47 attendance days (327 hours) and is generally undertaken four days per week throughout Term 1 The placement is accompanied by a series of Integration Seminars that support and complement your field based learning, with an emphasis on theory-practice integration, critical social work and critical reflection. This course is Part A of your first Field Education placement, which continues into Term 2 , at the same agency, with Social Work Practice - Level 3 Placement B, at the end of which grading is finalized for both courses.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Apply social work knowledge in responding to the needs of clients and communities in diverse fields of practice.
CLO2 : Identify links between social work theory and practice.
CLO3 : Analyse how the placement organisation functions within the broader community of practice.
CLO4 : Examine the policy context with reference to the placement organisation, service users and self
CLO5 : Discuss own developing professional identity reflectively throughout the placement.
CLO6 : Appraise own practice and learning in order to recognise own strengths, limitations and individual practice style.
CLO7 : Distinguish between personal and professional relationships and respond accordingly .
CLO8 : Reflect upon and articulate the impact of values, experiences, and personality on others.

Course Learning Outcomes	Assessment Item
CLO1 : Apply social work knowledge in responding to the needs of clients and communities in diverse fields of practice.	• Mid-Placement Report
CLO2 : Identify links between social work theory and practice.	• Placement Diary and Journal • Mid-Placement Visit • Mid-Placement Report
CLO3 : Analyse how the placement organisation functions within the broader community of practice.	• Placement Diary and Journal • Mid-Placement Report
CLO4 : Examine the policy context with reference to the placement organisation, service users and self	• Placement Diary and Journal • Mid-Placement Report
CLO5 : Discuss own developing professional identity reflectively throughout the placement.	• Learning Contract • Timesheet • Mid-Placement Visit • Placement Diary and Journal
CLO6 : Appraise own practice and learning in order to recognise own strengths, limitations and individual practice style.	• Mid-Placement Visit • Placement Diary and Journal • Mid-Placement Report
CLO7 : Distinguish between personal and professional relationships and respond accordingly .	• Mid-Placement Visit • Placement Diary and Journal
CLO8 : Reflect upon and articulate the impact of values, experiences, and personality on others.	• Learning Contract • Mid-Placement Visit • Mid-Placement Report • Placement Diary and Journal

Learning and Teaching Technologies

Moodle - Learning Management System

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Placement Diary and Journal	5%	Start Date: Completed throughout placement Due Date: Sighted at Mid Placement Visit by your Liaison Tutor
Learning Contract	25%	Due Date: Day 10 of placement
Timesheet	5%	Start Date: Day 1 of your placement Due Date: Final day of your placement
Integration Seminar Activities	10%	Start Date: Not Applicable Due Date: Not Applicable
Mid-Placement Visit	15%	Start Date: Not Applicable Due Date: Day 35 of your placement
Mid-Placement Report	40%	Start Date: Not Applicable Due Date: Day 35 of your placement

Assessment Details
Placement Diary and Journal

<u>Assessment Overview</u>

The Placement Diary and Journal allow the student to reflect on their daily activities and to map their development as a practitioner during the placement. Entries in the Diary and Journal are to be stored by the student and may be viewed by the Field Educator and the Liaison Tutor for the purposes of teaching and learning.

All pieces of work in SOCW3012 are hurdle requirements due to the professional practice requirements of the Bachelor of Social Work (Hons) program. If the Diary and Journal is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course Convenor and, where appropriate, the Liaison Tutor and Field Educator. Resubmission must be supported by the Course Convenor. Unless there are compelling grounds, the student will not have the opportunity to resubmit where the ratings and comments from the Field Educator indicate the student's performance is unsatisfactory. The deadline for resubmission will be agreed upon by the Course Convenor, the Liaison Tutor and the Field Educator. This opportunity is available to all students enrolled in SOCW3012. The opportunity for re-submission will not have an effect on WAM as SOCW3012 is graded satisfactory/unsatisfactory only.

Course Learning Outcomes

- CLO2 : Identify links between social work theory and practice.
- CLO3 : Analyse how the placement organisation functions within the broader community of practice.
- CLO4 : Examine the policy context with reference to the placement organisation, service users and self
- CLO5 : Discuss own developing professional identity reflectively throughout the placement.
- CLO6 : Appraise own practice and learning in order to recognise own strengths, limitations and individual practice style.
- CLO7 : Distinguish between personal and professional relationships and respond accordingly .
- CLO8 : Reflect upon and articulate the impact of values, experiences, and personality on others.

Detailed Assessment Description

The Placement Diary and Journal supports your reflection on your placement experiences and charts your development as a practitioner throughout your placement. Please use to prepare for supervision and process tasks you have done and how you are thinking about them. It is useful in the preparation for the Liaison Visit, as well as the Mid and End Placement Reports.

Frequency: Placement Diary and Journal entries are to be written daily in the first two weeks of placement and then at least twice a week until after mid-placement point. Towards the end of the placement students are expected to complete journal entries once a week.

Where and when: Entries in the Placement Diary and Journal are to be kept by the student and excerpts can be requested to be viewed by the Field Educator and/or Liaison Tutor for the purposes of teaching and learning. Journal entries are to be written in placement time.

What to write: Entries are to be at least 100 words. In order to facilitate reflection the following areas should be addressed:

1. Your personal reactions to events on placement
2. Identification of personal and organisational values - What values lie behind what happened? Whose values are these? What do they imply? Is there a value conflict?
3. Anxieties and dilemmas experienced whilst undertaking placement
4. A critical examination of the broader issues raised for you by placement tasks - What does this event say about the agency or government priorities? What does this event say about society's or organisational values?
5. Your progress as a student worker in the agency - Skills used and developed, theoretical knowledge applied, further development to be achieved.
6. The dynamics of working relationships that you have interacted with (both staff and clients).

7. Self-evaluation of performance on placement

<u>Assessment Length</u>

Minimum 100 words per entry, daily in the first two weeks of placement and then twice weekly until after Mid Placement

<u>Assignment submission Turnitin type</u>

This is not a Turnitin assignment

Learning Contract

<u>Assessment Overview</u>

The Learning Contract is prepared in the first two weeks of the placement by the student in consultation with their Field Educator using the template available on Moodle. The Learning Contract states the learning goals and related learning tasks. It shows how these tasks will increase in complexity over the semester, gives guidance on the processes of learning to be utilised, clarifies roles and responsibilities and establishes clear expectations for the entire placement.

The Learning contract is reviewed by the Liaison Tutor within two weeks of submission. If determined to be of satisfactory quality a 'satisfactory' grade is entered in Moodle and brief comments are entered by the tutor. If determined to be incomplete or unsatisfactory the grade is withheld and the student is contacted by the Liaison Tutor and requested to revise and resubmit per the process outlined below.

All pieces of work in SOCW3012 are hurdle requirements due to the professional practice requirements of the Bachelor of Social Work (Hons) program. If the first submission of the Learning Contract is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course Convenor and, where appropriate, the Liaison Tutor and Field Educator. Resubmission must be supported by the Course Convenor. Unless there are compelling grounds, the student will not have the opportunity to resubmit where the ratings and comments from the Field Educator indicate the student's performance is unsatisfactory. The deadline for resubmission will be agreed upon by the Course Convenor, the Liaison Tutor and the Field Educator. This opportunity is available to all students enrolled in SOCW3012. The opportunity for re-submission will not have an effect on WAM as SOCW3012 is graded satisfactory/ unsatisfactory only.

Course Learning Outcomes

- CLO5 : Discuss own developing professional identity reflectively throughout the placement.
- CLO8 : Reflect upon and articulate the impact of values, experiences, and personality on others.

Detailed Assessment Description

Please use the template and follow the instructions in Moodle to prepare your learning contract. You will need to review the AASW (2023) Practice Standards (available on Moodle).

Assessment Length

2000 words (approximately)

Submission notes

Scan and upload the signed document to Moodle on day 10 of your placement

Assignment submission Turnitin type

This is not a Turnitin assignment

Timesheet

Assessment Overview

The Timesheet is a formal record of the placement hours that the student completes over the semester. The minimum requirement for Part A of the placement is 47 days and 327 hours which the Timesheet should accurately reflect. The Timesheet is verified by the Field Educator weekly.

All pieces of work in SOCW3012 are hurdle requirements due to the professional practice requirements of the Bachelor of Social Work (Hons) program. If the Timesheet is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course Convenor and, where appropriate, the Liaison Tutor and Field Educator. Resubmission must be supported by the Course Convenor. Unless there are compelling grounds, the student will not have the opportunity to resubmit where the ratings and comments from the Field Educator indicate the student's performance is unsatisfactory. The deadline for resubmission will be agreed upon by the Course Convenor, the Liaison Tutor and the Field Educator. This opportunity is available to all students enrolled in SOCW3012. The opportunity for re-submission will not have an effect on WAM as SOCW3012 is graded satisfactory/unsatisfactory only.

Course Learning Outcomes

- CLO5 : Discuss own developing professional identity reflectively throughout the placement.

Assessment Length

n/a

Submission notes

Scan and upload the signed or verified timesheet to Moodle on the final day of your placement

Assessment information

Please use the template and follow the instructions in Moodle to complete your timesheet.

Assignment submission Turnitin type

This is not a Turnitin assignment

Integration Seminar Activities

Assessment Overview

A range of interactive and written class activities receive verbal feedback in class from the tutor, and are rated overall satisfactory or unsatisfactory.

Assignment submission Turnitin type

This is not a Turnitin assignment

Mid-Placement Visit

Assessment Overview

The Mid Placement visit involves a three-way meeting of student, Field Educator and Liaison Tutor initiated by the Liaison Tutor. The purpose is to review student's learning in the placement, support assessment and evaluation processes, assist with any difficulties arising and facilitate links between university and placement learning.

At the conclusion of the Visit the Liaison Tutor completes a report given to the student and Field Educator which forms the feedback for this assessment task and forms part of the basis for final assessment. If the Liaison Tutor assesses their preparation and/or presentation as unsatisfactory, students are asked to reschedule the meeting and/or submit further written analysis.

All pieces of work in SOCW3012 are hurdle requirements due to the professional practice requirements of the Bachelor of Social Work (Hons) program. If the Mid Placement Visit is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course

Convenor and, where appropriate, the Liaison Tutor and Field Educator. Resubmission must be supported by the Course Convenor. Unless there are compelling grounds, the student will not have the opportunity to resubmit where the ratings and comments from the Field Educator indicate the student's performance is unsatisfactory. The deadline for resubmission will be agreed upon by the Course Convenor, the Liaison Tutor and the Field Educator. This opportunity is available to all students enrolled in SOCW3012. The opportunity for re-submission will not have an effect on WAM as SOCW3012 is graded satisfactory/unsatisfactory only.

<u>Course Learning Outcomes</u>

- CLO2 : Identify links between social work theory and practice.
- CLO5 : Discuss own developing professional identity reflectively throughout the placement.
- CLO6 : Appraise own practice and learning in order to recognise own strengths, limitations and individual practice style.
- CLO7 : Distinguish between personal and professional relationships and respond accordingly .
- CLO8 : Reflect upon and articulate the impact of values, experiences, and personality on others.

<u>Detailed Assessment Description</u>

Your Liaison Tutor will contact you and your Field Educator within the first four weeks of your placement to make a time for the mid-placement visit and, where necessary, assist in the clarification of expectations and the formulation of the Learning Contract.

Structure of Mid Placement Liaison Visit: The Mid-Placement Visit occurs in two parts.

- The first part is a 5-10 minute meeting between you and your Liaison Tutor. This brief meeting provides the opportunity for your Liaison Tutor to check in with you about your experience of the placement before the formal Visit occurs. If you have concerns about your placement please contact your Liaison Tutor prior to this meeting.
- The second part is a 40-50-minute three-way discussion between you, your Field Educator and Liaison Tutor. You must prepare for this meeting, including written notes that can be referred to during your presentation. It is your role to take responsibility for leading a discussion about your progress, and an analysis of your experience on placement.

The following points should be addressed during your presentation and discussion:

1. *Demonstrate your understanding of the agency context and client group (10 mins). Include material about:*
   - The purpose of the agency and the social issues and clients/stakeholders the agency addresses
   - How the agency is funded
   - Minimum of 2 key policies that guide your work

- The broad organisational structure of the organisation and where social work fits in
- The main resources and constraints to social work practice in this organisation.

2. *Discuss your learning to date, using the Learning Contract as a basis (20 mins):*
- Outline the tasks you have been involved in and the skills you have been developing
- Outline the theoretical ideas you have been drawing on and how they have influenced your work
- Demonstrate how you are thinking conceptually about the work you are doing by giving at least one example of your own application of theory to practice
- Give at least one example of how your university courses, including practice, ethics, research and policy subjects influence your work
- Outline the supervision arrangements and discuss how this is progressing, including any changes that you think may need to be made.

3. *Review any difficulties or areas of concern that have arisen during the first half of the placement, which should already have been flagged with the Liaison Tutor, and describe what strategies are in place to manage these difficulties or areas of concern (5-10 mins).*
4. *Identify the tasks and areas for the learning yet to be achieved by the end of the placement. Include comments on how the agency context may promote or constrain this learning (5 mins).*

The Field Educator will take an active role in the Liaison Visit through clarification of your participation in the organisation, the nature and significance of the tasks undertaken, your response to supervision, general appraisal of your performance, constraints in the organisation and directions for the rest of the placement.

If the Liaison Tutor assesses your preparation and/or presentation of your work as unsatisfactory you will be asked to reschedule the meeting and/or submit a written analysis of the above.

Mid Placement Liaison Visit Report: At the conclusion of the Liaison Visit the Liaison Tutor will complete a Liaison Visit Report where they will aim to report accurately upon the discussion that occurred. Both you and your Field Educator will be shown the Report and asked to sign it to verify the contents. The student is required to upload the Liaison Tutor report to Moodle. This Report forms part of the basis for final assessment.

Visit scheduling: Please note it is not always possible for all visits to be scheduled exactly at the midpoint. Visits may be scheduled either before or after the midpoint of the placement. Whether you have your Mid-Placement meeting before or after this document is submitted, the Learning Goals developed at the Mid-Placement Point should be discussed and refined as appropriate between yourself, your Field Educator and your Liaison Tutor at your Mid-Placement Visit. If changes are required, the document can be resubmitted.

Assessment Length

1 hour

Submission notes

Not required

Assignment submission Turnitin type

This is not a Turnitin assignment

Mid-Placement Report

Assessment Overview

The Mid Placement Report is completed using the specified template available on Moodle. When preparing the Mid-Placement Report, the student should draft content and then discuss with their Field Educator in advance of the due date. In preparing this document, student's earlier placement documentation should be referenced. The Field Educator also drafts a section of the report which forms part of the student's feedback on placement progress. The Mid Placement Report is reviewed by the Liaison Tutor within two weeks of submission. If determined to be of satisfactory quality a 'satisfactory' grade is entered in Moodle and brief comments are entered by the Tutor. If determined to be incomplete or unsatisfactory the grade is withheld and the student is contacted by the Liaison Tutor and the student is requested to revise and resubmit.

All pieces of work in SOCW3012 are hurdle requirements due to the professional practice requirements of the Bachelor of Social Work (Hons) program. If the first submission of the Mid Placement Report is not determined by the Course Convenor to be of a satisfactory standard, students will have one opportunity to revise and resubmit the assessment task in consultation with the Course Convenor and, where appropriate, the Liaison Tutor and Field Educator. Resubmission must be supported by the Course Convenor. Unless there are compelling grounds, the student will not have the opportunity to resubmit where the ratings and comments from the Field Educator indicate the student's performance is unsatisfactory. The deadline for resubmission will be agreed upon by the Course Convenor, the Liaison Tutor and the Field Educator. This opportunity is available to all students enrolled in these courses. The opportunity for re-submission will not have an effect on WAM as these courses are graded satisfactory/ unsatisfactory only.

Course Learning Outcomes

- CLO1 : Apply social work knowledge in responding to the needs of clients and communities in diverse fields of practice.

- CLO2 : Identify links between social work theory and practice.
- CLO3 : Analyse how the placement organisation functions within the broader community of practice.
- CLO4 : Examine the policy context with reference to the placement organisation, service users and self
- CLO6 : Appraise own practice and learning in order to recognise own strengths, limitations and individual practice style.
- CLO8 : Reflect upon and articulate the impact of values, experiences, and personality on others.

Assessment Length

2000-2500 words (approximately)

Submission notes

Scan and upload the signed document to Moodle on day 35 of placement

Assessment information

Please use the template and follow the instructions in Moodle.

Assignment submission Turnitin type

This is not a Turnitin assignment

General Assessment Information

This course commences for most students with a Placement Seminar on Monday 12th February 2024 and the first day of placement on Tuesday 13th February 2024. It is combined with SOCW3013 because the hours for placement extend into Term 2.

This course outline should be read in conjunction with the course outline for SOCW3013 (Social Work Practice Level 3 Placement B). Please note that the assessment for Placement B includes completion of the End Placement Report that addresses the same placement experience that you have undertaken in Placement A. Details are in the course outline for SOCW3013.

Grading Basis

Satisfactory

Requirements to pass course

Satisfactory grade in all assessments (which necessitates completion of required placement hours and class hours as stipulated).

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Seminar	Monday 12th February 10am - 1pm @ Patricia O'Shane Building, G04
Week 3 : 26 February - 3 March	Tutorial	Friday 1st March 9-11am or 12-2pm
Week 5 : 11 March - 17 March	Tutorial	Friday 15th March 9-11am or 12-2pm
Week 10 : 15 April - 21 April	Tutorial	Friday 19th April 9-11am or 12-2pm

Attendance Requirements

Attendance at Integration Seminars and Tutorials

You are expected to attend **all** integration seminars and tutorials and be punctual in your attendance.

All applications for exemption from attendance of any kind must be made in writing to the Course Convenor, accompanied by appropriate supporting documentation. Completion of make-up work for any missed seminars or tutorials is required. Failure to provide an explanation or complete make up work, and/or more than one absence, will require formal discussions with the Course Convenor as you will not be meeting attendance requirements for this course. If you arrive more than 15 minutes late, or leave class with more than 15 minutes remaining, you may be recorded as absent. If such a penalty is imposed, you will be advised in writing within 24 hours. Attempts to falsify attendance records will be treated as student misconduct under the Student Misconduct Procedure.

Attendance at Placement Agency

You are responsible for keeping track of your attendance at placement. You are required to contact the Course Convenor immediately if you are concerned about your attendance record and its impact on your ability to complete your placement successfully.

The Bachelor of Social Work (Hons) is accredited by the Australian Association of Social Work which prescribes that all students of social work must complete 1000 placement hours with appropriate social work supervision as part of their degree. You are required to complete 500 hours (**486 placement hours/70 days, and 14 hours of class attendance**) for Level 3 Placement.

If you do not attend placement on a particular day and miss the number of hours that you would

normally have accrued towards the required number of hours on placement, you must:

- Provide an explanation of your absence to your field educator (preferably in advance)
- Make up the hours missed.

In the event that an absence extends 2 or more consecutive days you must immediately notify the Course Convenor via email. You may be required to submit evidence, for example a medical certificate or similar, depending on the nature of your circumstances. Absences of 2 or more days require negotiation as making up time often causes the placement to extend beyond the planned end date and cannot always be accommodated by the placement agency.

For the purpose of attendance monitoring, timesheets signed by your Field Educator and seminar/tutorial rolls will be consulted throughout placement by the Course Convenor and your Liaison Tutor. If you do not meet the attendance requirements for this course you will be invited to a meeting to discuss your circumstances and the viability of the placement.

Course Resources

Prescribed Resources

- Cleak & Wilson (2022) *Making the Most of Field Placement,* 5th Edn. Cengage: South Melbourne

- Healy & Mulholland (2019) *Writing Skills for Social Workers*. Sage Publications

- UNSW Placement Manual

  - It is your responsibility to read the Placement Manual prior to your placement. It has been emailed to you and your Field Educators, and is also available on Moodle.

- AASW Practice Standards (2023)

- Course Outline SOCW3012

  - This outline should be read in conjunction with Course Outline SOCW3013 - Social Work Practice Level 3 Placement B

Recommended Resources

- Allan, Briskman & Pease (Eds.) (2009). *Critical Social Work: Theories and practice for a socially just world.* Crows Nest NSW: Allen and Unwin.

- Payne (2020). *Modern Social Work Theory* (5th Ed). Basingstoke: Palgrave Macmillan.

- Additional readings you may find helpful will be available through the Leganto site on Moodle.

Course Evaluation and Development

Student feedback is welcome throughout the Term. Please contact the Course Convenor, WIL Office, Tutor or Liaison Tutor as needed

In addition, your feedback is sought via MyExperience at the end of each term.

Previous student feedback has been utilised to inform the development course material, placement documents and assessment tasks.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Jenni Graves		Level 1, Morven Brown Building	9348 1664	Via email and appointment	Yes	Yes
Tutor	Louise Studdy				Via email and appointment	No	No

Other Useful Information

Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

Please see: https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines for essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;

- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

Academic Honesty and Plagarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au

Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin, you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support, you will automatically receive a ticket number, but if you telephone, you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: https://student.unsw.edu.au/how-submit-assignment-moodle

Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request Special Consideration as early as possible before the deadline. Support with Time Management is available here.

School Contact Information

School of Social Sciences

Location: Room 159, Morven Brown Building (C20), Kensington campus

Opening Hours: Monday – Friday, 9am – 5pm (except public holidays)

Telephone: +61 2 9385 1807

Email: soss@unsw.edu.au

Web: https://www.unsw.edu.au/arts-design-architecture/our-schools/social-sciences