UNSW Course Outline

# FOOD3220 Nutrition - 2024

Published on the 25 Feb 2024

## General Course Information

**Course Code :** FOOD3220
**Year :** 2024
**Term :** Term 1
**Teaching Period :** T1
**Is a multi-term course? :** No
**Faculty :** Faculty of Engineering
**Academic Unit :** School of Chemical Engineering
**Delivery Mode :** In Person
**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

We all eat! How are you nourishing your body? What is the relationship between diet and nutrition? This course will allow you to explore different foods and find out what nutrients are present; how are they digested and absorbed? How do they function in the body and are they stored? You will explore the biochemical and physiological effects they have on humans in health

and disease. Chronic diseases such as obesity, diabetes, coronary heart disease and how the physiology and biochemistry are altered will be understood along with dietary management principles.

In addition, you will have practical exercises learning how to measure the nutritional status of people using anthropometric and dietary intake techniques. You will have first-hand knowledge on how to convert food intake into nutrient intake using the national food composition database to be able to estimate intakes and compare them with the nutrient reference values; how nutrition labels are produced by the food industry. You will also learn about the importance of nutrients and requirements throughout the life cycle. A thorough understanding of biochemistry particularly the metabolism of energy, protein, fat, and carbohydrates is essential.

## Course Aims

This course aims for students to:

- Understand the role of nutrients in human structure and function, as well as the basic principles underlying the assessment of nutritional status of individuals and populations,
- Become proficient in the use of the food tables and calculation of nutrient intakes of individuals, and
- Gain a general understanding of the nutritional issues of concern in Australia and across the world.

## Relationship to Other Courses

This is a fundamental course and a more advanced cousre namely Advanced Nutrition (FOOD4403) will build further on this course which is an elective cousre for the 3061 Food Science and Technology stream and a Core course for the Food Science and Nutrition stream.

## Course Learning Outcomes

| Course Learning Outcomes |
| --- |
| CLO1 : Describe the role of nutrients in in structure and function of the human body |
| CLO2 : Apply the basic principles underlying the assessment of nutritional status of individuals and populations |
| CLO3 : Proficiently use food tables and calculation of nutrient intakes of individuals |
| CLO4 : Discuss the nutritional issues of concern in the world and in Australia |
| CLO5 : Exercise critical judgement with respect to scientific information |
| CLO6 : Communicate scientific information from literature and write reports in the required scientific report format. |

| Course Learning Outcomes | Assessment Item |
|---|---|
| CLO1 : Describe the role of nutrients in in structure and function of the human body | • Tutorial quizzes<br>• Progress quiz |
| CLO2 : Apply the basic principles underlying the assessment of nutritional status of individuals and populations | • Practical Report<br>• Progress quiz |
| CLO3 : Proficiently use food tables and calculation of nutrient intakes of individuals | • Tutorial quizzes<br>• Practical Report<br>• Progress quiz |
| CLO4 : Discuss the nutritional issues of concern in the world and in Australia | • Final report<br>• Progress quiz |
| CLO5 : Exercise critical judgement with respect to scientific information | • Final report<br>• Tutorial quizzes<br>• Practical Report |
| CLO6 : Communicate scientific information from literature and write reports in the required scientific report format. | • Final report<br>• Practical Report |

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

## Other Professional Outcomes

**Professional Recognition of Course**

This course is part of UNSW Food Science specialisations approved (2021-2026) by the Institute of Food Technologists Higher Education Review Board (IFT HERB).

## Additional Course Information

This course requires a pre-requisite course in Biochemistry - BIOC2101 ( Principles of Biochemistry) or BIOC2181 (Fundamentals of Biochemistry) or its equivalent. This course is also a pre-requisite for FOOD4104- Food and Health Security and FOOD4403- Advanced Nutrition. Assumed knowledge from the Biochemistry course such as structures of nutrients; chemical classifications of macronutrients, for example, proteins, carbohydrates and fats and their fundamental metabolic pathways is useful to understand the functions and metabolism of nutrients that will be dealt with in this course.

# Assessments

## Assessment Structure

| Assessment Item | Weight | Relevant Dates |
|---|---|---|
| Tutorial quizzes<br>Assessment Format: Individual | 15% | Start Date: 01/03/2024 06:00 PM<br>Due Date: 15/03/2024 10:00 PM |
| Progress quiz<br>Assessment Format: Individual | 15% | Start Date: 25/03/2024 06:00 PM<br>Due Date: 25/03/2024 10:00 PM |
| Practical Report<br>Assessment Format: Individual | 20% | Start Date: Not Applicable<br>Due Date: 12/04/2024 11:59 PM |
| Final report<br>Assessment Format: Individual | 50% | Start Date: Not Applicable<br>Due Date: 24/04/2024 11:59 PM |

## Assessment Details

### Tutorial quizzes

**Assessment Overview**

These online quizzes conducted weekly within the first four weeks of the term are designed to give you feedback on your understanding of the tutorial work during the first half of term. The quizzes will consist of multiple choice and short answer questions.

**Course Learning Outcomes**

- CLO1 : Describe the role of nutrients in in structure and function of the human body
- CLO3 : Proficiently use food tables and calculation of nutrient intakes of individuals
- CLO5 : Exercise critical judgement with respect to scientific information

**Assessment Length**

20 mins

**Submission notes**

Quiz will be administered through MOODLE

**Assessment information**

Week 3: ASSESSMENT 1 Part 1: (5%): Quiz open on MOODLE for 20 mins from 6pm until 10pm.

Week 4: ASSESSMENT 1 Part 2: (5%): Quiz open on MOODLE for 20 mins from 6pm until 10pm.

Week 5: ASSESSMENT 1 Part 3: (5%): Quiz open on MOODLE for 20 mins from 6pm until 10pm.

**Assignment submission Turnitin type**

This is not a Turnitin assignment

## Progress quiz

**Assessment Overview**

This progress quiz is designed to give you feedback on your understanding of the lecture content from the first half of term. The quiz will consist of multiple choice and short answer questions.

**Course Learning Outcomes**

- CLO1 : Describe the role of nutrients in in structure and function of the human body
- CLO2 : Apply the basic principles underlying the assessment of nutritional status of individuals and populations
- CLO3 : Proficiently use food tables and calculation of nutrient intakes of individuals
- CLO4 : Discuss the nutritional issues of concern in the world and in Australia

**Assessment Length**

60 mins

**Submission notes**

Quiz will be administered through MOODLE

**Assignment submission Turnitin type**

This is not a Turnitin assignment

## Practical Report

**Assessment Overview**

In this task you will apply your understanding of nutritional assessment methodology to interpret your own nutritional status. You will have a tutorial and practical session using the body composition analyser to estimate body composition as well as take measurements in the anthropometry laboratory. You will also record your own food intake and analyse it using nutrient conversion software. From this analysis you will be able to compare your nutrient intake with dietary guidelines and compare anthropometric data with available population reference data. The key deliverable in this task is an individual scientific report documenting the project from purpose to findings.

**Course Learning Outcomes**

- CLO2 : Apply the basic principles underlying the assessment of nutritional status of individuals and populations
- CLO3 : Proficiently use food tables and calculation of nutrient intakes of individuals
- CLO5 : Exercise critical judgement with respect to scientific information
- CLO6 : Communicate scientific information from literature and write reports in the required scientific report format.

Detailed Assessment Description

This report is based on the practical exercises on anthropometry practical (including the body composition analysis) and individual dietary intakes. Students are expected to comment on their indiviidual physical attributes such as height, weight, circumference, skinfold measurement and body composition in comparison to reference standards available. They will also be provided the entire class data (not individually identified) for comparison with population data for comments in the report. In addition, each student will measure everything eaten for 3 DAYS as well as do a 24-hour dietary recall in a week chosen by the student in his or her own time from week 5-7. The aim is to assess one's nutrient intake and compare with the population dietary guidelines and compare anthropometric data with available population reference data.

More instructions on this exercise will be provided in WEEK 2.

Assessment Length

Maximum number of words: 2000

Submission notes

This practical report should be submitted via MOODLE

Assignment submission Turnitin type

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

## Final report

Assessment Overview

The exercise is designed to work in a group on a topic of contemporary interest in the field of nutrition and health that requires you to design and execute a project for over a period of 7 weeks that is relevant to the topics dealt with in the course supported by a collection of literature to assess your knowledge and skills across the entire course. The project will be designed by the students to achieve the course learning outcomes before progressing to more advanced courses that build on the knowledge and skills taught in this course.

Course Learning Outcomes

- CLO4 : Discuss the nutritional issues of concern in the world and in Australia
- CLO5 : Exercise critical judgement with respect to scientific information
- CLO6 : Communicate scientific information from literature and write reports in the required scientific report format.

Detailed Assessment Description

This is a Project-based learning task. This assessment involves a substantial collection of

literature on a topic provided in Week 3. This assessment depending on the topic can involve practical research. Students will work in groups to complete this assessment. While students will work and present their project in groups, the final marks are awarded individually.

**Assessment Length**

Maximum word limit: 2000

**Assignment submission Turnitin type**

This is not a Turnitin assignment

## General Assessment Information

Assessment tasks (Quizzes) will be done through MOODLE; Practical report thorugh MOODLE Turnitin.

Assessment criteria and standards:

Detailed assessment criteria for the practical report and the Project based-learning Final Group Report will be provided on MOODLE during session.

**Grading Basis**

Standard

**Requirements to pass course**

Students should achieve atleast a composite mark of 50% to pass this course.

# Course Schedule

| Teaching Week/Module | Activity Type | Content |
|---|---|---|
| Week 1 : 12 February - 18 February | Lecture | All lectures in this course will be delivered face-to-face<br>Module 1: Fundamentals of Nutrition Monday: Lecture 1: Introduction: Food groups; Food Tables, dietary references<br>Wednesday: Lecture 2: Body Composition, Nutritional Status measurements |
| | Tutorial | Friday: There will be no tutorial.<br>Introductory reading material for Tutorial 1 in Week 2, will be posted on MOODLE and TEAMS in Week 1. |
| Week 2 : 19 February - 25 February | Lecture | Monday: Lecture 3: Proteins- classification, food sources, properties, digestion and absorption; proteins and their quality; basis for estimation of protein and amino acid requirements. Consequences of protein deficiency.<br>Wednesday: Lecture 4: Lipids- classification; food sources, Lipid digestion and absorption; Metabolic effects of dietary fatty acids. |
| | Tutorial | Friday: Tutorial 1: Flipped Tutorial on Protein Metabolism (Face-to-face)<br>Reading material and preparatory work for this tutorial was posted in Week 1. |
| Week 3 : 26 February - 3 March | Lecture | Monday: Lecture 5: Carbohydrate- classification; properties; digestion and absorption; Glycemic Index of Foods; regulations for processed foods. Role of micronutrients in the metabolism and function. Effects of deficiency.<br>Wednesday: Lecture 6: Energy. Balance; requirements; expenditure measurements. Consequences of energy deficiency and excess. |
| | Tutorial | Friday: Tutorial 2: Flipped Tutorial on Lipid Metabolism. Reading material and preparatory work for this tutorial was posted in Week 2<br>ASSESSMENT 1 Part 1: (5%): Tutorial Quiz open on MOODLE for 20 mins from 6pm until 10pm. |
| Week 4 : 4 March - 10 March | Lecture | Monday: Lecture 7: Water; electrolytes; Minerals- Functions and and role in human metabolism<br>Wednesday: Lecture 8: Vitamins- fat soluble - functions and absorption; consequences of deficiency |
| | Tutorial | Friday: Tutorial 3: Flipped Tutorial on Carbohydrate Metabolism Reading material and preparatory work for this tutorial was posted by end of Week 2<br>ASSESSMENT 1 Part 2: (5%): Tutorial Quiz open on MOODLE for 20 mins from 6pm until 10pm. |
| Week 5 : 11 March - 17 March | Lecture | Monday Lecture 9: Vitamins -Water Soluble- Functions and metabolism; consequences of deficiency |
| | Tut-Lab | Wednesday: Tutorial Lab 1: Face-to-face only Body composition measurements (for students on campus) as part of the Anthropometry Practical. Venue for the lab: Room 202, Science and Engineering Building (SEB).<br>This Tutorial-Lab is instead of Lecture. A booking sheet will be provided online for students who can come in to complete their exercise. This booking sheet will be available from Wednesday 6 March 2024. |
| | Tut-Lab | Friday Tutorial Lab 2: Face-to-face only Body composition measurements (for students on campus) as part of the Anthropometry Practical. Venue for the lab: Room 202, Science and Engineering Building (SEB).<br>ASSESSMENT 1 Part 3: (5%): Tutorial Quiz open on MOODLE for 20 mins from 6pm until 10pm. |
| Week 6 : 18 March - 24 March | Lecture | No Lectures or Tutorial- Flexible Week<br>Commence and complete Dietary Intake Analysis in your own time. |
| Week 7 : 25 March - 31 March | Lecture | Monday lecture time: Students who did not complete their Anthropometry exercise on 15th and 22nd March will have to complete this exercise.<br>Monday: ASSESSMENT 2: Progress Test on Lectures until WEEK 5 OPEN on MOODLE from 6-10pm. Duration of test will be 1 hour.<br>Module 3: Wednesday Lecture 10: Obesity and nutrition (Online via TEAMS). This will be a guest lecture by Dr. Dorit Samocha- Bonet (This will be a guest lecture by Dr. Dorit Samocha-Bonet from the Garvan Institute of Medical Research, UNSW)<br>Friday Tutorial: Public Holiday |
| Week 8 : 1 April - 7 April | Lecture | Easter Monday: No Lecture: Public Holiday<br>Module 3: Wednesday Lecture 11: Nutrition and Diabetes Mellitus (This will be a guest lecture by Dr. Dorit Samocha-Bonet from the Garvan Institute of Medical Research, UNSW)-Face-to-Face |
| | Lecture | Module 2: Nutrition in Health<br>Friday Lecture 12: (To compensate for 25 March lecture) Nutrition in |

| | | |
|---|---|---|
| | | Pregnancy, Lactation and Infancy; Basis for setting nutrient requirements |
| Week 9 : 8 April - 14 April | Lecture | Monday: Lecture 13: Nutrition for Children, Adolescents and the Elderly Module 3 (Contd.) Wednesday Lecture 14: Hypertension and Nutrition and Cardiovascular disease<br>12 April: Friday: ASSESSMENT 3: Submission of Nutritional Assessment Report by 11.59 pm via MOODLE Turnitin |
| | Tutorial | Friday Tutorial: Students will work on their dietary analysis using FOODWORKS software and will consult the tutor if needed. |
| Week 10 : 15 April - 21 April | Lecture | Monday Lecture 15: Coronary Heart Disease and Nutrition; Nutrition and Dental Carries<br>Wednesday Lecture 16: Nutrition and Osteoporosis |
| | Tutorial | Friday Tutorial: Students will work on their Final project writing. |
| Week 12 : 29 April - 5 May | Project | Week 12: 24 April: ASSESSMENT 4: FINAL Project Group Report due via TURNITIN on MOODLE |

## Attendance Requirements

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

## General Schedule Information

All lectures will be delivered **face-to-face** on Mondays (11-1pm) and Wednesdays (11-1pm) in TETB, LG03-as indicated in the course schedule. Lecture recordings will be available after the lectures. Please follow the timetable. Any changes to the schedule will be announced via MOODLE and TEAMS.

The tutorials will be **face-to-face** on Fridays (11-1pm) in TETB, G16 (Check course timetable).

# Course Resources

## Prescribed Resources

TEXT BOOK for course: can be purchased at the UNSW Bookshop on campus.

Mann, J and Truswell, AS. (2017) Essentials of Human Nutrition. 5th edition. Oxford University Press.

Print: https://www.bookshop.unsw.edu.au/details.cgi?ITEMNO=9780198752981

Digital: https://unswbookshop.vitalsource.com/products/-v9780192522627

## Recommended Resources

Recommended Texts: These are available in Open Reserve in the Library and are suggested as recent references to complement lecture material.

1. Devlin, T.M. (ed) (2010) Textbook of Biochemistry with clinical correlations. 7th ed. New York: Wiley-Liss.

2. Eastwood, M. (2003) Principles of human nutrition. 2nd Edition Edinburgh, UK. Blackwell Science Ltd.

3. Garrow, J.S. and James, W.P.T. (eds) (2000) Human Nutrition and Dietetics. 10th edition. Edinburgh: Churchill Livingstone.

A range of food tables is also available in the School, which can be consulted for information about foods not found in the Australian tables.

Recommended websites:

http://www.nhmrc.gov.au/publications/synopses/n35syn.htm http://www.nhmrc.gov.au/publications/synopses/dietsyn.htm http://www.nhmrc.gov.au/publications/synopses/dietsyn.htm http://www.nhmrc.gov.au/guidelines/consult/alcoholguidelines.htm http://www.nhmrc.gov.au/publications/synopses/n16covr.htm

Students can also obtain assistance from the UNSW Library. One starting point for assistance is: info.library.unsw.edu.au/web/services/services.html

## Course Evaluation and Development

We want your feedback on this course, positive or negative. This is very important to us to learn what has worked for students or not in terms of how the material has been delivered, explained or whether appropriate feedback on assessments have been provided. This will enable us as teachers of both lectures and tutorials to make the course better and provide a good student experience.

The student feedback surveys on both the course and teaching will be done through MOODLE from Week 8 onwards. This is a formal University level student feedback. During the first week, when assessments and course schedules are discussed along with expectations in the course, feedback from the previous year on the course will be shared and changes made as a result of that will also be discussed. The focus will be on how to improve student experience in the course.

# Staff Details

| Position | Name | Email | Location | Phone | Availability | Equitable Learning Services Contact | Primary Contact |
|---|---|---|---|---|---|---|---|
| Lecturer | Jayashree Arcot | | 416A, E10, Hilmer Building | 9385 5360 | By appointment and meeting via TEAMS or in Person | No | Yes |
| Tutor | Jane Harding | | | | By appointment and during tutorial time | No | No |
| | Jenani Sutharshan | | Kensington | | By appointment and meeting via TEAMS | No | No |

# Other Useful Information

## Academic Information

### I. Special consideration and supplementary assessment

If you have experienced an illness or misadventure beyond your control that will interfere with your assessment performance, you are eligible to apply for Special Consideration prior to, or within 3 working days of, submitting an assessment or sitting an exam.

Please note that UNSW has a Fit to Sit rule, which means that if you sit an exam, you are declaring yourself fit enough to do so and cannot later apply for Special Consideration.

For details of applying for Special Consideration and conditions for the award of supplementary assessment, please see the information on UNSW's Special Consideration page.

### II. Administrative matters and links

All students are expected to read and be familiar with UNSW guidelines and polices. In particular, students should be familiar with the following:

- Attendance
- UNSW Email Address
- Special Consideration
- Exams
- Approved Calculators
- Academic Honesty and Plagiarism
- Equitable Learning Services

### III. Equity and diversity

Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course convener prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equitable Learning Services. Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

**IV. Professional Outcomes and Program Design**

Students are able to review the relevant professional outcomes and program designs for their streams by going to the following link: https://www.unsw.edu.au/engineering/student-life/student-resources/program-design.

*Note: This course outline sets out the description of classes at the date the Course Outline is published. The nature of classes may change during the Term after the Course Outline is published. Moodle or your primary learning management system (LMS) should be consulted for the up-to-date class descriptions. If there is any inconsistency in the description of activities between the University timetable and the Course Outline/Moodle/LMS, the description in the Course Outline/Moodle/LMS applies.*

## Academic Honesty and Plagarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW students have a responsibility to adhere to this principle of academic integrity. Plagiarism undermines academic integrity and is not tolerated at UNSW. *Plagiarism at UNSW is defined as using the words or ideas of others and passing them off as your own.*

Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. UNSW has produced a website with a wealth of resources to support students to understand and avoid plagiarism, visit: student.unsw.edu.au/plagiarism. The Learning Centre assists students with understanding academic integrity and how not to plagiarise. They also hold workshops and can help students one-on-one.

You are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and the proper referencing of sources in preparing all assessment tasks.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an honours thesis or contract cheating) even suspension from the university. The Student Misconduct Procedures are available here:

www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

## Submission of Assessment Tasks

Work submitted late without an approved extension by the course coordinator or delegated authority is subject to a late penalty of five percent (5%) of the maximum mark possible for that assessment item, per calendar day.

The late penalty is applied per calendar day (including weekends and public holidays) that the assessment is overdue. There is no pro-rata of the late penalty for submissions made part way through a day. This is for all assessments where a penalty applies.

Work submitted after five days (120 hours) will not be accepted and a mark of zero will be awarded for that assessment item.

For some assessment items, a late penalty may not be appropriate. These will be clearly indicated in the course outline, and such assessments will receive a mark of zero if not completed by the specified date. Examples include:

- Weekly online tests or laboratory work worth a small proportion of the subject mark;
- Exams, peer feedback and team evaluation surveys;
- Online quizzes where answers are released to students on completion;
- Professional assessment tasks, where the intention is to create an authentic assessment that has an absolute submission date; and,
- Pass/Fail assessment tasks.

## Faculty-specific Information

Engineering Student Support Services – The Nucleus - enrolment, progression checks, clash requests, course issues or program-related queries

Engineering Industrial Training – Industrial training questions

UNSW Study Abroad – study abroad student enquiries (for inbound students)

UNSW Exchange – student exchange enquiries (for inbound students)

UNSW Future Students – potential student enquiries e.g. admissions, fees, programs, credit transfer

**Phone**

(+61 2) 9385 8500 – Nucleus Student Hub

(+61 2) 9385 7661 – Engineering Industrial Training

(+61 2) 9385 3179 – UNSW Study Abroad and UNSW Exchange (for inbound students)

## School-specific Information

**Course Workload**

Course workload is calculated using the Units-Of-Credit (UOC). The normal workload expectation for one UOC is approximately 25 hours per term. This includes class contact hours, private study, other learning activities, preparation and time spent on all assessable work.

Most coursework courses at UNSW are 6 UOC and involve an estimated 150 hours to complete, for both regular and intensive terms. Each course includes a prescribed number of hours per week (h/w) of scheduled face-to-face and/or online contact. Any additional time beyond the prescribed contact hours should be spent in making sure that you understand the lecture material, completing the set assignments, further reading, and revising for any examinations. Most 6 UoC courses will involve approximately 10-12 hours per week of work on your part. If you're not sure what to do in these hours of independent study, the resources on the UNSW Academic Skills pages offer some suggestions including: making summaries of lectures, read/summarise sections from the textbook, attempt workshop problems, reattempting workshop problems with some hints from the solutions, looking for additional problems in the textbook.

Full-time enrolment at university means that it is a *full-time* occupation for you and so you would typically need to devote 35 hours per week to your studies to succeed. Full-time enrolment at university is definitely incompatible with full-time employment. Part-time/casual employment can certainly fit into your study schedule but you will have to carefully balance your study obligations with that work and decide how much time for leisure, family, and sleep you want left after fullfilling your commitments to study and work. Everyone only gets 168 hours per week;

overloading yourself with both study commitments and work commitments leads to poor outcomes and dissatisfaction with both, overtiredness, mental health issues, and general poor quality of life.

### On-campus Class Attendance

Most classes at UNSW are "In Person" and run in a face-to-face mode only. Attendance and participation in the classes is expected. As an evidence-driven engineer or scientist, you'll be interested to know that education research has shown students learn more effectively when they come to class, and less effectively from lecture catch-up recordings. If you have to miss a class due to illness, for example, we expect you to catch up in your time, and within the coming couple of days.

For most courses that are running in an "in person" mode:

- Lectures are normally recorded to provide an opportunity to review material after the lecture; lecture recordings are not a substitute for attending and engaging with the live class.
- Workshops/tutorials are not normally recorded as the activities that are run within those sessions normally cannot be captured by a recording. These activities may also include assessable activities in some or all weeks of the term.
- Laboratories are not recorded and require in-person attendance. Missing laboratory sessions may require you to do a make-up session later in the term; if you miss too many laboratory sessions, it may be necessary to seek a Permitted Withdrawal from the course and reattempt it next year, or end up with an Unsatisfactory Fail for the course.
- Assessments will often require in-person attendance in a timetabled class or a scheduled examination.

### Submission of Assessment Tasks

In the School of Chemical Engineering, all written work will be submitted for assessment via Moodle unless otherwise specified. Attaching cover sheets to uploaded work is *not* required unless specifically requested for a specific assessment task; when you submit work through Moodle for assessment you are agreeing to uphold the Student Code.

Some assessments will require you to complete the work online and it may be difficult for the course coordinator to intervene in the system after the due date. You should ensure that you are familiar with assessment systems well before the due date. If you do this, you will have time to get assistance before the assessment closes.

All submissions are expected to be neat and clearly set out. Your results are the pinnacle of all

your hard work and should be treated with respect. Presenting results clearly gives the marker the best chance of understanding your method; even if the numerical results are incorrect. Please make it easy for the markers who are looking at your work to see your achievement and give you due credit.

Marking guidelines for assignment submissions will be provided at the same time as assignment details to assist with meeting assessable requirements. Submissions will be marked according to the marking guidelines provided.

**Academic Integrity**

**Academic integrity** is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage (International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013). At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and plagiarism can be located at:

- The Current Students site
- The ELISE training site

The Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: https://student.unsw.edu.au/conduct.

To help describe what we are looking for, here are some things that we consider to be quite acceptable (even desirable!) actions for many assessments, and some that we consider to be unacceptable in most circumstances. Please check with the instructions for your assessments and your course coordinator if you're unsure. As a rule of thumb, if you don't think you could look the lecturer in the eye and say "this is my own work", then it's not acceptable.

*Acceptable actions*

 reading/searching through material we have given you, including lecture slides, course notes, sample problems, workshop problem solutions

 reading/searching lecture transcripts

 reading/searching resources that we have pointed you to as part of this course, including textbooks, journal articles, websites

 reading/searching through your own notes for this course

 all of the above, for any previous courses

 using spell checkers, grammar checkers etc to improve the quality of your writing

 studying course material with other students

*Unacceptable actions*

 asking for help completing an assessment from other students, friends, family

 asking for help on Q&A or homework help websites

 searching for answers to the specific assessment questions online or in shared documents

 copying material from any source into your answers

 using generative AI tools to complete or substantially complete an assessment for you

 paying someone else to do the assessment for you

**Referencing** is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism. Further information about referencing styles can be located at https://student.unsw.edu.au/referencing.

For assessments in the School of Chemical Engineering, we recommend the use of referencing software such as Mendeley or EndNote for managing references and citations. Unless required otherwise specified (i.e. in the assignment instructions) students in the School of Chemical Engineering should use either the APA 7th edition, or the American Chemical Society (ACS) referencing style as canonical author-date and numbered styles respectively.

**Artificial intelligence tools** such as ChatGPT, CodePilot, and built-in tools within Word are modern tools that are useful in some circumstances. In your degree at UNSW, we're teaching you skills that are needed for your professional life, which will include how to use AI tools responsibly plus lots of things that AI tools cannot do for you. AI tools already are (or will soon be) part of

professional practice for all of us. However, if we were only teaching you things that AI could do, your degree would be worthless, and you wouldn't have a job in 5 years.

Whether the use of AI tools in an assessment is appropriate will depend on the goals of that assessment. As ever, you should discuss this with your lecturers – there will certainly be assessments where the use of AI tools is encouraged, as well as others where it would interfere with your learning and place you at a disadvantage later. Our goal is to help you learn how to ethically and professionally use the tools available to you. To learn more about the use of AI, see this discussion we have written where we analyse the strengths and weaknesses of generative AI tools and discuss when it is professionally and ethically appropriate to use them.

While AI may might provide useful tools to help with some assessments, UNSW's policy is quite clear that taking the output of generative AI and submitting it as your own work will never be appropriate, just as paying someone else to complete an assessment for you is serious misconduct.

**Asking Questions**

Asking questions is an important part of learning. Learning to ask good questions and building the confidence to do so in front of others is an important professional skill that you need to develop. The best place to ask questions is during the scheduled classes for this course, with the obvious exception being questions that are private in nature such as special consideration or equitable learning plans. Between classes, you might also think of questions — some of those you might save up for the next class (write them down!), and some of them you might ask in a Q&A channel on Teams or a Q&A forum on Moodle. Please understand that staff won't be able to answer questions on Teams/Moodle immediately but will endeavour to do so during their regular working hours (i.e. probably not at midnight!) and when they are next working on this particular course (i.e. it might be a day or two). Please respect that staff are juggling multiple work responsibilities (teaching more than one course, supervising research students, doing experiments, writing grants, …) and also need to have balance between work and the rest of their life.

## School Contact Information

For assistance with enrolment, class registration, progression checks and other administrative matters, please see the Nucleus: Student Hub. They are located inside the Library – first right as you enter the main library entrance. You can also contact them via http://unsw.to/webforms or

reserve a place in the face-to-face queue using the UniVerse app.

For course administration matters, please contact the Course Coordinator.

Questions about the this course should normally be asked during the scheduled class so that everyone can benefit from the answer and discussion.