



## UNSW Course Outline

# FOOD3020 Food Properties and Functions Laboratory - 2024

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## General Course Information

**Course Code :** FOOD3020

**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

In this laboratory-based course, you will experiment with the properties and functions of dairy, meat, fish, fruit, vegetables, beverages, eggs, sugars, cereals, and lipids as food ingredients. You will demonstrate the need for preservation through physical, chemical and biological

deterioration factors, and water relationships. You will also experiment with food processing technologies to explore steps including heating, chilling, freezing, drying, brining, pickling, sugar, packaging (modified atmosphere and controlled atmosphere), chemical preservatives, and novel methods.

Your laboratory work is extended with structured inspections (site visits) of a variety of food processing establishments such as food companies, production areas, and food research institutes. You will learn about the structure, practical operation, and management of the local food industry, and see how your knowledge of food science and technology is applied in commercial situations.

## Course Aims

The overall aim of these courses is to develop students' foundational knowledge of the food technology involved in the handling, preservation, and processing of key commodities/ ingredients and their products.

## Relationship to Other Courses

- FOOD3020 is laboratory-based courses, that run concurrently with the lecture-based FOOD3010. You are encouraged to take both FOOD3010/8010 and FOOD3020/8020 to maximise your learning outcomes.
- Assumed knowledge is food chemistry, food microbiology and basic food processing/ food preservation.

# Course Learning Outcomes

Course Learning Outcomes
CLO1 : Experimentally apply a sound knowledge of the functional properties, preservation, and processing of major food ingredients.
CLO2 : Describe the major factors that affect the functionality of the food ingredients and quality of the resulting food products.
CLO3 : Apply critical judgment with respect to scientific information and its use in experimental work.
CLO4 : Effectively communicate scientific information via laboratory reports, including experimental results, analysis and relationship to theory.
CLO5 : Demonstrate leadership and teamwork skills in the planning and delivery of collaborative work.

Course Learning Outcomes	Assessment Item
CLO1 : Experimentally apply a sound knowledge of the functional properties, preservation, and processing of major food ingredients.	<ul style="list-style-type: none"><li>• Laboratory Reports</li><li>• Laboratory Quizzes</li></ul>
CLO2 : Describe the major factors that affect the functionality of the food ingredients and quality of the resulting food products.	<ul style="list-style-type: none"><li>• Laboratory Reports</li><li>• Laboratory Quizzes</li></ul>
CLO3 : Apply critical judgment with respect to scientific information and its use in experimental work.	<ul style="list-style-type: none"><li>• Laboratory Reports</li></ul>
CLO4 : Effectively communicate scientific information via laboratory reports, including experimental results, analysis and relationship to theory.	<ul style="list-style-type: none"><li>• Laboratory Reports</li></ul>
CLO5 : Demonstrate leadership and teamwork skills in the planning and delivery of collaborative work.	<ul style="list-style-type: none"><li>• Laboratory Reports</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

## Other Professional Outcomes

FOOD3020 is part of the UNSW Food Science specialisations accredited (2021-2026) by the Institute of Food Technologists Higher Education Review Board (IFT HERB).

The course learning outcomes, therefore, have been aligned with the IFT Essential Learning Outcomes as follows:

- FC.2. Explain the chemistry underlying the properties and reactions of various food components.
- FC.3. Apply food chemistry principles used to control reactions in foods.
- FC.4. Demonstrate laboratory techniques common to basic and applied food chemistry.
- FM.2. Describe the conditions under which relevant pathogens are destroyed or controlled in foods.
- FM.4. Explain the principles involved in food preservation via fermentation processes.
- FE.6. Explain the effects of preservation and processing methods on product quality.
- FE.7. List properties and uses of various packaging materials and methods.
- CM.1. Write relevant technical documents.
- PL.1. Demonstrate the ability to work independently and in teams.

## Additional Course Information

- FOOD3020 is laboratory-based courses, that run concurrently with the lecture-based FOOD3010. You are encouraged to take both FOOD3010/8010 and FOOD3020/8020 to maximise your learning outcomes.
- This course consists of 4 hours of class contact hours per week.
- Assumed knowledge is food chemistry, food microbiology and basic food processing/ food preservation.

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
Laboratory Reports Assessment Format: Individual	70%	Start Date: Not Applicable Due Date: Week 3, Week 4, Week 5, Week 7, Week 8, Week 9, Week 10, Week 11
Laboratory Quizzes Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: Week 7, Week 10

## Assessment Details

### Laboratory Reports

#### Assessment Overview

Report writing is a skill you will develop throughout your studies. These skills are essential in the professional undertakings of a food technologist. This assessment item is designed to develop as well as to assess your ability to retrieve and process information from literature and other sources, interpret and present experimental data, and report the findings. It forms an integral part of the learning strategies for this course.

#### Course Learning Outcomes

- CLO1 : Experimentally apply a sound knowledge of the functional properties, preservation,

and processing of major food ingredients.

- CLO2 : Describe the major factors that affect the functionality of the food ingredients and quality of the resulting food products.
- CLO3 : Apply critical judgment with respect to scientific information and its use in experimental work.
- CLO4 : Effectively communicate scientific information via laboratory reports, including experimental results, analysis and relationship to theory.
- CLO5 : Demonstrate leadership and teamwork skills in the planning and delivery of collaborative work.

#### **Detailed Assessment Description**

This assessment is to evaluate your understanding and application of key principles and techniques in food technology through the completion of a series of comprehensive laboratory reports. You will be required to demonstrate your ability to conduct experiments carefully, analyse data generated, present the data in a meaningful way, draw meaningful conclusions, and effectively communicate your findings in a written format.

- The laboratory report should be submitted electronically in a specified format (e.g., Word document).
- The report must be submitted by the designated deadline.
- Late submissions may incur penalties as per the course policy.

#### **Assessment Length**

As specified in the laboratory manual.

#### **Submission notes**

Please submit one e-copy per group through the Moodle submission portal.

#### **Assessment information**

All team members are anticipated to actively engage in and contribute equally to laboratory experiments. It is expected that each member will participate in the discussion of experimental results, both within and outside the class, and collaboratively work towards the completion of the lab reports.

The laboratory component consists of four mandatory reports and four optional reports. Each student is mandated to submit a minimum of six reports, comprising the four compulsory reports and a minimum of two optional reports. Four compulsory + 2 optional reports with the best marks will be counted towards your final marks.

#### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students do not see Turnitin similarity

reports.

## Laboratory Quizzes

### Assessment Overview

The laboratory tests are designed to test your understanding of the theories and principles behind the experiments, analytical methodologies and the interpretation of experimental results.

### Course Learning Outcomes

- CLO1 : Experimentally apply a sound knowledge of the functional properties, preservation, and processing of major food ingredients.
- CLO2 : Describe the major factors that affect the functionality of the food ingredients and quality of the resulting food products.

### Detailed Assessment Description

Laboratory Quizzes are to assess your comprehension of theoretical concepts, practical knowledge, and problem-solving skills related to the food technology (i.e., Food Ingredients Properties and Functionalities). These quizzes serve as a formative assessment to evaluate the understanding of topics covered in the laboratory sessions.

The quizzes will contain both theoretical principles and practical applications demonstrated during laboratory sessions. Each quiz will consist of a mix of multiple-choice questions, short-answer questions, and possibly some problem-solving scenarios.

### Assessment Length

TBA

### Submission notes

In class test

### Assignment submission Turnitin type

Not Applicable

## General Assessment Information

### Grading Basis

Standard

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Laboratory	Microbial Alchemy: Investigating Factors Influencing Sauerkraut Fermentation (post-lab activity) • Lab induction including COVID safe training, equipment training • Introduction to assessment tasks and report writing • Laboratory: Fermentation of Sauerkraut (post-lab activity)
Week 2 : 19 February - 25 February	Laboratory	Milk Transformations: Investigating the Properties and Reactions of Milk • Milk experiments • Fermentation post-lab activity • Introduction to assessment tasks and report writing
Week 3 : 26 February - 3 March	Laboratory	Fats and Oils Unveiled: Structure, Properties, and Functionalities • Fats and Oils experiments • Fermentation post-lab activity
	Assessment	Compulsory Report Due (Milk)
Week 4 : 4 March - 10 March	Laboratory	Fruit and Vegetables: Examining Changes in Texture and Flavor During Processing (post-lab activity) • Fruits and vegetables experiments
	Assessment	Compulsory Report Due (Fats and Oils)
Week 5 : 11 March - 17 March	Laboratory	Flour Power: The Science Behind Wheat Flour and Baking • Flour experiments • Fruits and vegetables post-lab activity
	Assessment	Optional Report Due (Fermentation)
Week 6 : 18 March - 24 March	Fieldwork	Flexibility week (no new laboratory)
	Fieldwork	Food manufacturing site visits
Week 7 : 25 March - 31 March	Laboratory	Egg Chemistry: Investigating the Structure and Functionalities of Eggs • Egg experiments • Flour post-lab activity
	Assessment	Compulsory Report Due (Fruits and Vegetables) In-Class Quiz 1
Week 8 : 1 April - 7 April	Laboratory	Green Proteins: Investigating the Textural and Flavor Profiles of Plant-Based Proteins • Plant-based alternative protein experiments
	Assessment	Compulsory Report Due (Flour)
Week 9 : 8 April - 14 April	Laboratory	Meat Science: Understanding the Biochemical Changes during Processing and Effects of Food Packaging on Meat Colour • Meat experiments
	Assessment	Optional Reports Due (Egg and Plant-Based Alternative Proteins )
Week 10 : 15 April - 21 April	Laboratory	Sweet Chemistry: Exploring the Different Forms and Functions of Sweeteners • Sugar experiments
	Assessment	Optional reports due (Plant-based Alternative Proteins and Meat) In-Class Quiz 2
Week 11 : 22 April - 28 April	Assessment	Optional Report Due (Meat and Sugar)

## Attendance Requirements

- Attendance is compulsory for this course.
- All of the team members must actively participate and contribute equally to the laboratory experiments, engage in the discussion of experimental results either in the class or outside the class and contribute to the completion of the lab reports.
- Absence from a laboratory session (without prior special consideration) will forfeit your right to submit a laboratory report.
- As this is a laboratory-based course, 100% attendance is one of the criteria to pass this course unless you have approved special consideration.

# Course Resources

## Prescribed Resources

The e-laboratory manual will be made available in Moodle. The hard copy of laboratory manual can be purchased from the UNSW bookshop. Please bring a hard copy of the lab manual to every class.

## Recommended Resources

There is no single textbook that covers all the material given in these courses. There is a comprehensive list of reading material listed in the e-laboratory manual for each chapter:

Excellent research and review articles discussing topics covered in this course are available from a range of journals. Students aiming for higher grades should consult these journals as well as chapters in the reference texts. Some of the key journals are:

- Food Technology
- Trend in Food Science and Technology
- Journal of Cereal Science
- Journal of Food Science
- Journal of Meat Science
- Food Chemistry
- Postharvest Biology and Technology

All these journals can be accessed electronically through the UNSW Library.

**Leganto** (accessible through course Moodle) lists recommended reading materials and reference books for the courses.

Students seeking other resources can also obtain assistance from the UNSW Library.

## Course Evaluation and Development

Feedback on the course is gathered periodically using various means, including the UNSW myExperience process, informal discussion in the final class for the course, and the School's Student/Staff meetings. Your feedback is taken seriously, and continual improvements are made to the course based, in part, on such feedback.

# Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Alice Lee		Science and Engineering Building (E8), Room 409	02-93854 363	Wednesday 10:00 am - 2:00 pm, Thursday 10:00 am - 2:00 pm	No	Yes
Lecturer	Alison Jones		Science and Engineering Building (E8), Room 433	02-93855 745	Wednesday 10:00 am - 2:00 pm, Thursday 10:00 am - 2:00 pm	No	No
Lab staff	Richard Li		Science and Engineering Building (E8), Room 114	TBA	Wednesday 10:00 am - 2:00 pm, Thursday 10:00 am - 2:00 pm	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 Plagiarism**

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](http://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 fulfilling 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 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 this course should normally be asked during the scheduled class so that everyone can benefit from the answer and discussion.