

SUBJECT TITLE
[SUBJECT CODE]

Subject Learning Guide

<<Teaching Period>>

<<Year>>

<<Campus>>

Subject Coordinator(s): <<n>>

Instance Coordinator(s): <<n>>

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Commented [KA1]: Please update this table of contents after you have completed the template by clicking on the table of contents area and selecting "F9" on your keyboard. Select "Update page numbers only". **[Right click and delete this comment]**

Commented [KA2]: Please ensure that all inserted text, with the exception of hyperlinks, is in black. **[Right click and delete this comment]**

Subject Details

GENERAL DETAILS					
Subject Code:	<<Code>>	Subject Title:	<<Subject Title>>		
Teaching Period:	<<Tchg Period>>	Location(s):	<<Location>>		
Credit Points:	<<CP>>	Mode:	<<Mode>>	Level:	<<Level>>

Commented [KA3]: Please delete all remaining advisory text on the completion of the document. **[Right click and delete this comment]**

Commented [KA4]: Please ensure that all inserted text, with the exception of hyperlinks, is in black. **[Right click and delete this comment]**

ENROLMENT REQUIREMENTS	
Prerequisites:	<<Prerequisite(s)>>
Co-requisites:	<<Co-requisite(s)>>
Incompatibles:	<<Incompatibles>>
Assumed Skills & Knowledge:	<<Assumed Skills & Knowledge>>
Special Study Requirements:	<<Special Study Requirements>>

(Repeat last three rows if SLG is for more than one instance or delete last three rows if there is no instance. Please delete this instruction)

STAFF CONTACTS					
Role	Campus	Name	Email	Telephone	Room
Subject Coordinator					
Subject Coordinator					
Instance Coordinator					
Instance Coordinator					
Instance Coordinator					

SUBJECT DESCRIPTION	
<<Subject Description>> (Should be same as online Handbook)	

(Add rows as required. Please delete this instruction).

SUBJECT INTENDED LEARNING OUTCOMES (SILOS)	
<<Upon successful completion of this subject, you should be able to:>>	
1	<<SILO 1>>
2	<<SILO 2>>
3	<<SILO 3>>
4	<<SILO 4>>
5	<<SILO 5>>

(Only those Essentials being evaluated in this subject should be listed. If no Essentials are being evaluated, delete table. If Essentials are being evaluated, add the assessment task the Essential will be assessed in [this must be the most heavily weighted task] and delete any unnecessary rows. Please delete this instruction).

LATROBE ESSENTIALS		
The following Essentials are <i>evaluated</i> in this subject:		
	Essentials	Assessment Task
1	Global Citizenship	<<Assessment Task>>

2	Innovation and Entrepreneurship	<<Assessment Task>>
3	Sustainability Thinking	<<Assessment Task>>

(Only those GCs being evaluated in this subject should be listed. If no GCs are being evaluated, delete table. If GCs are being evaluated, delete any unnecessary rows. Please delete this instruction).

GRADUATE CAPABILITIES		
The following Graduate Capabilities (GCs) are <i>evaluated</i> in this subject:		
	GC	GC Point
a	<<GC a>>	<<GC Point>>
b	<<GC b>>	<<GC Point>>
c	<<GC c>>	<<GC Point>>
d	<<GC d>>	<<GC Point>>
e	<<GC e>>	<<GC Point>>
f	<<GC f>>	<<GC Point>>
g	<<GC g>>	<<GC Point>>
h	<<GC h>>	<<GC Point>>
i	<<GC i>>	<<GC Point>>
j	<<GC j>>	<<GC Point>>

Commented [KA5]: GC Point refers to the year level at which the graduate capability is being assessed. Please insert one of 'cornerstone' (first year); 'mid-point' (second year); or 'capstone' (third or final year). It will be the same level for all graduate capabilities embedded in your subject. [Right click and delete this comment]

(Add appropriate rows as required. Delete those rows not applicable. Please delete this instruction).

LEARNING ACTIVITY SUMMARY	
Learning Activity:	Schedule
Lectures	Weeks 1-5; 7-9; 11-12
Tutorials	Weeks 2-6 and 8-12
Guest Expert Interviews	Weeks 6 and 10
<<Learning Activity 1>>	<<Schedule 1>>
<<Learning Activity 2>>	<<Schedule 2>>
<<Learning Activity 3>>	<<Schedule 3>>

Commented [KA6]: Learning Activities refer to the kind of activity in which students will be engaged. In most cases, lectures and tutorials will be the activity, as in the prompt provided, but student presentations, excursions, work experience, online engagement etc could be added here. A more comprehensive list is required on page 6 of this template. [Right click and delete this comment]

Commented [KA7]: Delete these examples. [Right click and delete this comment]

Further information is available at <http://www.latrobe.edu.au/timetable/>

(Add appropriate rows as required. Delete those rows not applicable. Please delete this instruction).

ASSESSMENT AND FEEDBACK SUMMARY					
Assessment Tasks:	Due Date	SILOs	GCs	%	Comments
<<Assessment Task 1>>	<<Due Date 1>>	<<No>>	<<alpha>>	<<%>>	<<Comment>>
<<Assessment Task 2>>	<<Due Date 2>>	<<No>>	<<alpha>>	<<%>>	<<Comment>>
<<Assessment Task 3>>	<<Due Date 3>>	<<No>>	<<alpha>>	<<%>>	<<Comment>>
<<Assessment Task 4>>	<<Due Date 4>>	<<No>>	<<alpha>>	<<%>>	<<Comment>>
<<Assessment Task 5>>	<<Due Date 5>>	<<No>>	<<alpha>>	<<%>>	<<Comment>>

(Add appropriate rows as required. Alter table to suit non-book learning Materials (eg legislation, websites etc) Delete those rows not applicable. Please delete this instruction).

LEARNING RESOURCES			
Reading Type	Title	Author and Year	Publisher
<<Reading Type n>>	<<Title n>>	<<Author and Year n>>	<<Publisher n>>
<<Reading Type n>>	<<Title n>>	<<Author and Year n>>	<<Publisher n>>
<<Reading Type n>>	<<Title n>>	<<Author and Year n>>	<<Publisher n>>
<<Reading Type n>>	<<Title n>>	<<Author and Year n>>	<<Publisher n>>
<<Reading Type n>>	<<Title n>>	<<Author and Year n>>	<<Publisher n>>

STUDENT FEEDBACK ON SUBJECT SURVEY
<p>The Student Feedback on Subjects (SFS) Survey is part of the quality assurance process that occurs across the university. In this survey you are invited to tell us about your learning experiences in this subject. We want you to tell us of your experience in this subject. Your views will be taken seriously and will assist us to enhance this subject for the next group of students. Your feedback will also contribute to the text for 'Summary of Previous Student Feedback' below so please take the time to tell us your views. The surveys are anonymous and will be distributed prior to the end of the teaching period.</p> <p>For information on Student Feedback on Subjects refer to:</p> <p>http://www.latrobe.edu.au/students/leadership-volunteering/speak-up/subjects-teaching</p>

SUMMARY OF SFS FEEDBACK FROM LAST YEAR
<p><<Feedback Summary>></p> <p><i>Schools to include a feedback summary and action taken in regards to the feedback from last year.</i></p>

Policies, Procedures and Guidelines

The University has a comprehensive policy framework to which both staff and students must adhere. You should familiarise yourself with those policies, procedures and guidelines likely to affect you especially the following:

- Academic Integrity
- Academic Progress
- Assessment and Feedback
- Extension to Submission Dates
- Late Submission of Assessment Tasks
- Occupational, Health and Safety [OHS]
- Privacy
- Special Consideration
- Student Charter
- Use of Electronic Mail

The relevant policies, procedures and guidelines can be found on the website at: <https://policies.latrobe.edu.au/home>

Academic Integrity

Academic integrity means being honest in academic work and taking responsibility for learning the conventions of scholarship. La Trobe University views this seriously as evidenced by the following extract:

Academic honesty is a fundamental principle in teaching, learning, research and scholarship. The University requires its academic staff and students to observe the highest ethical standards in all aspects of academic work and it demonstrates its commitment to these values by awarding due credit for honestly conducted scholarly work, and by penalising academic misconduct and all forms of cheating.

Academic Integrity Procedures (2012, p. 1 of 6)

Academic misconduct includes improper referencing, plagiarism, copying and cheating. You should familiarise yourself with your responsibilities in relation to Academic Integrity and if you have any questions, direct them to your Course Coordinator. Information can be found on the website at: www.latrobe.edu.au/students/academic-integrity

All hard copy assignments should be accompanied by the Academic Integrity Assignment Declaration Form available at: http://www.latrobe.edu.au/_data/assets/pdf_file/0017/711152/Assignment-Declaration-Form.pdf.

For assistance with referencing visit <http://www.latrobe.edu.au/students/academic-integrity/referencing-help>

Special Consideration

Special Consideration is the term used to describe a process that applies an equity measure to ensure that where any temporary adverse circumstances beyond the control of a student, that impact negatively on that student's ability to demonstrate their learning achievement for an assessment task, is taken into account.

Eligibility to apply for Special Consideration does not automatically imply eligibility to receive it. Certain criteria must be satisfied in order to receive Special Consideration.

Please refer to the relevant policies, procedures and guidelines website at: <https://policies.latrobe.edu.au/home>

Submission of special consideration applications for assignments, mid-semester tests and final examinations should be made online at: <http://www.latrobe.edu.au/special-consideration>

Extensions, Late Submissions and Penalties

There are policies and procedures to guarantee fair, consistent and transparent treatment of late submission of assessment tasks provide equity around extensions to submission dates and penalties associated with not submitting assessment by the due date and time.

The University requires fair, consistent and transparent treatment of late submission of assessment tasks. The procedure for late submission is documented in the Late Submission of Assessment Tasks document (Ref. no. 112027D). It states:

The standard penalty for late submission of assessment tasks is 5% of the marks for that task for each delay in submission of a day or partial day up to a maximum of five (5) working days after the due date. Assessment tasks will not be accepted after the earlier of the following occurrences:

- *The fifth (5th) working day after the due date; or*
- *Feedback on the assessment task has been returned to any student by the Teaching Team member.*

These penalties apply only to individual assessment tasks worth 15% or more of the total assessment for the subject. Late submission of take home examinations is not permitted.

Submission of special consideration applications for assignments, mid-semester tests and final examinations should be made online at: <https://www.latrobe.edu.au/students/admin/forms/special-consideration/submit-or-review-application>.

Please refer to the relevant policies, procedures and guidelines website at: <https://policies.latrobe.edu.au/home>

Rules - College/School/Discipline-specific information

<<OPTIONAL>> XXXX

Commented [KA8]: Please specify any requirements in relations to extensions here. **[Right click and delete this comment]**

Student Complaint

La Trobe University is committed to an effective complaints handling mechanism for students in line with its policy of creating a harmonious and productive study environment. Feedback stemming from student complaints is a valuable source of information that helps the University improve the quality of its service.

You should lodge a complaint if:

- you are unhappy about something specific in your academic life (eg not enough seating in a lecture, staff not available during office hours, cancelled lectures...)
- you don't think 'the rules' (university policy or procedure) are being followed
- a university staff member has been rude or their behaviour to you was inappropriate
- you have a dispute about a process used during an appeal
- you have reported something to I&O, security or academic staff and you have not received a response after a reasonable amount of time
- you are a victim of bullying or harassment

For more information on student complaint process and to lodge a formal complaint visit:

<http://www.latrobe.edu.au/students/complaints>

Student Learning Unit (SL)

The Student Learning Unit (SL) works closely with teaching staff in the Schools and on the Melbourne and regional campuses to ensure that all La Trobe students – including those from non-English-speaking backgrounds – develop high-level academic speaking, writing, reading, and numeracy skills required for successful learning in their courses. For further information, please see the website at: <http://www.latrobe.edu.au/students/learning/>

Learning Management System (LMS)

The Learning Management System (LMS) is an Internet based system which allows you access to learning materials and to interact with other students and teaching staff in activities related to your studies from any location with Internet access. Most subjects have a LMS site into which you are automatically added as part of your enrolment into the subject.

The LMS can be accessed at: <https://www.latrobe.edu.au/lms/login/> by using your Username and Password provided to you on your *Statement of Account*. If you are having trouble accessing the LMS or want to find out more about LMS, please see the website at: <http://www.latrobe.edu.au/students/it/teaching/lms>

Library

Your Library offers many ways to support your study. Play Library Quest lib.latrobe.edu.au/libraryquest to discover more about how we can help, or visit our website and explore these essential resources:

- **Achieve@ Uni** [latrobe.edu.au/students/support/achieve] – learn important skills needed at university, includes finding and using information in your assessment tasks, referencing, reading, writing and presenting, academic language, and maths skills;
- **Assignment Calculator** [latrobe.edu.au/library/assignment-thesis-support/assignment-calculator] – plan your assignment schedule and submit on time;
- **Referencing** [latrobe.libguides.com/referencing] - understand why and how we reference, includes the four major styles;
- **Expert Help** [latrobe.libguides.com] – provides expert discipline and specialist help; get help here with assessment tasks;
- **Live chat to library staff** [lib.latrobe.edu.au/chat] – live chat for help; during semester hours only;

Student Support Services

If you have special needs due to disability or other factors the Equality and Diversity Centre can provide advice and support. This Centre can be contacted by telephone on (03) 9479 2900 (Melbourne); (03) 5444 7410 (Bendigo); (02) 6024 9628 (Albury-Wodonga); **National Relay Service Deaf and Hearing Impaired**: T: 133677 (within Australia only). Email: Equality@latrobe.edu.au or refer to the website at: <http://www.latrobe.edu.au/students/support> .

Peer Learning Advisers

Peer Learning Advisers (PLAs) are experienced students who can help you with assignment and thesis writing, maths and statistics and other academic skills. PLAs are friendly and approachable and come from many disciplines; e.g. health sciences, business or education. Their drop-in service is available at these campuses: Bundoora, Bendigo, Albury-Wodonga, Mildura and Shepparton. Their timetable is available online: latrobe.edu.au/students/learning/drop-in-learning-support.

Resources - College/School/Discipline-specific information

<<OPTIONAL>> XXXX

THE FOLLOWING SECTIONS ARE OPTIONAL BUT IF SUBJECT COORDINATORS WISH TO PROVIDE ADDITIONAL INFORMATION IT IS DESIRABLE THAT THE FOLLOWING FORMAT AND ORDER BE USED AND THAT THOSE SECTIONS/HEADINGS THAT ARE NOT REQUIRED ARE DELETED ALONG WITH THIS INSTRUCTION.

Schedule of Learning Activities

Session Plan

(Add appropriate rows as required. Delete those rows not applicable. Delete or retitle columns as appropriate. Adjust dates and ensure any university breaks are shown in correct place. Please delete this instruction. If more horizontal room is required the table may be turned 90 degrees to a landscape format).

Week	Date	Topic	Activity	Assessment %	Resources	SILOs	GCs
1	<<Date>> >	Topic One	Online Quiz	<<2%>>	<<Citation>>	<<9>>	<<a>>
1	<<Date>> >	Topic One	Lecture		<<Citation>>	<<9>>	<<a>>
1	<<Date>> >	Topic One	Tutorial		<<Citation>>	<<9>>	<<a>>
2	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
3	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
4	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
5	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
6	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
7	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
		EASTER BREAK					
8	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
9	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
10	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
11	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
12	<<Date>> >	<<Topic /Activity>>			<<Citation>>	<<9>>	<<a>>
	<<Date>> >	STUDY VACTION					
	<<Date>> >	CENTRAL EXAMINATION PERIOD					

Commented [KA9]: Please delete these examples as you complete the table. [Right click and delete this comment]

Learning Activity Details

<<Add any appropriate general information>>

Times and rooms are subject to change. To view the full time and location details for learning activities in this subject, please ensure you seek further information available at <http://www.latrobe.edu.au/timetable/>.

You should also regularly check [at least once per week] the subject's LMS site (*where applicable*) for updated information.

Learning Activity - College/School/Discipline-specific Information

<<{OPTIONAL}>> *(Delete section and heading if not required)*

Assessment and Feedback Details

(Delete or add tables as required)

Assessment Task <<n>>	Due Date	%	SILOs Assessed
<<Assessment Task n>>	<<Due Date>>	<<%>>	<<ILO n>>
Submission Details			
<<Submission Details n>>			
Grading Criteria and Feedback			
<<Grading Criteria and Feedback n>>			
Description of Task			
<<Description of Task n>>			

Assessment Task <<n>>	Due Date	%	SILOs Assessed
<<Assessment Task n>>	<<Due Date>>	<<%>>	<<ILO n>>
Submission Details			
<<Submission Details n>>			
Grading Criteria and Feedback			
<<Grading Criteria and Feedback n>>			
Description of Task			
<<Description of Task n>>			

Assessment Task <<n>>	Due Date	%	SILOs Assessed
<<Assessment Task n>>	<<Due Date>>	<<%>>	<<ILO n>>
Submission Details			
<<Submission Details n>>			
Grading Criteria and Feedback			
<<Grading Criteria and Feedback n>>			
Description of Task			
<<Description of Task n>>			

Detailed Grading Criteria

(Add criteria or rubrics for each assessment task as required. Delete if not required along with this instruction)

Assessment Task <<n>>

<<Insert Rubric>>

Assessment Task <<n>>

<<Insert Rubric>>

Assessment Task <<n>>

<<Insert Rubric>>

Assessment and Feedback - College/School/Discipline-specific information

<<OPTIONAL>> XXXX

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