

7. Additional Resources and Support

Text Books	Raven, Evert, Eichhorn. 2013. The biology of plants 8th edition. Previous versions of this text can often be found in the used bookstore and are appropriate.
Course Manual	A course manual be made available to the students in print and/ or online on Moodle
Required Readings	Raven, Evert, Eichhorn. 2013. The biology of plants
Additional Readings	Articles and internet resources linking fundamentals of plant science with current research will be posted on moodle throughout the year. Botanical floras and plant identification resources are available in the herbarium.
Societies	Australian Systematic Botany Society (www.anbg.gov.au); Botanical Society of America (www.botany.org)
Computer Laboratories or Study Spaces	The herbarium on the fourth floor of the biosciences building is an excellent resource where students will frequently work.

8. Required Equipment, Training and Enabling Skills

Equipment Required	You will be required to wear a lab coat and closed toed shoes in the practicals
Enabling Skills - training which maybe required to complete this course	Students are required to observe HS regulations during the practicals.

9. Course Evaluation and Development

Student feedback is gathered periodically by various means. Such feedback is considered carefully with a view to acting on it constructively wherever possible. This course outline conveys how feedback has helped to shape and develop this course.

Mechanisms of Review	Last Review Date	Comments or Changes Resulting from Reviews
Major Course Review	2009	Flowering plants has undergone extensive changes to emphasise the link between the fundamentals of botany and active research in plant sciences, and to introduce new lecture and practical material.
CATEI ⁸	2012	Improved feedback will be given to students throughout the course. The relevance of studying flowering plants to future biological training and careers in biology will be highlighted.

⁸ Science CATEI procedure: <http://www.science.unsw.edu.au/guide/slatig/catei.html>

10. Administration Matters

Expectations of Students	<p>You are expected to attend all your scheduled classes. Since this subject is not offered in distance mode, if you miss class your progress will be significantly hindered. Any alterations to the schedule will be announced in a preceding class. If you miss a class it is your responsibility to (1) catch up on the course material and (2) find out the details of any announcements. Students whose attendance at classes or assessment is affected by obligatory religious ceremonies or other commitments (representing the university, military service etc.) should discuss ways of dealing with this clash with Dr. Bonser prior to, or at the commencement of, the course.</p> <p>The lectures will be recorded and notes will be available on the course Moodle page.</p>		
Assignment Submissions	<p>Assignments will be submitted in the practicals, or in the BEES undergraduate office (room G27)</p>		
Occupational Health and Safety⁹	<p>Information on relevant Occupational Health and Safety policies and can be found on the following websites https://www.ohs.unsw.edu.au/ http://www.bees.unsw.edu.au/ohs/indexohs.html</p>		
Examination Procedures	<p>The final examination will be scheduled by the examinations branch. Students should be available for examination throughout the entire UNSW end of year examination period. Supplementary examinations will only be granted to students who miss the final examination due to illness or other unexpected reasons outside their control. A student who wishes to apply for a supplementary examination should contact one of the course convenors as soon as the problem becomes apparent. If a supplementary examination is granted, it will be held before the beginning of the next session. Until then, you should maintain a current address with SIS, and be available for contact and assessment.</p>		
Equity and Diversity	<p>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 Equity and Diversity Unit (9385 4734 or www.equity.unsw.edu.au/disabil.html).</p> <p>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. Information on designing courses and course outlines that take into account the needs of students with disabilities can be found at: www.secretariat.unsw.edu.au/acboardcom/minutes/coe/disabilityguidelines.pdf</p>		
Grievance Policy¹⁰	<p>School Contact</p> <p>Contact the school of BEES student office.</p>	<p>Faculty Contact</p> <p>A/Prof Julian Cox Associate Dean (Education) Julian.cox@unsw.edu.au 9385 8574</p>	<p>University Contact</p> <p>University Counselling Services Tel: 9385 5418</p>

⁹ UNSW Occupational Health and Safety: <https://www.ohs.unsw.edu.au/>

¹⁰ UNSW Grievance Policy: <https://student.unsw.edu.au/complaints>

11. UNSW Academic Honesty and Plagiarism

The following information should appear in all course outlines or be available on the web in unaltered form. It is recommended, however, that additional discipline-specific advice and/or material be added to assist students wherever possible. Faculty of Science has information on the website¹¹:

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own.

*Examples include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered to be plagiarism.

Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via:

www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students 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 items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle

† Adapted with kind permission from the University of Melbourne.

¹¹ Faculty of Science – Academic Misconduct: <http://www.science.unsw.edu.au/guide/slatig/acadmisc.html>