



COURSE OUTLINE

SWK404 Social Work Field Education 2

Course Coordinator: Rachel McCarthy (rmccarthy@usc.edu.au) **School:** School of Law and Society

2022 | Semester 1

USC Sunshine Coast

**BLENDED
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

Social Work Field Education 2 provides the final opportunity for you to apply classroom based learning to a social work practice context with emphasis upon the development of your own practice framework. You will have the opportunity to integrate knowledge and practice beginning level skills in one or more social work methods and be able to identify and articulate your ongoing learning and development needs in these areas.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Tutorial/Workshop 1 – On campus Pre-Placement Workshop - 7 Hours in the week before O Week	7hrs	Pre-semester/trimester/session	Once Only
Tutorial/Workshop 2 – On campus Workshop - 3 Hours in Semester Break Week	3hrs	Refer to Format	Once Only
Placement – Field placement - 500 Hours	500hrs	Orientation week	Once Only

1.3. Course Topics

This course is a field placement and course topics are linked to the AASW Practice Standards.

2. What level is this course?

400 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

3. What is the unit value of this course?

48 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Australian Association of Social Workers
<p>1 Articulate and apply social work theory, skills and values in a practice situation.</p>	<p>Creative and critical thinker Ethical</p>	<p>1 - Values and ethics 1.1 - Practise in accordance with the AASW Code of Ethics 1.2 - Manage ethical dilemmas and issues arising in practice 2 - Professionalism 2.1 - Represent the social work profession with integrity and professionalism 2.2 - Behave in a professional manner and be accountable for all actions and decisions 3 - Culturally responsive and inclusive practice 3.1 - Work inclusively and respectfully with cultural difference and diversity 3.2 - Respect and strive to understand and promote the rights of Aboriginal and Torres Strait Islander peoples and their cultures 4 - Knowledge for practice 4.1 - Understand higher level systemic influences on people with respect to area of practice 4.2 - Understand and articulate social work and other relevant theories and concepts 4.3 - Understand the role of research and evaluation in obtaining and generating new knowledge for practice 4.4 - Understand and articulate how and when theories, knowledge bases and knowledge sources inform practice 5 - Applying knowledge to practice 5.1 - Assess and analyse needs to inform practice 5.2 - Work collaboratively 5.3 - Use a range of social work methods and techniques appropriate to the area of practice 5.4 - Apply critical and reflective thinking to practice 6 - Communication and interpersonal skills 6.1 - Communicate with a diverse range of people 6.2 - Communicate the details and nature of the service offered to people 6.3 - Work with others in a team environment 6.4 - Use information technology to communicate and provide services 7 - Information recording and sharing 7.1 - Record and manage information appropriately 7.2 - Keep and maintain information in accordance with ethical principles and relevant legislation 8 - Professional development and supervision 8.1 - Actively participate in professional</p>

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	SUPERVISION PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	8.2 - Engage in continuing professional development Australian Association of Social Workers 8.3 - Where appropriate, to contribute to the professional development of others
2 Clearly identify inappropriate or inequitable social policy goals and outcomes, and to consider policy alternatives for achieving equity and effective distribution of social resources.	Knowledgeable Creative and critical thinker	1 - Values and ethics 1.1 - Practise in accordance with the AASW Code of Ethics 4.1 - Understand higher level systemic influences on people with respect to area of practice 4.2 - Understand and articulate social work and other relevant theories and concepts 4.3 - Understand the role of research and evaluation in obtaining and generating new knowledge for practice 4.4 - Understand and articulate how and when theories, knowledge bases and knowledge sources inform practice 5 - Applying knowledge to practice 5.1 - Assess and analyse needs to inform practice 5.4 - Apply critical and reflective thinking to practice
3 Developed analysis of organisational systems and processes and societal systems, to identify inequalities	Knowledgeable Engaged	3.2 - Respect and strive to understand and promote the rights of Aboriginal and Torres Strait Islander peoples and their cultures 4 - Knowledge for practice 4.1 - Understand higher level systemic influences on people with respect to area of practice 4.2 - Understand and articulate social work and other relevant theories and concepts 4.3 - Understand the role of research and evaluation in obtaining and generating new knowledge for practice 4.4 - Understand and articulate how and when theories, knowledge bases and knowledge sources inform practice 5 - Applying knowledge to practice 5.1 - Assess and analyse needs to inform practice 8 - Professional development and supervision 8.1 - Actively participate in professional supervision
4 Critically reflect on your own practice and values.	Creative and critical thinker Engaged	1 - Values and ethics 1.1 - Practise in accordance with the AASW Code of Ethics 2 - Professionalism 2.2 - Behave in a professional manner and be accountable for all actions and decisions 5.4 - Apply critical and reflective thinking to practice

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Australian Association of Social Workers
<p>5 Where appropriate apply research knowledge and skills to undertake ethical research and to disseminate findings</p>	<p>Knowledgeable Ethical</p>	<p>4.3 - Understand the role of research and evaluation in obtaining and generating new knowledge for practice 4.4 - Understand and articulate how and when theories, knowledge bases and knowledge sources inform practice 5.1 - Assess and analyse needs to inform practice 5.2 - Work collaboratively 5.3 - Use a range of social work methods and techniques appropriate to the area of practice 5.4 - Apply critical and reflective thinking to practice 7 - Information recording and sharing 7.1 - Record and manage information appropriately 7.2 - Keep and maintain information in accordance with ethical principles and relevant legislation 8 - Professional development and supervision 8.1 - Actively participate in professional supervision 8.3 - Where appropriate, to contribute to the professional development of others</p>

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Australian Association of Social Workers
<p>6 Utilise research in practice to address the needs of individuals, groups and communities, and to further organisational goals and social policy</p>	<p>Engaged Sustainability-focussed</p>	<p>3 - Culturally responsive and inclusive practice 3.1 - Work inclusively and respectfully with cultural difference and diversity 3.2 - Respect and strive to understand and promote the rights of Aboriginal and Torres Strait Islander peoples and their cultures 4 - Knowledge for practice 4.3 - Understand the role of research and evaluation in obtaining and generating new knowledge for practice 4.4 - Understand and articulate how and when theories, knowledge bases and knowledge sources inform practice 5 - Applying knowledge to practice 5.1 - Assess and analyse needs to inform practice 5.2 - Work collaboratively 5.3 - Use a range of social work methods and techniques appropriate to the area of practice 5.4 - Apply critical and reflective thinking to practice 6 - Communication and interpersonal skills 6.1 - Communicate with a diverse range of people 6.2 - Communicate the details and nature of the service offered to people 7 - Information recording and sharing 7.1 - Record and manage information appropriately 7.2 - Keep and maintain information in accordance with ethical principles and relevant legislation 8 - Professional development and supervision 8.1 - Actively participate in professional supervision</p>

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On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Australian Association of Social Workers
<p>7 Engage with individuals, groups and communities in society and apply social work knowledge and skills to enable them to develop their potential and to gain greater control over their lives.</p>	<p>Creative and critical thinker Empowered</p>	<p>3 - Culturally responsive and inclusive practice 3.1 - Work inclusively and respectfully with cultural difference and diversity 3.2 - Respect and strive to understand and promote the rights of Aboriginal and Torres Strait Islander peoples and their cultures 4 - Knowledge for practice 4.1 - Understand higher level systemic influences on people with respect to area of practice 4.2 - Understand and articulate social work and other relevant theories and concepts 4.4 - Understand and articulate how and when theories, knowledge bases and knowledge sources inform practice 5 - Applying knowledge to practice 5.1 - Assess and analyse needs to inform practice 5.2 - Work collaboratively 5.3 - Use a range of social work methods and techniques appropriate to the area of practice 5.4 - Apply critical and reflective thinking to practice 6 - Communication and interpersonal skills 6.1 - Communicate with a diverse range of people 6.2 - Communicate the details and nature of the service offered to people 6.3 - Work with others in a team environment 6.4 - Use information technology to communicate and provide services 7 - Information recording and sharing 8 - Professional development and supervision 8.1 - Actively participate in professional supervision 8.3 - Where appropriate, to contribute to the professional development of others</p>

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On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Australian Association of Social Workers
<p>8 Show respect for and value others with an understanding of and sensitivity towards issues of cultural diversity, gender and disability.</p>	<p>Empowered Ethical</p>	<p>3 - Culturally responsive and inclusive practice 3.1 - Work inclusively and respectfully with cultural difference and diversity 3.2 - Respect and strive to understand and promote the rights of Aboriginal and Torres Strait Islander peoples and their cultures 4 - Knowledge for practice 4.1 - Understand higher level systemic influences on people with respect to area of practice 4.2 - Understand and articulate social work and other relevant theories and concepts 5 - Applying knowledge to practice 5.3 - Use a range of social work methods and techniques appropriate to the area of practice 5.4 - Apply critical and reflective thinking to practice 8 - Professional development and supervision 8.1 - Actively participate in professional supervision 8.2 - Engage in continuing professional development</p>
<p>9 Communicate respectfully with clients, colleagues and community members.</p>	<p>Knowledgeable Ethical</p>	<p>2 - Professionalism 2.2 - Behave in a professional manner and be accountable for all actions and decisions 6 - Communication and interpersonal skills 6.1 - Communicate with a diverse range of people 6.2 - Communicate the details and nature of the service offered to people 6.3 - Work with others in a team environment 6.4 - Use information technology to communicate and provide services 8 - Professional development and supervision 8.1 - Actively participate in professional supervision</p>
<p>10 Use written communication and appropriate technology for completing reports and other documentation as required.</p>	<p>Knowledgeable Creative and critical thinker</p>	<p>7 - Information recording and sharing 7.1 - Record and manage information appropriately 7.2 - Keep and maintain information in accordance with ethical principles and relevant legislation</p>

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Australian Association of Social Workers
<p>11 Use initiative in learning and practice during the fieldwork placement.</p>	<p>Knowledgeable Creative and critical thinker</p>	<p>2 - Professionalism 2.1 - Represent the social work profession with integrity and professionalism 2.2 - Behave in a professional manner and be accountable for all actions and decisions 5 - Applying knowledge to practice 5.2 - Work collaboratively 5.4 - Apply critical and reflective thinking to practice 6.3 - Work with others in a team environment 8 - Professional development and supervision 8.1 - Actively participate in professional supervision 8.2 - Engage in continuing professional development 8.3 - Where appropriate, to contribute to the professional development of others</p>
<p>12 Use all opportunities offered on placement to gain experience working in a human service organisation and develop knowledge of the sector</p>	<p>Knowledgeable Creative and critical thinker</p>	<p>2 - Professionalism 2.1 - Represent the social work profession with integrity and professionalism 2.2 - Behave in a professional manner and be accountable for all actions and decisions 5 - Applying knowledge to practice 5.1 - Assess and analyse needs to inform practice 5.2 - Work collaboratively 5.3 - Use a range of social work methods and techniques appropriate to the area of practice 5.4 - Apply critical and reflective thinking to practice 6 - Communication and interpersonal skills 6.1 - Communicate with a diverse range of people 6.3 - Work with others in a team environment 8 - Professional development and supervision 8.1 - Actively participate in professional supervision 8.2 - Engage in continuing professional development</p>

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Australian Association of Social Workers
13 Apply the values and ethical principles of Social Work according to the Code of Ethics (2010).	Creative and critical thinker Ethical	1 - Values and ethics 1.1 - Practise in accordance with the AASW Code of Ethics 1.2 - Manage ethical dilemmas and issues arising in practice 2 - Professionalism 2.1 - Represent the social work profession with integrity and professionalism 2.2 - Behave in a professional manner and be accountable for all actions and decisions 8 - Professional development and supervision 8.1 - Actively participate in professional supervision
14 Act in a professional manner and show self-respect	Knowledgeable Empowered	2 - Professionalism 2.1 - Represent the social work profession with integrity and professionalism 2.2 - Behave in a professional manner and be accountable for all actions and decisions 8 - Professional development and supervision 8.1 - Actively participate in professional supervision 8.2 - Engage in continuing professional development 8.3 - Where appropriate, to contribute to the professional development of others

5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

SWK301 and enrolled in Program AR362 or AR363

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

SWK400

5.4. Specific assumed prior knowledge and skills (where applicable)

You will have an understanding of your critical social work practice framework

6. How am I going to be assessed?

6.1. Grading Scale

Limited Grading (PNP)

Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

6.2. Details of early feedback on progress

Feedback on process will be delivered at key points in the placement experience. Early feedback on the design of the student learning agreement assessment will be provided in the liaison meeting in the first 3- 4 weeks of placement. Mid placement review, by supervisor and student will provide early feedback on student performance at the mid-way point of placement or 250 hours.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Code of Conduct	Individual	1 online quiz completed prior to pre-placement and commencing placement. Professional conduct assessable over duration of placement.	Refer to Format	SONIA
All	2	Activity Participation	Individual	10 hours, comprising of: 7 hours of pre-placement modules and/or learning tasks, completed prior to commencing field placement. 3 hours of Narrative Integration completed during mid-semester break week.	Refer to Format	To be Negotiated
All	3	Written Piece	Individual	Completed over duration of placement: Learning Plan due week 3. Mid-placement Learning Plan due at 250 hours. Final Learning Plan at end of placement.	Refer to Format	SONIA
All	4	Written Piece	Individual	1000 words	Refer to Format	SONIA

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	5	Placement performance	Individual	A minimum of 500 hours undertaken in a field placement setting.	Refer to Format	SONIA

All - Assessment Task 1: Code of Conduct

GOAL:	To undertake professional practice while on placement in accordance with the professional body's Code of Ethics, together with agency's code of conduct and the student code of conduct at the University of the Sunshine Coast.		
PRODUCT:	Code of Conduct		
FORMAT:	<p>Pre-placement code of conduct:</p> <p>Online quiz must be completed prior to pre-placement seminar. Students must complete mandatory Code of Conduct module before attempting the quiz. Quiz and module will be available on CANVAS.</p> <p>Professional Conduct:</p> <p>Professional conduct is assessed by all stakeholders: the student, external supervisor (where applicable), agency supervisor(s) and USC liaison officer. Professional conduct is formally reviewed at three junctures: Liaison Visit, Midplacement and Final Placement meeting. However, it is assessable throughout the placement and consultations can be called to review incidences/performance at any time.</p> <p>USC placement breakdown procedure will be implemented where appropriate. Please refer to field education manual for placement breakdown process.</p>		
CRITERIA:	No.		Learning Outcome assessed
	1	Behaviour that is in accordance with the professional association's code of ethics	4 13 14
	2	Behaviour that is in accordance with the placement agency code of conduct	4 9 14
	3	Behaviour that is in accordance with the USC Student Code of Conduct	1 4 14

All - Assessment Task 2: Engagement in University-Based Structured Learning

GOAL:	To adequately prepare students to undertake learning and professional development activities in a field placement organisation. To provide structured learning activities focused on integrating theory and practice in accordance with the professional body's practice standards and accreditation requirements.
PRODUCT:	Activity Participation
FORMAT:	<p>Pre-Placement Workshop:</p> <p>Compulsory attendance at and participation in the pre-placement workshop. The workshop includes structured learning activities that prepare students for undertaking field placement learning in a social work / human services professional context. Students cannot commence their field placements until the pre-placement workshop requirements are completed.</p> <p>Integration Workshop:</p> <p>Compulsory attendance at and active participation in the mid-semester integration workshop. The workshop includes structured learning activities designed to integrate theory and knowledge with practice whilst developing students' reflective practice skills.</p>

CRITERIA:	No.	Learning Outcome assessed
	1	Critical reflection on placement experience. 1 4 13
	2	Transfer, adapt and apply knowledge and skills in diverse contexts. 8 9
	3	Demonstrate an understanding of the organisational context of practice and the application and reflection of theory and frameworks within the placement context. 1 2 4 13

All - Assessment Task 3: Learning Plan

GOAL:	To assess student's performance on placement. The learning goals in the plan need to focus on the domains specified in assessment template.
PRODUCT:	Written Piece
FORMAT:	<p>Learning Plan:</p> <p>The Learning Plan formalises the placement process and the goals and aims to be achieved. This document is uploaded in SONIA, and discussed in a meeting with student, supervisor(s) and liaison officer.</p> <p>Mid-placement:</p> <p>The student and their supervisor(s) jointly review the placement thus far, and determine progress, strengths, and areas for development. Areas of concern can be identified and plans to address them implemented. This document is uploaded in SONIA.</p> <p>Final Learning Plan:</p> <p>The student and their supervisor(s) evaluate the student's overall performance on placement. This document is uploaded in SONIA, and discussed in a meeting with student, supervisor(s) and liaison officer.</p>

CRITERIA:	No.	Learning Outcome assessed
	1	Demonstrate, at the level of graduate competency, the ability to apply and articulate the knowledge and skills required for ethical social work practice. 1 2 4 8
	2	Demonstrate, at the level of graduate competency, the application and articulation of professionalism in practice. 9 13 14
	3	Demonstrate, at the level of graduate competency, the understanding and application of knowledge and skills to ensure cultural responsive and inclusive practice. 1 4 8 13 14
	4	Demonstrate, at the level of graduate competence, a knowledge of social theory and its application to practice. 3 5 6
	5	Demonstrate, at the level of graduate competence, the application of theory and methods in practice. 1 2 4 7 11
	6	Demonstrate, at the level of graduate competence, professional communication and interpersonal skills 1 4 7 8 9
	7	Demonstrate, at the level of graduate competence, the skills and commitment to information recording and sharing that align to professional and organisational standards and produces. 4 9 10
	8	Demonstrate, at the level of graduate competence, a commitment to professional development and supervision. 12 13 14

All - Assessment Task 4: Key Selection Criteria

GOAL:	Develop a response to selection criteria for an employment opportunity in the human services sector.	
PRODUCT:	Written Piece	
FORMAT:	<p>A selection criteria for an employment application. The selection criteria can be used to showcase your practice to date in a way that speaks to the position you are applying for.</p> <p>For this assessment piece you can either;</p> <ul style="list-style-type: none"> - Choose your own selection criteria off web pages such as seek, or other job search sites. - Choose one from your agency, either a current position advertised, or one previously advertised. - Choose one from an organisation you really want to work for. <p>Note: It needs to be a job that lists key selection criteria.</p> <p>The selection criteria response should evidence the skills, knowledge and theory influencing your professional practice framework and use practical examples from placement as evidence.</p> <p>This assessment piece must be submitted to SONIA prior to students completing the 500 hours of placement in the field placement organisation.</p>	
CRITERIA:	No.	Learning Outcome assessed
	1	Provide relevant, detailed examples of your professional practice. 1 4 12
	2	Structured and presented as a key selection criteria 8 10 11 13
	3	Use of professional language, correct grammar, punctuation, spelling and clear quality of expression 10 12 14

All - Assessment Task 5: Placement-Based Evaluation and Record of Attendance

GOAL:	To undertake 500 hours of professional field practice in a social work/human services context and in accordance with the practice standards of the AASW.	
PRODUCT:	Placement performance	
FORMAT:	<p>Record of Attendance:</p> <p>Students must keep a record of their attendance at field placement, using an Hours Verification Sheet available on SONIA. This is to be regularly signed off by the nominated placement field educator or a suitable delegate. A minimum 500 hours of field placement must be completed. Students must submit their record of attendance to Sonia, at the conclusion of placement.</p> <p>Placement-Based Evaluation:</p> <p>A mid-placement report is completed by both the student and field educator/s at the half-way point of placement. The mid-placement report is contained within the Student Learning Plan document. This evaluation is formative, as it provides feedback and clarifies how the student is progressing at the halfway point of placement, in relation to the relevant professional practice standards, individual learning goals and agency specific work and tasks. The Learning Plan with completed mid-evaluation document is submitted to Sonia after 250 hours of placement.</p> <p>A final-placement report is completed by both the student and field educator/s at the conclusion of placement. The final-placement report is contained within the Student Learning Plan document along with the mid-placement report. Students self-reflect on their strengths and achievements during placement as well as areas for future learning. Field Educators also provide specific feedback on the student's practice and learning across the entire placement. Students are evaluated against specific areas of professional practice and are required to reach a competent standard for each of these 8 practice areas, which include:</p> <ul style="list-style-type: none"> • Value and Ethics • Professionalism • Cultural responsive and inclusive practice • Knowledge of practice • Applying knowledge to practice • Communication and interpersonal skills • Information recording and sharing • Professional development and supervision 	
CRITERIA:	No.	Learning Outcome assessed
	1	Completion of the required 500 hours 10 14
	2	Demonstration of a collaborative approach with your supervisor(s) regarding the development of the learning agreement 9 14

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

8.2. Specific requirements

Please note that some placements require criminal history checks and Hep B vaccinations. It is important to discuss this with the field education coordinator at the pre-placement interviews.

9. How are risks managed in this course?

Risk assessments have been performed for all field activities and low to moderate levels of health and safety risk exists. Moderate risks may include working in an Australian bush setting, working with people, working outside normal office hours for example. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

10.2. Assessment: Additional Requirements

This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of the USC.

In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

10.3. Assessment: Submission penalties

You must contact your Course Coordinator and provide the required documentation if you require an extension or alternate assessment.

10.4. SafeUSC

USC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUSC team by phone [07 5456 3864](tel:0754563864) or email safe@usc.edu.au.

The SafeUSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email studentwellbeing@usc.edu.au.

10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.9. Student Charter

USC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

10.10. General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au