



SCHOOL OF MEDIA ARTS

SOMA 3351

PHOTOMEDIA 5A

SEMESTER 2
2009

CONTENTS

	Page
Course staff	3
Course information	3
Assessment	4
Computing requirements	6
Safety information	6
Academic honesty and plagiarism	7
Course schedule	8
Resources for students	11
Continual evaluation & development	12
Administrative matters	12

COURSE STAFF

Course Coordinator	Debra Phillips
Room	CB02
Phone	9385 0762
Email	da.phillips@unsw.edu.au
Consultation times	Tuesday 10.00 – 12.00 noon

COURSE INFORMATION

Units of Credit: 6

Teaching Times and Locations:

Wednesday 9.00 – 12.00 noon CB11

Wednesday 1.00 – 4.00 pm CB11

Contact hours per week: 3

*Please note that the expectation of time in this course is more than contact hours. The University has expectations of a total load of 25 – 30 hours per unit of credit. This means that you should spend no less than 8 – 9 hours per week on average on class work in addition to your timetabled hours.

Parallel Teaching: None

Course Aims:

This final Photomedia course provides the opportunity for students to develop and present a cohesive body of photographic or related media work that reflects an accumulation and synthesis of refined skills and mature knowledge acquired over the past two and a half years.

In this course students will focus on the production, resolution and presentation of a substantial body of work that represents a culmination of intensive studio research and study within the area of Photomedia. The investigation parameters will be proposed by the student and undertaken with lecturer supervision. Students will be required to submit a written proposal, which will then form the basis of a learning agreement that clearly outlines the content and semester schedule of the proposed study. Students will concentrate on the professional resolution of projects initiated in Photomedia 4A.

It is expected that students will refine their *production skills* to the highest standard appropriate to the concerns of their work and that the final work will evidence a synthesis of research, analysis and critical awareness appropriate to this level of study. This process will require a significant knowledge of the critical discourse surrounding contemporary photographic and fine arts practice.

Health and safety issues across both analogue and digital environments are addressed and applied as appropriate to the course work activities at this level.

- Student learning outcomes: On completion of *Photomedia 5A* students should exhibit awareness, knowledge and understanding of:
- how to take responsibility for self-motivation in the realisation and resolution of a final body of work
 - how to professionally and confidently approach and undertake a schedule for the completion of work (e.g. for exhibition purposes)
 - the critical discourse and debate surrounding contemporary photographic and fine arts practice
 - how to self-critique work for the development of ideas and future practice outside of the institution
 - how to independently advance, refine and consolidate technical skills as appropriate to the work undertaken and how to present work appropriately (e.g. mounting, framing and installation of works)
 - the commitment required to synthesise conceptual and technical concerns for public presentation

Teaching Strategies: Teaching comprises lectures, demonstrations, workshops, tutorials and group critiques. Students are expected to maintain a visual diary of their process and related influences that provides continuity to their work and experience.

ASSESSMENT

The course will be assessed as follows:

- Project 1 = 10%
- Project 2 = 40%
- Project 3 = 10%
- Project 4 = 40%

Assessment Criteria

Each project is described below. Make sure you read this document thoroughly; a common cause of students failing or not gaining high marks is often that they have failed to read the brief. Usually you will be assessed on the following:

- **Satisfaction of requirements** As per project descriptions
- **Level of commitment and motivation** The level of application to set tasks, the ability to persevere, the level of involvement and degree of participation in lectures, seminars, workshops and discussions, and the level of professionalism.
- **Recognition of individual responsibility** The ability to be self-directed in determining objectives and appropriateness of resources.
- **Evidence of critical process** The willingness to instigate research and to analyse information. The ability to synthesise research and experience in creative expression. The ability for self-critical analysis in the evaluation of progress. The ability to articulate your intention and to discuss your objectives in relation to contemporary visual arts practice.
- **Technical skill appropriate to the work undertaken** The appropriate choice and use of your chosen media

DESCRIPTION OF ASSESSMENT TASKS:

PROJECT 1: Artist Statement (due Week 2: 29 July)	10%
PROJECT 2: Mid-semester review of proposal work (due Week 8: 16 September)	40%
PROJECT 3: Photomedia DVD contribution (due Week 13: 21 October)	10%
PROJECT 4: Assessment (Wednesday 28 October)	40%

PROJECT 1: ARTIST STATEMENT

Artist Statement

Jim Allen
News & Poetry for Chainsaws

ARTSPACE

3 July - 1 August 2009

In his 'A Simple Text about Jim Allen's Anger' Leonhard Emmerling succinctly describes the background and the basis on which this work was conceived. In considering the formal presentation of these concerns I have taken into account the ennui that comes with habit tinged with cynicism and disbelief which in turn questions the foundations of our daily cultural discourse. Some form of manic behaviour as lief motif or signifier such as dysfunctional, obsessive and compulsive behaviour seemed appropriate, as a means to structure and present the work.

This neurotic pattern of activity is boring in effect, and repetition renders it a meaningless exercise. As in real life there is no conclusion. The only constant is that the show goes on and we extract what we can from the experience.

An artist statement usually comprises a short paragraph of text (100 – 400 words) that is used for various informative or promotional purposes e.g. for reproduction in an exhibition catalogue or brochure, or as a media release sent out to inform an audience about or to promote an exhibition. An artist statement may also be used as a museum wall text to accompany individual works in an exhibition. Undertake your own research into the different ways artists write about their work for artist statements (online have a look at artist websites or, in the COFA library have a look at catalogues of solo or group exhibitions, etc). Experiment with your own style of writing and submit to your 5A Lecturer in Week 2 a 250 word Artist Statement about your work for *COFA Annual 2009*.

PROJECT 2: MID-SEMESTER REVIEW OF PROPOSAL WORK

You are expected to demonstrate evidence of the *resolution* of your ideas and techniques towards the final production of work for the graduating exhibition—*COFA Annual 2009*. Install and present your work for the mid-semester review with consideration of the most appropriate presentation that enhances the aims of your work. **Check your email or see notice board for schedule.**

PROJECT 3: PHOTOMEDIA DVD CONTRIBUTION

Please go to the SOMA3351 PHOTOMEDIA 5A Drop Box on the Classwork Server. Please create a folder using your name (e.g. MARCEL DUCHAMP) containing the following digital files:

- RESUMÉ one page maximum
- IMAGE FILES 5 jpeg images up to 10 cm x 10 cm at max 300dpi and / or
- VIDEO WORKS QuickTime files (1 minute duration please)

Please also label your files with your name and its contents.

E.g. marcelduchamp_resumé
marcelduchamp_images
marcelduchamp_video

PROJECT 4: ASSESSMENT

You are required to present your *FINAL* outcomes for the semester on **Wednesday 28 October**. Both 5A and 5B Lecturers will undertake Assessment which will take the form of short individual interviews. Install and present your work for the end-of-semester review with consideration of the most appropriate presentation that enhances the aims of your work. **Check your email or see notice board for schedule.**

INDIVIDUAL TUTORIAL NOTE:

It is essential that you prepare well for your tutorial appointments so that the time with your lecturer is spent productively and that you receive the feedback you require to progress your project work. It is not satisfactory to turn up for tutorials with no material evidence (photographs, digital files [stills or moving image], sketches books, etc) of artwork in progress or no evidence of substantial progress since your last consultation.

Remember to take note of your tutorial appointment times, which will be either emailed to you or specified on the notice board (sign-up sheets). A replacement appointment cannot be guaranteed if you miss your allocated time slot.

ATTENDANCE:

*You are required to attend class each week. Please make you are marked off on the attendance record every week. **Note: you must work on campus during class time.***

COMPUTING REQUIREMENTS

Facilities as per Computing Services Unit

SAFETY INFORMATION

You have a responsibility to not do anything that risks the safety or health of your fellow students and also staff.

This will involve informing your lecturer of any safety risks you become aware of, and also following the directions of staff in relation to such issues as equipment usage, and safety equipment and clothing.

You are responsible for:

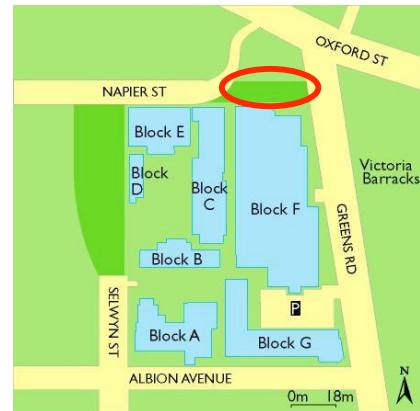
- adhering to UNSW and COFA OHS policies and procedures,
- following instructions on safe work methods,
- promptly reporting hazards or accidents
- ensuring your conduct does not endanger others.

Emergencies and evacuation

In case of emergency you should follow the instructions on the emergency procedures displays, which are located on each level.

The emergency phone number is 9385-6666 (not 000).

During evacuations always follow the directions given by fire wardens and proceed to the emergency assembly area, which is in front of the campus art store (red oval on diagram).



First aid information

If you are injured or are hurt in any way inform your supervisor. All accidents and incidents must be reported. The names and contact details of first aid officers on campus are displayed on the green and white first aid posters. Security staff are also trained first aid officers.

Electrical safety

Students should ensure that any portable electrical equipment they bring onto the campus (such as laptop computer power supplies) are tested and tagged. Such equipment will not be able to be used on campus if not tagged. Testing can be done at the Resource Centre.

ACADEMIC HONESTY AND PLAGIARISM

Please refer to: www.lc.unsw.edu.au/plagiarism

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.

Week by week dates **WEDNESDAY**

Week 1:	22 July
Week 2:	29 July
Week 3:	05 August
Week 4:	12 August
Week 5:	19 August
Week 6:	26 August
Week 7:	Research Week
Break:	07 Sept to 11 Sept
Week 8:	16 September
Week 9:	23 September
Week 10:	30 September
Week 11:	07 October
Week 12:	14 October
Week 13:	21 October
	Wednesday 28 October
	Assessment

Course Schedule

Week 1

INTRODUCTION **@ 9.30 AM F106**

Occupational Health & Safety, Lighting Safety and Questionnaire; Course Information; Reviews/Assessments; attendance; self-directed proposals, preparation for tutorials.

Note: Photomedia 5A class times are 2.00 pm – 5.00 pm (3 hours) and you are expected to work on your project outside of class for the same amount of time i.e. 3 hours per week.

PROPOSALS

Discussion of updated proposals for 5A + 5B (**TWO PAGES MAX**)

GRADUATING **EXHIBITION**

COFA Annual Exhibition preparation 9 – 20 November
COFA Annual Exhibition 23 – 29 November
COFA campus move out from 30 November

Photomedia catalogue—past examples and discussion for 2009 version / fundraising / production

PHOTOMEDIA **STUDENTS PAST** **GRADUATING WORKS**

1.30 pm: viewing of Photomedia students Graduating Exhibition works

EXHIBITIONS **FYI**

- **Museum of Contemporary Art** 140 George Street The Rocks NSW 2000 tel: 9245 2400 <http://www.mca.com.au> *Ricky Maynard: Portrait of a Distant Land* until 23 August
- **Australian Centre for Photography** 257 Oxford Street Paddington NSW 2021 tel: 9332 1455 www.acp.org.au *Edward Burtynsky: Australian Minescapes; Christopher Ireland: Breathe; Francesca Rosa: Interior Disaster* until 22 August
- **Art Gallery of New South Wales** Art Gallery Road The Domain NSW 2000 tel: 9225 1700 <http://www.artgallery.nsw.gov.au> *Et al: maintenance of social solidarity* until 13 September
- **roslynxley9** 8 Soudan Lane (off Hampden Street) Paddington NSW 2021 tel: 9331 1919 www.roslynxley9.com.au *Tracey Moffatt: Mother* 23 July–15 August
- **Stills Gallery** 36 Gosbell Street Paddington NSW 2021 tel: 9331 7775 www.stillsgallery.com.au *Ricky Maynard + Anne Ferran* 15 July–15 August
- **BREENSPACE** 289 Young Street Waterloo NSW 2017 tel: 9690 0555 www.breenspace.com *Gary Carsley* 31 July–22 August
Debra Phillips 1–31 October

Week 2

ARTIST STATEMENT DUE PROJECT 1: ARTIST STATEMENT

GROUP TUTORIALS GROUPS 1, 2, 3 + 4
Please bring your completed Artist Statement to present to your GROUP TUTORIAL
9.00 am – 12.00 noon + 1.00 pm – 4.00 pm
(Check your email or see notice board for Group Tutorial schedule)
This week you are also required to work on your proposal work. Please bring everything you need (exposed film to develop, negatives to print, digital files etc) to continue your proposal work unsupervised. You must work on campus during class time.

Week 3

GROUP TUTORIALS GROUPS 5, 6, 7 + 8
Please bring your completed Artist Statement to present to your GROUP TUTORIAL

9.00 am – 12.00 noon + 1.00 pm – 4.00 pm
(Check your email or see notice board for Group Tutorial schedule)
This week you are also required to work on your proposal work. Please bring everything you need (exposed film to develop, negatives to print, digital files etc) to continue your proposal work unsupervised. You must work on campus during class time.

Week 4

INDUSTRY VISITS AM + PM **10.00 am THE LAB 10 Danks Street Waterloo tel: 9319 6335**
View mounting and framing alternatives, discuss production costs and timelines.

DANKS STREET ARTS COMPLEX

3.00 pm GRAPHIC ART MOUNT 9 May Street St Peters NSW 2044 tel: 9550 4232
View commercial lab operation, discuss production costs and timelines.

Week 5

INDIVIDUAL TUTORIALS IN DEBRA'S OFFICE **9.00 am – 12.00 noon + 1.00 pm – 4.00 pm**
(Check your email or see notice board for schedule)
This week you are also required to work on your proposal work. Please bring everything you need (exposed film to develop, negatives to print, digital files etc) to continue your proposal work unsupervised. You must work on campus during class time.

Week 6

INDIVIDUAL TUTORIALS IN DEBRA'S OFFICE **9.00 am – 12.00 noon + 1.00 pm – 4.00 pm**
(Check your email or see notice board for schedule)
This week you are also required to work on your proposal work. Please bring everything you need (exposed film to develop, negatives to print, digital files etc) to continue your proposal work unsupervised. You must work on campus during class time.

Week 7 **RESEARCH WEEK**
NO LECTURES: STUDENTS TO ATTEND RESEARCH SEMINARS AS PER NOTICE BOARD AND TO WORK INDEPENDENTLY ON PROJECTS

MID-SEMESTER BREAK: 07 – 11 SEPTEMBER

Week 8
**ALL DAY
5A + 5B COMBINED
MID-SEMESTER
REVIEW** **PROJECT 2: MID-SEMESTER REVIEW**
Combined Review of proposal work with Debra + Lynne
(Check your email or see notice board for schedule)

Week 9 **WARNING LETTERS**
**ALL DAY
5A + 5B COMBINED
MID-SEMESTER
REVIEW** **PROJECT 2: MID-SEMESTER REVIEW**
Combined Review of proposal work with Debra + Lynne
(Check your email or see notice board for schedule)

Week 10
STUDIO WORKDAY **DEBRA AWAY**
This week you are required to work on your proposal work. Please bring everything you need (exposed film to develop, negatives to print, digital files etc) to continue your proposal work unsupervised. You must work on campus during class time.
DEBR'S EXHIBITION OPENING THURSDAY 1 OCTOBER 6.00 – 8.00 PM
BREENSPACE 289 Young Street Waterloo NSW 2017 tel: 9690 0555 www.breenspace.com
Debra Phillips 1–31 October

Week 11
TUTORIALS Sign up for tutorials as per individual need

Week 12
COFA ANNUAL 10.00–12 noon: meeting to discuss *COFA Annual*
GALLERY VISIT 2.00–4.00 pm: *Gallery Barry Keldoulis and BREENSPACE*

Week 13

CLASSWORK SERVER

PROJECT 3: PHOTOMEDIA DVD CONTRIBUTION DUE

Studio workday: last minute trouble-shooting

Wednesday 28 Oct

INTERVIEW &
ASSESSMENT

PROJECT 4: ASSESSMENT

ALL DAY INDIVIDUAL INTERVIEWS WITH DEBRA + LYNNE

(Check your email or see notice board for schedule)

RESOURCES FOR STUDENTS

Recommended Texts/References:

Contemporary Art Practice

- Broucher, Kerry (Ed.), *Jeff Wall*, Museum of Contemporary Art and Scalo Verlag, Los Angeles and Zurich, 1997
- Crombie, Isobel and Susan Van Wyk, *Second Sight: Australian Photography in the National Gallery of Victoria*, National Gallery of Victoria, Melbourne, 2002
- Dexter, Emma and Weski, Thomas (Eds.), *Cruel and tender: the real in the twentieth-century photograph*, Tate Gallery, London, 2003
- Ferguson, Russell et al., *Gillian Wearing*, Phaidon, London, 1999
- French, Blair and Palmer, Daniel, *Twelve Australian Photo Artists*, Piper Press, Sydney, 2009
- Liesbrock, Heinz and Weski, Thomas, *How you look at it: photography of the 20th century*, Thames & Hudson, London, 2000
- Perkins, Hetti and Jones, Jonathan (Eds.), *Half Light: Portraits from Black Australia*, Art Gallery of New South Wales, Sydney, 2008
- Strongman, Lara, *Contemporary New Zealand Photographers*, Mountain View Publishers, Auckland, 2005
- Vischer, Theodora and Naef, Heidi (Eds.), *Jeff Wall: Catalogue Raisonné 1978–2004*, Steidl, Göttingen, 2005

Contemporary Photographic Theory

- Bright, Deborah (Ed.), *The Passionate Camera: Photography and Bodies of Desire*, Routledge, New York and London, 1998
- Brittain, David (Ed.), *Creative Camera: Thirty years of writing*, Manchester University Press, Manchester and New York, 1999
- Cadava, Eduardo, *Words of Light: Theses on the Photography of History*, Princeton University Press, 1997
- Flusser, Vilém, *Towards a Philosophy of Photography*, Reaktion Books, London, 2000
- French, Blair, *Out of Time: Essays between Photography + Art*, The Contemporary Art Centre of South Australia Inc, Adelaide, 2006
- Fried, Michael, *Why Photography Matters As Art As Never Before*, Yale University Press, New Haven and London, 2008
- Koop, Stuart (Ed.), *Post: Photography Post Photography*, Centre for Contemporary Photography, Melbourne, 1995
- Lister, Martin (Ed.), *The Photographic Image in Digital Culture*, Routledge New York and London, 1995
- Roberts, John, *The Art of Interruption: Realism, photography and the everyday*, Manchester University Press, Manchester, 1998
- Roodenburg Linda (Ed.), *Photowork(s) in progress: constructing identity*, Snoeck-Ducaju & Zoom, Rotterdam, 1997
- Sontag, Susan, *Regarding the pain of others*, Farrar, Straus and Giroux, New York, 2003
- Squiers, Carol (Ed.), *The Critical Image*, 2nd edition, Bay Press, Seattle, 1999
- Wells, Liz. (Ed.), *Photography: A Critical Introduction*, Routledge, New York and London, 1997

Wombell, Paul (Ed.), *Photovideo: Photography in the age of the computer*, Rivers Oram Press, London, 1991
Woodall, Joanna (Ed.), *Portraiture: Facing the Subject*, Manchester University Press, Manchester and New York, 1997

Light reading

Thornton, Sarah, *Seven Days in the Art World*, Granta Books, London, 2008

Websites

<http://www.ctheory.com>
<http://www.octobermagazine.com/october.html>
<http://www.zonezero.com/>
<http://www.e-flux.com/>
<http://www.informaworld.com/smpp/title~content=g902555472~db=all>
Photographies, Volume 1 Issue 2 2008

Journals

Art & Australia
Art Monthly (Australia & UK)
Aperture
Artforum
Broadsheet
Cabinet
Contemporary
Eyeline
Flash Art
Frieze
Parachute
Parkett
Photofile

Bookshops

Ariel
Berkelouw
Gleebooks

COURSE EVALUATION AND IMPROVEMENT

Periodically student evaluative feedback on the course is gathered, using among other means, UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process. Student feedback is taken seriously, and continual improvements are made to the course based in part on such feedback. Significant changes to the course will be communicated to subsequent cohorts of students taking the course.

ADMINISTRATIVE MATTERS

CONTACTS

- For program advice and assistance, contact the Photomedia Coordinator, Debra Phillips (9385 0762).
- For assistance when other avenues have been unsatisfactory, contact the Head of School, Ross Harley (9385 0758).
- For general inquiries, to contact the School's Grievance Officer or to make appointments to see the Head of School contact the School Executive Assistant, Karen Ryan (9385 0758).
- For administrative inquiries and assistance (relating to enrolment, class lists, timetables etc.), contact the Faculty Student Centre [ground floor 'B' Block] (9385 0684).

COURSE REQUIREMENTS

ATTENDANCE

The minimum attendance requirement is 80% of all classes, including lectures and tutorials. You are liable to fail the course if you miss 3 classes [see remarks on Special Consideration below].

PARTICIPATION

You are required to prepare for, and actively participate in class activities.

COMPLETION OF SET WORK

You must complete all set work. You may fail the subject if you do not submit all set work.

SUBMITTING ASSIGNMENTS

Please submit an Assignment Cover Sheet with all projects. Your Lecturer will write mark brief comments and your mark on the Assignment Cover Sheet. It is your responsibility to pick up your completed Assignment Cover Sheet from your Lecturer.

LATE SUBMISSION

Late work may not be accepted or assessed, or may be penalised: the lecturer may deduct 2 marks per day, up to 7 days. Work that is submitted more than 7 days after the due date may not be accepted for assessment. If you have a good reason for being unable to submit your work on time, it is important that you let your tutor, or lecturer know promptly – and no later than the due date. There are two kinds of provisions made for students who have good reasons for late submission:

1. Extensions

Students who are late with assignments may apply to their lecturer or tutor for an extension. You must apply for an extension before the due date. Extensions may be refused if you do not present documented medical or other evidence of illness or misadventure. An extension is only for a short period, usually no more than a week.

2. Special Consideration

Where a longer period is needed, you should apply for Special Consideration. For details about Special Consideration please go to this site <https://my.unsw.edu.au/student/atoz/SpecialConsideration.html> Please note that the application must be submitted no later than 3 days after the affected assessment is due. Also, where the web page talks about NewSouth Q, you should use the COFA Student Centre, Ground Floor B Block.

Review of results

For details about requesting a review of result see <http://www.student.unsw.edu.au/atoz/atoz-Review.shtml> Please note that the application must be submitted no later than 15 days after the work has been returned. Also, where the web page talks about NewSouth Q, you should use the COFA Student Centre, Ground Floor B Block.

OCCUPATIONAL HEALTH AND SAFETY

Computer usage and ergonomics

Using computers for long periods has the potential to cause overuse injuries. These injuries can be minimised by correct set-up of your workstation. Advice on how to set-up your workstation correctly can be found at <http://www.cofa.unsw.edu.au/units/csu/staffinfo/>

Student OHS responsibilities whilst on campus

Students are responsible for adhering to UNSW and COFA OHS policies and procedures, following instructions on safe work methods, promptly reporting hazards or accidents and ensuring that their conduct does not endanger others. Links to OH&S website information as follows:

<http://www.cofa.unsw.edu.au/schoolsunits/ohs/index.html>

Activities away from campus

For any off campus activities relating to your course work a fieldwork risk assessment must be completed and have your supervisors' sign off. Forms are available from the Campus OHS coordinator or your supervisor.

SOLUTIONS TO PROBLEMS—TROUBLE-SHOOTERS

The Learning Centre

The Learning Centre provides assistance for study-related problems. The COFA Learning Centre is staffed Monday 11am-3pm, Tuesday 10am-2pm, Thursday 12pm-4pm and Friday 11am-5pm. Call in for an

appointment or phone 9385 0739. Check their website at

<http://www.cofa.unsw.edu.au/start/currentstudents/services/default.php?n=141>

Student counsellor

The COFA Counseling Service offers counseling on any problems causing distress or concern. For an appointment, ring 9385 0733. (Appointments: Monday 9am-3pm, Tuesday 9am-5pm, Wednesday 12pm-3pm, Thursday 9am-4pm, Friday 9am-5pm.) Don't wait to contact the service until you need support for an application for Special Consideration: counseling is offered to assist you to resolve the problems that are affecting your work. Check their web site on <http://www.cofa.unsw.edu.au/start/currentstudents/services/>

Fees

If you need to pay fees or HECS it is important to realise that the university will not send you a statement or invoice. You will need to go into the Student Gateway to both get fee statements and to pay online. If you have elected to pay HECS upfront and don't pay on time you will be excluded from all classes and only be able to continue your enrolment for that semester by enrolling as a miscellaneous student, with the higher tuition fees involved.

Advice and instructions to students regarding workplace safety and hazardous substances

Students should be aware of their responsibility to avoid causing injuries to themselves or to others. These injuries could include; eyestrain, hearing damage, back, neck and repetitive strain injury (RSI), burns, chemical poisoning, inhalation damage, lacerations and the like. Students using, or planning to use, unorthodox materials, or materials/processes/performances in a potentially damaging manner in their class, or related work, ARE REQUIRED to complete a Risk Assessment Form. This form must be signed by the lecturer and lodged with the relevant Technical Officer or School Administrative Assistant. Unorthodox materials are considered to be material, solvents, chemicals, paints, electricity etc. not covered by standard practice or tuition within the area. All potentially dangerous materials MUST be used in consultation with the mandatory material safety data sheets (MSDS) available at the point of acquisition of such materials. It is UNSW policy that no bodily parts or fluids are used on any campus for any purpose.

Equity and diversity

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 Student Equity and Diversity Unit (9385 4734 or <http://www.studentequity.unsw.edu.au>). Issues to be discussed may include access to materials, including Library 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.