



SCHOOL OF MEDIA ARTS

SOMA 3616

PROFESSIONAL PRACTICE MEDIA ARTS

SEMESTER 1 2009

PROFESSIONAL PRACTICE MEDIA ARTS 2009

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COURSE STAFF

Course Coordinator:	Senior Lecturer Lynne Roberts-Goodwin (School of Media Arts)
Course Lecturer:	Senior Lecturer Lynne Roberts-Goodwin (School of Media Arts)
Room:	EG02
Email:	l.roberts-goodwin@unsw.edu.au
Communication details:	Consultation via email

COURSE INFORMATION

Units of Credit:	6
Teaching Times and Locations:	Monday 3pm – 5pm
Contact hours per week:	2

*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
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Course Aims:

This course will provide students with a range of strategies, skills that will prepare them for working in a dynamic fluid cultural/arts + entertainment industry.

Professional Practice will equip students with the skills, knowledge and attitudes that will assist them to develop their practice as professionals, whether in employment or self employed. Industry professionals will at times be invited to address students. Topics such as documenting work, copyright, intellectual property, ethics and taxation will be addressed around the core of project management and development.

The student is expected to demonstrate a professional commitment to developing and refining their industry and professional awareness and concerns within the media related domains. They should evidence a dialogue and collaboration with their peers, lecturers and industry in relation to applying knowledge and skills accrued both throughout undergraduate coursework and within the Professional Practice Media Arts Course. This course places the student's progression and work in the context of media and allied industries and practices.

In this course the student will concentrate on the development of a major project which demonstrates a professional innovative approach and critical understanding and refinement of the concepts, standards, procedures, methodologies and contexts central to their area or industry specialisation.

Student learning outcomes: On completion of *Professional Practice Media Arts* students should exhibit awareness, knowledge and understanding of:

- ethical responsibilities, social impact and cultural consequences of media and related industry practices
- the ability to identify, situate and develop a language for dialogue and discourse within digital media industry and culture related/art & entertainment industries
- the purposes and consequences of their education and experience at University
- the acceptance by students of professional and ethical action and social responsibility of graduates

- the acquired a high level of knowledge, application and critical awareness of industry needs and standards.
- the skills, knowledge and attitudes that will assist them to develop their practice as professionals, whether in employment or self-supporting practice
- the preparation for long-term professional careers within the media arts and cultural industries.
- the awareness of issues of Project Management with critical insight into timeline/schedules, communication methodology, client/industry liaison, coordination, collaboration, team formation, and professional organisation of projects or initiatives.

Teaching Strategies:

Teaching comprises mass lectures and industry guest lectures. Two projects are set that encourage development of both skill proficiency and creative ideas. Students are directed towards an analysis and critical awareness of current professional practice and are expected to maintain lecture note taking and related relevant influences that provides continuity to their work and experience.

ASSESSMENT:

The course will be assessed as follows:

To qualify for a passing grade all students must complete all submissions by due date and time. Where absences in excess of three (3) classes occur, students may be given a fail grade. Students must be punctual and participate in all course activities. The student should be expected to show evidence of the achievement of the course's objectives.

One formal evaluation of Satisfactory, or Unsatisfactory will be made mid-session and students will be informed if an Unsatisfactory level has recorded by Course Coordinator Lynne Roberts-Goodwin.

The course will be assessed as follows:

- | | | |
|---|----------------|------------|
| • Submission PROJECT 1 (Part A + Part B) @ 5pm | Week 6 | 50% |
| • Submission PROJECT 2 @ 5pm | Week 12 | 50% |

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 and Professional Practice 2008 Course 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 where applicable.
- **Recognition of individual responsibility** The ability to be self-directed in determining objectives and appropriateness of resources, research and completion of projects.
- **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.
- **Technical skill appropriate to the work undertaken** The appropriate choice and use of your chosen media.

PROJECT 1

Part A 20%

e-Résumé e-Business Card e-letterhead e-bionote**PROJECT 1**

Part B 30%

Project Proposal Brief**PROJECT 2 50%****DETAILED PROJECT PROPOSAL SUBMISSION****PROJECT 1****PART A – DUE WEEK 6 – Monday 20th April****20%****e-Résumé e-Business Card e-letterhead e-bionote**

Submit and design an e-résumé (PDF), e-business card (PDF), e-letterhead (PDF) and a 300 word biographical note (RTF WORD FILE). This submission requires attention to detail, clarity of language, INNOVATION, critical page layout, innovative design and use of type and presentation and critical attention to use of overall layout, type style / font sizes.

SOMA3616 DROP BOX (drop folder). ALL WORK IN A FOLDER WITH YOUR FULL NAME AND STUDENT NUMBER MUST BE CLEARLY INDICATED AT THE TOP OF ALL SUBMITTED DOCUMENT IF YOU WISH TO BE ASSESSED AND RECEIVE A MARK.

PART B – DUE WEEK 6 – Monday 20th April**30%****PROJECT PROPOSAL BRIEF**

Conceptualize and develop an innovative professional project brief which incorporates an outline for example: Event/Exhibition/Festival/Commission/Exposition/Wharehouse/Venue/Gameonline,.....your own BDO etc., which will include:-

- Resume, Letterhead, Business card, Biographical note (as per redesigned Project 1)
- Cover Letter
- Cover Page
- Project Title (20 words)
- Project Summary (100 words)
- Project Aims and Background (100)
- Approach/Methodology (how you intend to undertake project/stages + time-line)

SOMA3616 DROP BOX (drop folder). ALL WORK IN A FOLDER WITH YOUR NAME AND STUDENT NUMBER MUST BE CLEARLY INDICATED AT THE TOP OF ALL SUBMITTED DOCUMENT IF YOU WISH TO RECEIVE A MARK.

PROJECT 2 – DUE WEEK 12 – Monday 1st June**50%****DETAILED PROJECT PROPOSAL SUBMISSION**

Detailed outline of project:

- Incorporate:
- Resume, Letterhead, Business card, Biographical note (as per redesigned Project 1)
 - Project Title (20 words max.)
 - Project Summary (100 words max.)..(your rewritten Project Brief from P1 Part B)
 - Project Aims and Background (500+)
 - Project Approach (250 min.)
 - Project Methodology (250 min.)
 - Project Significance and Innovation (100 max)
 - Project Budget and Budget Justification (2 x A4 pages min.)
 - Project References/Bibliography (1 page max)

Consider within Submissions: -

- Résumé + Bio (*redo if necessary Project 1*)
- Aims: Project Title and Project Summary (*abstract or executive summary*)
- Project Management Documentation (*contracts, plans, personnel etc*)
- Maintenance, Installation Details, Transportation etc.
- Project Schedule (*time-line, contingencies, etc.*)
- Budget (*projected income and expenditure*)
- Visualizations/completed works (*DVD, cdrom, interactive, still imagery etc*)
- Media Release/Press Release
- Sponsorship/Marketing/Promotion Strategy
- Distribution/Sale of Work
- Inventory of Work
- Contracts of Agreement (*exhibition, sale-commission, personnel, copyright etc.*)
- Realization of Work (*documentation, publication, net, broadcast, cd etc*)

PLEASE PLACE A PHYSICAL HARD-COPY SUBMISSION OF PROJECT 2 INTO "REAL" WHITE WIRE MESH CONTAINER LOCATED ON BLUE METAL PLAN CABINET OUTSIDE OFFICE G112, G BLOCK, BY 5PM WEEK 13. SUBMISSIONS WILL NOT BE RECEIVED LATE UNLESS 'SPECIAL CONSIDERATION' APPROVED.

ATTENDANCE:

You are required to attend class each week. Please make certain you sign the attendance record every week.

COMPUTING REQUIREMENTS

Lecturer Lecturn/Networked Online Computing and Projector

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).

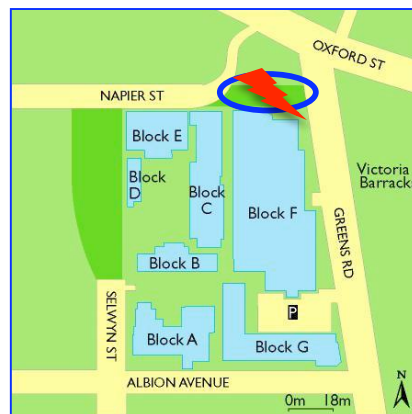
During evacuations always follow the directions given by fire wardens and proceed to the emergency assembly area, which is in front of the campus art store (red oval on diagram).

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

Penalties for academic dishonesty or plagiarism can be severe, and range from reduced marks, through failing the course, to exclusion from the University. Your responsibility is to understand what plagiarism is and take steps to avoid plagiarism in your assignments.

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 work, or knowingly permitting it to be copied. This includes 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.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

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

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

Continual course 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.

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Course Schedule 2009 *Week commencing: -*

Week 1:	09 March
Week 2:	16 March
Week 3:	23 March
Week 4:	30 April
Week 5:	06 April
Break	10th April – 17th April
Week 6:	20 April
Week 7:	27 April
Week 8:	04 May
Week 9:	11 May
Week 10:	18 May
Week 11:	25 May
Week 12:	01 June Final Submission

PROFESSIONAL PRACTICE MEDIA ARTS SCHEDULE

Week 1 – 09.03.09		LECTURE Presentation + Practice / Documentation
INTRODUCTION + Mass Lecture	Overview of Professional Practice Course for Semester 1 - 2009. State of the Arts/Culture Industry and identifying sectors/DISCIPLINES. Introduction to Resume writing, Style + Communication Skills within Culture and Media Industries. Project 1 Part A + Part B and Project 2 discussed	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer – School of Media Arts	
Week 2 – 16.03.09		LECTURE Presentation + Practice / Documentation
Mass Lecture	Style/Communication Skills, Project Proposal Presentation + Writing Project Outlines, Research Methodologies/Approaches + Outcomes	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer – School of Media Arts	
Week 3 – 23.03.09		LECTURE Initiation + Realisation of Projects: Fields/Disciplines
Mass Lecture	Grant Writing/Project Concepts, Submissions, Management, Planning, Budget Creation, Contingencies and Management.	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	
Week 4 – 30.04.09		LECTURE Intellectual Property, Copyright and the Law
Mass Lecture	Legal, Moral and Ethical issues with the Arts and Entertainment Sector.	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	
Guest Speaker	Guest Speaker – Intellectual Property and Copyright	
Week 5 – 06.04.09		LECTURE Individuals, Studios + Collectives
Mass Lecture	Interpersonal Dynamics in shared creative endeavours Production Management + Project Formation	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	
Guest Speaker	Art Director, Digital Production Studio Manager, Photographer.	
BREAK		BREAK (no lecture) 10th April – 17th April 2009
Week 6 – 20.04.09		LECTURE National and International
Mass Lecture	National and International Opportunities Residencies/Exchanges: Combining and facilitating expertise to undertake collaborations/research/experience Grants/Scholarships/Site	
Project 1 Part A + B	Professional Practice PROJECT 1 Part A + Part B Due – SOMA 3616 DROP BOX	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	

Week 7 – 27.04.09		LECTURE PROFESSIONAL PRACTICE – Project Brief, Submission and Project Management
Mass Lecture	Undertaking Professional Expressions of Interest, Initiating Project, Collating research and skill teams. Project Management/Contracts etc.	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	
Guest Speaker	Guest Speaker – Events Manager – Project Manager	
Week 8 – 04.05.09		LECTURE Valuing Skills
Mass Lecture	Boundaries and skill sets of creative career pathways and valuing individual and collective knowledge acquisition, flexibility and diversity.	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	
Guest Lecturer	Guest Speaker – Arts and Entertainment Industry - Establishing skills	
Week 9 – 11.05.09		LECTURE Marketing + Sponsorship
Mass Lecture	Production and Distribution: Markets, Audiences/National/International PROJECT 1 Part A + Part B assessment sheets/marks available	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	
Guest Lecturer	Guest Speaker – Marketing/Sponsorship/Project Development and establishment	
Week 10 – 18.05.09		LECTURE Media and Press
Mass Lecture	Production and Distribution: Markets, Audiences/National/International	
Lecturer	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	
Guest Lecturer	Guest Speaker – Media/ Press/Project Development and establishment	
Week 11 – 25.05.09		LECTURE Taxation / Arts Policy / Financial Assistance
Mass Lecture	Arts-Media Policy / Financial Assistance	
Lecturer + Guest	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	
Guest Lecturer	Lowenstein Sharp + Associates	
Week 12 – 01.06.09		LECTURE Professional Practice: Arts/Industry Professionals
Mass Lecture	Culture / Arts and Entertainment Industry Selected Guests presenting expertise/experience and achievements	
Lecturer + Guest	Lynne Roberts-Goodwin – Senior Lecturer–School of Media Arts	
PROJECT 2 DEADLINE	5PM DEADLINE SUBMISSION OF FINAL PROJECT 2 SUBMISSION DUE – HARCOPY (White wire frame basket G112)	

RESOURCES

PROFESSIONAL PRACTICE REFERENCES & BIBLIOGRAPHY

CTHEORY

<http://www.ctheory.net>

CTHEORY is an international journal of theory, technology, and culture, publishing articles, interviews, event-scenes and reviews of key books. Editors: Arthur and Marilouise Kroker
Articles, interviews, and key book reviews in contemporary discourse are published weekly.
The Australian Film Commission

<http://www.afc.gov.au/>

The Australian Film Commission provides screen cultural and industry support.

Visual Arts Trends

<http://www.visualartstrends.com/Gi/Gi10.html>

VISUAL ARTS TRENDS is a quarterly "state of the industry" report for the creative professional. With offices in New York, USA, and London, UK, Visual Arts Trends is an international publication focusing on graphic design, advertising art direction, photography and illustration. Each quarterly report offers a brief, business-oriented, definitive and timely overview of industry developments that affect aesthetics, pricing, salaries, working conditions and client relations.

Digital Media Research Center – Animation and Video Markets

<http://www.digitalmedianet.com>

Digital Media Online, a leading developer of web-based vertical communities for the digital media market, today announced the results its first Market Spotlights at the Digital Media Net Research Center, covering 3D animation, video editing and video software.

Digital Media Online

<http://www.digitalmedianet.com>

Leading developer of web-based vertical communities for the digital media market.

DIGITAL MEDIA ASSOCIATION

<http://www.digmedia.org/industrynews.cfm>

Online Audio and Video Association

Digital Media Wire

http://www.digitalmediawire.com/dmw_event1.html

Digital Media Wire's panel discussions and networking events bring together professionals from the digital media and entertainment communities to explore emerging industry topics

AJR NewsLink's Digital Feed

http://newslink.org_main_menu

American Journalism Review's weekly articles by new-media experts and original content of special interest to online news providers.

The Alertbox: Current Issues in Web Usability

<http://www.useit.com/alertbox/>

Bi-monthly column by Jakob Nielsen, SunSoft Distinguished Engineer

Atlantic Unbound: Digital Culture

<http://www.theatlantic.com//digicult/dcindex.htm>

Articles by Ralph Lombreglia and others in the online version of that old classic, Atlantic Monthly.

Behind the Wave: Consequences of the Digital Age

<http://spyglass.sjmercury.com/digitalage/>

A special series of articles in the San Jose Mercury News

Brillo Magazine

<http://www.brillomag.net/>

"Extra Abrasive" An excellent collection of articles under the heading "Armed and Dangerous."

CNet Online

Technology updates.

<http://www.cnet.com/>

Digital Media Magazines - Ecoloa Newsstand

<http://www.newsdirectory.com/>

Links to over 20 commercial magazines, like Adobe, CD-ROM Professional, IEEE Multiamedia, Interactive Week, New Media, etc.

Current Cites

<http://sunsite.berkeley.edu/CurrentCites/>

An annotated monthly bibliography of selected articles, books, and electronic documents on information technology edited by Teri Andrews Rinne.

Cybersociology

<http://www.socio.demon.co.uk/magazine/>

"A non-profit multi-disciplinary webzine dedicated to the critical discussion of the internet, cyberspace, cyberculture and life online."

HotWired

<http://hotwired.lycos.com/>

Not just an online version of its parent, *Wired* magazine, HotWired has its own staff and flavor. Many topical sections, almost always provocative content.

IHT Technology Index

<http://www.iht.com/IHT/TECH/index.html>

Top technology stories from the pages of the *International Herald Tribune*. (UK)

Journal of Electronic Publishing

<http://www.press.umich.edu/jep/04-03/index.html>

A quarterly electronic-only publication from the University of Michigan Press that covers all aspects -- both scholarly and experiential -- of the growing field of online publishing.

NewsHub

<http://www.newshub.com/tech/>

Short news items from this list of publications: Yahoo's Tech, Nando InfoTech, Tech Wire, Media Daily, GINA I-Wire, InfoWorld, PC Week, InterActive Week, ZDNET, Computerworld, News.com, Wired, IT Informer, NYTSYN, Online Insider, BrowserWatch, Upside Mag., New Win95, Motley Fool, Inet Stocks, InfoSeek

NewsLinx: Daily Web News

<http://www.newslinx.com/>

Features links to stories culled from the mainstream press, with updates posted throughout the day.

Nicholas Negroponte's Wired Columns

<http://web.media.mit.edu/~nicholas/>

"Nicholas Negroponte is a founder and the director of the Massachusetts Institute of Technology's uniquely innovative Media Laboratory" and author of the book *Being Digital*. This is an archive of his regular articles published in *Wired* Magazine.

Salon 21st

<http://www.salon.com/tech/index.html>

Salon's new weekly digital culture department "Our goal is simple: to bring you the Web's best-written, most insightful and liveliest coverage of the issues, people and ideas at the bustling intersection where digital technology meets world culture."

Web Toolz Magazine

<http://www.webdeveloper.com/>

The resource for webmasters: newz, articlez, toolz, reviewz, linkz.

PUBLICATIONS

- Gerbert, Philipp, *Digital Storm: Fresh Business Strategies from the Electronic Marketplace*.
- Ruggles, Philip K., *Printing Estimating: Digital and Traditional Costing* by
- Yoffie, David B (ed), 1997, *Competing in the Age of Digital Convergence*
- Bringham, Robert. 1996. "The Elements of Typographical Style" (Second Edition). Hartley & Marks.
- Future Image Inc, (Author) *Funding Trends in the Digital Imaging Industry*.
- Horton, William. "The Almost Universal Language: Graphics for International Documents". In *Technical Communication*, 4: 682-693.
- Meggs, Phillip B. 1992. "Type and Image", New York. Van Nostrand Reinhold.
- Hunt, Kevin. 1996. "Establishing a Presence on the World Wide Web: A Rhetorical Approach". *Technical Communication*. 4 376 – 387.
- Nettleton, Gavin. 1992

CONTINUAL COURSE 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 Professional Practice Media Arts Coordinator, Lynne Roberts-Goodwin l.roberts-goodwin@unsw.edu.au
- For assistance when other avenues have been unsatisfactory, contact the Head of School, Professor Ross Harley.

- For general inquiries, to contact the School's Grievance Officer or to make appointments to see the Head of School contact the School Secretary, Duncan Fellows (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 New South 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. Advise 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 web site on <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 involves.

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.

. *"Commissions and Professional Practice"*. Brighton Poly. Media Services.