



SCHOOL OF MEDIA ARTS

SOMA 4047  
SART 4030

# HONOURS PAPER

SEMESTER 1 + 2  
2009



# UNSW

COLLEGE OF FINE ARTS | SCHOOL OF ART, SCHOOL OF MEDIA-ARTS  
BACHELOR OF FINE ARTS | BACHELOR OF DIGITAL MEDIA

*SOMA4047 – Honours Paper*

*SART4030 – Honours Paper*

## 2009 – Course Outline

### General Information

**Course Coordinator** Lynne Roberts-Goodwin  
l.roberts-goodwin@unsw.edu.au

**Lecture:** Thursday, 3pm-5pm, room EG02

### Course Aims - Overview

A paper of approximately 5,000 words (max. 7000) researching a selected subject, or subjects, related to the student's studio practice and interests. Subject to approval, the work undertaken will be initiated by the student.

The BDM and BFA Honours Programme is a full-time year of study and contrasts markedly with the composition and requirements of the preceding undergraduate BFA and BDM. Emphasis is placed upon a **year long project of significant research** with the understanding that students are to be **self-reliant** and wholly committed to their programme of study through two consecutive semesters.

### Course Description

#### Structure and requirements of the course

**Supervision:** Each student has a member of the full-time lecturing staff, usually from the relevant study area, allocated as their supervisor. This is not necessarily the same member of staff for each session. Consultations between staff and students should take place at mutually agreed intervals and it is important to ensure that all appointment times are kept. An average expectation is for one to three group and three individual consultations in each session but this is a guide only and can vary according to individual requirements. It is not possible for students to elect their supervisor.

**BFA Honours Studio Practice only:** One formal class of three hours per week in each study area is held throughout both sessions and includes students who are enrolled in the Master of Art (by Coursework) programme. These classes are normally held on Wednesday from 6-9 pm but can vary from time to time; attendance at this class is a course requirement. It is expected that clear evidence in the form of work in progress characterise all students' presence in the studios, demonstrating self-motivation and independent practice. No assessment mark is given at the end of Session 1 but a Grade of SY (Satisfactory) or UF (Unsatisfactory) with SY interpreted as Credit level (65%) and above, is necessary to proceed to Session 2. At the end of Session 2 the same SY or UF is given before proceeding to exhibition.

**Mid-year review:** The School of Media Arts conducts ongoing assessments and 3 key meetings with students each Semester.

**Honours Paper:** As a further requirement of the course each student must research, write and submit an Honours Paper of approximately 5,000 words (7,000 max.) by the set deadline. In consultation with their supervisor students will select a topic/subject for research that is related to or directly informs their studio practice. At ALL stages throughout the Honours year each student will communicate all Honours Paper writings and conceptual developments of their research to their allocated Academic Supervisor who will give feedback to Honours writing.

## **Semester 1 + 2 2009**

### **Semester 1**

**Week 4** **Initial Research Topic Outline due:** Provide by **WEEK 4** a **two page** (10 point font) *Initial* Topic outline including bibliography.

**Week 10** **Preliminary outline due**, approximately 1,500 words,  
Read by Honours Paper Lecturer and Honours Supervisor and marked by Research Methods class lecturer as SY or UF. Also read by supervisor, feedback given and problems identified. This outline is proposed to form and underpin the central concepts and issues relating to studio practice/theory.

### **Semester 2**

**Week 5** **First Draft of Research Paper due**, feedback in Research Methods class by lecturer.

**Week 11** **FINAL Honours Paper due.**  
*Submit Honours Paper (3 Copies) in hardcopy in Honours Paper Box at front of School of Media Arts Secretary Desk Office, 3<sup>rd</sup> Floor F Block)*  
SPIRAL BOUND ....or as appropriate and as agreed with Supervisor

All Honours Papers read Honours Paper Lecturer and Honours Coordinators.  
Paper read by an Honours Supervisor in School and marked.  
Paper assigned to External Examiner for independent marking.  
Marks collated.

***Overdue Honours Papers will incur a penalty at the rate of two marks per day late to be deducted from the final mark for the paper up to a maximum of seven days, after which it becomes inadmissible.***

Any writing problems and or editorial difficulties should be identified early and remedied by the student.

Correction of poor grammar, spelling and syntax is not the responsibility of readers or assessors.

*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 Sheet. This form must be signed by the lecturer and lodged with the relevant Technical Officer. 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.

**Final Assessment Procedures** All course requirements must have been satisfactorily completed prior to final assessment. **Honours Studio Practice** will be assessed in the context of a presentation of the completed studio research work shown as part of the annual graduating students' exhibitions. Each student's presentation will be assessed by a panel of assessors one of whom will be an external examiner. Each assessor provides a numerical mark from a maximum 100 and these are averaged to constitute a final mark for studio practice, which represents 75% of the total mark.

**Three copies** of the **Honours Paper** should be submitted to the School of Media Art Office in a **completed form, spiral bound, by the date due in WEEK 10 of SESSION 2 having met all previous requirements.**

The paper will be read by two lecturers but not the student's supervisor and where assessment marks differ by a margin greater than 10 a third reader will be used. Each assessor provides a numerical mark from a maximum 100 and these are averaged to constitute a final mark for the Honours Paper, which represents 25% of the total mark. To assist external examiners in their appraisal of a student's studio practice, Honours Papers are sent to them for reading in advance of final assessment. One copy of the Honours Paper will be retained by the School Media Arts, one copy for the School Course Coordinator, the other copy will be lodged in the COFA library.

**External Assessors** The School of Media Arts engage external examiners from Universities in the wider Sydney metropolitan region.

### **SCHOOL OF MEDIA ARTS RESPONSIBILITIES**

**BDM and BFA Honours SOMA Coordinators** Each discipline area has a designated Honours Coordinator as follows:

BDM Honours ( <i>BDM</i> )	Dr. Phillip George, p.george@unsw.edu.au
Time-Based Art ( <i>BFA</i> )	John Hughes j.hughes@unsw.edu.au
Photomedia ( <i>BFA</i> )	Lynne Roberts-Goodwin, l.roberts-goodwin@unsw.edu.au

#### **Head, School of Media Arts**

Dr. Ross Harley, r.harley@unsw.edu.au

**Student email addresses** Honours students are required to access their **UNIVERSITY EMAIL** address regularly for all communications relating to their time on course. Personal email addresses are not recognised for posting official notices. Only under exceptional circumstances will conventional postal services be used to convey information.

**Attendance** All students enrolled in the **Bachelor of Digital Media (Hons) Degree** and **Bachelor of Fine Arts (Hons) Degree** commit to one year of full-time study. Accordingly the expectation is for a responsible attitude towards attendance and an appropriate level of participation in all formal requirements of the course. Attendance sheets are to be signed at both the Research Methods Class and at lectures during the Research Seminar Week if required within the School of Art only. This record of involvement is a proven reflection of a student's overall performance during the year.

**Marks and grades** The following schedule shows numerical and equivalent grades.

85	100	High Distinction	Honours Class 1
75	84	Distinction	Honours Class 2 Level 1
65	74	Credit	Honours Class 2 Level2

For marks below 65 the degree of Honours is not awarded.

Any student experiencing adverse circumstances affecting their progress during the Honours year should advise their supervisor - in confidence - as soon as practicably possible.

## COURSE SCHEDULE SESSION 1 2009

Week 1:	12March
Week 2:	19March
Week 3:	26March
Week 4:	02April
Week 5:	09 April
<i>Break:</i>	<i>10 April-17 April</i>
Week 6:	23April
Week 7:	30April
Week 8:	07 May
Week 9:	14 May
Week 10:	21 May

### SCHEDULE 2009 S 1

<b>Week 1</b>	
<b>Introduction</b>	Session Orientation, Course Outline/Weekly Outline + Statement of Expectations. Tutorials/Assessments, Attendance Sheets.
<b>Lecture</b>	Lecture: Discussion: Paper + Expectations. Defining and Speculating on Research. <b>THE RESEARCH TOPIC</b> • TOPICS: Choices, Definitions and Approaches. • Value of Written Evaluation – What is it I do...? - Defining Fields.

<b>Week 2</b>	
<b>Lecture</b>	<ul style="list-style-type: none"> <li>Defining Research in Context. What is a Critique? What is Analysis?</li> <li>Stylistic Conventions: What is an Introduction? Footnotes, Chapters, Headers, Footers etc.</li> <li>Stylistic Conventions: Phraseology and Grammar</li> <li>Value of Written Evaluation – What is it I do...? - Defining Fields.</li> </ul>

<b>Week 3</b>	
<b>Lecture</b>	<b>Initial Research Topic Outline due:</b> Provide a <b>two page (10 point font) Topic</b> including bibliography Research and Practice.....relationships and exemplars within the fields of Arts and Humanities nationally and Internationally.

<b>Week 4</b>	
<b>Lecture</b>	Research Group Discussions – Overview of Topic Outlines

<b>Week 5</b>	
<b>Lecture</b>	Research Group Discussions – Overview of Topic Outlines

**MID-SESSION BREAK 10 APRIL – 17 APRIL 2009**

### Week 6

<b>Lecture</b>	HONOURS PRESENTATIONS x 4
	1.
	2.
	3.
	4.

### Week 7

<b>Presentation</b>	HONOURS PRESENTATIONS x 4
	4.
	5.
	6.
	7.
	<b>Mid-session Warning Letters.</b>

### Week 8

<b>Presentation</b>	HONOURS PRESENTATIONS x 4
	8.
	9.
	10.
	11.

### Week 9

<b>Presentation</b>	HONOURS PRESENTATIONS x 4
	12.
	13.
	14.
	14

### Week 10-11

<b>Presentation</b>	<b>Preliminary outline due</b> , approximately 1,500 words, <b>Session Overview Lecture – Research and Practice</b>
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## REFERENCES AS ADVISED

## SAFETY INFORMATION

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

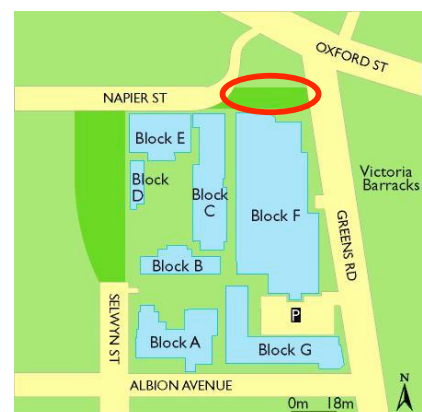
This will involve informing your lecturer of any safety risks you become aware of, and also following the directions of staff in relation to such issues as equipment usage, and safety equipment and clothing.

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.

## **ADMINISTRATIVE MATTERS**

### **CONTACTS**

- For assistance when other avenues have been unsatisfactory, contact the Head of School, Dr. 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, 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 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 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**

Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course convener prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (9385 4734 or [www.equity.unsw.edu.au/disabil.html](http://www.equity.unsw.edu.au/disabil.html)). 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. Information on designing courses and course outlines that take into account the needs of students with disabilities can be found at: [www.secretariat.unsw.edu.au/acboardcom/minutes/coe/disabilityguidelines.pdf](http://www.secretariat.unsw.edu.au/acboardcom/minutes/coe/disabilityguidelines.pdf)