|  |  |
| --- | --- |
|  | **CO 100**  **Introduction to Course Outline Management**  **COURSE OUTLINE** |

1. **SEMESTER/YEAR:** *<<e.g. Semester 1, 2017>>*
2. **MODE OF DELIVERY/LOCATION:** *<<e.g. Blended, Laucala Only>>*
3. **PRE-REQUISITES:** *<<e.g. CO 101>>*
4. **COURSE CO-ORDINATOR:**
5. **TEACHING TEAM**

|  |  |
| --- | --- |
| **Name:**  **Office:**  **Phone:**  **Email:**  **Consultation Hours:** | **Name:**  **Office:**  **Phone**:  **Email***:*  **Consultation Hours:** |

1. **LECTURE TIMES & VENUE**

*(If applicable)*

1. **EMERGENCY CONTACT**

Name:

Phone:

Email:

1. **COURSE DESCRIPTION**

*(As per the Handbook and Calendar entry)*

1. **COURSE LEARNING OUTCOMES**

On successful completion of this course, students should be able to:

1. **USP GRADUATE OUTCOMES**

The USP graduate outcomes are as follows:

1. ***Communication***: Graduates will be able to communicate ideas clearly and persuasively in structured formats using language and other modes of communication that are appropriate for context, audience and specific disciplinary conventions.
2. ***Creativity***: Graduates will extend boundaries of current knowledge in a particular discipline or profession.
3. ***Critical thinking and quantitative reasoning****:* Graduates will be able to evaluate multiple perspectives and arrive at a reasonable independent judgement based on evidence.
4. ***Ethics***: Graduates will demonstrate a commitment to high ethical standards in scholarly, professional and socio-cultural practices.
5. ***Pacific consciousness***: Graduates will recognize the cultural heritage and diversity of Pacific societies for sustainable development in a contemporary environment.
6. ***Professionalism****:* Graduates will demonstrate the ability to carry out tasks to acceptable standards within their profession and occupations.
7. ***Teamwork***: Graduates will work together in a respectful and collaborative manner to complete tasks within teams to achieve an outcome.
8. **COURSE CONTENT**

|  |  |
| --- | --- |
|  | Focus for Each Week |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |
| 13 |  |
| 14 |  |
| 15 |  |
| 16 |  |
| 17 |  |
|  |  |

1. **PRESCRIBED TEXT AND OTHER RESOURCES**

* *(Insert textbook details, if relevant)*

1. **ALIGNMENT OF LEARNING OUTCOMES, ACTIVITIES AND ASSESSMENT**

The following table demonstrates the alignment of the course learning outcomes to appropriate activities and assessments and the links to programme and USP graduate outcomes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Learning Outcome** | **Associated Teaching and Learning Activities** | **Assessment** | **Programme Outcomes** | **USP Graduate Outcomes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **ASSESSMENT**
2. **ASSESSMENT PORTFOLIO**

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE OF ASSESSMENT** | **WEIGHT** | **Comments/Rationale** | **LEARNING OUTCOME** |
| **CONTINUOUS ASSESSMENT - <<e.g. 50% >>** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **FINAL EXAMINATION - <<e.g. 50% >>** | | | |
|  |  |  |  |

1. **PASSING THE UNIT**

In order to be awarded a pass in this unit, students must:

* Achieve an overall mark of at least 50% in the course.
* *<<insert other details>>*

1. **GRADE DISTRIBUTION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A+** | **A** | **B+** | **B** | **C+** | **C** | **D** | **E** |
| 85-100 | 78-84 | 71-77 | 64-70 | 57-63 | 50-56 | **40-49** | **0-39** |

1. **ASSESSMENT POLICIES AND REGULATIONS**

For detailed regulations, please refer to the USP Handbook and Calendar.

**Plagiarism**, copying materials from other sources without proper referencing and acknowledge of the source is a serious offence and will be dealt with severely. In the ***Regulations Governing Academic Misconduct*** section of the USP Handbook & Calendar plagiarism is defined as “the copying of another person’s creative work and using it as one’s own – without explicitly giving credit to the original creator. Work copied without acknowledgement from a book, from another student’s work, from the internet or from any other source”. If lecturer is satisfied that plagiarism has occurred, they will report the matter to the Head of School. They can reduce marks appropriately. If the matter is seen as serious enough it can be taken to the Student Disciplinary Committee by the Head of School.

1. **IMPORTANT DATES**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Week** | **Weighting (%)** |
| *e.g. Test 1* | *8* | *5%* |
| *e.g. Test 2* | *13* | *5%* |

1. **ADDITIONAL COURSE ATTENDANCE**
2. **TUTORIALS**

*(if applicable, insert details)*

1. **LABORATORY SESSIONS**

*(if applicable, insert details)*

1. **ONLINE WORK**

*(if applicable, insert details)*

1. **STUDENT SUPPORT**
2. **ONLINE HELP & e-Learning INFORMATION**

*(if applicable, insert details)*

1. **FACULTY STUDENT LEARNING SUPPORT (SLS) SERVICES**

*(if applicable, insert details)*

1. **EXPECTATIONS OF STUDENTS**
2. **STUDENT RESPONSIBILITIES**

*(if applicable, insert details. An example is shown below.)*

Students are expected to:

* *Spend enough time on Moodle and other activities required in the course*
* *Attend all lectures, workshops, team meetings etc. unless hampered by illness in which case you must inform your course coordinator and team members.*
* *Arrange with the team members to work in their own times on the project.*
* *Maintain proper attire for the laboratory, clothing, shoes etc.*
* *Facilitate the course coordinator with any proof that he/she was sick and unable to attend classes or assessment at the earliest possible time to avoid getting a zero mark for the missed assessment.*

1. **STUDENT WORKLOAD**

|  |  |  |
| --- | --- | --- |
| **TYPE** | **Hours** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |