

# SOCW1001

Introduction to Social Work

Term 2, 2022



## Course Overview

### Staff Contact Details

#### Convenors

Name	Email	Availability	Location	Phone
Frank Darkwa Baffour	<a href="mailto:f.baffour@unsw.edu.au">f.baffour@unsw.edu.au</a>	Thursdays, 10:00 am - 1:00 pm	Morven Brown Building, Room 170	+61293480 867

### School Contact Information

School of Social Sciences

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## Acknowledgement of Country

UNSW Arts, Design and Architecture Kensington and Paddington campuses are built on Aboriginal Lands. We pay our respects to the Bidjigal and Gadigal peoples who are the Custodians of these lands. We acknowledge the Aboriginal and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and pay respect to their unique values, and their continuing and enduring cultures which deepen and enrich the life of our nation and communities.



Image courtesy of the Office of the Pro Vice-Chancellor Indigenous [UNSW's Indigenous strategy](#)

## Course Details

### Units of Credit 6

### Summary of the Course

This course introduces you to the scope and parameters of the social work profession. It provides an overview and rationale for the BSW(Hons) curriculum by presenting on key areas of social work knowledge and practice, including the diversity contexts of social work intervention, the range of theory and knowledge that informs social work practice, and the code of ethics that guides professional intervention. A variety of case studies, social work practice scenarios and practitioner perspectives will be used to illustrate this material. Applied social work field examples will also be used to examine the links between conceptual knowledge and practical application. A range of relevant agencies will be profiled and studied in this course.

### Course Learning Outcomes

1. Explain social work theory and values
2. Outline the diverse range of fields and contexts within which social work intervention may occur
3. Apply knowledge of social work theory and values to a range of social work fields, contexts, methods, and interventions
4. Examine the role of social work theory and values in social work practice

### Teaching Strategies

#### Rationale

This course is included to enable students to develop a knowledge base and skills in critical analysis that can be applied to key areas of concern. This will lay a solid foundation for the development of further social work knowledge and practice skill development. This reflects our position that practice within the Social Work field will require students to be equipped with both knowledge of the sector as well as a critical framework to use in understanding the needs of clients groups, the influence of context on defining their needs and, in the light of that, the roles that social workers might play as a result of this.

#### Teaching Strategies

The teaching is focused around a number of case studies which will be used to explore the range of associated Social Work issues that arise at individual, family, community and societal levels. The case examples will ensure the consideration of ethical dilemmas, and the range of possible social work service responses. The three key issues of diversity, mental health and child wellbeing/protection will be the focus of learning. Specific populations of Forgotten Australians, the Stolen Generation and Asylum Seekers will be used to illustrate these key area areas.

One basic assumption we make in this course is that all students bring background knowledge and life experience to classes, and that it is that knowledge and experience that is already possessed which is the most important ingredient in learning in Introduction to Social Work. Our method of teaching requires active participation in student's own learning, and an active use of what is already known.

The lectures will involve discussion of the theoretical information being studied as well as presentations that are directly related to the practice situations being studied. Some presentations will consist of people who have first-hand practice experience, and this is a valuable opportunity for students to ask their own questions and have general class discussion.

In accordance with UNSW Learning and Teaching Guidelines this course intends to engage students in learning by providing opportunities to engage in the social work context via a visit to an agency of their choice. Students are encouraged to discuss their experiences of Practicum/Volunteer and employed positions in relation to social work/welfare case study scenarios presented throughout the course.



## Assessment

Weeks 1-4 of lectures and tutorials will cover content that is directly relevant to completion of Assessment 1, while weeks 5-10 of lectures and tutorials will cover content that is directly relevant to completion of Assessment 2.

This is why attendance is important and active participation and communication with your convenor and tutor is essential.

General feedback on assessment completion will be provided in the class after you receive your grade and detailed feedback will be provided on your submitted assessment. Please ensure you read all comments and seek help early if you need it. We are here to encourage and support your development as active and reflexive learners.

Assessment task	Weight	Due Date	Course Learning Outcomes Assessed
1. Critical Exercise on topics relevant to the course	40%	29/06/2022 11:59 PM	1
2. Analysis of Context and Practice relevant to the course	60%	09/08/2022 11:59 PM	2, 3, 4

### Assessment 1: Critical Exercise on topics relevant to the course

**Assessment length:** 1500 words, including in-text references

**Submission notes:** Please follow the School referencing guide, consult the rubric, answer all questions asked and format your assignment appropriately.

**Due date:** 29/06/2022 11:59 PM

A 1500-word assignment on topics relevant to the course.

Students are given written feedback within two weeks of submission.

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

#### Additional details

In this assignment you are required to submit four short statements that summarise your current understanding of key elements of learning in your journey to becoming a social worker.

1. Discuss ONE of the definitions of social work provided in this course. Explain how it enhances your understanding of social work as a profession and also explain why there is not just one definition of social work. Cite the source of the definition and any other sources of information you draw upon (400 words).
2. Select and describe ONE theory to INFORM social workers. Define the theory, discuss and cite the main theorists and history of the theory, provide evidence that the theory is relevant for social work and describe debates or critiques about the theory (Refer to Chenowith and McAuliffe, 2019, Chapter 5, and at least one other source). (400 words).

3. Read Walter & Baltra-Ulloa (2019), Chapter 4 in *Our Voices*. Citing this chapter and at least one other peer-reviewed source, outline the history of the social work profession in Australia, what colonisation is and the current impacts of colonisation. Explain what is meant by 'white privilege' and explain at least one thing that can be done to decolonise social work in Australia. (400 words).
4. State the social work agency you will research this term. Make sure you cite the agency's website and any other sources of information you discuss. Describe the field and context of practice and discuss the agency's mission, principles/values, and main services provided. (300 words).

## Assessment 2: Analysis of Context and Practice relevant to the course

**Assessment length:** 2500 words, including references

**Submission notes:** Please follow School referencing guidelines, answer all questions asked, and format appropriately

**Due date:** 09/08/2022 11:59 PM

A 2500-word assignment on a topic relevant to course material.

Students are given written feedback within two weeks of submission.

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

### Additional details

In this assignment, you will apply what you have been learning throughout the term by researching and explaining the work social workers undertake in a social work organisation. You will identify and explain the focus population, field or practice, context of practice, methods of practice, theoretical and ethical aspects of practice. You will apply the knowledge from this course by critically reflecting on the agency in relation to activities undertaken and resources explored during this course. Written feedback and a numerical mark are provided two weeks after the submission due date.

To complete this assessment, follow the instructions below:

1. Please select one organisation in NSW, Australia, in which social workers are employed. This should be the same as for your first assessment. If you change your mind please discuss with your tutor and ensure you provide an appropriate description of the organisation, at a similar level of depth as you did in your first assessment.
2. Read the organisation's website and most recent annual report as well as peer-reviewed literature about the field or context of practice.
3. Next, listen to a podcast, watch a videoclip or meet with a social worker describing and discussing their work in the organisation you are researching, or a very similar one.
4. Provide a 'contextualised analysis of practice' by answering the questions below:
  1. State the *name* of the organisation.
  2. Discuss the *field of practice* in which the organisation functions (300 words).
  3. Using an intersectional lens, describe the *population* with whom the organisation works closely. What are their needs and issues and what produces these needs and issues? (300 words).
  4. Discuss a *theory that informs* social work practice in this organisation (300 words).
  5. Describe a *method of social work practice* utilised in the organisation (300 words).
  6. Discuss *three key skills* social workers will utilise in this organisation (300 words).
  7. Describe a *law* that is relevant to the work of the organisation (300 words).

8. Describe how this organisation addresses at least *one of the core values* of the social work profession (500 words)
9. Explain why you chose this organisation to research (200 words).

Make sure you cite all sources of information.

You will be given time in class to work in small groups on specific aspects of this assessment each week and your tutor will oversee this work, to ensure you are able to investigate and show critical reflection in your analysis of the agency, including identifying the nature of their governance and funding arrangements and the limitations and strengths of the organization, and the role of social work, including the resources available and the way their work reflects the values and standards of the profession.

To complete this assignment, you should spend time researching the organisation in depth.

- Visit the organisation if possible – but remember they are very busy and please always present yourself professionally!
- Explore the organisation's website
- Read a few of the organisation's annual reports
- Collect literature that the organisation gives to clients which may answer some of your questions
- Explore multimedia that the organisation provides which may answer some of your questions
- Think critically about the adequacy of the written information and how it could be differently presented



## Attendance Requirements

In Term 2, SOCW1001 has the following attendance requirements.

**LECTURES:** All lectures for this course are interactive. Attendance on-campus is preferred if it is safe and possible to do so. An online option is also provided so you can participate actively in either format. In addition, the lectures are recorded and can be accessed via the course Moodle page. We suggest you set aside time each week to prepare for and attend the lecture so that you can participate actively. We endeavour to create a respectful and safe environment where you are engaged as a learner and find your knowledge developing over time.

**TUTORIAL ATTENDANCE:** Our tutorials are highly interactive and you are expected to attend all tutorial classes. If you select the on-campus option please attend in person unless absolutely not possible, as this is a strength and a unique component of the degree at UNSW.

Partnerships and collaboration between students and educators are particularly important in social work learning. As well, to maintain our accreditation as a provider of social work education, it is important that each student finds themselves in an environment where they are able to experience all content to a high level of depth and engagement. For this reason, active participation and commitment to attendance is expected of all students.

Compassion and concern for student welfare is what we strive for in our provision of social work education and this is enabled by two-way communication. Communication is especially important when a student is experiencing learning barriers, particularly those which affect class attendance and completion of independent learning tasks.

To ensure that student learning and wellbeing is at the forefront of all decisions made, we encourage all students to communicate any barrier to attendance to your course convenor, lecturer or tutor as soon as possible, so a collaborative plan can be developed to work around these barriers.

If your attendance is affected for a limited period of time, we will refer you to selected alternate tasks we have created to promote your access to vital content in this course. These alternative tasks can also be completed by students whose attendance is exemplary and who wish to extend their learning. We will expect you to take full responsibility and initiative for completing these alternate tasks and to ensure that in completing them you develop a good working knowledge of the content missed.

Our aim is to foster an environment where students feel comfortable coming forward regarding concerns about their learning and attendance. Based on experience, if your attendance drops below a certain level it is unlikely you will have the skills and knowledge to effectively achieve the learning outcomes of this course; which is why we highly encourage active attendance and participation. With effective communication and planning we endeavour to avoid situations where students feel they have not adequately engaged with the course, and therefore strongly encourage students to communicate any concerns as early as possible. We want to again emphasise the importance of collaboration and communication, and acknowledge the unique circumstances students may find themselves experiencing. Please email the course convenor, F. D. Baffour (f.baffour@unsw.ed.au), as soon as possible if COVID-related reasons prohibit on-campus attendance.

## Course Schedule

[View class timetable](#)

## Timetable

Date	Type	Content
O week: 23 May - 27 May	Homework	<p><b>Develop a plan for successful studies</b></p> <p>We want you to feel well supported in your studies. As you prepare for the term, please think about any educational adjustments that will enable you to succeed this year.</p> <p>Please consider registering with the Equitable Learning Services (ELS) and obtaining an Equitable Learning Plan if needed. To do so, go to <a href="https://www.student.unsw.edu.au/els/register">https://www.student.unsw.edu.au/els/register</a></p>
Week 1: 30 May - 3 June	Lecture	<p><b>The professional and values base of social work</b></p> <p>In your first social work lecture, we will welcome you to the degree and inspire you about studying social work. You will begin the work of thinking reflectively and critically about social work as a profession, and discuss some of the big issues social work responds to. You will begin to consider how and where social workers respond to these issues.</p> <p>During this lecture, we will highlight who will be your tutors and who to contact if you are having difficulties in your studies.</p> <p>By the end of this lecture, you will be able to start planning your assignments and your approach to the course.</p>
	Tutorial	<p><b>Introduction to the course, goal setting and definitions of social work</b></p> <p>In your first social work tutorial, you will meet your tutor and other students in your tutorial group and begin to feel part of a learning community.</p> <p>The activities will encourage you to think reflectively and critically about social work as a profession. Our tutorials are highly interactive and you will have the chance to share your perspectives with others, compare and contrast your ideas, and build research skills. By</p>

		<p>the end of this tutorial, you will be able to start writing your first assessment response.</p> <p>Attending your on-campus tutorials in person is preferred but we will follow all guidelines to ensure your safety and inclusion. Please email the course convenor, Maree Higgins (m.higgins@unsw.edu.au), prior to the first tutorial, if COVID-related or other reasons prohibit your attendance in-person.</p>
Week 2: 6 June - 10 June	Lecture	<p><b>Social work theory: An overview</b></p> <p>Social work is a profession that draws thoughtfully on psychological, social, political and other theories. In this lecture, we discuss a range of theories that are useful for social work practice and show how they apply to a case.</p> <p>By the end of this lecture, you will be able to start planning your response to question 2 of the assessment.</p>
	Tutorial	<p><b>Mapping the knowledge base of social work practice</b></p> <p>In this tutorial, you will have the chance to explore the evidence base for theories we use in social work. You will have the chance to develop a description of your chosen theory and undertake activities to answer questions such as why is this theory useful, who is it useful for, and are there any gaps in knowledge?</p> <p>By the end of this tutorial, you will be able to start writing your response to question 2 of your first assessment.</p>
Week 3: 13 June - 17 June	Lecture	<p><b>Social Work Values and Ethics: First Nations ways of knowing, being and doing</b></p> <p>Social work in Australia has been influenced by our colonial history. Today we examine how this has shaped our values and ethics and think beyond this to how Australian First Nations knowledges are influencing practice and why this is important.</p> <p>By the end of this lecture, you will be able to start planning your response to question 3 of the assessment.</p>

	Tutorial	<p><b>Social Work Values and Ethics: Whiteness, Privilege and Decolonising Social Work</b></p> <p>An important lesson you should come away with today is that difference is nothing new. Difference is not dangerous or threatening. And differences of culture, skin colour, language, ways of celebrating, preferred diet, and social arrangements, do not create barriers between people and groups. Yet, these aspects do confer privilege on some and remove privilege from others. In this tutorial we will discuss difference and privilege, and what it means for social workers. Our activities in this tutorial will enable you to explore privilege and support you in completing question 3 of the first assignment.</p>
Week 4: 20 June - 24 June	Lecture	<p><b>Fields and contexts of practice</b></p> <p>The International Federation of Social Workers states that social work intervenes at the points where people interact with their environments. In today's lecture, we will define fields and contexts of practice discuss the wide range of environments in which social workers can be employed.</p> <p>By the end of this lecture, you will be able to start planning your response to question 4 of the assessment.</p>
	Tutorial	<p><b>Examining fields and contexts of social work practice and the sectors in which social workers practice</b></p> <p>When thinking about promoting change, it is important to be critical about what is being done, whose needs are being addressed and why. In this tutorial, you will research and explore an organisation of your choice and critically examine what the organisation says it does.</p> <p>Our activities in this tutorial will support you in completing question 4 of the first assignment.</p> <p>This will conclude your preparation for the first assignment and enable you to complete and submit by Monday 14th March.</p>
Week 5: 27 June - 1 July	Assessment	<p><b>Assessment 1 due Wednesday 29th June on or before 11:59 pm</b></p>

	<p>Please submit the critical exercises by the end of Wednesday 29th June.</p> <p>Are you experiencing difficulties that are preventing you from submitting your assessment on time? If so, please email Maree Higgins (m.higgins@unsw.edu.au) and consider applying for Special consideration at <a href="https://www.student.unsw.edu.au/special-consideration">https://www.student.unsw.edu.au/special-consideration</a></p>
Lecture	<p><b>Social Work Values and Ethics</b></p> <p>Social work ethics come from a range of thinkers and traditions. This lecture will introduce you to some of the main thinkers and traditions you will learn about during your degree and stimulate your interest in how ethics applies in practice.</p> <p>This lecture will enable you to begin preparing for the second assignment.</p>
Tutorial	<p><b>Examining Ethics From a Theory and Practice Lens</b></p> <p>Using activities and case studies, this tutorial will bring together your personal ethics and values (often shaped by family, friends and personal experience), and professional ethics and values.</p> <p>Our activities in this tutorial will stimulate your thinking for the second assignment.</p>
Online Activity	<p><b>Research: Methods of Practice</b></p> <p>Between weeks 5-7 you will have the opportunity to actively explore social work methods of practice, via one or more of the following activities:</p> <ul style="list-style-type: none"> <li>* Listen to one or more of the recommended podcasts where social workers discuss their practice</li> <li>* Listen to one or both of the recorded practice discussions provided</li> <li>* Watch the recommended films/practice videos</li> <li>* Visit an agency and take notes about your experience</li> </ul> <p>Document what you have learnt in a blog of at</p>

		least 100 words, and also comment on at least two other student's blogs. Further details will be provided in Moodle.
	Assessment	Critical Exercise on topics relevant to the course: Please follow the School referencing guide, consult the rubric, answer all questions asked and format your assignment appropriately.
Week 6: 4 July - 8 July	Online Activity	<p>Week 6 is Flexibility Week, a week in which no new content is to be delivered to students. Thus, our normal lectures and tutorials will not run in Week 6.</p> <p>This week, continue to actively explore social work methods of practice, via one or more of the following activities:</p> <ul style="list-style-type: none"> <li>* Listen to one or more of the recommended podcasts where social workers discuss their practice</li> <li>* Listen to one or both of the recorded practice discussions provided</li> <li>* Watch the recommended films/practice videos</li> <li>* Visit an agency and take notes about your experience to support your completion of Assignment 2</li> </ul> <p>Document what you have learnt in a blog of at least 100 words, and also comment on at least two other student's blogs. Further details will be provided in Moodle.</p>
Week 7: 11 July - 15 July	Lecture	<p><b>Social Work and Diversity</b></p> <p>Social Work is 'a profession characterised by diversity'. In the lecture this week we will explore</p> <ul style="list-style-type: none"> <li>• What is diversity and what does it look like in the Australian context?</li> <li>• Why is diversity important in social work?</li> <li>• What is dignity and what does it look like in social work</li> <li>• What is intersectionality and an intersectional lens in social work?</li> </ul>
	Tutorial	<p><b>Social Work and Diversity</b></p> <p>In the tutorials this week the activities will help</p>

		<p>you unpack these theories and ideas relating to diversity and how the AASW Code of Ethics can help us understand dilemmas and ethical issues in practice. Our activities in this tutorial will strengthen your research on the population that you plan to write about and to consider aspects of power, language and dignity that are relevant to completing the second assignment.</p>
Week 8: 18 July - 22 July	Lecture	<p><b>Methods and Skills: Promoting change at the micro and macro level</b></p> <p>Social work practise spans a range of activities including various forms of therapy and counselling, group work, and community work; policy formulation and analysis; and advocacy and political interventions. These are all <b>methods of practice</b>. This lecture will introduce these methods and discuss some key skills used by practitioners. It will also promote your thinking about the <i>micro-macro, personal-political</i> dimensions of practice.</p>
	Tutorial	<p><b>Methods of Practice: Micro and Macro Levels of Change</b></p> <p>Our tutorial activities will support your preparation of Assessment 2 by focusing you on a service, program or initiative conducted by the agency you are researching. By conducting research and discussing with your peers, you will be able to clarify the nature of the method of practice being used, identify where you can find out more, and explore what social work skills are involved in the provision of the service, program or initiative.</p> <p>By the end of this tutorial, your planning for the second assessment will be well on the way!</p>
Week 9: 25 July - 29 July	Lecture	<p><b>Critical, Structural and Radical social work: conceptualising power, oppression and exploitation</b></p> <p>Critical perspectives are important in social work. They revolve around the idea that the way the world happens to be (at this moment, with all its oppressive conditions) is not the way it is meant to be, or could be if we acted (individually or collectively) to make it otherwise. In this lecture, you will examine how critical theory, or a critical</p>



		way of thinking, intersects with real-world practice.
	Tutorial	<p><b>Social Work Intervention - Power, Oppression and Exploitation</b></p> <p>In this tutorial, you will continue exploring why and how critical perspectives are important in social work. In particular, you will explore the connections between legislation and power. You will conduct research on a law that is relevant to the work of the organisation you are going to discuss in your assignment. By the end of this tutorial, you will have done work that enables you to answer almost all of the questions in Assessment 2.</p>
Week 10: 1 August - 5 August	Lecture	<p><b>The Onward Journey</b></p> <p>In the final lecture of the term, you will reflect on everything you have learnt and will have the chance to ask any final questions about the assignment.</p> <p>You will also be introduced to a framework to help you remember and apply what you know and to remain safe and well as you continue with your studies in social work.</p> <p>This is also a chance to provide feedback on the course.</p>
	Tutorial	<p><b>Developing a practice framework, the importance of self-care, continuing to learn and looking to the future</b></p> <p>In the final tutorial of the term, you will complete activities that enable you to reflect on all that you have learnt and also have time to ask any last-minute questions about the assignment before the end of term.</p> <p>You will also have time to celebrate and unwind with your peers!</p>
	Assessment	<p><b>Assessment 2 is due Tuesday 9th August</b></p> <p>Please submit the Analysis of context and practice Assessment by the end of Tuesday 9th August.</p> <p>Are you experiencing difficulties that are</p>

		<p>preventing you from submitting your assessment on time? If so, please email Maree Higgins (m.higgins@unsw.edu.au) and consider applying for Special consideration at <a href="https://www.student.unsw.edu.au/special-consideration">https://www.student.unsw.edu.au/special-consideration</a></p>
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## Resources

### Prescribed Resources

Chenowith, L. & McAuliffe, D. 2020, *The Road to Social Work and Human Service Practice, 6th Ed.* Cengage, South Melbourne (note that the 5th Edition, published in 2017, is also acceptable if you have obtained it second hand)

Baldry, E, Hughes, M, Burnett, L, & Collinson, I, 2011, *Studying for Social Work*, Sage Publications, Los Angeles, London, New Delhi, Singapore, Washington DC.

### Recommended Resources

A range of relevant resources will be available via the Course Moodle Site, including relevant social work texts, journal article links and appropriate podcasts that focus on social work practice

### Course Evaluation and Development

Student feedback is welcome throughout the term. Students may email or phone their tutor and lecturer, and book a time to see the course convenor throughout the working week. In addition, students are also encouraged to complete the MyExperience link when available.

Previous student feedback has been utilised to:

- change the order of content to support completion of the assignments;
- develop new ways of examining content including thought maps, case studies and class activities;
- change the textbook;
- reduce the number of assessment pieces and change Assessments 1 and 2 to highlight the unique knowledge, skills and values of the profession taught in this course;
- introduce theories for social work earlier in the term, explain them better, and link them to the case studies used in class.

## **Submission of Assessment Tasks**

### **Turnitin Submission**

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on [externalteltsupport@unsw.edu.au](mailto:externalteltsupport@unsw.edu.au) . Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

## Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

### UNSW groups plagiarism into the following categories:

**Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.

**Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

**Collusion:** Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

**Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

**Duplication ("self-plagiarism"):** Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

### Correct referencing practices

The [UNSW Academic Skills support](#) offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library has [the ELISE tool](#) available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study. Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

## **Academic Information**

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided.)

For essential student information relating to:

- requests for extension;
- late submissions guidelines;
- review of marks;
- UNSW Health and Safety policies;
- examination procedures;
- special consideration in the event of illness or misadventure;
- student equity and disability;
- and other essential academic information, see

<https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines>

## **Image Credit**

Higgins, Maree (photograph of work by artist Egor Zigura at Sculpture by the Sea 2020)

## **CRICOS**

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