School of Humanities and Languages

ARTS1571 Spanish Introductory B
Semester 2, 2016

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1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Course Convenor and Lecturer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Henar Vicente-Cristobal</td>
</tr>
<tr>
<td><strong>Room</strong></td>
<td>Morven Brown 228</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:h.vicentecristobal@unsw.edu.au">h.vicentecristobal@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

**Consultation Time**

Wednesdays 11.30 to 12.30 or by appointment

**Tutors:** TBA

2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UOC)</th>
<th>6</th>
</tr>
</thead>
</table>
| **Course Description and Aims** | Spanish is the language of over four hundred million people! It is spoken officially in 23 countries and it is the second language of the United States, where there are some 45 million Spanish speakers. Spanish is also one of the four major languages of the European Union alongside English, French and German. 
This course is a continuation of Introductory Spanish A. Based on a communicative and culture-based approach, the aim of this course is to develop your basic speaking, listening, reading and writing skills in the Spanish language. It will also offer basic insights into the culture of the Spanish speaking world.
We are the first and only University in Australia using the innovative *Dicho y hecho en vivo* program which offers you a unique opportunity to work outside of class with a personal, native-speaker language coach located in Spain and Guatemala in a real-time, online learning environment. We hope that this unique personal experience will be truly enjoyable and will motivate you to continue learning Spanish. |

**Students are required to undertake each week:**

- 2 hour Spanish Grammar and Culture Lecture (Mondays). *Please note that these are not traditional lectures (and thus are not recorded); they are interactive classes conducted as a large group tutorial. Please note that lecture theater doors will be closed at 9.05; if you are late you will have to wait until 10 am to enter.*

- 3 hours of language /tutorials in two sessions (1 + 2 hours). Please make sure that you attend your classes under the same tutorial number (no mixing of tutorial times/groups is allowed).

- **Weekly 30 min on-line coaching sessions with your coach overseas.** 8 sessions are compulsory, you can do 12 is you wish. **Starting in week 2:**

  - To progress in your Spanish language acquisition you should dedicate at least 2-4 hours each week to studying.

    - Lectures start in Week 1. Tutorials start in Week 2. **On-line (en vivo) coaching starts in Week 2:** Register (in Weeks 0 and 1) for your weekly on-line language coaching. If you are new to this course and are buying *Dicho y hecho en vivo* book in S2 your registration code is on your live learning/on-line coaching card (inside your *Dicho y hecho* book). Ignore other codes you may find in the book, they...
are for web access to Wiley Plus package which is not used in this course. If you already have a book that you bought in S1, you need to purchase your on-line coaching card in the Uni Bookshop.

- Your live sessions should take place after your lectures and at least one classroom tutorial. Read carefully the rules regarding your registration (your code can be used only once). [http://linguameeting.com](http://linguameeting.com)
- For any technical problems (your code is not working, problems with connection, etc) that have not been answered on the Linguameeting Support page (under Common Tech issues and FAQs) write directly to the Support center. The correct procedure is explained under Support. From your profile page in Linguameeting you can book new/extra sessions and change time of your coaching session.
- Please do not write to your coaches or UNSW tutors or course convener asking for help, or explaining why you could not attend your session. We are not service providers and have no access to Linguameeting site except as markers of your work. You can book an alternative session the same week (reschedule), from your profile page on Linguameeting.

### Student Learning Outcomes

1. On successful completion, students will have: A basic understanding of spoken Spanish at beginners level

2. Will be able to ask questions, provide answers, and sustain basic conversations on a range of topics

3. Will be able to read, comprehend and write short texts about a range of topics covered in the course.

### 3. Course Schedule

To view course timetable, please visit: [http://www.timetable.unsw.edu.au/](http://www.timetable.unsw.edu.au/)
Your detailed weekly program on Moodle will tell you exactly what topics-exercises we are covering each week. It will also give information on your weekly homework/pre-class activities, as well as the dates of your assessments.

<table>
<thead>
<tr>
<th>SEMANA</th>
<th>FECHA</th>
<th>CONTENIDO (lecturas y tutorías)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Capítulo 6: La vida diaria</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• La rutina diaria</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reflexive verbs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reciprocal constructions</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Capítulo 6: La vida diaria</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• La vida diaria</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Trabajo/profesiones</td>
</tr>
</tbody>
</table>
• Direct Object Pronouns

3

Capítulo 6: La vida diaria

• Actividades del pasado
• The preterit (simple past) of regular verbs and irregular verbs ser / ir, estar, hacer

4

Capítulo 7: Por la ciudad

• Lugares en la ciudad
• Prepositions of location; pronombres preposicionales

5

Capítulo 7: Por la ciudad

• Actividades del pasado
• Demonstrative adjectives and pronouns
• The preterite of hacer and stem-changing verbs

TEST 1 in the Lab – details on Moodle

6

Capítulo 7: Por la ciudad

• Indirect object pronouns
• The preterite of irregular verbs

7

Capítulo 8: De compras

• De compras (ropa+regalos)
• Possessive adjectives and pronouns
• Review: Direct and indirect object pronouns
• Review: Irregular verbs/preterite

8

Capítulo 8: De compras

• De compras
• Direct and indirect object pronouns combined
• Indefinite words and expressions

9

Capítulo 9: La salud

• La salud
• El cuerpo humano
• ¿Qué nos dice la médica?
• Usted / Ustedes commands
<table>
<thead>
<tr>
<th>Page</th>
<th>Content</th>
</tr>
</thead>
</table>
| 10   | El verbo *doler*  
TEST 2 in the Lab – details on Moodle |
| 11   | Capítulo 9: La salud  
- La salud  
- Antes y ahora  
- Review: the verb *doler* (like *gustar*)  
- The imperfect |
| 12   | Capítulo 9: La salud  
- Describing/narrating events in the past  
- Review of preterite and imperfect (*pretérito indefinido*/*pretérito imperfecto*).  
- Combining *el pretérito indefinido* and *el imperfecto* |
| 13   | Capítulo 10: Así es mi casa  
- Así es mi casa  
- Los quehaceres domésticos  
- Comparisons and superlatives  
TEST 3 in the Lab |
| 14   | No lectures  
a short oral test – details on Moodle |

### 4. Course Resources

**COMPULSORY TEXT:**

*Dicho y hecho en vivo* package. Buy it in the Bookshop, approximate price $135-160.

In S1 we are doing the first 5 chapters of this book and roughly a half of chapter 6 (*we are doing chapters 6-10 in Session 2*). Do not bring the whole book to class. The book is loose leaf and you can separate the chapters we are using from the rest of the text. **Buy a special three-holes folder or a clamp folder** in which you will keep the relevant chapters.

Get familiar with the content and distribution of materials in your book. Have a good look at the *Dicho en vivo* sections which are located at the end of each chapter and which show you what you will be doing in your weekly live on-line sessions.

- **On-line (en vivo) coaching.** Register (in Weeks 0 and 1) for your weekly on-line language coaching. If you are new to this course and are buying *Dicho y hecho en vivo* book in S2 your registration code is on your live learning/on-line coaching card (inside your *Dicho y hecho* book). Ignore other codes you may find in the book, they are for web access to Wiley Plus package which is not used in this
course. If you already have a book that you bought in S1, you need to purchase your on-line coaching card in the Uni Bookshop.

ON-LINE RESOURCES (Moodle and Dicho y hecho en vivo Student Companion site)

Your on-line resources are on your book’s Student Companion site, no codes necessary, free access:

http://bcs.wiley.com/he-bcs/Books?action=index&itemId=0470880600&bcsId=6038

Explore this site to get familiar with all activities. This site gives you access to the rich tools and resources available for this text. You can navigate these resources in two ways:

1. Using the menu at the top, select a chapter. A list of resources available for that particular chapter will be provided.
2. Using the menu at the top, select a resource. This will allow you to access a particular resource section. You will then have the option of selecting resources within the section or going directly to a specific chapter.

On this site you will find Self-test, Videos, Student edition audio, Audio flashcards. You do not need to use other resources available on the same page. Please note that your book is linked with Student edition audio on your Dicho y hecho companion site (link above) and NOT with Lab Manual Audio. All audio files for exercises marked in your book with the earphones sign can be found under the Student edition audio link. Under Student edition audio you will also find other audio files linked to images and vocabulary for each chapter.

Under Audio flashcards you will find several interesting learning activities (Cards, Glossary, Quizzes). Under Glossary you can listen to the pronunciation of new words and phrases pertinent to each chapter, and under Audio flashcard quizzes you can test your knowledge. For extra grammar practice go to Optional/Additional grammar practice on Moodle.

### Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Due Date</th>
<th>Submitted in Moodle? (Yes/ No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 tests (testing vocabulary, grammar culture, listening, writing)</td>
<td>60 min each</td>
<td>20% each-60% total</td>
<td>1, 2, 3</td>
<td>Weeks: 5, 10, 12 (check Moodle for venue and the exact date)</td>
<td>Yes grammar and culture quizzes</td>
</tr>
<tr>
<td>On-line live coaching sessions</td>
<td>Weekly 30 min</td>
<td>15%</td>
<td>1, 2, 3</td>
<td>Weekly (8 sessions are compulsory)</td>
<td>No</td>
</tr>
<tr>
<td>Tutorial activities + a short oral test in</td>
<td>Continuous</td>
<td>10%</td>
<td>1, 2, 3</td>
<td>Continuous</td>
<td>No</td>
</tr>
</tbody>
</table>
Submission and Explanation of Assessment Tasks

3 Tests. 20% each, total weight 60%

This is a comprehensive assessment which is based on all aspects of Spanish studied in the lectures, tutorials and on-line coaching. Each test consists of the following 5 segments: *Así es dice* (vocabulary), *Así se forma* (grammar), *Para escuchar* (Listening comprehension), *Para escribir* (writing), and *Cultura*. To prepare for these tests complete Self-tests you will find on this site under relevant week, as well as Quizzes you will find on Moodle under relevant week. Quizzes are compulsory (graded/part of your homework). Self-tests and Quizzes prepare you for your Tests and give you an immediate feedback on your Spanish skills. The format used in these tests is: a grammatical on-line component /Quiz ("fill in the blanks" and "multiple choice"). *Para escribir* component (a short 80-100 word composition in Spanish on topics practiced in the class). Done in the lab, see Moodle for details.

On-line live coaching. Weight 15%

A substantial oral component (30 min per week/8 compulsory sessions). Your mark will reflect your regular attendance, preparedness for the class, and active participation in a range of activities. Coaches do not mark your oral performance. The convenor marks your work based on the recordings of your sessions and weekly reports from coaches. See *On-line coaching ppt* on Moodle for further information.

Tutorial activities (on-going) and a short oral test in week 13. 10% Your final mark will reflect the quality of your performance in completing tutorial activities (weekly oral activities) + your performance in a short oral test.

Homework and pre-class activities. Weight 15% Criteria: homeworks have to be complete; neatly presented; linguistic accuracy.

Students will complete weekly short written tasks (typed on paper) indicated on Moodle+ plus 4 Moodle quizzes (submitted on Moodle). NOTE that the weekly short written tasks must be completed BEFORE your lectures and tutorials each week. The weekly tasks are peer-corrected in the class. This is explained in detail under *Homework* on Moodle. The four Moodle quizzes are as follows:

<table>
<thead>
<tr>
<th>Grammar Quizzes / Assessment task to be submitted in Moodle</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 6</td>
<td>Any time in Week 3 (Mon-Sun. 11 pm)</td>
</tr>
<tr>
<td>Quiz 7</td>
<td>Any time in Week 6 (Mon-Sun. 11 pm)</td>
</tr>
<tr>
<td>Quiz 8</td>
<td>Any time in Week 8 (Mon-Sun. 11 pm)</td>
</tr>
<tr>
<td>Quiz 9</td>
<td>Any time in Week 11 (Mon-Sun. 11 pm)</td>
</tr>
</tbody>
</table>
Please Note: The UNSW Policy on Class Attendance and Absence states the following:

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Course Authority.

It is the student’s responsibility to read the course outline before the course commences to ensure that they are familiar with any specific attendance requirements for that course.

If students attend less than 80% of their possible classes they may be refused final assessment.

Students must attend 80% of lectures (9 out of 11 lectures). Students must attend 80% of tutorials (19 out of 23 tutorials) Monday 03 October is Labour Day, therefore no lecture and no tutorials this day.

ARTS 1571. Class roll is taken in lectures and tutorials. At the end of each lecture (conducted effectively as a large group language tutorial) there is a short grammar test (not marked). This test is used as a proof of your attendance.

The UNSW Policy on Class Attendance and Absence can be viewed at: https://student.unsw.edu.au/attendance

The Faculty of Arts and Social Sciences guidelines on attendance can be viewed at: https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/

Formal Examination

This course has NO formal examination outside the 13 weeks teaching period

Grades

All results are reviewed at the end of each semester and may be adjusted to ensure equitable marking across the School.

The proportion of marks lying in each grading range is determined not by any formula or quota system, but by the way that students respond to assessment tasks and how well they meet the objectives of the course. Nevertheless, since higher grades imply performance that is well above average, the number of distinctions and high distinctions awarded in a typical course is relatively small. At the other extreme, on average 6.1% of students do not meet minimum standards and a little more (8.6%) in first year courses. For more information on the grading categories see: https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html

Submission of Assessment Tasks

Many university courses require the use of Turnitin to submit assessments electronically; HOWEVER, this is NOT applicable to ARTS1571 (our assessments are short texts or grammar quizzes done in the classroom). Your only submissions on Moodle done outside of the class will be the 4 quizzes listed above.

Below is information on turnitin; however it is not relevant to this course.
Assignments must be submitted electronically through Moodle (http://moodle.telt.unsw.edu.au/). You must use your zID login to submit your assignments in Moodle.

Refer to the section “Course Assessment” for details of assessment tasks that are to be submitted via Moodle.

** Please note the deadline to submit an assignment electronically is 4:00 pm on the due date of the assignment.

When you submit your assignment electronically, you agree that:

I have followed the Student Code of Conduct. I certify that I have read and understand the University requirements in respect of student academic misconduct outlined in the Student Code of Conduct and the Student Misconduct Procedures. I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit previously in whole or in part.

I acknowledge that the assessor of this item may, for assessment purposes:

- provide a copy to another staff member of the University
- communicate a copy of this assessment item to a plagiarism checking service (such as Turnitin) which may retain a copy of the assessment item on its database for the purpose of future plagiarism checking.

You are required to put your name (as it appears in University records) and UNSW Student ID on every page of your assignments.

If you encounter a problem when attempting to submit your assignment through Moodle/Turnitin, please telephone External Support on 9385 3331 or email them on externalsupport@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 its system status on Twitter.

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

**Late Submission of Assignments**

Students are responsible for the submission of assessment tasks by the required dates and times. Depending of the extent of delay in the submission of an assessment task past the due date and time, one of the following late penalties will apply unless special consideration or a blanket extension due to a technical outage is granted. For the purpose of late penalty calculation, a ‘day’ is deemed to be each 24-hour period (or part thereof) past the stipulated deadline for submission.

- Work submitted less than 10 days after the stipulated deadline is subject to a deduction of 5% of the total awardable mark from the mark that would have been
achieved if not for the penalty for every day past the stipulated deadline for submission. That is, a student who submits an assignment with a stipulated deadline of 4:00pm on 13 May 2016 at 4:10pm on 14 May 2016 will incur a deduction of 10%.

**Task with a non-percentage mark**

If the task is marked out of 25, then late submission will attract a penalty of a deduction of 1.25 from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

*Example:* A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The total possible mark for the essay is 25. The essay receives a mark of 17. The student's mark is therefore $17 - [25 (0.05 x 3)] = 13.25$.

**Task with a percentage mark**

If the task is marked out of 100%, then late submission will attract a penalty of a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

*Example:* A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. The essay receives a mark of 68. The student's mark is therefore $(68 - 15) = 53$

- Work submitted 10 to 19 days after the stipulated deadline will be assessed and feedback provided but a mark of zero will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component (hurdle requirement), a student will be deemed to have met that requirement;

- **Work submitted 20 or more days after the stipulated deadline** will not be accepted for assessment and will receive no feedback, mark or grade. If the assessment task is a compulsory component of the course a student will receive an Unsatisfactory Fail (UF) grade as a result of unsatisfactory performance in essential component of the course.

**SPECIFIC RULES WHICH APPLY TO ARTS 1571**

- *N.B. on all assessments:* Late sitting of **Tests** will only be allowed in cases of serious illness supported by a medical certificate covering the specific date(s). In case of illness contact your tutor via e-mail as soon as possible, copy the course convener on this correspondence. The course convener will arrange an alternative date for you to sit the **Test**. Show a copy of your medical certificate to your tutor and convener. **The late test must be taken within 6 days of the original date. After this time no late sitting will be allowed as the correct answers/test feedback is released and made available to all students a week after the tests was taken in the lab. There are no make up sessions for your **En vivo** component as your on-line coaches are located overseas and your weekly meetings are fixed and prearranged.

- No extension is given on weekly homework and pre-class activities.

- See the rules above for longer and sustained absence.
5. Learning and Teaching Rationale and Strategies

This course is a beginners-level language course, only students who have previously taken ARTS1570 can enrol directly into this course.

All students who have had some experience with the language, either as a heritage language or previous instruction, must fill in the placement questionnaire available at https://hal.arts.unsw.edu.au/students/courses/language-placements

Teaching Strategies

This is a "blended learning" course which contains a large out of class learning component, namely your weekly on-line live coaching sessions with tutors in Spain/Ecuador/Guatemala and your weekly activities on the Dicho y hecho Student Companion Site. See Moodle for details. In addition to this we will be using a range of other teaching modalities, including in-class small and large group discussions, and task-oriented activities in pairs and groups. In your lectures, tutorials and live coaching you will be engaging in:

- Speaking activities
- Grammar activities
- Writing activities
- Reading comprehension activities related to the themes studied
- Audio-visual comprehension activities

6. Extension of Time for Submission of Assessment Tasks

The Arts and Social Sciences Extension Guidelines apply to all assessed tasks regardless of whether or not a grade is awarded, except the following:

1. any form of test/examination/assessed activity undertaken during regular class contact hours
2. any task specifically identified by the Course Authority (the academic in charge of the course) in the Course Outline or Learning Management System (LMS), for example, Moodle, as not available for extension requests.

A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

A student who wishes to seek extension for submission of assessment tasks that are not held within class contact hours for courses offered by the School of Humanities and Languages must apply for Special Consideration via myUNSW.

The Arts and Social Sciences Extension Guidelines state the following:

- A request for an extension should be submitted before the due time/date for the assessment task.
- The Course Authority should respond to the request within two working days of the request.
7. Attendance

The UNSW Policy on Class Attendance and Absence can be viewed at: https://student.unsw.edu.au/attendance

From time to time, the Course Authority may vary the attendance requirements of a course. It is the students’ responsibility to ensure that they are familiar with the specific attendance requirements stipulated in the course outline for each course in which they are enrolled.

8.1 Attendance

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. Students who seek to be excused from attendance [or for absence] must apply to the Course Authority in writing. In such situations, the following rules relating to attendances and absences apply.

In the case of illness or of absence for some other unavoidable cause students may be excused for non-attendance at classes for a period of not more than one month (i.e., 33%) or, on the recommendation of the Dean of the appropriate faculty, for a longer period.

8.2 Absence from classes

A student who attends less than eighty per cent of the classes within a course may be refused final assessment.

Explanations of absences from classes or requests for permission to be absent from forthcoming classes should be addressed to the Course Authority in writing and, where applicable, should be accompanied by appropriate documentation (e.g. medical certificate). After submitting appropriate supporting documentation to the Course Authority to explain his/her absence, a student may be required to undertake supplementary class(s) or task(s) as prescribed by the Course Authority. If examinations or other forms of assessment have been missed, then the student should apply for Special Consideration.

Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the Student Misconduct Policy.

8. Class Clash

Students who are enrolled in an Arts and Social Sciences program (single or dual) and have an unavoidable timetable clash can apply for permissible timetable clash by completing an online application form. Students must meet the rules and conditions in order to apply for permissible clash. The rules and conditions can be accessed online in full at: https://www.arts.unsw.edu.au/media/FASSFile/Permissible_Clash_Rules.pdf

In the case of ARTS 1571 this means that you have to complete grammar exercises from Lecture notes powerpoint and send them to the course convener by 5 pm that same Monday by email.

For students who are enrolled in a non-Arts and Social Sciences program, they must seek advice from their home faculty on permissible clash approval.
9. Academic Honesty and Plagiarism

Plagiarism is presenting someone else’s thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism.

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: https://student.unsw.edu.au/plagiarism/. They also hold workshops and can help students one-on-one.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However, more serious instances in first year, such as stealing another student’s work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an Honours thesis) or even suspension from the university. The Student Misconduct Procedures are available here: http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

10. Course Evaluation and Development

Courses are periodically reviewed and students’ feedback is used to improve them. Feedback is gathered using various means including UNSW’s Course and Teaching Evaluation and Improvement (CATEI) process.

11. Student Support

The Learning Centre is available for individual consultation and workshops on academic skills. Find out more by visiting the Centre’s website at: http://www.lc.unsw.edu.au

12. Grievances

All students should be treated fairly in the course of their studies at UNSW. Students who feel they have not been dealt with fairly should, in the first instance, attempt to resolve any issues with their tutor or the course convenors.

If such an approach fails to resolve the matter, the School of Humanities and Languages has an academic member of staff who acts as a Grievance Officer for the School. This staff member is identified on the notice board in the School of Humanities and languages. Further information about UNSW grievance procedures is available at: https://student.unsw.edu.au/guide
13. Other Information

myUNSW

myUNSW is the online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW staff. To visit myUNSW please visit either of the below links:

https://my.unsw.edu.au

OHS

UNSW’s Occupational Health and Safety Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For all matters relating to Occupational Health, Safety and environment, see http://www.ohs.unsw.edu.au/

Special Consideration

In cases where illness or other circumstances produce repeated or sustained absence, students should apply for Special Consideration as soon as possible.

The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration.

Applications on the grounds of illness must be filled in by a medical practitioner. Further information is available at:

https://student.unsw.edu.au/guide

Student Equity and Disabilities Unit

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at: https://student.unsw.edu.au/disability

Issues that can be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.