School of Humanities and Languages

ARTS3600, Advanced Indonesian A
Semester 1, Year 2015

1. Course Staff and Contact Details
2. Course Details
3. Learning and Teaching Rationale
4. Teaching Strategies
5. Course Assessment
6. Extension of Time for Submission of Assessment Tasks
7. Attendance
8. Class Clash
9. Academic Honesty and Plagiarism
10. Course Schedule
11. Course Resources
12. Course Evaluation and Development
13. Student Support
14. Grievances
15. Other Information
# 1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Dr Anna Nettheim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>MB 211</td>
</tr>
<tr>
<td>Phone</td>
<td>Contact by Email</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:anna.nettheim@unsw.edu.au">anna.nettheim@unsw.edu.au</a></td>
</tr>
<tr>
<td>Consultation Time</td>
<td>12-1 Monday by appointment</td>
</tr>
</tbody>
</table>

# 2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6 Units of Credits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Description</td>
<td>This Course provides an Advanced level program in Indonesian language study from a communicative and task-based approach. The primary medium of instruction is Indonesian. Students continue to develop and extend their understanding and use of Indonesian morphology, lexicon and syntax through reading, and discussion in Indonesian, of authentic Indonesian texts. Participation in a variety of writing, such as complex letters, literature responses, note taking and reports. Topics includes interpersonal relations, entertainment and socio-cultural topics.</td>
</tr>
<tr>
<td>Course Aims</td>
<td>1. To develop informed understanding of Indonesian experiences, cultures, societies and world views</td>
</tr>
<tr>
<td></td>
<td>2. To enable students to develop their linguistic and communicative competence at the introductory level.</td>
</tr>
<tr>
<td></td>
<td>3. To enable students to develop their understanding of socio-cultural issues relating to Indonesian country and communities.</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>1. To speak, write, listen to, and read in Indonesian</td>
</tr>
<tr>
<td></td>
<td>2. To become engaged with topics important in the Indonesian speaking world.</td>
</tr>
<tr>
<td></td>
<td>3. To appreciate the cultural production of the Indonesian world</td>
</tr>
<tr>
<td></td>
<td>4. To gain a better understanding of oneself and one’s environment by examining the Indonesian speaking world.</td>
</tr>
<tr>
<td>Graduate Attributes</td>
<td>1. Communication and presentation skills; effective collaboration</td>
</tr>
<tr>
<td></td>
<td>2. Contribution to the international community</td>
</tr>
<tr>
<td></td>
<td>3. Respect of diversity; disciplinary knowledge in interdisciplinary context</td>
</tr>
<tr>
<td></td>
<td>4. Scholarly enquiry; analytical and critical thinking</td>
</tr>
</tbody>
</table>
3. Learning and Teaching Rationale

The Course is structured as face-to-face interaction. Each week set topics will be presented and explicated (learning outcomes 1, 2, 7). Students will be assigned complex tasks in the four language skill areas. These tasks will include reading and analysing a variety of texts, delivering oral presentations about the topics being covered in the week, viewing and discussing films and other visual materials and writing various types of texts on Indonesian topics (learning outcomes 1, 2, 3, 4, 5). Some reading and writing activities will be set to help students doing their writing assignment on topics related to a linguistic and socio-cultural aspect of Indonesia (learning outcomes 3, 4, 5, 6, 7).

4. Teaching Strategies

The Course uses a range of teaching strategies, including task-oriented activities in pairs and groups, and class and small group discussions. In this process, students communicate for information, ideas and arguments both orally and writing. They gather and organise information from the textbook and a wide range of written materials, audio-visual (film, media) and electronic (internet, etc) sources. This process will also enable students to use IT (Indonesian word processor, Indonesian web links, etc) effectively as a means of communication and as an aid to language learning as well as independent learning.

5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Week Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 translations</td>
<td>500 words</td>
<td>20%</td>
<td>1,2,3,4</td>
<td>1,3,4</td>
<td>4, 9</td>
</tr>
<tr>
<td>2 listening tests</td>
<td></td>
<td>40%</td>
<td>1,2,3,4</td>
<td>1,2,3,4</td>
<td>5, 10</td>
</tr>
<tr>
<td>2 writing assignments</td>
<td>500 words</td>
<td>20%</td>
<td>2,3,4</td>
<td>1,3,4</td>
<td>6, 11</td>
</tr>
<tr>
<td>2 speaking tests</td>
<td></td>
<td>40%</td>
<td>1,2,3,4</td>
<td>1,3,4</td>
<td>7, 13</td>
</tr>
</tbody>
</table>

Submission of Assessment Tasks
In class

Please Note: The Arts and Social Sciences Protocols and Guidelines state:

A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a grade of UF (Unsatisfactory Fail).

The Attendance Guidelines can be found in full at:
https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

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://student.unsw.edu.au/grades

Submission of Assessment Tasks

Assignments which are submitted to the School Assignment Box must have a properly completed School Assessment Coversheet, with the declaration signed and dated by hand. The Coversheet can be downloaded from https://hal.arts.unsw.edu.au/students/courses/course-outlines/. It is your responsibility to make a backup copy of the assignment prior to submission and retain it.

Assignments must be submitted before 4:00pm on the due date. Assignments received after this time will be marked as having been received late.

Late Submission of Assignments

The Arts and Social Sciences late submissions guidelines state the following:

- An assessed task is deemed late if it is submitted after the specified time and date as set out in the course Learning Management System (LMS).
- The late penalty is the loss of 3% of the total possible marks for the task for each day or part thereof the work is late.
- Work submitted 14 days after the due date will be marked and feedback provided but no mark will be recorded. If the work would have received a pass mark but the lateness and the work is a compulsory course component a student will be deemed to have met that requirement. This does not apply to a task that is assessed but no mark is awarded.
- Work submitted 21 days after the due date will not be accepted for marking or feedback and will receive no mark or grade. If the assessment task is a compulsory component of the course a student will automatically fail the course.

The Late Submissions Guidelines can be found in full at: https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

The penalty may not apply where students are able to provide documentary evidence of illness or serious misadventure. Time pressure resulting from undertaking assignments for other courses does not constitute an acceptable excuse for lateness.

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.

The Arts and Social Sciences Extension Guidelines state the following:

- A student seeking an extension should apply through the Faculty’s online extension tool available in LMS.
- 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.
- The Course Authority can only approve an extension up to five days. A student requesting an extension greater than five days should complete an application for Special Consideration.
- The Course Authority advises their decision through the online extension tool.
- If a student is granted an extension, failure to comply will result in a penalty. The penalty will be invoked one minute past the approved extension time.

7. Attendance

The Arts and Social Sciences Attendance Guidelines state the following:

- A student is expected to attend all class contact hours for a face-to-face or blended course and complete all activities for a blended or fully online course.
- If a student is unable to attend all classes for a course due to timetable clashes, the student must complete the Faculty of Arts & Social Sciences Permitted Timetable Clash form (see information at Item 8 below). A student unable to attend lectures in a course conducted by the School of Education can apply for “Permission to Participate in Lectures Online”.
- Where practical, a student’s attendance will be recorded. Individual course outlines/LMS will set out the conditions under which attendance will be measured.
- A student who arrives more than 15 minutes late may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.
- If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.
- Reserve members of the Australian Defence Force who require absences of more than two weeks due to full-time service may be provided an exemption. The student may also be permitted to discontinue enrolment without academic or financial penalty.
- If a Course Authority rejects a student’s request for absence from a class or activity the student must be advised in writing of the grounds for the rejection.
- A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance.
A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course’s learning outcomes and/or volume of learning.

A student seeking approval to be absent for more than one month must apply in writing to the Dean and provide all original or certified supporting documentation.

The Dean will only grant such a request after consultation with the Course Authority to ensure that measures can be organised that will allow the student to meet the course’s learning outcomes and volume of learning.

- A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a final grade of UF (Unsatisfactory Fail).

- A student who has submitted the appropriate documentation but attends less than 66% of the classes/activities will be asked by the Course Authority to apply to discontinue the course without failure rather than be awarded a final grade of UF. The final decision as to whether a student can be withdrawn without fail is made by Student Administration and Records.

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_Policy.pdf

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.qs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

### 10. Course Schedule

To view course timetable, please visit: [http://www.timetable.unsw.edu.au/](http://www.timetable.unsw.edu.au/)

<table>
<thead>
<tr>
<th>Week Commencing:</th>
<th>Topic</th>
<th>Day</th>
<th>Content</th>
<th>Assessments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Theme 1</td>
<td>Mon</td>
<td>Introduction, Speaking Practice, Reading Revision, Writing Task</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td>Mon</td>
<td>Vocab revision Writing Practice Text comprehension and discussion</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
<td>Mon</td>
<td>Voc revision Reading Task Information Exchange</td>
<td>Translation 1</td>
</tr>
<tr>
<td>Week 5</td>
<td>Theme 2</td>
<td>Mon</td>
<td>Voc revision Grammar Revision Text comprehension and discussion Speaking practice</td>
<td>Listening 1</td>
</tr>
<tr>
<td>Week 6</td>
<td></td>
<td>Mon</td>
<td>Voc revision Focus Question Translation Text comprehension and discussion Speaking practice</td>
<td>Writing 1</td>
</tr>
<tr>
<td>Week 7</td>
<td></td>
<td>Mon</td>
<td>Speaking tasks Revision Grammar Think piece Th2</td>
<td>Speaking 1</td>
</tr>
<tr>
<td>Week 8</td>
<td>Theme 3</td>
<td>Mon</td>
<td>Voc revision FQ Translation Th 3 Text comprehension and discussion</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td></td>
<td>Mon</td>
<td>Voc revision Text comprehension and discussion Mini presentation Text analysis</td>
<td>Translation 2</td>
</tr>
<tr>
<td>Week 10</td>
<td></td>
<td>Mon</td>
<td>Voc revision FQ Translation Grammar</td>
<td>Listening 2</td>
</tr>
</tbody>
</table>
### Week 11
- **Theme 4**
- **Mon**
  - Voc revision
  - Text retelling - listening comprehension
  - Writing 2

### Week 12
- **Mon**
  - Voc revision
  - FQ Translation theme 4
  - Media articles discussion
  - Podcast retelling

### Week 13
- **Mon**
  - Speaking task
  - Listening comprehension and summaries
  - Indonesian in everyday use - casual conversation practice
  - Speaking 2

### 11. Course Resources

<table>
<thead>
<tr>
<th>Workbook</th>
<th>Provided by Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Readings</td>
<td></td>
</tr>
<tr>
<td>Kamus Inggris–Indonesia by Echols &amp; Shadily; Jakarta: Gramedia Kamus Indonesia—Inggris by Echols &amp; Shadily; Jakarta: Gramedia</td>
<td></td>
</tr>
<tr>
<td>Websites</td>
<td></td>
</tr>
<tr>
<td><a href="http://zzz.sederet.com/">http://zzz.sederet.com/</a></td>
<td></td>
</tr>
<tr>
<td><a href="https://www.google.co.id/">https://www.google.co.id/</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.kompas.com/">http://www.kompas.com/</a></td>
<td></td>
</tr>
</tbody>
</table>

### 12. 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.

### 13. 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

### 14. 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/complaints

15. 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
https://my.unsw.edu.au/student/atoz/ABC.html

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 https://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/special-consideration

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: http://www.studentequity.unsw.edu.au/

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.