

MEDIA AND COMMUNICATIONS GUIDE FOR POSTGRADUATE COURSEWORK STUDENTS

2009-2010

<http://www.arts.usyd.edu.au/departs/media/>

Welcome to the Department of Media and Communications

The Department of Media and Communications is part of the School of Letters, Art, and Media. You can find us in the Holme Building (AO9) next door to the Footbridge Theatre, on Parramatta Road. Access is via the Footbridge Theatre Terrace, which can be reached by taking the stairs down to the left of the footbridge that crosses Parramatta Road, on the campus side.

Most Media and Communications (MECO) staff have their rooms in this building, but classes are held at different locations around campus.

General Inquiries can be directed to our Administrative Assistant in reception on Level 2 of the Holme Building.

Reception Office Hours:

Monday to Friday: 10.00 am – 1.00 pm

Monday, Wednesday, Friday: 2.00 pm – 4.00 pm

Thursday: 2 pm – 5 pm

Administrative Assistant:

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Postgraduate Coursework Inquiries can be directed to the Postgraduate Coursework Coordinator:

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Room 210

Phone: (612) 9036 6272

Fax: (612) 9351 5444

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Chair of Department

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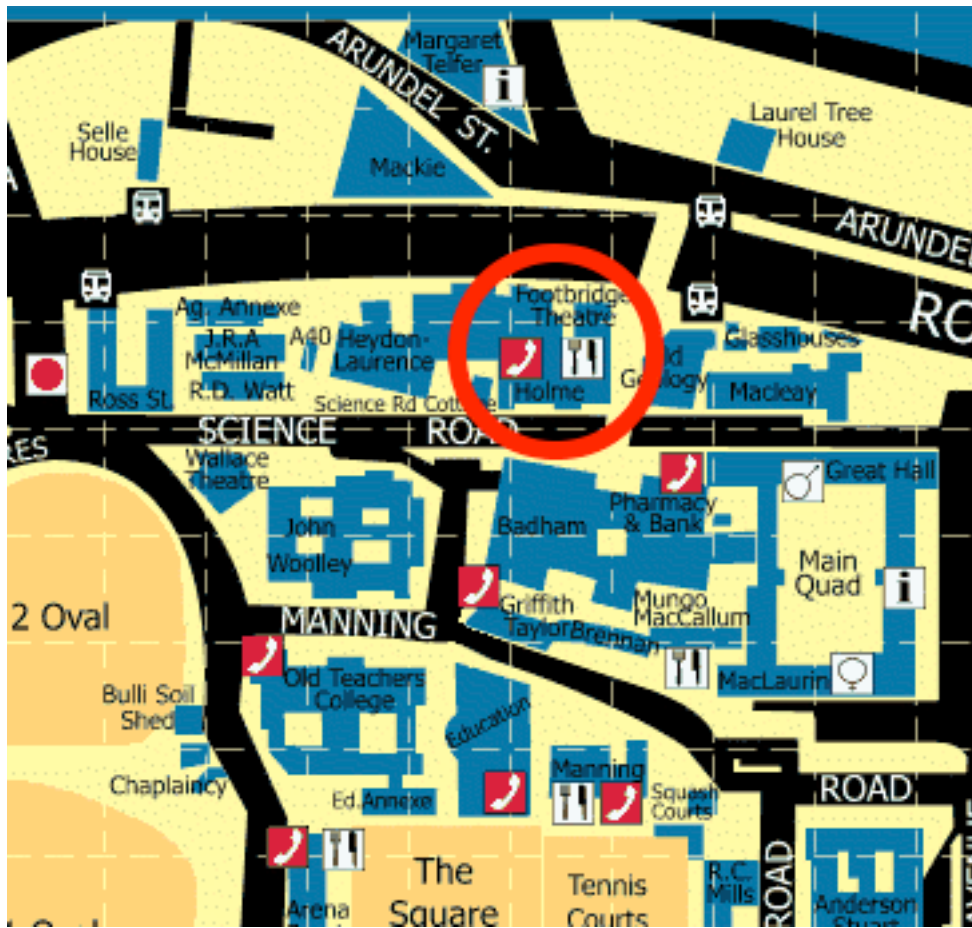
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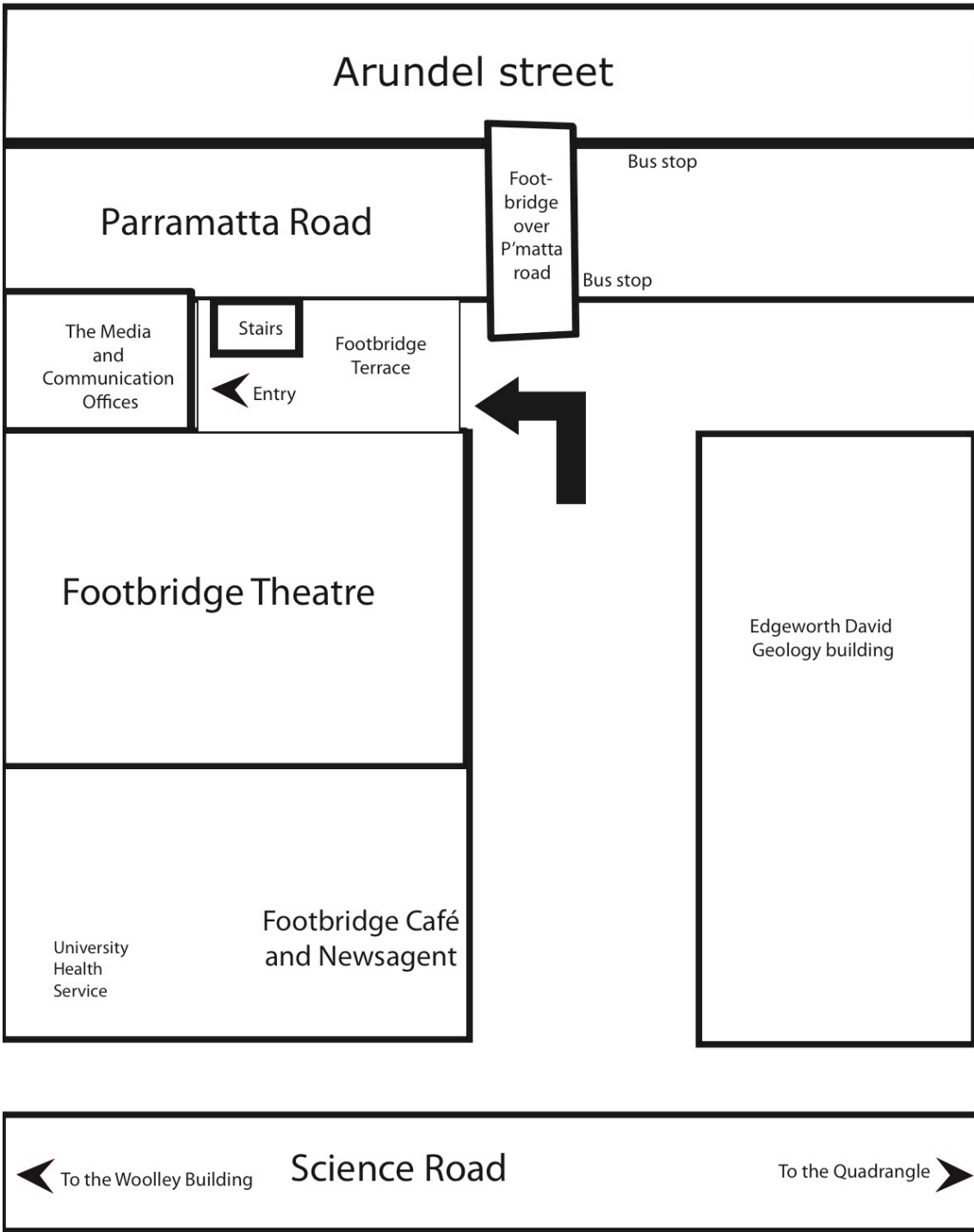
GUIDE FOR POSTGRADUATE COURSEWORK STUDENTS

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Department Postal Address
Department of Media and Communications
Holme Building (AO9)
University of Sydney, NSW, 2006
AUSTRALIA





Introduction

This booklet contains information that will assist you throughout your degree. Please read it carefully and keep this guide for future reference. It supplements your Unit of Study outlines and Course Readers, which also contain important information. For updates, please check the MECO website on <http://www.arts.usyd.edu.au/departs>

Shaping your Degree

The Postgraduate Coursework Degrees in Media and Communications (including Media Practice, Strategic Public Relations, Publishing, and Health Communication) are designed so that you can choose elective units that suit your own interests, ambitions and background. While each degree is distinctive and includes only relevant subjects, we appreciate the need for some students to shape their degree beyond the units listed, or in relation to longer-term research, and for this reason the following options are available:

Cross Listing

Up to two of your elective units can be chosen from other degrees listed in the Arts Faculty Handbook. To enrol in a unit listed in a separate degree, you will need to get a cross-listing permission form from the Arts Faculty office, and have this signed by the Postgraduate Coordinator in MECO as well as the Postgraduate Coordinator of the degree within which the unit is taught. Permission is usually granted, however there are sometimes class-size constraints and, for some international students, a higher IELTS score may be required. Before applying to cross-list a unit, please ensure that you will also be enrolling in the four core units during the course of your degree.

Dissertation Units

For students wishing to engage in a longer research project on a specific topic in an area which might not be covered by the units of study, we have developed the two dissertation units. Dissertation Part 1 and Dissertation Part 2 are taken sequentially (you can't enrol in both in the same semester) and require a 12,000-word dissertation which is written under the supervision of a MECO staff member.

Completing the Dissertation Units is important if you are interested in going on to a higher research degree such as a Master of Arts (Research), an M.Phil or a Ph.D. If you complete these units and graduate from the Masters with a distinction average, you will be eligible to enrol in one of these higher degrees.

If you are interested in this option, you will need to send a dissertation proposal to the MECO Postgraduate Coordinator, outlining your topic and the basic methodology you hope to adopt. For more detailed information on preparing a

proposal, please contact the Coursework Coordinator, Dr Fiona Giles, on fiona.giles@usyd.edu.au

The Coordinator will check if there is a staff member qualified to supervise you in the area you propose to study before providing permission for you to enrol. Before emailing the coordinator with your proposal, it is wise to look at the research interests of MECO staff to ensure that supervision is likely to be available (see MECO Staff Directory at the end of this booklet).

If you do enrol in the dissertation units, you may be interested in cross listing one of the methodology units offered in other degrees, for example, SCLG6901 Doing Social Research (for empirical studies) and WMST6902 (for cultural and textual analysis). Please consult with the Coordinator for further advice.

Dissertation units are generally only available to Masters students, however, if you are enrolled in a Graduate Certificate or Graduate Diploma and intend to upgrade to the Masters after the completion of your first four units, you can be still be considered. Please note that the two units are completed sequentially, in different semesters, and cannot be taken together. If you are a full-time student, you will need to enrol in MECO6904 Dissertation Part 1 in the first semester of your degree.

Examples of Dissertation Subjects by former MECO students

Truth in literary journalism and the case of Hunter S. Thompson
The feminist action hero in *Buffy*, *Charmed* and *Alias*
The role of Internet communications in the 2004 US election campaign
Documentary feature films and the influence of New Journalism
Representations of Middle Eastern Australians in print media
Indigenous health television news coverage in Australia
Developing a Youth Readership Strategy for the *Sydney Morning Herald* and the *Sun Herald*: A Study of The Newspaper readership habits of University Students in NSW

Advanced Standing

If you have extensive industry experience in your degree area, have reached a senior level in the workplace, or have already completed study elsewhere that is similar to any of our core units and feel that some of these may be redundant, you can apply for advanced standing. This enables you to waive one or two core units and instead enrol in additional electives. Please note that you are still required to complete the same number of units as other students.

If you are interested in applying for advanced standing, please contact the Postgraduate Coursework Coordinator, Dr Fiona Giles on 9036 6272.

Research Pathways

If you are interested in the dissertation units or have already completed an honours dissertation or other masters or diploma, and would like to consider enrolling in a higher research degree, further information is available at:

<http://www.arts.usyd.edu.au/departs/media/pgres>

Consultation with staff

Academic members of staff are available for face-to-face consultation during semester. You will find their consultation hours in unit of study outlines and posted in the Level 2 foyer of the Holme Building. If you are unable to come at these times, please email your lecturer to make an appointment for another time.

You can also ask questions during class, and immediately before and afterwards. Your lecturer will let you know if it is acceptable for you to call or email them at other times.

If you have an urgent inquiry, you may call the Postgraduate Coursework Coordinator, Dr Fiona Giles, on 9036 6272 or email her on fiona.giles@usyd.edu.au. The Chair of Department, Dr Steven Maras, may also be contacted via the MECO Administrative Officer on 9036 9521 or steven.maras@usyd.edu.au.

For further information or assistance you can also contact the MECO Administrative Officer, Mr Andrew Carfrae, on 9036 9521. He will either answer your query or pass it on to the relevant member of staff.

Raising Concerns with staff

All members of staff are committed to the welfare of students and we welcome your feedback. We value our working relationship with students and strive to treat all students fairly and to be as transparent as possible about our methods of assessment. We also invite our students to give us regular written evaluations of all units of study.

If you have concerns about any aspect of a unit of study, ranging from teaching to assessment methods, you should make an appointment to discuss your concerns with the relevant lecturer or Unit of Study Coordinator. If you are not satisfied with the response, you may put your concerns in writing to the Postgraduate Coursework Coordinator, Dr Fiona Giles or make an appointment to speak with her. In the event

that your concerns relate to a unit of study taught by the Postgraduate Coordinator or you are not satisfied with the response to your concerns, you may put your concerns in writing to the Chair of Department, Dr Steven Maras.

It is best to raise concerns as soon as they arise. We take all student concerns very seriously and no student will be discriminated against for making a complaint.

Access To Computer Labs and Media Equipment

If you are doing a media production oriented unit you will be working in one of the three MECO computer labs: Transient CR171, Brennan MacCallum ML120 or Education ML226. To gain access to these labs outside class time you will have to activate your student card at Security, on Level 2 of the Services Building, on the corner of Codrington and Abercrombie Streets in Darlington. If you wish to work in the lab outside class time, please check the timetable to make sure the lab is not booked for another class.

As part of your production work you may be able to borrow MECO media equipment including hard disk audio recorders; still cameras (not an SLR); video cameras and tripods. Please check with your lecturer/tutor to make sure your class has this access and your name has been added to the online booking system.

Once your name has been added to the system you will find extensive information about how to book and use MECO equipment on the MECO production site:

<<http://www.arts.usyd.edu.au/artsdigital/mecoproduction>>

You will need your unikey and password to access this site.

Assignments

Submitting Assignments

You must fill out a cover sheet for all assignments and place them in the appropriately marked box or pigeonhole in Level 2 of the MECO Offices in the Holme Building. Staff are not obliged to mark assignments that do not have a cover sheet, so it is wise to obtain a cover sheet. They are available in the MECO Level 2 lobby or downloadable in electronic form from the Department website at http://www.arts.usyd.edu.au/departs/media/assessment_coversheets. Some units of study require submission in both digital and hardcopy form to facilitate marking. Students should ensure they submit in both forms when requested to do so.

Check your unit outlines for the due dates of assignments.

The Department does not accept written work by fax or email, unless it is an express requirement in a unit of study, or a special arrangement has been made to do so, for

example in units that allow submission through WebCT or as email attachments. The Department may accept written work by registered mail, by prior arrangement with the lecturer concerned.

Students are required to keep a copy of all assignments in case an assignment goes missing.

You should not attach any images, videos or other material you consider valuable to your assignments. While we treat all such material with care, we cannot take responsibility for its safe return.

Collecting Assignments

Most staff members will return your assignment to you in class. If you are unable to attend that class, you can collect your assignment from reception on Level 2, Holme Building. If you are an international student and need to leave Sydney before your final assignments are returned to the Holme Building for collection, please bring a self-addressed envelope to reception before you leave and our Administrative Assistant can post the assignments to you.

Staff will endeavour to make all assignments handed in on time available for collection three weeks after the date they were submitted.

Late Policy

Media and Communications Department policy on late work for postgraduate students is that if you fail to submit your work by the due date you will lose marks at the rate of **five per cent** per weekday and **five per cent** for each weekend. This is a deduction of five per cent from the percentage mark given to the assignment (for example, 1 day late, $80 - 5 = 75$).

We understand that students encounter difficulties of various kinds during their study and we are able to refer you to appropriate counselling services where necessary, but it is your responsibility to contact the Unit of Study Coordinator if you do have problems that affect your attendance or prevent you meeting assignment deadlines.

Extensions may be granted in the case of illness or misadventure (see below); these must be negotiated directly with the Unit of Study Coordinator.

Word Length

For written pieces, word limit counts should include all quotations and in-text references but exclude footnotes for academic essays, and transcripts of interviews and interviewee contact details for journalism assignments.

Requirement to Submit All Assignments

The Department adopts the policy that in order to pass a unit of study you must submit all assignments described in the outline.

Recycling Assignments

On no account should assignments already submitted in one unit be submitted again in the same unit, or another unit. This policy also applies to sharing or repurposing interview material, images, video and audio footage unless you have written approval from your unit coordinator and have indicated this approval on your cover sheet.

See the discussion of this below in the section on Academic Honesty.

Review of Grades

Appealing Academic Decisions

Normally, the circumstances in which a review of grade is warranted are as follows:

- If you can show that your grade did not take into account an extension or period of Special Consideration that you had been granted prior to the assignment being marked.
- If you can establish that bias or a conflict of interest may have influenced the judgement of the marker.

Any student may contest an academic decision that affects him or her. Marking is regarded as an important part of the teaching and learning experience and academic staff work hard to ensure that marking is consistent and fair, and that the criteria used for grading assignments are transparent. Students are given information about these criteria in their unit of study outlines, in tutorials and lectures, and in some cases, on grading sheets that are attached to marked assignments.

You are always welcome to approach Lecturers or Unit of Study Coordinators to discuss the comments on your assignments, to get an explanation of your grade and to get advice on improving your grades in the future.

Process: If a student is concerned about any academic decision, he or she should first clarify and discuss the issue with the relevant Lecturer or Unit of Study Coordinator. Students are encouraged to take the earliest opportunity to discuss their concerns with relevant staff, and explain their concerns in relation to the relevant assignment criteria or specific concerns to do with how the assignment was handled. This early consultation should normally be done within 15 working days of marks being made available to students. If the Unit of Study Coordinator is not available the student

should contact the Postgraduate Coursework Coordinator. If the Postgraduate Coursework Coordinator is your marker for this assignment, you may contact the Chair of Department. Normally consultation and clarification resolves the matter.

If your concerns are not resolved, you may then within 15 days of the end of the consultation approach the Faculty by placing your concerns in writing. Any approach to faculty should be in accordance with policy that lays down a specific timeline and follows principles of timeliness, confidentiality, procedural fairness and access.

Please note that if you are unsure of the policy and procedure, this can be explained to you by a member of staff.

Extensions, Special Consideration, Special Arrangements

Extensions

The Media and Communication department gives extensions only in cases of illness or misadventure. 'Illness' must always be documented. 'Misadventure' refers to circumstances that could not have been foreseen. It does not include the pressure of other University work: due dates are notified well in advance, and students are expected to plan their work accordingly.

Requests for extensions may only be lodged via the Faculty of Arts online system. Instructions, document requirements and forms can be found at:
http://www.arts.usyd.edu.au/artsdigital/FACULTY_PAGES/assessment_help/

Extensions will usually be sought before the due date, however students are allowed to request extensions on or after the due date (within reason) in cases of sudden illness, accident or misadventure happening on or close to the due date.

If something sudden or urgent happens on the day or weekend before an assignment is due and you are unable to contact the administrative officer, do not become anxious. Simply contact the administrative officer when you are able by phone or email and ensure that you keep any relevant documentation you will need to support your request for an extension. Academics will be unable to approve extensions without citing supporting documents. In some cases you will be advised to put in an application for special consideration.

Special Consideration

Special Consideration should be sought only in cases of extreme difficulty affecting your ability to complete attendance and assessment requirements over a significant part of the semester due to illness or misadventure. They should not be used as a way of dealing with minor cases of illness or misadventure (a request for an extension is the appropriate course of action here).

If you are experiencing difficulties meeting the demands of the course because of bereavement, ill health, or other personal matters it is imperative that you take the time to contact the Unit of Study or Postgraduate Coordinator and inform them of the problem. In such circumstances, you will be able to seek Special Consideration and formulate a plan for completing course requirements. In most cases you will be able to avoid withdrawing from, or worse, failing a unit of study.

You should think carefully before applying for Special Consideration as it is a special measure, usually reserved for cases of longstanding serious illness or misadventure and short-term serious illness or misadventure. It is not normally used as a way to address issues with a single assignment. Special Consideration is a process where (in a meeting at the end of semester) the Department considers individual cases to prevent inequities caused by mishap, illness or misadventure. This might mean coming up with alternatives to attendance and due dates, or adjusting a final grade.

Requests for Special Consideration may only be lodged via the Faculty of Arts online system. Instructions, document requirements and forms can be found at:
http://www.arts.usyd.edu.au/artsdigital/FACULTY_PAGES/assessment_help/

Some things to be aware of in regard to Special Consideration:

- Special Consideration cannot be used to adjust your performance in an individual essay. It is very difficult to improve your mark retrospectively. This should have been factored into a request for extension before the essay was due. If you feel your grade should be reviewed, there is a separate process for this (see above).
- If your work is going to be late, anticipate this through a request for an extension rather dealing with it retrospectively through Special Consideration.
- Special Consideration is date and matter specific. What this means is that the paper trail for your Special Consideration must be as accurate and consistent as possible, and updated, if required, through the Faculty office. This must be done formally through the Faculty, not through emails to staff. While emails to staff can be useful to keep staff up to date, in the official process only matters taken through the Faculty Office count. If a new misadventure occurs while you have special consideration, or the time frame changes, then you should update the information through the Faculty.
- Because the final determination in relation to Special Consideration is made at the end of semester, you may need to communicate with academic staff beforehand to check on the need for extension requests, or review of course requirements.

Special Consideration exists to ensure that students are not disadvantaged by adverse personal circumstances beyond their control. It exists so that students don't simply 'drop off the map' and end up paying for a unit of study that they might fail as a result of misadventure. Special Consideration can be more effective than Extensions in cases where you need to come up with a plan to re-shuffle a series of assignment dates.

Special Arrangements

Special arrangements may be made available to any student enrolled in a Faculty of Arts unit of study, who is unable to meet assessment requirements because of one or more of the following situations:

1. essential religious commitments or essential beliefs (including cultural and ceremonial commitments);
2. compulsory legal absence (for example, jury duty, court summons, etc);
3. sporting or cultural commitments, including political/union commitments, where the student is representing the University, state or nation;
4. birth or adoption of a child; or
5. Australian Defence Force or emergency service commitments (including Army Reserve).

The special arrangements application form, and further information on Academic Board policy are available from the Arts website: <http://www.arts.usyd.edu.au>.

Requests for Special Arrangements may only be lodged via the Faculty of Arts online system. Instructions, document requirements and forms can be found at: http://www.arts.usyd.edu.au/artsdigital/FACULTY_PAGES/assessment_help/

Attendance

The start of semester

Semester starts in Week One and ends after the examination period, usually the end of Week 16. The Department considers it of the highest importance that students are available at least until the submission of their final assignments, and that they participate from week one.

Travel should be planned around formal university semesters. In rare instances where students are unable to start semester in Week One they should contact the Unit Coordinator in advance to arrange readings, so that they are fully up to speed and ready to join the unit.

Minimum requirements

It is Arts Faculty policy that all students attend at least 80% of classes. This means that absence from three or more classes may result in automatic failure of the unit.

Just as it is a requirement for students to submit all assignments to achieve a pass, they must also attend a minimum of 10 classes out of the 13 scheduled each semester, unless there are extenuating circumstances covered by Special Consideration.

Postgraduate students often have complicated and busy lives entailing long working hours, family commitments and sometimes travel. Please keep in touch with your lecturer and let him or her know if you know in advance that you are going to be absent. If unexpected work or travel commitments arise, you can sometimes make special arrangements to make up for missed classes by seeing your lecturer in consultation hours, or keeping in touch via email to ensure you are being adequately informed of class requirements. On rare occasions it is admissible for postgraduate coursework students to miss more than three classes, *as long as you are keeping in touch with your lecturer* about your reasons for absence and the measures you are taking to compensate. Please consult with the Postgraduate Coursework Coordinator if you are unsure how to make this judgement. In some cases it may be more appropriate to apply for Special Consideration if you are required to miss multiple classes.

Late Enrolment

Entering a unit after Week Two can only occur with Departmental approval. Students will be required to apply for Special Consideration in order for their case to be assessed. Application for Special Consideration will need to be accompanied by travel documents, an explanation of the reason for travel, and/or medical certificates. Students can be refused entry into the unit and may be requested to do work in lieu. Vacation is not considered legitimate grounds for Special Consideration.

In the case of units that draw on production resources such as Radio, Video and Online, students cannot be guaranteed a place in the unit unless they have properly enrolled in the unit and a workshop, and have attended by Week Two.

Please note that if you choose to withdraw from a unit, it is courtesy to let the Unit Coordinator know.

Timetable Changes

Seminars begin in Week One and although you may change classes it is important to have done this by the end of Week Two as the timetabling system will no longer accept changes beyond this time. Students are responsible for changing their timetable up to that time.

It is also a good idea to renew your timetable at the beginning of Week One as there may have been significant timetabling changes. This can be done by accessing the timetabling site and collecting a new timetable. If you need to change anything in your timetable, please contact the Student Centre by phone on 8627 8200 or visit them in the Jane Foss Russell Building.

Assessment Guide

All assignments are marked and returned to students with a mark out of one hundred. Your marks for different assignments are added together to form your final grade.

The following gives you a guide to how we grade assignments. Please note that there is some variation between criteria for assignments in different units of study and between academic essay assignments and production assignments.

Essay grading criteria

- HD 85-100% Work of outstanding quality, demonstrating an excellent standard of written English and of criticism, logical argument, interpretation of materials or use of methodology. Evidence of extensive research and use of primary sources, a thoughtful structure, substantial additional work and independent learning. This grade may be given to recognise particular originality or creativity.
- D 75-84% Work of superior quality, demonstrating a command of language, sound grasp of content, efficient organisation and selectivity. Evidence of relevant research, additional work and independent learning.
- C 65-74% A sound performance, competent and appropriate. Work that is well written and demonstrates good research skills. Demonstrates a clear grasp of the basic skills and knowledge. Work of good quality, showing more than satisfactory achievement.
- P 50-64% A satisfactory attempt to meet the demands of the assignment. Demonstrates understanding and command of basic skills and core knowledge. The assignment may have significant weaknesses, or may not be wholly successful or coherent, but shows at least satisfactory achievement in more important aspects.

Production Grading Criteria

The grading criteria for production units of study (production in print/online/audio or video) may vary slightly between units but the broad descriptors are as follows:

- HD 85-100% A grade at this level indicates work of outstanding overall quality. It will consist of an original and ambitious project which has achieved its goals with a very good to high level of technical competence (in relation to the experience of the student). It will have been well researched and planned and exhibit a highly developed critical awareness of the medium and of issues such as audience and representation. It will be informed both by the strength of its original idea(s) and an appropriate and distinctive structure. It will be work that the Department would normally regard as appropriate to exhibit, publish or broadcast to the University or wider communities.

- D 75-84% A grade at this level indicates work that overall achieves a very high standard. The work will have achieved most of its goals and will demonstrate a significant degree of originality and ambition, with a good level of technical competence in relation to the experience of the student. It will be based on an original idea and will be well-structured. It will show significant evidence of research/planning and demonstrate a critical awareness of the medium and of issues such as audience and representation. It will be work that the Department would normally regard as appropriate to exhibit or publish within the School or University.
- C 65-74% A grade at this level indicates work that overall achieves a higher than satisfactory standard. The work will have achieved its principle goal(s) and will demonstrate degrees of originality and ambition. Technically it will be competent in quality with a recognisable and successful overall structure. It will be based on a degree of research and planning and exhibit some critical awareness of the medium and of issues such as audience and representation. It will be work that the Department would normally regard as appropriate to internal Department exhibition or publication.
- P 50-64% A grade at this level indicates work of an overall satisfactory standard but with some significant positive features. It will demonstrate some originality or ambition and a limited critical awareness of the medium and of issues such as audience and representation. Its goals will have been only partially realised although some reasonable attempt will have been made to achieve them. The level of technical competence will range from adequate to poor with significant structural weaknesses. Its weak structure will show evidence of inadequate research/planning. It will be work the Department would not normally regard as appropriate for exhibition or publication.
- F 49% A grade at this level indicates work of overall unsatisfactory to poor quality with no originality or ambition. Its technical standard, content and structure will be weak. There will be no evidence of original research or of a critical awareness of the medium and the Department would not normally consider it suitable for any exhibition or publication.

The following is the list of symbols and their explanations for the final grades you will receive for each unit of study.

HD	High Distinction (85+)
D	Distinction (75-84)
CR	Credit (65-74)
P	Pass (50-64)
F	Fail (Work submitted but mark is below 50)
AF	Absent Fail (Insufficient attendance and/or work submitted)
INC	Incomplete (Data is being processed)
DNF	Discontinue Not Fail
DF	Discontinue Fail
UCN	Unit Continuing

Academic Honesty

While plagiarism is often the main focus in universities, other forms of academic dishonesty exist. These include: collusion, recycling, fabrication of data or interview material, the engagement of another person to complete an assessment or examination in place of the student, whether for payment or otherwise; as well as other issues around communication and exams.

Recycling Assignments

Recycling is the submission for assessment of one's own work, or of work which is substantially the same, which has previously been counted towards the completion of another unit of study. Recycling exists where the Lecturer has not been informed that the student has already received credit for that work. This policy also applies to sharing video and audio footage unless agreed to by your coordinator. Students who are found to have resubmitted previously marked work will fail the assignment.

For further information about Academic Honesty and procedures relating to it see the Academic Board Policy, 'Academic Honesty in Coursework'

http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&DocID=9&-find

Plagiarism

The Academic Board of the University of Sydney defines plagiarism as 'presenting another person's work as one's own work by presenting, copying or reproducing it without acknowledgement of the source'. Plagiarism may take many forms. The most common form of plagiarism is where a student presents written work, including sentences, paragraphs or longer extracts from published work, either word-for-word or in paraphrase, without attribution of its source. Work submitted for assessment may also be regarded as plagiarised where significant portions of an assignment have been reproduced from the work of another student, since this exceeds the boundaries of legitimate cooperation. Paying someone to complete an assignment is also considered plagiarism. Plagiarism is a breach of personal and academic honesty and integrity.

Plagiarism can take intentional (dishonest) and also inadvertent (negligent) forms. Both of these are forms of plagiarism and will be treated as such. This means that the onus is on students to work at a high level and follow academic conventions around attribution and referencing.

Of course, you will need to borrow ideas and arguments from other writers and, in general, it is rarely possible for students to come up with original arguments or information. The important thing is that you acknowledge and attribute the source of all material in your essay or other assignment and that, with the exception of direct quotations, you use your own words. Students must keep a record of all drafts and notes collected in the process of their research for an assignment for the entire

semester. These items will be called on in cases of alleged plagiarism, and students may also be expected to speak to these materials.

Plagiarism Procedures

Academic honesty is a core value of the University of Sydney and plagiarism is an extremely serious matter. Detection can lead to misconduct procedures being invoked.

Any assessor who has reason to suspect plagiarism is required to report their concerns to the Head of School. A meeting will then be convened between the Head of School, the assessor and the student to make a determination about whether plagiarism has occurred. Students are allowed to bring a support person to that meeting if they wish. Where, following the discussion, the Head of School forms the view that the student is guilty of plagiarism, a determination will be made as to whether the plagiarism is negligent or dishonest.

Where the plagiarism is determined to be negligent the Head of School will issue the student with a written warning, a copy of which will be placed on a central file maintained by the Registrar. The Head of School may also require the student to resubmit the work, undertake some other form of assessment or may apply a fail grade to the work.

Where the plagiarism is determined to be dishonest, the Head of School will decide whether the plagiarism is serious enough to constitute potential student misconduct under Chapter 8 of the University of Sydney By-Law 1999. Where this is not the case, the Head of School will issue a written warning to the student which will be placed on a central file maintained by the Registrar and, following discussion with the student, require the student to resubmit the work, undertake some other form of assessment, or may apply a fail grade to the work.

Plagiarism Prevention

If you are having trouble with referencing, English language expression, or if anything else is inhibiting your ability to complete your work in a timely and academically honest manner, you should see the relevant member of academic staff at the earliest possible opportunity. We are here to help and support you.

For more information on University policies regarding plagiarism go to http://www.arts.usyd.edu.au/current_students/undergrad/plagiarism.shtml

If you are unclear about plagiarism, some useful web resources are:

<http://www.northwestern.edu/uacc/plagiar.html>

<http://writingsite.elearn.usyd.edu.au/> Especially Module 2. Sources.

Collusion

Collusion is the inappropriate use of other student's work for your own work. While we encourage the discussion of ideas between students, other students or individuals should not be used to write, research or in any other way contribute to the production of assignment material, unless this has been specifically agreed to within a group work contract within your unit of study, in which case a shared mark is assigned.

If you are in doubt about the appropriate level of assistance you can seek from other students, please contact your Unit of Study Coordinator.

Fabrication

Fabrication is the inclusion of fictional or doctored research data or interview material. Examples include the inclusion of quotations, from a real or fictional source, which were never made, or the changing of research data to fit the argument of the essay.

Lecturers routinely check source material, and the fabrication of material by students could result in the failure of the assignment.

Procedures for investigating fabrication fall under the University of Sydney Policy on Academic Misconduct.

Submitting work that has previously been submitted, published or broadcast

While repurposing stories is accepted and even encouraged in some professional journalism settings, we expect students to undertake substantially new research for each university assignment.

Please consult your lecturer if you would like to:

- a) incorporate work conducted for another unit, including interviews, images, video or audio footage; or
- b) incorporate work conducted for a professional assignment.

Please make sure these approaches are acceptable before you begin your assignment, and if so, to what extent any previously conducted research may be re-used.

Scholarly Engagement

In addition to considering the quality of your learning in class, MECO encourages reflection on the way we interact as students and academics so as to maximise the benefits of our time together. Please see the Guidelines for Participation and Attendance within the Scholarly Communication section of your Course Reader, which also indicates how your participation and attendance mark is calculated.

If You Need Help

If you are having trouble with your studies, or changes to work or family life are affecting your ability to attend classes or complete your assignments, please let your Lecturer, your Unit Coordinator, or the Postgraduate Coordinator know as soon as possible. We can often make arrangements to provide you with support and assistance, or guide you through the processes for applying for an Extension or Special Consideration.

Additional phone numbers for services to students on campus are provided at the end of this booklet. However, if you are unsure about making contact with any of these services yourself, we are happy to assist you.

MECO Staff Directory and Research Interests

More detailed information about staff is available on
<http://www.arts.usyd.edu.au/departs/media/staff>

Lecturers

Dr Marc Brennan, Lecturer, Undergraduate Coordinator

Ph: 9036 6030

Email: marc.brennan@usyd.edu.au

Research interests:

Celebrity culture; popular music; music journalism; audiences; consumption; identity; media globalisation; television

Dr Antonio Castillo, Lecturer

Ph: 9036 7226

Email: antonio.castillo@usyd.edu.au

Research interests:

International journalism; Latin American journalism; democracy and journalism; ethnicity and the media; community journalism

Professor Stephanie Hemelryk Donald, Professor of Chinese Media

Ph: 9351 6851

Email: stephanie.donald@usyd.edu.au

Research interests:

Film, media and politics of visual culture; children's media and socialisation; society and visual culture in Asia-Pacific region; cosmopolitanism and the migrant condition

Associate Professor Anne Dunn, Director of Degree (B.A. Media and Communications) and Acting Dean, Faculty of Arts

Ph: 9351 4734

Email: anne.dunn@usyd.edu.au

Research interests:

Policy and practice in broadcast news production; impacts on radio journalists of digital convergence; public broadcasting; journalism education

Dr Tim Dwyer, Lecturer

Ph: 9036 5058

Email: tim.dwyer@usyd.edu.au

Research interests:

Media and cultural policy; media ownership, policy and regulation; convergence and legal frameworks; media globalisation and localism

Dr Fiona Giles, Senior Lecturer, Postgraduate Coursework Coordinator

Ph: 9036 6272

Email: fiona.giles@usyd.edu.au

Research interests:

Literary journalism and feature writing; corporeal communications; public health and media; entertainment education; advertising and ethics; media and gender

Dr Megan Le Masurier, Lecturer

Ph: 9351 3628

Email: megan.lemasurier@usyd.edu.au

Research interests:

Magazine studies; popular feminism; gender, sexuality and media; feature journalism; plagiarism

Ms Alana Mann, Lecturer, Honours Coordinator

Ph: 9351 2249

Email: alana.mann@usyd.edu.au

Research interests:

The relationship between journalism and public relations; public communication strategies of grassroots, social and non-government organisations; transnational communication and advocacy in world politics

Dr Steven Maras, Senior Lecturer, Chair of Department and Postgraduate Research Coordinator

Ph: 9036 7041

Email: steven.maras@usyd.edu.au

Research interests:

Philosophy of communications; communication and media studies; conceptual practice and media production; screen culture; the film script

Dr Fiona Martin, Lecturer

Ph: 9036 5098

Email: frmartin@usyd.edu.au

Research interests:

Public service media; user generated content; convergent and online journalism; online publishing communities; technocultures; science communication

Dr Penny O'Donnell, Senior Lecturer

Ph: 9351 3896

Email: penny.odonnell@usyd.edu.au

Research interests:

Excellence in journalism; journalism and culture; community media, diversity and social inclusion; international media practice; journalism studies

Dr Richard Stanton, Senior Lecturer (On Leave in 2009)

Ph: 9351 2821

Email: richard.stanton@usyd.edu.au

Research interests:

Political communication; theories of persuasion and influence; public communication; rural and regional politics; the relationship between public relations, journalism and politics

Other members of staff

Mr Andrew Carfrae
Administrative Officer
Ph: 9036 9521
media.enquiries@arts.usyd.edu.au

Ms Robin Moffat
Undergraduate Internship Officer
Ph: 9351 6886
robin.moffat@usyd.edu.au

Postgraduate Internship and Project Officers

Keith Stevenson
Publishing Internship Officer
& Publishing Anthology Project Manager
keith.stevenson@optusnet.com.au

Fran Hagon
Health Communication Internship Officer
fran.hagon@usyd.edu.au

Media and Education Technical Officer

Stephen Lambrinos
slambrinos@usyd.edu.au
9351 7510 (x17510)

Arts Digital Help Line
help@arts.usyd.edu.au

For a copy of the Arts Digital Facilities Guide, which includes information about the Audio Visual Laboratories, making bookings and reporting faults, please see:
<http://www.arts.usyd.edu.au/artsdigital/mecoproduction/>

Useful Telephone Numbers

Faculty of Arts Postgraduate Coursework Advisor Kathryn Dziubinski	9351 3240
Faculty of Arts Postgraduate Research Advisor Naomi Connolly	9351 4807
Humanities Librarian, Fisher Kim Wilson	9351 2562
Health Communications Librarian, Medicine Michelle Harrison	9351 4363
Academic Writing Advisor Dr Bronwen Dyson	9351 7514
Stephen Lambrinos Media and Education Technical Officer	9351 7510
Learning Centre	9351-3853
International Student Support Unit Lidia Nemitschenko	8627 8437
Sydney University Postgraduate Representative Association (SUPRA) Rashmi Kumar	9351 3715
Campus Security	9351 3333
Student Counselling	8627 8433
Disability Services	8627 8433
Koori Centre	9351 2046
Child Care Information office	8627 8419
Health Service Wentworth Building	9351 3484
Health Service Holme Building	9351 4095
Parking	9351 3336

For more information about campus services, please go to
http://www.usyd.edu.au/current_students/student_services/index.shtml

Security Note

For those who have to work later than the Security Bus Service, the Security Office can provide an escort to your vehicle, college or public transport. There is no charge for this service, but at least 10 to 15 minutes notice is required. If their services are stretched they will give an estimate of waiting time.

For more information, please go to:

<http://www.facilities.usyd.edu.au/security/unisafe.shtml>

Disclaimer: While every effort has been taken to ensure the information contained within this guide is accurate, students are reminded that official information and policy is contained within the Faculty Handbook <https://ssa.usyd.edu.au/ssa/handbook/uossearch.jsp>. You are also encouraged to familiarise yourself with University policy that may affect your degree progress. For further information, see: <http://www.usyd.edu.au/policy>