



UNIVERSITY
OF TASMANIA

School of Information Systems

Faculty of Business

BSA204

Business Logistics

Semester 1, 2007

Unit Outline

Malcolm Bertoni

Contact details

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Unit summary

Unit code	BSA204
Unit title	Business Logistics
Unit description	This unit provides an introduction to current logistics theory and concepts, the roles that electronic business plays in logistics management, the strategic roles that information systems can play in the transformation of logistics processes and management. Case studies from business, industry and the public sector are included.
Teaching staff	Malcolm Bertoni – Hobart Rob Cox – Launceston
Campus & mode	Hobart & Launceston
Unit weight	12.5%
Teaching pattern	2 hrs lectures per week, in weeks 1-13 Hobart: Monday 1610-1800 SocScience 209 Launceston: Thursday 1410-1600 Room D122/123 1 hr tutorial per week, in weeks 2-13
Pre and Corequisites	BSA101
Mutual exclusions	None
Assessment	Continuous (60%), Examination (40%)
Required texts, etc	None
Recommended reading	Material as indicated by Lecturer
Technical requirements	Understanding of the use of MS Windows 2000, or later, operating system.
Software requirements	MS Office 200 or later.
Access to information technology	Hobart, IS PC Labs, Information Systems Building Students will have access to either the computer laboratories during the academic year or the research area on the 3rd floor. Proximity cards have to be used to gain access to laboratories. Launceston D130, First Floor, Building D D130 is the main School of Information Systems computer Lab. Access is only available during the normal building open hours. Outside normal hours students should use the IT Services lab D004.
Courses	BCom, BIS, BCom-BIS, BA-BCom, BCom-BComp, BSc, BFA-BIS, GradDipIS, BCom-BSc, BIS-BMus, BIS-BTeach, BSocSci (Police Studies), GradDipInfoMgt, GradCertIS
Faculty web site	www.utas.edu.au/business/

Unit Description

(a) **Systems** -- models of systems and processes for business applications; development of simulation models of business processes; (b) **Logistics** -- the strategic role of information systems in business transformations; introduction to IT-based logistics management; case studies from business and industry.

Aim

The breadth of topics in this field means that the unit provides an introduction to the management of business logistics, and a basic understanding of the analysis and design of supply chains. The unit is suitable for students who wish to progress to more advanced studies in logistics, or to include an awareness of logistics with their studies of e-business, marketing, economics, IT or operations management.

Learning outcomes and Evidences

This unit introduces the concepts of Business Logistics in a business environment and explores the role of Information Systems in Business Logistics.

On completion of this unit, you should be able to:

1. Have an understanding of the system and process modelling techniques relevant to business logistics;

Assessment criteria:

HD Demonstrate a deep understanding of conceptual business process modelling and application of modelling techniques to the analysis of systems and processes in business logistics;

DN Demonstrate a good, practical understand of the types of models and modelling techniques applicable to the analysis of systems and processes in business logistics;

CR Demonstrate a basic understanding of the types of models and modelling techniques applicable to the analysis of systems and processes in business logistics, and be able to apply specific models in the analysis of a range of basic scenarios;

PP Be able to provide a basic description of the types of models and modelling techniques applicable to the analysis of systems and processes in business logistics, and demonstrate which types of models may be useful in the analysis of some basic scenarios;

NN Inability to demonstrate a basic understanding of the types of model and modelling techniques applicable to the analysis of systems and processes in business logistics.

2. Be aware of the basic theory, relevant models of goods and services, and of logistics operation and management, including integrated logistics;

Assessment criteria:

HD Demonstrate a deep understanding of the basic theory of logistics operation and management, including integrated logistics;

- DN Demonstrate a good, practical understand of the basic theory of logistics operation and management, including integrated logistics;
- CR Demonstrate a basic understanding of the basic theory of logistics operation and management, including integrated logistics, and be able to apply this theory to the analysis of a range of basic scenarios;
- PP Be able to provide a basic description of the basic theory of logistics operation and management, including integrated logistics, and demonstrate how this theory may be useful in the analysis of some basic scenarios;
- NN Inability to demonstrate a basic understanding of the basic theory of logistics operation and management, including integrated logistics.
3. Understand the impact that the introduction of information systems can have in transforming conventional logistics, and be aware of current developments in e-logistics;

Assessment criteria:

- HD Demonstrate a deep understanding of the impact of e-business practices on the transformation of conventional business logistics;
- DN Demonstrate a good, practical understand of the impact of e-business practices on the transformation of conventional business logistics;
- CR Demonstrate a basic understanding of the impact of e-business practices on the transformation of conventional business logistics, and be able to apply this knowledge to the analysis of a range of basic scenarios;
- PP Be able to provide a basic description of the impact of e-business practices on the transformation of conventional business logistics, and demonstrate how this knowledge may be useful in the analysis of some basic scenarios;
- NN Inability to demonstrate a basic understanding of the impact of e-business practices on the transformation of conventional business logistics.

Generic graduate attributes

The University has defined a set of generic graduate attributes that can be expected of all graduates (see <http://www.utas.edu.au/tl/policies/index.htm>). By undertaking this unit you should make progress in attaining the following attributes:

Knowledge:

- Develop a broad knowledge of business logistics, especially e-logistics, and of the impact of IS on related business processes;
- Understand the contribution of logistics management in business and society, including material handling logistics and service logistics;
- Be capable of applying this knowledge to development of new, practical solutions to the problems faced in business logistics.

Communication skills:

- Work in small groups on practical problem solving related to logistics case studies;
- Demonstrate a high level of report writing and oral communication;

- Discuss relevant problems with other, present their own opinions and critically assess the opinions of others.

Problem-solving skills:

- Engage in small group problem solving on matters drawn from case studies in logistics;
- Conceptualise problems and be able to formulate a range of potential solutions;
- Gain a managerial perspective on the types of problems encountered and means of finding solutions in business logistics.

Global perspective:

- Appreciate the major issues inherent in global logistics;
- Appreciate the importance of efficient and integrated logistics management to operating in a global market place;
- Be aware of the cultural and regulatory issues in cross-border transfer and delivery of goods and services.

Social responsibility:

- The social and ethical standards of the profession will be reinforced;
- The social impact of IS-induced change in business logistics will be emphasised.

Prior knowledge & skills

Systems and processing modelling concepts, and an understanding of the impact that the introduction of information systems can have upon business processes, as covered in BSA101 Business Information Systems.

Learning resources required

Requisite texts

None.

Recommended reading

Bayles, DL *E-commerce Logistics & Fulfillment: delivering the goods* Prentice-Hall, 2001.

Bloomberg DJ, LeMay S & Hanna JB *Logistics*, Prentice-Hall, 2002.

Bowersox DJ, Closs DJ & Cooper MB *Supply Chain Logistics Management* 2nd Ed McGraw-Hill, 2007.

Chopra S & Meindl P *Supply Chain Management: strategy, planning and operation*, Prentice-Hall, 2001.

Johnson JC, Wood DF, Wardlow DL & Murphy PR *Contemporary Logistics* 7th Ed, Prentice Hall, 1996.

Keen, CD *BSA204 Business Logistics Course Notes*, School of Information Systems, University of Tasmania, 2007.

Simchi-Levi, D, Kaminsky, P & Simchi-Levi, E *Designing & Managing the Supply Chain: concepts, strategies & case studies*, 2nd Ed, McGraw-Hill Irwin, 2003.

References

Ballou RH *Business Logistics Management* 4th Ed, Prentice-Hall, 1999.

Coyle, JJ, Bardi, EJ & Langley, CJ *The Management of Business Logistics: a supply chain perspective*, 7th Ed, Thomson Learning, 2003.

Dornier P-P, Ernst R, Fender M & Kouvelis P *Global Operations and Logistics: text and cases* Wiley, 1998.

Dwyer J *Communication in Business*, Prentice-Hall, 2000.

Lawrence, FB, Jennings, DF & Reynolds, BE *e-Distribution*, Thomson South-Western, Mason OH, 2003.

Menasce DA & Almeida VA *Scaling for e-Business: technologies, models, performance and capacity planning*, Prentice-Hall, 2000.

National Office for the Information Economy (NOIE) *Trucks Online: National Road Transport Scoping Study* Dept of Communications, IT and the Arts, 1999.

Reddy R & Reddy S *Supply Chains to Virtual Integration: e-commerce solutions for business and IT managers* McGraw-Hill, 2000.

WebCT

BSA204 Business Logistics material online on the University of Tasmania's WebCT Vista site.

Equipment & Materials

Access to a PC running MS Windows 2000, MS Office 2000, MS Project 2000, and networked access to the University of Tasmania's WebCT/Vista site.

<http://vista.utas.edu.au/webct/entryPageIns.dowebct>.

For WebCT Vista

To access WebCT Vista from your own computer you will need the appropriate software, and hardware to run that software. See Learning Online at

<http://www.utas.edu.au/coursesonline/software.htm> for computer software you will need.

Note: Older computers may not have the hardware to run some of the required software applications. Contact your local IT support person or the Service Desk on 1818 if you experience difficulties.

See *WebCT Vista: Information for Students* for further information about accessing WebCT Vista.

Details of teaching arrangements

Lectures

2 hrs lectures per week, in weeks 1-13

Hobart: Monday 1610-1800 Social Science lecture theatre 209

Launceston: Thursday 1410-1600 Room D122/123

Tutorials

1 hr tutorial per week, in weeks 2-13

Hobart: Thursday 0900-0950 IS215

Thursday 1000-1050 IS215

Thursday 1100-1150 IS215

Launceston: Thursday 1610-1700 D122/123

Consultation

The following times are available for student consultation, either individually or in small groups:

Hobart: Thursday 1000-1200 IS Building, Room 335

Launceston: Thursday 1710-1800 D112

Video Conference activities

For information about videoconferencing at UTAS and how to participate effectively, see the Students' guide to Videoconferencing available at:

<http://www.utas.edu.au/itr/videoconf/StudentGuide2004.pdf> or follow the Service desk link from the Current Students homepage>Videoconferencing

Unit schedule

Week	Date beginning	Topic	Readings	Tutorial
1	26 Feb 2007	Lecture 1 & 2. Introduction to current logistics theory; supply chain management; system modelling	Bloomberg, Chap 1 Johnson, Chap 1,2 Chopra, Chap 1	None
2	5 Mar 2007	Lecture 3 & 4. Market channels; push/pull strategies; in-bound and out-bound logistics	Johnson, Chap 4	Systems modelling
3	12 Mar 2007	Lectures 5 & 6. Order management and supply, Warehousing & inventory management	Bloomberg, Chap 2, 9 Johnson, Chap 6, 8, 9 Chopra, Chap 3,4	Case Study: Star Track Express
4	19 Mar 2007	Lectures 7 & 8. e-logistics; forward and reverse e-logistics; customer service	Bayles, Chap 5 Bloomberg, Chap 15	Case Study: SupplyScience
5	26 Mar 2007	Lectures 9 & 10. e-logistics: warehousing, e-procurement, ordering, forecasting, costs	Bayles, Chap 6 Bloomberg, Chap 2	Case Study: EatFresh
6	2 Apr 2007	Lectures 11 & 12. Credit card payment; e-fulfilment	Bayles, Chap 4, 7	Case Study: QUT
Mid-Semester Break Thurs 5th April to Wed 11th April inclusive Classes commence Thursday 12th April				
7	16 Apr 2007	Lectures 13 & 14. Global logistics; e-trading	Bloomberg, Chap 18 Bayles, Chap 8	Bribing Customs
8	23 Apr 2007	Lectures 15 & 16. Logistics re-engineering; simulation modelling	Johnson, Chap 12	Case Study: Safeway
9	30 April 2007	Lectures 17 & 18. Simulation; Case Studies: Bond & ERG		Case Study: Amazon.com
10	7 May 2007	Lectures 19 & 20. Integrated logistics; service response logistics, Integrated logistics information systems Extra Strategic Planning lecture	Bloomberg, Chap 5,6	Case Study
11	14 May 2007	Lectures 21 & 22. Agile supply chain management, Logistics planning	Bloomberg, Chap 15 Stock & Lambert Chap 18	Logistics strategic planning
12	21 May 2007	Lectures 23 & 24. Quality Management; ID tags; Logistics management overview. Case Studies		Logistics strategic planning
13	28 May 2007	Lecture 25. Summary & review		Past examination paper

Semester finishes Friday 1st June

Examinations commence Saturday 9th June

Occupational health and safety (OH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University's policy at: http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf

Learning expectations and strategies

Expectations

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University's Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

It is expected that students will familiarise themselves with access and use of the WebCT Vista system operated by the University for the electronic delivery of course materials, and for various forms of communication.

It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the unit, and for notification of the results of assignments.

It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, lecturers and fellow students.

Students' Expectations of the Unit

Students enrolled in the unit may reasonably expect the following:

1. To be able to contact a lecturer or tutor by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
2. Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
3. That assignments will be marked and the marks will be returned with 3 weeks of due dates.
4. That all relevant notices regarding the administration of the unit, including any necessary changes, will be communicated to all students enrolled in the unit via email.

These expectations are in addition to those specified in relevant University regulations.

Learning strategies

If you need assistance in preparing for study please refer to your tutor or lecturer. For additional information refer to the Learning Development website :

<http://www.utas.edu.au/learndev/>

If you will be using WebCT/Vista for the first time and would like some information on how to use WebCT/Vista refer to the following guide:

http://www.utas.edu.au/coursesonline/docs/using_webct.pdf

Some of the units you will study use videoconferencing to deliver lectures and tutorials. To enable you to get the best out of a videoconference please refer to the following guide.

<http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf>

Specific attendance/performance requirements

Participation and the active contribution of all students in their allocated workshop will be monitored for assessment purposes.

Assessment summary

Item	Assessment task	Weight	Date due
1	Assignment 1. An essay of approximately 2,500 words in length, dealing with issues related to e-logistics	25%	Friday, 20 th April
2	Assignment 2. An analysis of a business logistics case study, and production of associated report.	35%	Friday, 18 th May
3	A two-hour examination, to be held during the University examination period in June. This examination is open book.	40%	

How your final result is determined

In order to pass a unit, the School of Information Systems expects that students:

1. Achieve a total of at least 45% in the continuing assessment of the unit;
2. Achieve a total of at least 45% in the examination component of the unit;
3. Achieve a total mark of at least 50% in the total assessment of the unit.

Note:

In exceptional circumstances, the School reserves the right to adjust the above assessment rule.

Submission of assignments

Students must submit assignments for the unit by the specified dates and times (if given), unless prior approval has been granted via an assignment extension form, at least 24 hours before the assignment is due to be submitted.

Every assessment task has a due date and method of submission. These due dates and methods of submission must be adhered to.

For BSA204 all assignments are to be submitted via WebCT/Vista. No email submissions will be accepted.

Students are to name their files in the following manner: <username>_Assignment<Number>. **For example: bloggsj_Assignment1.**

Notes:

Students must take responsibility for the correct submission of their assignments. Students are expected to adhere to the following procedure for submission:

Submitted files MUST be checked by the student to ensure that correct submission of the file has been undertaken.

Students are expected to notify the Lecturer WITHIN TWO HOURS of submission if their files have not been submitted correctly.

Students must take responsibility for safely backing up of their own files during the academic year to ensure that no files are permanently lost.

Requests for extensions

Extensions will be given only under the following conditions:

- Employment related issues: Arrangements for an extension must be made with the lecturer prior to the assignment due date. Documentation from your employer is required.
- Illness: A medical certificate must be presented to the lecturer either prior to the due date or as soon as possible after the due date.

The lecturer of the unit will address any extraordinary extension falling outside of these criteria.

All extensions must be applied for on the appropriate form, which is available at http://www.infosys.utas.edu.au/students/forms/asst_extension.pdf. Verbal extensions will not be accepted.

Students should not assume that all extension applications will be granted. Students must have received confirmation of the extension by the Lecturer in order for an extension to be granted.

Any extension granted will have a new submission due date and time.

Assignments that are not submitted by the due date and time will incur the following penalties:

Penalties

10% (of mark achieved) per day or part thereof (excluding extensions) for late submissions.

Review of assessment and appeals

It is expected that students will adhere to the following policy for review of any piece of continuous assessment.

- a) Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer/Coordinator. **The student should be prepared to discuss specifically which section of the marking criteria they are disputing and why they consider the mark is inappropriate.**
- b) Following this discussion, students may request a formal remark of the original submission (in accordance with Rule of Academic Assessment 111, clause 22.1). This remark will be undertaken, where practicable, by an alternative assessor.

Students under with Rule of Academic Assessment 111, clause 23 may also request a review of the final result in a unit. The request and payment must be made within 10 days from the date of the result notification . Students are referred to

<http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/RULES/RULE111.html>
or http://www.admin.utas.edu.au/ac_serv/flowchart_review_assesment.pdf

Complaints Procedure

It is expected that students will adhere to the following policy for making any complaint or grievance directly related to a Unit:

- a) In the first instance, students are to approach the Lecturer or Unit Coordinator concerned and arrange a time to speak with them about their concern.
- b) If an issue remains unresolved, the student should approach the Head of School and arrange a time to speak with them about their concern.

If the School's internal policy of complaints is unable to resolve an issue, students should consult Ordinance 8 Student Complaints for further direction.

Academic referencing

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The appropriate referencing style for this unit is

For information on presentation of assignments, including referencing styles:

<http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.

Plagiarism

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University's policy on plagiarism. Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example downloading an essay wholly or in part from the internet, copying another student's work or using an author's words or ideas without citing the source.

"Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at

<http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see

<http://www.utas.edu.au/universitycouncil/legislation/> "

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer. Useful resources on academic integrity, including what it is and how to maintain it, are also available at:

<http://www.utas.edu.au/tl/supporting/academicintegrity/students.html>

Further information and assistance

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you are advised to raise these with your lecturer in the first instance.

There is a range of University-wide support services available to you including Student Services, International Services and Learning Development. Please refer to the *Current Students* homepage at: <http://www.utas.edu.au/students/>

Should you require assistance in accessing the Library visit their website for more information at <http://www.utas.edu.au/library/>

Help resolving concerns about this unit

In the first instance you should contact your lecturer. If the matter is still unresolved and you would like to know who to contact or the procedures for resolving your concern refer to the following website: http://www.admin.utas.edu.au/ac_serv/complaints_info.html

The Hobart based Tasmanian University Union (TUU) or the Launceston/Burnie based Student Association (SA) may also be able to assist.

The School reserves the right to alter the details contained in this Unit Outline. Students will be advised of changes to the outline via their University email account and it remains the responsibility of the student to check their email for such changes.

Assessment details

Assessment task 1 Individual Assignment (25%)

Task description	To undertake research into the current ICT infrastructure and development of a relevant business system for an e-logistics application.
Task length	Approximately 2,500 words.
Links to unit's learning outcomes	This assignment assesses the following learning outcome of the unit: Understand the impact that the introduction of information systems can have in transforming conventional logistics, and be aware of current developments in e-logistics;
Assessment criteria / guidelines	In addition to the above assessment criteria, the following criteria will apply to the degree of understand, content, structure and presentation of the assignment submission: Degree of Understanding Demonstrated <i>Assessment criteria:</i> HD Demonstrate deep insight into the material presented in the submission; DN Demonstrate excellent understand of all the material presented in the submission; CR Demonstrate clear understanding of the material presented in the submission; PP Display sufficient understanding overall, but limited comprehension apparent in some of the material presented in the submission; NN Do not appear to comprehend the material presented in the submission. Content of the Submission <i>Assessment criteria:</i> HD Cover required material very well, and show evidence of integrating and critically analysing material from multiple relevant additional sources (references) of information; DN Cover required material well, and show evidence of multiple relevant additional sources (references) of information; CR Cover required material well, but show no evidence shown of use of multiple sources (references) of information; PP Barely sufficient coverage of the topic submission; NN Weak or inadequate coverage of the topic in the submission. Structure of the Submission <i>Assessment criteria:</i> HD Submission structure is very well developed to enhance the logical arguments therein, and to emphasise the main points being addressed; DN Submission had a clear, logical structure that enhances the readability of the document; CR Submission had a reasonable and relevant, logical structure, but could be improved to enhance the readability of the document; PP Submission had a barely sufficient document structure; NN Submission lacked a coherent structure. Presentation and Style of the Submission <i>Assessment criteria:</i> HD Excellent presentation; the choice of the professional, appropriate style of structure, language and graphics adds significantly to the case advanced by the submission; DN Very well presented; apparent that choice of a professional, appropriate document style was made to enhance the readability of the document; CR Well presented; good use of language and choice of appropriate style; PP Presentation is adequate, and the use of some appropriate style is apparent, but may have minor defects in grammar or spelling; NN Poorly presented, no choice of style apparent in submission.
Date due	Friday, 20th April 2007

Assessment task 2 Group Assignment (35%)

Task description	Through the use of a business logistics case study this assignment requires the student to undertake a realistic analysis of a logistics process, model that process and make recommendations as to how the process can be implemented.
Task length	Approximately 3,000 words
Links to unit's learning outcomes	This assignment assesses the following learning outcomes of the unit: Have an understanding of the system and process modelling techniques relevant to business logistics; Be aware of the basic theory, relevant models of goods and services, and of logistics operation and management, including integrated logistics.
Assessment criteria / guidelines	<p>In addition to the above assessment criteria, the following criteria will apply to the degree of understand, content, structure and presentation of the assignment submission:</p> <p>Degree of Understanding Demonstrated</p> <p><i>Assessment criteria:</i></p> <p>HD Demonstrate deep insight into the material presented in the submission;</p> <p>DN Demonstrate excellent understand of all the material presented in the submission;</p> <p>CR Demonstrate clear understanding of the material presented in the submission;</p> <p>PP Display sufficient understanding overall, but limited comprehension apparent in some of the material presented in the submission;</p> <p>NN Do not appear to comprehend the material presented in the submission.</p> <p>Content of the Submission</p> <p><i>Assessment criteria:</i></p> <p>HD Cover required material very well, and show evidence of integrating and critically analysing material from multiple relevant additional sources (references) of information;</p> <p>DN Cover required material well, and show evidence of multiple relevant additional sources (references) of information;</p> <p>CR Cover required material well, but show no evidence shown of use of multiple sources (references) of information;</p> <p>PP Barely sufficient coverage of the topic submission;</p> <p>NN Weak or inadequate coverage of the topic in the submission.</p> <p>Structure of the Submission</p> <p><i>Assessment criteria:</i></p> <p>HD Submission structure is very well developed to enhance the logical arguments therein, and to emphasize the main points being addressed;</p> <p>DN Submission had logical structure & enhances the readability of the document;</p> <p>CR Submission had a reasonable and relevant, logical structure, but could be improved to enhance the readability of the document;</p> <p>PP Submission had a barely sufficient document structure;</p> <p>NN Submission lacked a coherent structure.</p> <p>Presentation and Style of the Submission</p> <p><i>Assessment criteria:</i></p> <p>HD Excellent presentation; the choice of the professional, appropriate style of structure, language and graphics adds significantly to the case advanced by the submission;</p> <p>DN Very well presented; apparent that choice of a professional, appropriate document style was made to enhance the readability of the document;</p> <p>CR Well presented; good use of language and choice of appropriate style;</p> <p>PP Presentation is adequate, and the use of some appropriate style is apparent, but may have minor defects in grammar or spelling;</p> <p>NN Poorly presented, no choice of style apparent in submission.</p>
Date due	Friday, 18th May 2007

Final exam (40%)**Description /
conditions**

The examination is of two hours' duration and is open book. Students may not take a computer or any other equipment that will cause a nuisance into the examination room.

Students are requested not to take borrowed library books into the examination, as this is unfair for other students.

Date

The final exam is conducted by the University Registrar in the formal examination period. See the Current Students homepage (Examinations and Results) on the University's website.

Appendix 1 - What is academic integrity?

Academic integrity is about mastering the art of scholarship. Scholarship involves researching, understanding and building upon the work of others and requires that you give credit where it is due and acknowledge the contributions of others to your own intellectual efforts.

At its core, academic integrity requires honesty. This involves being responsible for ethical scholarship and for knowing what academic dishonesty is and how to avoid it.

Commonly used terms

Attribution: the ascribing of a work or an idea to a particular author or artist.

Citation: the act of directly quoting or giving intellectual credit to another person's work or ideas.

Collusion: “any form of joint effort, between students, or between students and other persons, intended to deceive an assessor as to who was actually responsible for producing the material submitted for assessment”. (University of Western Sydney 2000).

Common Knowledge: can be defined as facts known by a large number of people. These "facts" do not have to be cited.

Group work: can be described as “a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment”. (Newcastle University 2002).

Legitimate collaboration: Newcastle University describes legitimate collaboration as “any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students”.

Paraphrasing:

1. A restatement of a text or passage in another form or other words, often to clarify meaning.
2. The restatement of texts in other words as a studying or teaching device.

Plagiarism: the stealing or passing off as one's own (the idea or words of another); use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source (*Webster's Third New International Dictionary of the English Language*, Unabridged, p. 1728).

Quoting: to place an excerpt from a source word for word into one's paper. The source must be cited, giving credit to the original author.

Summarising: to put someone else's concept or main ideas into one's own words.

Appendix 2 - Common forms of academic dishonesty

Cheating in an exam either by copying from other students or using unauthorised notes or other aids. Submitting, as your own, an assignment that another person has completed. Downloading information, text, computer code, artwork, graphics or other material from the Internet and presenting it as your own without acknowledgment. Quoting or paraphrasing material from a source without acknowledgment. Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in twice for separate subjects/marks.

Copying from other members while working in a group.

Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks.

From: James R, McInnis, C and Devlin, M (2002)

Assessing Learning in Australian Universities

Centre for the Study of Higher Education - University of Melbourne

Viewed 29 December 2002

<http://www.cshe.unimelb.edu.au/assessinglearning/03/plagMain.html>

Using words, ideas, computer code, or any work by someone else without giving proper credit is academic dishonesty. Academic dishonesty is often referred to as plagiarism or cheating.



When you use information from a source, you must cite it.

Appendix 3 - How to achieve and maintain academic integrity

Utilise the right sources

In order to articulate your ideas, defend your own argument and refute counter-arguments, you will need to identify the most appropriate sources of material to help you. In order to identify the most appropriate material you will need to evaluate your research results.

Start writing

The next step in the process is to document the validity of your position, and crediting those whose work you have used to establish your position. To do this you will need to apply the appropriate referencing style for your discipline to your work. If you are not sure what style you should be using check with your tutor or your unit outline. The University also provides a list of preferred text referencing system for undergraduate students at http://www.utas.edu.au/staff/tl/policies/School_referencing_system_table.htm

When you begin writing your assignment/project report you must give credit to the sources for the ideas you are using. There are standard ways to properly integrate sources into your assignment. They include:

- *Direct quotes* – This is when you place an excerpt from your source word for word into your paper. The source must be cited, giving credit to the original author.
- *Paraphrasing* – This means to restate a passage from your source in your own words. The source and author of the passage you paraphrase must be cited.
- *Summarising* – When you summarise the key concept or main idea from someone else's work in your own words, you must give credit for summarised ideas to the original source.

More information on writing skills

Developing your own writing style is an important part of good scholarship. For information and assistance on essay writing go to the Learning Development website at <http://www.utas.edu.au/learndev/essays.html>



Remember that when you use a direct quote, paraphrase or summarise to not only provide the in-text reference but also provide a full reference in your reference list.

Appendix 4 - What happens if I don't maintain academic integrity?

While studying at University you are expected to submit work that is your own. This does not mean that you can't use other people's ideas to support your own or to enhance your argument. What it does mean is that you are required by the University to acknowledge the source of those ideas as in text references in your assignments and the setting out of a list of references or a bibliography at the end of your assignment, acknowledging all sources utilised.

The academic tradition, on which Australian universities are founded expects that all scholarly efforts undertaken be done so in keeping with the rules of attribution. This means that all material that is submitted or presented for assessment that contains work other than your own, must be attributed to its source.

Failure to do so constitutes academic dishonesty (plagiarism). It is important that students understand how to correctly refer to the work of others and maintain academic integrity.

Ordinance 58: Student Discipline outlines the process for initiating formal discipline procedures for academic/general misconduct matters.

<http://www.utas.edu.au/universitycouncil/legislation/ord58.pdf>

You should also refer to any policies and procedures specific to your Faculty/School.