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The published on-line version of the Course Profile is the authoritative version and by the publication of the Course Profile on-line the University deems the student has been notified of and read the course requirements.

1. General Course Information

1.1 Course Details

COURSE CODE	2010NSC
COURSE TITLE	Applied Microbiology
ACADEMIC ORGANISATION	ESC School of Environment and Science
TRIMESTER	Trimester 2 2020
MODE	Blended
LEVEL	Undergraduate
LOCATION	Nathan, On Campus
CREDIT POINT VALUE	10

Course Description:

This course covers emerging areas in microbiology. It integrates the latest knowledge in fundamental microbial processes with genomics to understand the functioning of microbial cells and their interactions with the surrounding environment. It looks at the critical roles played by microbes in the environment, health, evolution and energy production.

Assumed Background:

The assumed background for this course is 2008NSC (2008BPS) General Microbiology and a basic a understanding of genetics and molecular biology principles.

1.2 Course Introduction

The broad aim of applied microbiology is to acquire an understanding of the application of microbiology in agricultural, environmental and medical envrionments. Microorganisms, the most abundant organisms on Earth, play critical roles in health, environment, agriculture, and energy production, are relatively easy to manipulate and are candidates for systems biology research. The course provides an introduction and some depth of the potential applications of microbiology ranging from improvements in the management of bacterial infections and agriculture through to environmental impacts such as climate change, pollution, bioremediation and the importance of microbes in the water cycle regarding treatment, public and environmental health. Microbial interactions such as symbiosis with other organisms such as insects is included in this course, and how this knowledge is used to advance our understanding and control of pest insects and arthropods.

Previous Student Feedback

Student feedback has been incorporated in the delivery of this course. Students generally enjoy the course particularly the specific applications and the in-depth research into certain topics. Some of the recent feed back includes:

“The lecturers were very approachable to discuss content, assessment items and the microbiology industry in general. The content was interesting and covered relevant examples. I particularly liked the field trip as we got to see everything in action rather than just what comes from the text book. The variety of assessment was good. It was nice to also have lecturers working in the field and current in industry as they provided example of what actually goes on in industry.”

“I enjoyed the seminar. Brought me out of my comfort zone and taught me skills im lacking from other courses.”

“Very practical and learning new things that continued on from Microbiology.”

“The topics that were covered was really interesting in the sense that most of my other courses have just been theory. This course showed us a little taste of how microbiology is applied to everyday life and industry in particular. This was very useful to understand what areas of work that could be a good idea to look into when it comes to microbiology in general.”

“The field trip to sewage plant has helped me to further understand the process of water systems and treatment process. The assessment where we were required to come up with questions prior to the field trip have motivated me to research more about the water treatment processes which was not mentioned in the lectures.”

“There was a LOT of content, sometimes I felt unsure of what was relevant for assessment and what was provided as additional information for interest only. Some modules had learning outcomes which helped with this, but some didn't. I would suggest breaking up the 1 x 3 hr lecture to smaller chunks (3x1hr or a 2hr and a 1hr) as by the 3rd hour the class was fading fast :)”

1.3 Course Staff

Primary Convenor **A/Prof Helen Stratton**	
PHONE	3735 5503
EMAIL	h.stratton@griffith.edu.au
CAMPUS	Nathan Campus
BUILDING	Science 2 (N34)
ROOM	2.30

Lecturer **Dr Jeremy Brownlie**	
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Lecturer **Prof Rebecca Ford**	
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Lecturer **Dr Tony Greene**	
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CAMPUS	Nathan Campus
BUILDING	Science 2 (N34)
ROOM	2.34

1.4 Timetable

Timetables are available on *the Programs and Courses website*.

NB: Details contained in this Section of the course profile and Section 4.1 Learning Activities are to be read in conjunction with the official class timetable. The published class timetable which is the authoritative source for timetabling information for all campuses can be located by clicking on the above link.

Additional Timetable Information

Due to COVID-19 UNCERTAINTIES:

This course will be offered in a blended mode in Trimester 2, 2020. This means that it will be offered online but there may be opportunities for students to return to campus for some course components during the Trimester, depending on Government regulations. Ensure you regularly check the Learning@Griffith course site and emails from the Convenor for specific details of classes.

This course will be presented as a series of lectures, and include student seminar presentations, workshops and a VIRTUAL (for 2020 only) field trip to a water recycling facility (from the sewage treament plant through to purified recycled water). The content and the schedule of the Study Module - Scientific Literature & Communication will be announced to the students in the week 1 Lecture, when the course will be introduced and details of all assessment items, including the field trip, will be provided.

Lectures will be presented as interactive three-hour sessions once a week. Students are expected to attend all classes.

The Seminar topics will be assigned to students from a list of selected microbes and will be delivered as indicated in the course outline. The seminar delivery in Weeks 10, 11 and 12 is designed to develop skills in searching and summarising data from scientific literature and developing these into scientific presentation. The delivery of seminars will provide students with the art of

oral scientific communication, for which mentoring and guidance will be provided. As part of peer-learning process and networking, students are expected to attend all seminars, ask questions and contribute to seminar presentations. Moral support to your fellow students is always appreciated and will be noted.

1.5 Lecture Capture

It is standard practice at Griffith University that lectures timetabled in lecture capture-enabled venues are recorded and made available to students on the relevant course site, in accordance with the University's Lecture Capture Policy.

The lecture series delivered as part of this course will be recorded and accessible via the Learning@Griffith course site.

1.6 Technical Specifications

None required.

2. Aims, Outcomes & Graduate Attributes

2.1 Course Aims

The course aims to provide an understanding of the functioning of microbial cells with emphasis on their structure, physiology, metabolism and genome. The applied microbiology approach forms a basis for understanding applications of microbiology including water microbiology, molecular microbiology, plant pathology, symbiotic relantionships and biotechnology. The course examines the interactions of microorganisms with the environment, plants, animals and humans, biogeochemical cycles and the impacts of microbes on the environment. It provides in-depth studies of the physiology and molecular biology of prokaryotes as applied to end uses in biogeochemical cycles, the environment, agriculture and advanced methods.

The course follows on from the core 2008NSC (2008BPS) General Microbiology course and prepares students for the option of further postgraduate studies in Microbiology or Biotechnology and/or employment in a variety of industries. It further emphases the importance of microorganisms in our understanding of life and will provide information on current views and recent trends in microbial ecology, the role of microorganisms in environmental and industrial processes.

2.2 Learning Outcomes

After successfully completing this course you should be able to:

1 Understand the diversity and role of microorganisms in the environment

2 Describe the characteristics, organisation and function of microbial genomes

3 Determine how growth, survival and evolution of microbes is impacted through interactions with their environment and other organisms such as symbiosis with insects.

4 Have an appreciation and understanding of the role of microbes in the urban water cycle.

5 Appreciate the role of sanitation, water treatment and the modern urban water system on the impact towards human health and the control of infectious diseases.

6 Understand the importance of plant-microbial interactions and the impact on food security.

7 Understand how technology is evolving and revolutionising the way microbiology diagnostics is carried out and applied by different end-users.

8 Critically analyse scientific literature and be able to present this information in the form of a seminar.

2.3. Graduate Attributes

For further details on the Griffith Graduate please click here

Griffith University prepares influential graduates to be:

- Knowledgeable and skilled, with critical judgement
- Effective communicators and collaborators
- Innovative, creative and entrepreneurial
- Socially responsible and engaged in their communities
- Culturally capable when working with First Australians
- Effective in culturally diverse and international environments

This table demonstrates where each of the Griffith Graduate Attributes is taught, practised and assessed in this course.

For further details on the Griffith Graduate Attributes please refer to The Griffith Graduate policy.

University wide attributes

GRADUATE ATTRIBUTE	TAUGHT	PRACTISED	ASSESSED
Knowledgeable and skilled, with critical judgement	•		•
Effective communicators and collaborators	•	•	•
Innovative, creative and entrepreneurial	•		
Socially responsible and engaged in their communities	•		
Culturally capable when working with First Australians	•		
Effective in culturally diverse and international environments	•		

Additional Course Information on Graduate Attributes

This course takes the principles, methods and techniques for microbiology and teaches how they are applied in natural and engineered systems. In these teachings the students will acquire an interdisciplinary perspective of how microbiology fits into the world and how their knowledge and skills can be used to devise solutions to unfamiliar problems. The assessment items will provide them with practice on how to communicate effectively in writing and orally. The topics covered will be presented in ways to show how science can solve problems and contribute and engage in the community in a socially responsible manner.

3. Learning Resources

3.1 Required Resources

Details of your Required Learning Resources are available from the Reading List.

3.2 Recommended Resources

Details of your Recommended Learning Resources are available from the Reading List.

3.3 University Learning Resources

The University provides many facilities and support services to assist students in their studies. Links to information about University support resources that are available to students are included below for easy reference.

Readings - New online service enabling students to access Required and Recommended Learning resources. It connects to the library catalogue to assist with quickly locating material held in Griffith libraries and enables students to manage and prioritise their readings, add personal study notes and export citations.

Learning@Griffith - there is a dedicated website for this course via the Learning@Griffith at myGriffith.

Academic Integrity Tutorial - this tutorial helps students to understand what academic integrity is and why it matters. You will be able to identify types of academic misconduct, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

Student Support - provides a range of services to support students throughout their studies including personal support such as Counselling and Health Services; Academic support; and Financial and Welfare support.

Careers and Employment Service can assist all enrolled students and recent graduates with career direction, course uncertainty, interview preparation, job search tips, LinkedIn reviews and much more. Our Unitemps Recruitment Service can assist you with finding paid casual work while you study.

Library and Learning Services: Library and Learning Services provides a wide range of quality client-focused services and programs to students, researchers and staff of the University. Library and Learning Services works in collaboration with the academic community to achieve academic and research outcomes.

Support for learning - the University provides access to common use computing facilities for educational purposes.

Code of Practice - Griffith Information Technology Resources.

3.5 Other Learning Resources & Information

It is expected that students will take notes during lectures. Resources of the library and electronic databases are the best source of additional information. Additional source material will be discussed in lectures and may be posted to the learning at Griffith site appropriate to this course during semester.
There are no prescribed textbooks but the textbook references above will assist in learning. In particular, Brock Biology of Microorganisms, Madigan et al. is strongly recommended.

4. Teaching & Learning Activities

4.1 Learning Activities

Week Commencing	Activity	Learning Outcomes
13 Jul 20 - 2 Oct 20	**Module on Scientific Literature and Communication (Study Module):** This study module is composed of formal lectures and will consist of topics on searching scientific literature, managing and editing reference database (e.g.EndNote), incorporating references in documents (e.g word) from weeks 1 to 10 and presenting scientific information (scientific communication - seminar) in weeks 11 & 12. This module will expose students to search and mine scientific literature using the ncbi database following which they will gain experience in understanding and summarising this information and communicating this via seminar presentations. There are a number of activities associated with this module which is scheduled as follows: Week 1 - Students will be given a pre-assigned special topic for their seminar presentation. Instructions on how to search for scientific literature and useful ways by which broad literature searches on a topic of interest can be narrowed and focussed to a more specific sub-topic will be demonstrated. In addition, tips on seminar presentation will also be provided. Weeks 2 & 3. Students will develop search definitions for searching literature and perform literature searches. Further demonstration and discussions on the utility of the searches will be held during the workshop. Week 5. Students will email their search definitions. Students will email their final search definitions and the literature. They will cite 10 formatted references which will be most likely used in their seminar presentations. This is a pass / fail assessment item Weeks 5 to 7. Students will continue to develop their skills for literature search and discuss their findings Weeks 11 and 12: Students will present seminars to the class during the lecture and workshop times. Week 10 may be used if necessary - dependent on enrolment numbers.	1, 2, 3, 8
13 Jul 20 - 13 Jul 20	**Module 1 Introduction to Microbial Life (Lecture):** A recap of Microbial Ecology: The tree of life and biodiversity, Basis of life on Earth, Phylogenetic and evolutionary relationships, Bacteria, Archaea and Eukarya. Introduction to key terminology and concepts that will be built on during the course.	1, 2
20 Jul 20 - 27 Jul 20	**Module 2 Microbial physiology and biogeochemistry (Lecture):** Nutrient & electron flow leading to biotechnology, Biogeochemical cycles, Geomicrobiology, Microbial impacts on humans and the environment and bioremediation.	1, 3
3 Aug 20 - 10 Aug 20	**Module 3. Water/wastewater Microbiology (Lecture):** The urban water cycle, the importance and how and why microbes are involved. What organisms/pathogens are significant in water quality. Important Microbial Communities and Processes in biological treatment systems. The Microbiology of Water Recycling. The activated sludge wastewater treatment process will be described in detail with deep knowledge of the microbes involved in nutrient reduction and the treatment processes, including problem organisms involved. Using Molecular tools for water quality diagnostics. A field trip to a water treatment facility will be included with this module.	4, 5
24 Aug 20 - 31 Aug 20	**Module 4 Microbial Interactions I and II (Lecture):** Microbial Interactions I Microbial Interactions with plants, agriculture and impact on food security Module 4 Microbial Interactions II SYMBIOSIS ??? Theories of symbiosis and Interactions with insect	3, 6
7 Sep 20 - 7 Oct 20	**Module 5. Current Techniques in Microbiology (Lecture):** Advanced technology in molecular microbiology is revolutionising laboratory practices in the environment, food technology, medical diagnostics and biotechnology in general. The state of the art molecular approaches moving towards a lab on a chip will be covered.	7

4.2 Other Teaching and Learning Activities Information

No Public holidays fall on scheduled lecture or workshop times in T2 for this course.

If a lecture or tutorial class is scheduled on a public holiday (or is cancelled for any unexpected reason), this class will normally not be repeated.

After Week 5, there is a student vacaction 12-16 August.

5. Assessment Plan

5.1 Assessment Summary

This is a summary of the assessment in the course. For detailed information on each assessment, see **5.2 Assessment Detail** below.

ASSESSMENT TASK	DUE DATE	WEIGHTING	MARKED OUT OF	LEARNING OUTCOMES	MAXIMUM EXTENSION PERIOD
Portfolio - evidence Water Recycling Field Trip Assignment	13 Jul 20 - 2 Oct 20 17:00 Submit Reflection Portfolio by end of Week 11	15%	100 marks	4, 5	
Presentation - technical or professional Scientific Communication - Seminar	13 Jul 20 - 2 Oct 20 17:00 Seminar, presence mandatory	20%	100 marks	8	
Assignment - Research-based Assignment Scientific Communication	13 Jul 20 17:00 - 17 Aug 20 17:00 Submit search terms & 10 formatted references by Week 5	5%	5 marks	8	
Test or quiz Quiz 1, 40mins	14 Sep 20 15:10 - 14 Sep 20 15:50	10%	30 marks	1, 2, 3, 4, 6	
Exam - selected and constructed responses Examination, 120 min	Examination Period	50%	100 marks	1, 2, 3, 4, 5, 6, 7	

5.2 Assessment Detail

Title: Water Recycling Field Trip Assignment
Type: Portfolio - evidence
Learning Outcomes Assessed: 4, 5
Due Date:
13 Jul 20 - 2 Oct 20 17:00 Submit Reflection Portfolio by end of Week 11
Weight: 15%
Marked out of: 100
Task Description:
Students will visit the Seqwater water recycling facility (note - for T2 2020 COVID-19 uncertainty has required that this field trip be replaced by a virtual tour). Students will be taken on a VIRTUAL tour of a recycling facility from the beginning of the sewage treatment plant through to the finished product, which is purified water, purer than drinking water. A portfolio of evidence, including questionnaires preparing students for the field trip, what and how to ask questions during the visit etc, will be set up as a learning log and the students are to find the questions to their own questions during the virtual tour or by contacting industry people, visiting Utility websites or discussing with the relevant lecturers. A workshop activitiy will be dedicated to developing the questions and a reflection of the virtual tour and answers to the questions will be submiited in Week 11 and assessed.
Criteria & Marking:
The Reflective Portfolio will be assessed on the quality of the content, depth of discovery for resources added, answers to questions that a set online and timeliness of building the portfolio. The Assessment will be in 2 parts: 5% for submitting Prepared Questions and Rationale for the VIRTUAL excursion in Week 7 and 10% for final Reflection.

15% weighting; total 100 marks.

Submission: In Person at the School Department.

This assessment item:
- is a school based activity
- is an individual activity
- does not include a self assessment activity
- does not have a resubmission provision

Title: Scientific Communication - Seminar
Type: Presentation - technical or professional
Learning Outcomes Assessed: 8
Due Date:
13 Jul 20 - 2 Oct 20 17:00 Seminar, presence mandatory
Weight: 20%
Marked out of: 100
Task Description:
You will be given a presentation topic in week 1 of trimester. You are required to research and present the topic in the form of a scientific seminar in front of the class to inform or teach your audience about this topic. The seminar is designed to develop presentation skills that are important in careers in research or industry. The seminar is of 10 minutes duration followed by 5 mins question time. Students are expected to contribute by asking questions on the topic during the question time after the presentation.

Criteria & Marking:

Specific seminar dates and times will be communicated through the learning@gu site and via email announcemments as students are allocated a day and time in the lecture and worskhop times during Weeks 11 and 12. Week 10 may also be used for student seminars, depending on numbers of enrolled students.

The assessment is based on the student's ability to present scientific material in an analytical and logical manner NOT on his / her ability for public speaking. The marking criteria for the 15 minute oral seminar presentation on the special topic are as follows.
- Scientific Content: Introduction of the material and the presentation of the relevant issues (information)
- Presentation: Audible and clear voice, pre-preparation (avoid reading from prepared notes)
- Clarity and aesthetics of Powerpoint slides: Choice of colour, fonts and background
- Ability to handle questions at the conclusion of the seminar
- Presence, participation & interaction during and after the seminar: Each student is expected to demonstrate his / her presence and participation at the seminar by asking at least one question during the seminar series.

20% weighting; total 100 marks.

Submission: In Person at the School Department. The PPT slides are to be emailed to h.stratton@griffith.edu.au by 18 September 2020, depending on which week the presentation is scheduled.

This assessment item:
- is a school based activity
- is an individual activity
- does not include a self assessment activity
- does not have a re-attempt provision

Title: Scientific Communication
Type: Assignment - Research-based Assignment
Learning Outcomes Assessed: 8
Due Date:
13 Jul 20 17:00 - 17 Aug 20 17:00 Submit search terms & 10 formatted references by Week 5
Weight: 5%
Marked out of: 5
Task Description:

Students have been given a research topic in Week 1 and have been asked to research the literature assiociated with this topic.

You will email the final search definitions and the literature. You will also cite 10 formatted references which will you will most likely use in your poster and seminar presentations. This forms part of the assessment for the course and is worth 5%.

Criteria & Marking:

5% weighting; 5 total marks.

Submission: In Person at the School Department. Submit to APro Helen Strattonl by email (h.stratton@griffith.edu.au)

This assessment item:
- is a school based activity
- is an individual activity
- does not include a self assessment activity
- does not have a resubmission provision

Title: Quiz 1, 40mins
Type: Test or quiz
Learning Outcomes Assessed: 1, 2, 3, 4, 6
Due Date:
14 Sep 20 15:10 - 14 Sep 20 15:50
Weight: 10%
Marked out of: 30
Task Description:

Quiz on Modules 1 to 4.

The quizzes are a set of multchoice questions that will cover the lecture material from weeks 1 to 7 and covers modules 1 to 4. The questions are designed to assess the students' ability to assimilate the lecture and reading material that has been presented. They test the students understanding of the microbiological concepts and fundatmental aspects of microorganisms presented in the lectures.

Criteria & Marking:

Attendance at the quiz is compulsory. Failure to attend or complete each quiz at the specified time will result in zero mark for that quiz unless documentary evidence of medical or other extenuating circumstances is provided to the convenor within 5 days of the date of the quiz. Where satisfactory documentation is provided, an alternative sitting of the quiz can be offered.

5% weighting; total of 30 marks.

Submission: In Person at the School Department. Completed in the lecture time in N61 (Law building -2.06) at 3pm. A hard copy of the completed quiz will be submitted. NB Check Learning@GU site for any updates as if social distancing is enforced, this will be an online quiz.

This assessment item:
- is a school based activity
- is an individual activity
- does not include a self assessment activity
- does not have a re-attempt provision

Title: Examination, 120 min

Type: Exam - selected and constructed responses
Learning Outcomes Assessed: 1, 2, 3, 4, 5, 6, 7
Due Date:
Examination Period
Weight: 50%
Marked out of: 100
Perusal: 10 minutes
Duration: 120 minutes
Format: Closed Book
Task Description:
The final exam is aimed at testing the overall concepts and understanding of the course detail for all modules. It will be a combination of multiple choice questions and short answer questions. It will be undertaken during the end of semester exam period.
Criteria & Marking:
50% weighting; 100 total marks.

This assessment item:
- is a centrally organised activity
- is an individual activity
- does not include a self assessment activity

5.3 Late Submission

For all non-Honours Dissertation courses: An assessment item submitted after the due date, without an approved extension, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the total weighted mark for the assessment item, for each working day that the item is late. A working day will be defined as Monday to Friday. Assessment items submitted more than five working days after the due date will be awarded zero marks. To understand how the mark is reduced please refer to Assessment Submission and Return Procedures.

For all Honours Dissertation courses: Enrolment in an Honours degree shall be cancelled and the candidature terminated if the candidate fails to lodge their Honours dissertation by the prescribed date including any approved extensions.

5.4 Other Assessment Information

Supplementary Assessment is available in this course in accordance with Section 8 of the University Assessment Policy. To achieve a Pass grade for the course a pass mark for the supplementary assessment item must be achieved.

Final Grades

A student's final grade for this course will be based on the aggregation and weighting of marks across assessment, any mandatory pass components and grade cut-offs. Grade cut-offs can vary, so you will need to wait for the official release of grades to be sure of your grade for this course.

- This course is a graded course (i.e 7, 6, 5, 4, 3, 2, 1).

6. Policies & Guidelines

This section contains the details of and links to the most relevant policies and course guidelines. For further details on University Policies please visit the Policy Library

6.1 Assessment Related Policies and Guidelines

University Policies & Guidelines

The University's assessment-related policies can be found in the Griffith Policy Library.

The Assessment policy covers topics including: assessment requirements; award of grades; supplementary assessment; special consideration; extensions and deferred assessment; conduct of students in examinations; cheating; plagiarism; notification of results; appeals against the award of grades.

Academic Integrity

Student academic misconduct encompasses all behaviour:

- involving the misrepresentation of academic achievement; or
- undermining the core values (honesty, trust, fairness, respect and responsibility) of academic integrity; or
- breaching academic integrity;

whether intentional or unintentional. Student academic misconduct includes doing as well as attempting to do any of the acts, omissions or things that constitute academic misconduct.

Student academic misconduct is defined in the Institutional Framework for Promoting Academic Integrity among Students.

Please also refer to the Student Academic Misconduct Policy.

Reasonable Adjustments for Assessment - Students with Disabilities Policy

The Reasonable Adjustments for Assessment - Students with Disabilities Policy sets out the principles and processes that guide the University in making reasonable adjustments to assessment for students with disabilities while maintaining the academic integrity of its programs.

Griffith University Disclosure Statement

The Griffith University Disclosure Statement has been developed to identify and negotiate whether necessary and reasonable accommodations and adjustments can be made, wherever possible, to enable students with disabilities and/or health conditions

to undertake required learning activities. Course Convenors are encouraged to reference the Griffith University Disclosure Statement in the Learning Activities and Assessment Plan sections of their course profiles.

Assessment, how to submit an assignment and exams, viewing your grades

All you need to know about assessment, exams and grades

Text Matching Software

The University uses text matching software. Students should be aware that your Course Convenor may use software to check submitted assessment tasks. If this is the case, your Course Convenor will provide more detailed information about how the software will be used for individual assessment items.

Related links:

- Academic Integrity website
- Academic Standing, Progression and Exclusion Policy
- Assessment Policy
- Assessment Submission and Return Procedures
- End of Trimester Centrally Administered Examinations Policy and Procedures
- Governance of Assessment and Academic Achievement Standards
- Standards for First Year Assessment
- Institutional Framework for Promoting Academic Integrity among Students
- Student Academic Misconduct Policy

6.2 Other Policies and Guidelines

University Policies and Guidelines

Students are responsible for ensuring that they have read all sections of the Course Profile for the course/s in which they are enrolled in any enrolment period. The published online version of the Course Profile is the authoritative version and by the publication of the Course Profile online, the University deems the student has been notified of and read the course requirements. Variations to the Course Profile during the trimester of offer are not permitted except in exceptional circumstances and will be advised in writing to all enrolled students and via the *Learning@Griffith* website. Additional information regarding the content of this course may be published on the *Learning@Griffith* website.

Copyright matters

Copyright applies to all teaching materials and materials generated by students which substantially relate to Griffith University courses. *Students are warned against selling Griffith University teaching materials and their student notes online through commercial websites during and after their studies.* You will almost certainly be in breach of copyright law and Griffith's IT Code of Practice if you post these materials on the internet and commercial websites. Please refer to the Copyright Guide for Students for further information.

Health and Safety

Griffith University is committed to providing a safe work and study environment. However, all students, staff and visitors have an obligation to ensure the safety of themselves and those whose safety may be affected by their actions. Staff in control of learning activities will ensure as far as reasonably practical, that those activities are safe and that all safety obligations are being met. Students are required to comply with all safety instructions and are requested to report safety concerns to the University.

General health and safety information is available on the Health, Safety and Wellbeing website.

Other Key Student-Related Policies

All University policy documents are accessible to students via the Griffith Policy Library and links to key policy documents, in addition to those listed in 6.1 above, are included below for easy reference:

- Student Communications Policy
- Health and Safety Policy
- Student Administration Policy
- Student Charter
- Student Review and Appeals Policy
- Student Review and Appeals Procedures
- Student Complaints Policy

Other Course Guidelines

COURSE COMMUNICATIONS

The course convenor will communicate and make any announcements in the lectures and workshops.
Announcements and information will also be placed on the noticeboard of the Learning@griffith website
and students should consult it regularly in between scheduled classes. As students are expected to attend
the scheduled classes, explanations and clarification of any issues can be made then. Students can also
contact the convenor via email or phone or make an appointment at a suitable time for an individual
consultation. Students are advised to limit email communication to questions or issues that require a short

and definitive answer. If more complex issues or questions need to be discussed a consultation time
should be organised.

Additional teaching team members
Details of any additional members to the teaching team will be provided in the lectures, via email or on the
noticeboard of the learning@griffith website.