

Main Course Page
The overall course page needs to be set to "Submit for Faculty Approval"

Course Details

Course Content – fixed

Required Academic Background (optional)

Relevant Professional Accreditation (optional)

Penalties

Please note that you may not submit work you have submitted for any other course, and in particular if you are repeating the course you may not resubmit a survey proposal from a previous year, even if it is edited. Please see the course coordinator if you are unsure about what you intend to submit.

Work submitted late (without the prior agreement of the course coordinator) will be marked out of a lower total mark, or even unmarked. If you need an extension you must see the relevant Lecturer as soon as possible.

In the event of an aegrotat application assessment will be made on the basis of the compulsory assessments. You are strongly advised to complete fully and on time all assignments and tests which are set.

Student Feedback

Student feedback is used to improve the course, we encourage you to complete the course and lecturer evaluations at the end of the course. Student feedback on University courses may be found at: www.cad.vuw.ac.nz/feedback/feedback_display.php

Communication of Additional Information

Notices will appear on the course webpage.

Notices will appear on the course webpage or as announcements in Blackboard.

Course Learning Objectives

Preamble

Students who pass this course will be able to:

Students who pass this course should be able to:

Learning Objectives – fixed

CRN Page
Each CRN Page needs to be separately set to "Submit for Faculty Approval"

Details

Extensions

If you wish to request an extension to an assessment due date or if you have missed an assessment due date due to exceptional personal circumstances, you should contact the Course Coordinator or Senior Tutor (as advised) as soon as possible. Please note, if the reason is temporary illness you will be required to provide a medical certificate.

If you wish to request an extension to an assessment due date or if you have missed an assessment due date due to exceptional personal circumstances, you should contact the Course Coordinator or Senior Tutor (as advised) as soon as possible. Please note, if the reason is temporary illness you will be required to provide a medical certificate.

Submissions and Return of Work

The Assignments and the Project should be handed in to the hand-in box on Level 3 of the Cotton Building at the time specified on the assignment on the due date. Late work should be handed in to the School Office on Cotton Level 3. Marked work will be returned in class.

All submissions are electronic and should be submitted in Blackboard by the due date. Feedback will be available in Blackboard once all submissions are marked.

All submissions are electronic and should be submitted through the ECS system by the due date – a link to the system is on the course webpage. Feedback will be available in the ECS system once all submissions are marked.

Class Times and Locations - fixed

Other Classes – optional

There are no other classes apart from the lectures.

Computer tutorials will be arranged from time to time. (Dates and times of these will be advised in class.) Attendance at these sessions is optional, and self-teaching materials will be provided for students unable to attend.

Staff - fixed

Office Hours

Please visit the link for academic staff office hours: <http://sms.victoria.ac.nz/Main/OfficeHours>

Guest Teaching Staff – optional

Other Details

Workload

Although the workload will vary from week to week, you should expect to spend approximately 10-12 hours per week on the course, including lectures, assignments and tests.

Teaching Format

During the trimester, there will be three lectures per week. Some lectures will be run as tutorials, with problem sets to work on.

Materials, Equipment and Additional Expenses

You should have a scientific calculator, which should be brought to all lectures and tutorials.

Students will find it beneficial to have their own laptop computer which they can bring to lectures and tutorial sessions. Windows, Macs and Linux machines are all OK. Students should install Rstudio on their machines.

Students without access to their own machine can use the computers in the Library and the Cybercommons.

Practicum/Internship Arrangements – optional**Mandatory Course Requirements****Preamble**

In addition to achieving an overall pass mark of at least 50%, students must:

Requirements:

None

Assessment**Preamble**

This course will be internally assessed through assignments, two tests, and a final project. There will be no final examination.

Please note: details of assessment items are subject to change for 2021.

Assessment Items

Item/Percentage/CLOs/Due date or Test date

Marking Criteria

Assignments and tests will be marked for numerical accuracy, correctness and clarity of argument. The final project requires a large amount of written English: students who do not have English as their first language encouraged to get someone to read their project before submission.

Group Work**Peer Assessment**

Set Texts and Recommended Readings
Set Text Preamble
Set Texts
Recommended Reading Preamble Lists of recommended reading and web resources will be available on the course website.
Recommended Readings
Teaching Plan
Preamble
Plan