

Trimester Three Course Outline Approval Form

(A separate form must be completed for each course)

Course Outline Approval Forms for the First Trimester are due at the Faculty's Student & Academic Services Office by **Friday 11 November 2011 or 6 January 2012** (for courses commencing Jan 2012) and should be sent in PDF format to the Student Administrator, Emma White: emma.white@vuw.ac.nz

Course Code (not CRN)	<u>PADM 511</u>	Year	<u>2011</u>	Trimester	<u>3</u>
Course Title	<u>Approved Personal Course of Study (Taught with MAPP 525)</u>				
Course Coordinator	<u>ANZ506</u>	Extn	<u>51458</u>		
Scrutineer	<u>Paula Fitzhugh</u> <i>This person must be a member of Academic Staff</i>				

We confirm that the outline for the above course meets Faculty requirements (as set out in the Course Outline Template), or indicates links to where relevant information is to be found, in respect of the following:

COURSE ORGANISATION

(please tick)

- Name of School, course code and title, trimester and year
The correct full title of the course, including all parts such as "Special Topic:" must be given. Please ensure that the trimester given in your outline matches that listed in the Banner system.
- Staff names & contact details
- Trimester dates (covering the full teaching & assessment period plus withdrawal dates)
- Class times and locations

LEARNING OBJECTIVES & CONTENT


- Course content
- Course learning objectives
- Course delivery
- Expected workload
- Group work (if applicable)
- Readings, key texts or equivalent materials
- Any other materials and/or equipment students should obtain

ASSESSMENT & MANDATORY COURSE REQUIREMENTS

- 12. A clear statement of all assessment requirements, including:
 - (a) Weighting of each assessment task
 - (b) Submission dates for each piece of work
 - (c) Word limits for larger written pieces of work
 - (d) Duration of examination including dates of examination period or N/A
- 13. Note re: use of assessed work for quality assurance purposes
- 14. Statement on penalties
- 15. Practicum arrangements (if applicable) or N/A
- 16. Details of mandatory course requirements
- 17. Information regarding class representative N/A
- 18. Statement on the use of Turnitin (if applicable) or N/A

LINKS FOR COMMON MATERIAL

- 19. Academic Integrity
- 20. Details of where to find additional information
- 21. Statement on General University Policies and Statutes
- 22. Te Putahi Atawhai Programme

Signed ANZSOG (Course Coordinator) Date 07/11/11	Signed  (Scrutineer) Date 07/11/11 <i>Note: this person MUST be a member of Academic Staff</i>
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