Notes on History Discipline Policy

Essays, Lectures, and Tutorials
All history courses place considerable emphasis upon written work, usually in the form of essays. Students should therefore make certain that they possess a copy of the History Discipline’s Essay Style Sheet and Tips on Essay Writing, which can be located on the School Website under http://www.hss.adelaide.edu.au/historypolitics/students/undergraduate/resources.html. Besides setting out the requirements of format, these contain useful advice about taking notes, organising material, and writing.

Tutors are always willing to discuss problems encountered in preparing an essay, and you should not hesitate to consult your tutor if you find yourself running into difficulties, great or small. (The same point applies to every other aspect of your academic work; tutors and lecturers are there to help you, but they can only be of assistance if you seek them out and request their assistance. If you can’t locate your tutor or lecturer, leave a note asking for an appointment in the History & Politics Office).

Lectures and tutorials provide the main formal teaching contact between staff and students. Attendance at lectures is not obligatory but strongly recommended, since lectures usually cover the essential contents of each subject.

Whereas lectures are largely a one-way (staff to student) teaching medium, tutorials and seminars give students the opportunity to express their views. Tutorials normally consist of groups of students meeting weekly with a staff member to discuss particular topics on the basis of reading done over the previous week. Sometimes a short paper or talk by one or two students will introduce the topic. In any case the essence of a good tutorial is student participation, with the tutor limited to the role of chairing the discussion. The ability to participate depends in turn on preparation, and students should come to tutorials prepared to contribute something to the discussion.

Because tutorials are the most effective and essential part of the Discipline’s teaching program, attendance at tutorial classes is compulsory unless otherwise stated. If you find that you must miss a tutorial for some reason, you should inform your tutor, if possible in advance.

Assessment
All course guides contain details of assessment in the course.

It is the policy of the History Discipline that a student will receive a fail result only after at least two staff members have read some of the student’s written work. Any student may request that a second member of staff mark a particular piece of work.

It is discipline policy that staff promptly mark and return all written work so that the comments will be of assistance to students in preparing their next assignment.

Students dissatisfied with their results can ask their tutor for permission to resubmit and redeem their marks. Permission to resubmit and redeem work is not automatic but depends upon the type of work and the assessment procedures of individual courses. Normally students can only redeem a failure for a substantial piece of work. Consult the Students’ Guide for more details of the University’s assessment appeals procedure.

Discipline Policy on Preclusion of Students
Assignments will not be accepted after the due date without an extension granted by your tutor or the course coordinator. Failure to complete assignments or to attend tutorials may result in preclusion from the course. No final grade in the course will be given to students who do not complete all of the assigned work.

Plagiarism
Plagiarism consists of a person using the words or ideas of another as if they were his or her own. The University regards plagiarism as a very serious offence. It is the Discipline’s duty to inform and the student’s to be informed of the nature of the offence and the penalties which it attracts. Therefore each subject guide/teaching program has attached to it a statement and definition of plagiarism and related forms of cheating which students must read and understand. University policies and procedures on plagiarism and related forms of cheating may be found at http://www.adelaide.edu.au/policies/7230