ITC233 - Network Engineering 1

Session 2 2012
Faculty of Business
School of Computing and Mathematics
CSU Study Centre Sydney
Internal Mode
Subject Coordinator   Chandana Penatiyana Withanage

Subject Overview

Welcome to a new session of study at Charles Sturt University.

This subject is designed to provide students with experience in current and emerging networking technology. The subject provides students with the skills and practice needed to design, build and maintain small to medium-sized networks. The concepts covered in this subject enable students to develop skills related to cabling, routing, IP addressing and routing protocols. This subject is the first in a series of three subjects that incorporate the Cisco Networking Academy program.

Your subject coordinator

Chandana Penatiyana Withanage

Teaching staff

Peter Smith

Academic biography

Peter Smith has worked in the networking industry for more than 12 years in both enterprise and service provider environments. He has extensive expertise in delivering large-scale internetworks, complex hosting, intrusion detection and VPN services. Peter has delivered solutions for various market sectors in diverse projects and has been in adult education and teacher development since 1999.

He holds a B.A. in Commerce, Grad. Dip. in VET, Dip. in PC and Network Engineering and 43 IT accreditations including CCNA, CCNP, CCAI, MCSE, Master CNE, CISSP, SCSE and CISM.

Peter is well connected with the industry through numerous research and consultancy projects and groups and has been recognized with the Professional Teaching Award for 2004 from Lidcombe College of TAFE and a finalist for the 2005 NSW Minister for Education and Training and Australian College of Educators Quality Teaching Awards.

Learning objectives

- Be able to describe the critical concepts in LAN networks;
- Be able to perform IP addressing and subnetting;
- Be able to analyze the communication processes across seven layers in OSI reference Model;
- Be able to integrate networking components to construct basic LAN network designs and documentation;
- Be able to perform basic configuration tasks; and
- Be able to perform tasks related to basic networking tests commands.

Attendance

Attendance is required at all scheduled lectures and tutorials.

Contact Procedures

Academic enquiries
Any questions concerning the teaching of this subject can be made by contacting your subject coordinator.

Subject Coordinator   Chandana Penatiyana Withanage
Email   Cwithana@studygroup.com
Phone   92919356
Fax   To be advised.
Campus   Other
Building/Room number   To be advised.

Consultation procedures
The subject coordinator will be available for student consultation. You will normally be informed of the details of such consultation via your subject site or other method.

Minimum standards of consultation
According to the Minimum Standards for Communication with Students Policy (http://www.csu.edu.au/acad_sec/academic-manual/docs/p8.pdf), students can expect that the subject coordinator or nominee of the distance education forums will respond to their postings at least once a week during the teaching weeks of the session.

Contact procedures
Any questions concerning the teaching of this subject can be made by contacting your subject lecturer, Peter Smith.

Email: PeterSmith@studygroup.com (mailto:PeterSmith@studygroup.com)

Subject Delivery

Class/tutorial times and location
Lecture and Tutorial: Monday 1.00pm-5.00pm Lab53

Extra Class: Friday 19 August 2012 5.30pm-9.30pm at Lab12

Replacement Class for 1 October : Friday 5 October 2012 5.30pm-9.30pm at Lab16

The weekly instruction in this subject will consist of a combined lecture /tutorial lasting up to 4 hours which will occur every week. This will cover the main points from each topic.

Learning, teaching and support strategies
Library services
You can find on the Library Services web site full details of how we can help you find books, articles, Australian and international databases, full-text newspapers and journals, electronic reference collections as well as links to other libraries and their catalogues:
The Library website provides access to print and online material, such as books, reports, journals, articles, dissertations, newspapers, and other reference tools. You will also find guides and assistance to help you use the Library's resources.
http://www.csu.edu.au/division/library/

You can find Library Services on both the CSU website and the SGA library catalogue website including access to a wide range of electronic books, electronic journals, as well as textbooks available

for loan in the Darlinghurst campus library. You can also access reports, journals, articles, dissertations, full text newspapers, and online reference resources (eg. ABS statistics, Australian standards, encyclopaedias, dictionaries), as well as links to other libraries and their catalogues:

http://bonza.unilinc.edu.au/sga - SGA Darlinghurst library catalogue including electronic books and electronic journals online.

http://www.csu.edu.au/division/library/ - CSU Library Services catalogue including online tutorials and video tutorials in research skills, finding articles for assignments, APA referencing and other styles, topic analysis, Endnote referencing program and many other online library services to help you successfully complete your assignments for all CSU courses.

http://trove.nla.gov.au/ - Powerful search engine from National Library of Australia to access many different online resources on any subject from one search.

Interlibrary Loans are also available to all students from the network of CSU libraries as well as renewing and extending loans. All CSU students by showing their CSU student card can access University of Technology, Sydney (UTS) library for free 10 times per year or paying $50 per year to join CAUL scheme to borrow books and use the UTS library as often as students like. The UTS Blake library is located near Chinatown, corner Quay Street & Ultimo Road, Haymarket. Ph: 02 9514 3666.

Contact Details for renewing loans, locating books and other information:

SGA Darlinghurst library:

David Hart – Manager, Library Services
Ph: (02) 9291 9302
Email: dhart@studygroup.com

Zora Janeva – Library Technician
Ph: (02) 9291 9315
Email: librarians@studygroup.com

Library Help
Answers to your frequently asked questions about Library services and resources are available at:
http://www.csu.edu.au/division/library/how-to/faq/

Library skills tutorials
SmartSkills is a self-paced, interactive, online tutorial which teaches core research skills such as using library databases and the library catalogue. It incorporates a number of exercises and quizzes to test your understanding. It is modular and can be done in any order at any time. SmartSkills is located on the Library website (go to 'How to use the library' and 'Library skills tutorial') or can be accessed directly at:
http://www.web-ezy.com/csuweb-ezy/

Academic learning skills assistance
Visit the learning skills website for advice about assignment preparation, academic reading and note-taking, referencing, and preparing for exams at: http://www.csu.edu.au/division/studserv/learning

You may also contact:
Dr Susan Lee
Study Support Officer
Phone: 02 9291 9337
E-mail: S.Lee@sga.edu.au
For appointments, please see Reception.
Queries regarding the content of this subject should be directed to your subject lecturer.

Student Workload

CSU Academic Senate policy states that a standard 8 point subject should require students to spend a total of between 140-160 hours engaged in learning and teaching activities. This subject has been developed to comply with this policy.

Schedule

Session Week	Week commencing	Topic/Module	Other information
1	23 July 2012	Living in a Network-Centric World	
2	30 July 2012	Communication over the Network	
3	06 August 2012	Application Layer Functionality and Protocols	
4	13 August 2012	OSI Transport Layer	
4-Extra Class	13 August 2012	One extra class is held on Friday 19 August 2012 5.30pm-9.30pm at Lab12	
		OSI Network Layer	
5	20 August 2012	Addressing the Network: IPv4	
27-31 August 2012 Mid session Break			
6	03 September 2012	OSI Data Link Layer	
7	10 September 2012	OSI Physical Layer	
8	17 September 2012	Ethernet	
9	24 September 2012	Planning and Cabling Networks	
10	01 October 2012	Monday 01 October 2012 is Labor Day, the replacement class is held on Friday 5 October 2012 5.30pm-9.30pm at Lab16	
		Configuring and Testing Your Network	
11	08 October 2012	Revision	
Examination period 15-26 October 2012			

Residential school

There is no residential school for this subject.

Text and Learning Materials

Prescribed text(s)

Dye, M., Rufi, A., & McDonald, R. (2008). Network Fundamentals, CCNA Exploration Companion Guide, Indianapolis, Cisco Press.

Rufi, A. Oppenheimer, P., Woodward, B., & Brady, G. (2008). Network Fundamentals, CCNA Exploration Labs and Study Guide, Indianapolis, Cisco Press.

Assessment Information

Pass Requirements

In order to achieve a passing grade in this subject, a student must attain a minimum passing standard in both the overall total mark and the examinations. The minimum passing standard for assessment items in this subject is as follows:

Overall total mark (combined assessment items, including exams): 50%. In addition you have to achieve the following pass marks in individual assessment items:

Short answer final exam: 50%
Online CNAP exam (CNAP) 70%
Skill Test (CNAP) 50%

Note: If a student fails the online CNAP exam, the student may be allowed to sit for the second time but the mark may be scaled.

Grades

Final grades are awarded by the Faculty Assessment Committee in accordance with the University's Assessment Regulations. The Academic Senate has approved the following definitions and guidelines for the awarding of grades within subjects taught at Charles Sturt University. These final grades are:
HD High distinction (85-100%)
an outstanding level of achievement in relation to the assessment process.
DI Distinction (75-84%)
a high level of achievement in relation to the assessment process.
CR Credit (65-74%)
a better than satisfactory level of achievement in relation to the assessment process.
PS Pass (50-64%)
a satisfactory level of achievement in relation to the assessment process.
FL Fail (0-49%)
an unsatisfactory level of achievement in relation to the assessment process.
FW This grade will be assigned when a student did not submit any of the compulsory assessment items.
AW This grade will be awarded if a student is given an approved withdrawal from the subject after the HECS date.

The following temporary grades may be assigned: AA, AE, GP, SX, TA, WD. These grades will be converted to final grades at the appropriate time.

Assessment Requirements

Students will be assessed in subjects on the basis of a combination of norm and criterion referencing with marks and grades being awarded by a combination of predetermined standards and the performance of other students in the subject. The subjects that have a satisfactory/unsatisfactory grading scale will have this clearly identified within the Subject Outline.

For further information please consult the Academic Regulations of the Academic Manual

Presentation

Referencing

Students are required to use the APA system of referencing in their assessment items. That is, brief references to the works used should be given in the text of the questions. Full details must be provided at the end of the assessment item in a 'List of References'.
To assist students to understand how to reference and avoid unintentional plagiarism, Student Services has provided a guide to referencing assignments, essays, theses and dissertations.
http://www.csu.edu.au/division/studserv/learning/referencing/index.htm

It is recommended that your name and your student number be included in the header or footer of every page of any assessment task.

Submission of assessment tasks

Plagiarism

Charles Sturt University expects that the work of its students and staff will uphold the values of academic honesty and integrity. The *Guide to Avoiding Plagiarism* is located at:
http://www.csu.edu.au/division/studserv/learning/plagiarism/. This is an important resource that will help you understand these values and apply them in practice. You should familiarise yourself with these requirements and ensure that all assessments submitted by you are your own work, have not been submitted elsewhere and comply with the University's requirements for academic integrity.

The University has purchased Turnitin software. This software has two functions, a pre-emptive education function which students may use to check their own work prior to submission, and a plagiarism detection function which academics may use to check the student's work for improper citation or potential plagiarism. Use by students is optional and is not a prerequisite for submission.

You are encouraged to check your work for originality prior to submission. You can register with Turnitin to create a Student Account under the CSU Turnitin Licence at
http://www.turnitin.com/login_page.asp. Further information on how to use Turnitin is provided within the *Guide to Avoiding Plagiarism*:
http://www.csu.edu.au/division/studserv/learning/plagiarism/strategies/checking/index.htm.

Extensions

Assignments should reach the University no later than the due date. Assignments, therefore, need to be posted some time in advance of the due date to arrive on time.

You are requested to do all in your power to meet assignment deadlines. Extensions will only be given if you face unforeseen and unavoidable problems. Extensions cannot be given towards the end of session. In this case you need to apply for an incomplete grade or subject withdrawal. Work and family related pressures do not normally constitute sufficient reasons for the granting of extensions or incomplete grades.

If it becomes obvious that you are not going to be able to submit an assignment on time because of an unavoidable problem, you must submit your request for an extension **in writing prior to the due date** . Extensions will not be granted on or after the due date. Assignments received more than two weeks after their due dates, without an extension having been granted, will be returned with no marks awarded. Pro-rata reductions in the awarded mark (10% per working day) will be made for items received late without a granted extension. Extensions, for students resident in Australia, can only be granted by the subject coordinator.

The last date for receipt of assignments at the University is the last day of the teaching session (prior to the exam period), in circumstances where your lecturer has granted an approved extension.

Online Submission

Assignments should be submitted through Turnitin as well as hard copy. Turnitin password details for this subject will be given by your lecturer.

Postal Submission

No postal submission is acceptable.

Hand Delivered Submission

It is recommended that your name and your student number be included in the header or footer of every page of any assignment.

Charles Sturt University has a centralised assignment receipt centre located at reception. All assignments should be accompanied by a completed assignment cover sheet. Reception accepts assignments up to 8pm each week day, however, after 5pm if reception is not attended, please wait until a staff member is present at reception to stamp and date your assignment submission and provide you with a receipt.

You will have the assignment receipt handed to you stamped and signed; this must be kept as proof of submission.

Faxed / Emailed Assignments

The Faculty of Business has resolved not to accept faxed or emailed assessment tasks under any circumstances.

Penalties for Late Submission

The penalty for late submission of an assessment without obtaining the subject coordinator's approval for an extension will be 10% deduction per day including weekends, of the maximum marks allocated for the assignment, i.e. 1 day late - 10% deduction, or 2 days late - 20% deduction.
Any difficulty that you have during the session should, in the first instance at least, be dealt with by your subject coordinator

Resubmission

Resubmission is NOT allowed in this subject.

Assignment Return

You should normally expect your marked assignment to be despatched/returned to you within three weeks of the due date, if your assignment was submitted on time. If an assignment is submitted on time but not returned by the return date, you should make enquiries in the first instance to the subject lecturer. If the subject lecturer is not available, contact Reception.

Feedback

Your lecturer will give you feedback on your assignments in class.

Sample exam paper

 FACULTY OF BUSINESS
School of Computing and mathematics

ITC233 –Network Engineering 1 Exam Sample

INSTRUCTIONS TO CANDIDATES:

All questions should be attempted.

There are 5 short answer questions. Each question is 7 marks and total mark is 35 marks.
Answer all these questions in the answer booklet provided

(Please answer each question in a separate page as well as limit your each answer to half page whenever it is possible)

1. Explain in three paragraphs what are the THREE type of addressing and why they are used on the Internet:

(1) IP address
(2) MAC address
(3) Port Address

2. Explain how CSMA/CD works on a HUB based LAN? What happens when a collision is detected on an Ethernet network?

3. Briefly describe three solutions developed to expand the number of IP addresses available for public use.

4. Please describe email sending process in details based on the OSI model.

5. How the router deal with packet destined to a remote network?

Assessment Items

Item number	Title	Type	Value	Due date*	Return date**
1	Assignment 1	Assignment	30%	17-Sep-2012	08-Oct-2012
2	Chapter Tests	Assignment	5%	Variable	Variable
3	Short Answer Final Exam	Assignment	30%	Variable	-
4	Online CNAP Exam	Assignment	15%	Variable	-
5	CCNA skills assessment	Assignment	20%	Variable	-

* due date is the last date for assessment items to be received at the University

** applies only to assessment items submitted by the due date

Assessment item 1

Assignment 1
Value: 30%
Due date: 17-Sep-2012
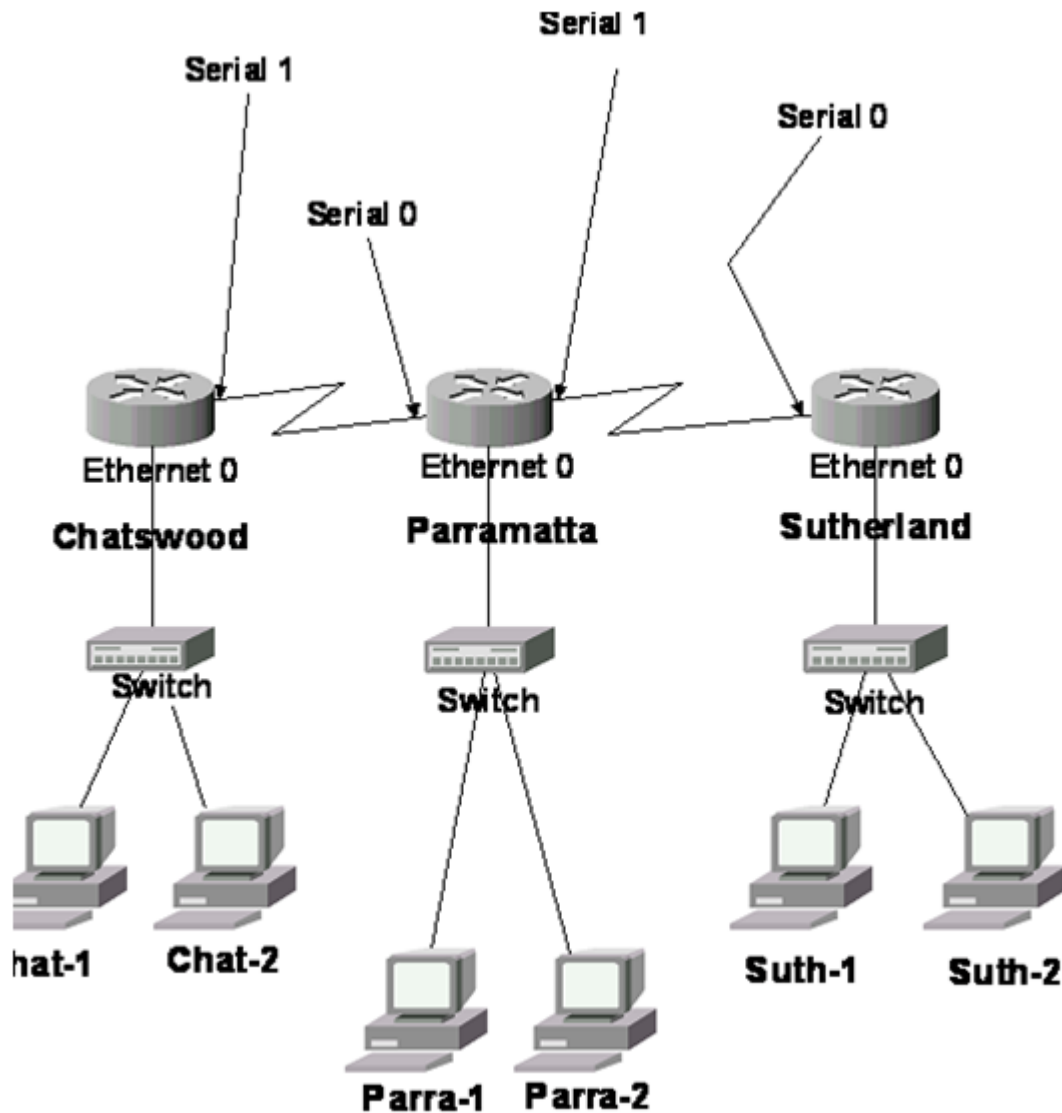**Return date:** 08-Oct-2012
Submission method options
    Alternative submission method

Task

Study carefully the following network diagram. It is required that the small business Smart Tuition Services Pty Ltd have its branch offices in Chatswood, Parramatta and Sutherland linked via serial leased lines using routers.

You will be assigned a SINGLE IP to configure this network.

You need to e-mail the lecturer to request an IP address (email address: itc233@hotmail.com)

You need to reply with a confirmation e-mail once you have received your allocated IP address.

Use **VLSM** to configure the given network.

Chatswood LAN will have 1300 users, Parramatta will have 600 users, and Sutherland will have 400 users.

VLSM must be used in the MOST efficient way to subnet this LAN.

Assessment is covered by 3 stages; each stage has various tasks to complete.

Stage 1 of this assignment:

> Subnet the IP address.
> State the subnet mask.
> Choose an IP address for PC1, PC2 and default gateway in LANs 1 & 2.

The LOWEST IP addresses of each subnet should be given to the two PCs.
The HIGHEST IP addresses of each subnet are given as the default gateway.

Stage 2 of this assignment:

Configure the three (3) routers.
Naming the routers and labeling them as CHAT, PARRA and SUTH.
Setting the secret password as 'class''on all routers.
Configuring interfaces/PCs.
Configuring TELNET on the CHAT router with a password of 'xyz123' and (a suitable) MOTD.

Saving changes on a router.
Verifying basic configuration and router operations.

Stage 3 of this assignment:

Ping from the CHAT-1 PC to the SUTH-1 PC.
Telnet on the CHAT router with appropriate password and a suitable MOTD

SUBMISSION:

** ASSESSMENT SHEET FOR ITC233 ASSIGNMENT **

Fill in the following document, and zip this and the packet tracer fi
with your CSU ID (eg. 123456.zip) and e-mail it to me by the du

1. Write down the IP address that you were allocated (including the mask). **(0 marks)**

_____
_____
_____
_____

2. What is the Subnet ID for Chatswood (and the custom subnet mask) ? **(5 marks)**

_____
_____
_____
_____

3. What is the Subnet ID for Parramatta (and the custom subnet mask) ? **(5 marks)**

_____
_____
_____
_____

4. What is the Subnet ID for Sutherland (and the custom subnet mask) ? **(5 marks)**

_____
_____
_____
_____

5. What is the subnet ID for the WAN link (and the custom mask) between Chatswood a
    Parramatta? **(5 marks)**

_____
_____
_____
_____

6. What is the subnet ID for the WAN link (and the custom mask) between Parramatta a
    (5 marks)

_____
_____
_____

7. What is the IP address (and the custom mask) for the two interfaces of CHAT? **(5 marks)**

Ethernet	WAN Link

8. What is the IP address (and the custom mask) for the two interfaces of PARRA? **(5 marks)**

Ethernet	WAN Link

9. What is the IP address (and the custom mask) for the two interfaces of SUTH? **(5 marks)**

Ethernet	WAN Link

10. For PC1 (on Chatswood) what is the IP address/mask and default gateway? **(5 marks)**

IP Address	Subnet Mask	Default Gateway

11. For PC2 (on Sutherland) what is the IP address/mask and default gateway? **(5 marks)**

IP Address	Subnet Mask	Default Gateway

From your allocated IP address answer the following:

12. How many useful IP addresses in total for LANs and WANs are left in the original diagram aft configure the IP addresses in the above diagram? **Show your working! (10 marks)**

13. Being able to TELNET on the CHAT router with appropriate password and a suitable MOTD. (in Packet Tracer) **(10 marks)**

14. Being able to successfully PING from the PC on Chatswood to the other PC on Sutherland. (c in Packet Tracer) **(30 marks)**

** END OF ASSESSMENT SHEET **

Rationale

The aim of this assignment is to evaluate your capabilities to:
- design a subnet plan for a small company network including several routers and subnets;
- discuss routing problems that can occur in complex networks;
- correctly identify and discuss the functionality and limitations of different devices used in computer networks;

- evaluate network performance;
- perform basic router configuration of security passwords and interfaces;
- configure simple routing.

Marking criteria

Marks will be generally awarded based on the following criteria:
- full marks will be awarded for high accuracy, with an advanced level of depth, original thought and understanding with use of diagrams and good presentation;
- satisfactory answers will score up to 75% of the marks allocated to a question;
- deductions will be made for major omissions, errors and over use of quotes;
- correct in-text referencing and reference list according to the APA standard. Poor referencing will result in deductions to individual question and total assignment marks;
- list the steps to show your working;
- correct IP addresses, network addresses and subnet masks used in configuring networks;
- correct use of configuration commands and associated parameters;
- appropriate testing and results.

Assessment item 2

Chapter Tests

Value: 5%
Due date: Variable
Return date: -
Submission method options
    N/A - submission not required/applicable

Task

This assessment item will consist of weekly online module tests for each topic.

Your lecturer will record your assessment mark for each test during the session. These tests will contribute 5% of your overall mark for the subject.

Rationale

These tests are designed to test your understanding of concepts and networking skills.

Marking criteria

Marked Online

Requirements

Must complete before the exam week.

Assessment item 3

Short Answer Final Exam

Value: 30%
Due date: Variable
Return date: -
Submission method options
    Hand delivery (option applies to Internal only)

Task

Questions are drawn from a pool of short answer questions. There are 5 short answer

questions in total. 110 minutes are given to write your answers in addition to 10 minutes reading time.

Rationale

The CCNA Exploration- Network Fundamentals short answer questions assessment will test your understanding of concepts appeared in the subject.

Marking criteria

Each question is 7 marks and total mark is 35 marks.
- full marks will be awarded for high accuracy and depth of knowledge;
- deductions will be made for major omissions and errors.

Assessment item 4

Online CNAP Exam

Value: 15%
Due date: Variable
Return date: -
Submission method options
        N/A - submission not required/applicable

Task

The CCNA Exploration- Network Fundamentals on-line final exam is provided on-line via the CNAP website (cisco.netacad.net). It is a closed book exam that will be supervised by a tutor.

Rationale

The CCNA Exploration-Network Fundamentals on-line final examination will test your knowledge of the topic material covered in this CCNA Exploration course.

Marking criteria

The CCNA on-line final exam is a multiple choice exam that will be marked on-line immediately after submission of the exam.

Assessment item 5

CCNA skills assessment

Value: 20%
Due date: Variable
Return date: -
Submission method options
        Hand delivery (option applies to Internal only)
        Alternative submission method

Task

The CCNA skills assessment will be run in the CSU Network Engineering Lab. You will perform the skills assessment on the networking equipment available. A lab instructor will supervise the skills assessment. This assessment is an open book time limited assessment task.

Students MUST be able to PING from one PC to another as stated on the exam script.

Rationale

The CCNA Exploration- Network Fundamentals skill assessment will test your practical capabilities in:
- Subnetting, VLSM, Basic Router commands
- Cabling a small network

Marking criteria

The CCNA skills assessment will be marked by the lab instructor as you complete each part of the lab exam. The pass criteria for each part of the skills assessment will be set out on the instruction sheet and will be explained at the start of the skills assessment.

Requirements

You are allowed one resit of the CCNA skills assessment. However the first mark achieved will be used towards the final grade for the subject.

Support Services

Student Central
Student Central is the first point of contact for currently enrolled students to access all non-teaching services. Student Central liaises closely with Divisions and Schools to ensure the timely and accurate resolution of student enquiries.

You may direct your enquires in person to Student Central staff situated within the Learning Commons found on campus at Albury-Wodonga, Bathurst, Dubbo, Orange, and Wagga Wagga.

You may also contact Student Central through:

ask@csu.edu.au (mailto:ask@csu.edu.au)
1800 ASK CSU (1800 275 278)
Phone from outside Australia: + 61 2 6933 7507

Information on Your Library Services
Your Library Website (http://www.csu.edu.au/division/library/) provides access to material such as eBooks, reports, journals, articles, dissertations, newspapers and other reference tools. You will also find guides and assistance to help you to use the Library's resources.

Subject Support Pages (http://www.csu.edu.au/division/library/find-info/subject/)
Use these pages to help you to find resources for your assignments. Choose your subject area and follow the easy steps.

Library Skills Tutorials (http://www.web-ezy.com/csuweb-ezy/)
InfoSkills@CSU is an online tutorial which will help you to learn the research skills that you will need to complete your assignments. It consists of modules such as using Library databases and the Library catalogue. These modules can be done in any order and at your own pace. It incorporates a number of exercises and quizzes to test your understanding.

Library Survival Toolbox (http://www.csu.edu.au/division/library/find-info/toolbox/toolbox.html)
Tips and tricks for getting started with your Library services.

Frequently Asked Questions (http://www.csu.edu.au/division/library/how-to/faq/)
Answers to many questions about Library services and resources can be found here.

Information for Students undertaking Fieldwork or Practicum
(http://www.csu.edu.au/division/library/about/services/practicum.html)
Find out here about special arrangements for library access for students on practicum placement.

Contact Your Library Services, through:

Student Central
ask@csu.edu.au (mailto:ask@csu.edu.au)
1800 ASK CSU (1800 275 278)
Phone from outside Australia: + 61 2 6933 7507

Academic Learning Assistance

Visit the learning skills website for advice about assignment preparation, academic reading and notetaking, referencing, and preparing for exams at:

http://student.csu.edu.au/study

You can also contact an adviser through Student Central on the following number: 1800 275 278.

Queries regarding the content of this subject should be directed to your subject coordinator.

Policy and Procedures

University Policies and Regulations

Academic matters are defined by, and are subject to, Charles Sturt University policies and regulations. Your Subject Outline should be read in conjunction with all such academic regulations and policies, as some of these may affect the outcome of your studies.

Variations to Subject Outlines

Should it be necessary to change the content of the Subject Outline during a teaching session, it will be done in consultation with the Head of School and other support services of the University. You then will be notified of the changes in writing by the subject coordinator.

Variations to Assessment

Should it be necessary to vary the assessment in this subject, you will be notified in writing by the Subject Coordinator, or Subject Convenor where one is appointed. The variations to assessment include variations to the assessment tasks and/or assessment procedures for assignments, examinations and any other assessment task published in the Subject Outline. The variations will be communicated only after the Subject Coordinator or Subject Convenor has obtained approval from their Head of School. The overriding principle is that such changes will not disadvantage students and is made in accordance with the Awards, Courses and Subjects policy (Part L6.3 (http://www.csu.edu.au/acad_sec/academic-manual/docs/l6-3.pdf), Section 1.4) of the Academic Manual.

Evaluation of Subjects

CSU values the constructive feedback of all students on its subject offerings. Student responses are fed back anonymously to Subject Coordinators and Heads of School and form a basis for subject improvement and recognition of excellence in teaching. Every School provides a report to their Faculty Board and the University Learning and Teaching Committee on their evaluation data highlighting good practice and documenting how problems have been addressed. A summary of those reports can be found at:

http://www.csu.edu.au/division/landt/evalunit/online.htm

We rely on student feedback to improve our teaching and strongly encourage you to complete the online evaluations which open three weeks before the end of session. You are notified by email of the window opening and provided with a link to each subject evaluation.

Individual subject results are reported to the Subject Coordinator and Heads of Schools after grades have been submitted for each teaching session (except where subjects have one student the results are not reported to staff). The aggregated results for subjects are available within 3 weeks of the release of

grades. They can be accessed online at:

http://www.csu.edu.au/division/landt/evalunit/results

Special Consideration

Academic regulations provide for special consideration to be given if you suffer misadventure or extenuating circumstances during the session (including the examination period) which prevents you from meeting acceptable standards or deadlines.

Applications for special consideration must be submitted in writing and include supporting documentary evidence. Such applications should be sent to the Student Administration Office.

For further information about applying for special consideration please refer to Part C3 - Special Consideration Regulations (http://www.csu.edu.au/acad_sec/academic-manual/docs/c3.pdf) of the Academic Manual.

Assessment Regulations

The assessment practices of all University subjects are conducted in accordance with the University?s Assessment regulations (http://www.csu.edu.au/acad_sec/academic-manual/docs/g1.pdf).

Academic Conduct

The University expects that you, as a student, will be honest in your studies and research and that you will not do anything that will interfere with or frustrate the studies and research of other students. In particular, you are expected to:

- acknowledge the work of others in your assignments and other assessable work;
- not knowingly allow others to use your work without acknowledgment;
- report honestly the findings of your study and research; and
- use only permitted materials in examinations.

Details of expected academic conduct are provided in:

- the Student Academic Misconduct Rule (http://www.csu.edu.au/acad_sec/academic-manual/docs/g6.pdf);
- the Academic Progress regulations (http://www.csu.edu.au/acad_sec/academic-manual/icontm.htm);

Students are also expected to be responsible in the use of University facilities and resources and to abide by University rules concerning the Library and electronic resources.

- the Rule of the Library (http://www.csu.edu.au/division/library/about/policies/rule.htm); and
- the Code of Conduct for Users of Electronic Facilities (http://www.csu.edu.au/adminman/tec/PER12.rtf).

Copies of the Rule of the Library and Code of Conduct for Users of Electronic Facilities can also be obtained from the Library or the Division of Information Technology (DIT) Service Desk.

Penalties for breaching the above Rules and Code include suspension or exclusion from the University.

Students also have expectations of the University and of other students in the cooperative endeavour of studying. Details of these expectations are provided in the Student Charter (http://www.csu.edu.au/student/charter/).

Subject Outline as a Reference Document

This Subject Outline is an accurate and historical record of the curriculum and scope of your subject. University policies ([L6.3 ? 1.3.8(f)](http://www.csu.edu.au/acad_sec/academic-manual/docs/l6-3.pdf)) (http://www.csu.edu.au/acad_sec/academic-manual/docs/l6-3.pdf)) require that you retain a copy of the Subject Outline for future use such as for accreditation purposes.