HANDBOOKS

ITEMS FOR DISCUSSION

Listing of unit availability in the Rules

At the 2007 February FAOs/Sub-deans group meeting there was consensus to list unit availability only in the Undergraduate Handbook and not the Postgraduate Handbook. Since then a faculty has expressed the wish to have unit availability listed in the Postgraduate Handbook as well. So can this item be put to the vote again? This time it would be preferred that there is a response from each faculty and to go with the majority preference.

In considering their preference could faculties kindly note that the availability of most postgraduate units is indicated as “non-standard teaching period” (NS). The list of non-standard teaching periods is only published on the Web as the dates keep changing and would be out of date once printed in the hard copy. There may be some undergraduate units listed for graduate certificates and graduate diplomas but to list the unit availability for these and not for the postgraduate units would be inconsistent.

Confusion in versions of updated Rules

In the 2007 production process Publications received wrong final versions of two sets of Faculty Rules and three sets of combined course rules. Factors like change of staff contributed to the mix-up. Perhaps the version meant for Publications could have the word “final” added to its title, e.g. UG09 Science Rules_V12_final.doc? If it has not been done already the process of sharing files could also be documented to make it clear for both existing and new staff members. Publications lost a lot of production time in processing the wrong files before the mix-up was discovered.

New field for name of Course Co-ordinator

The Academic Secretariat has requested that a new field for the name of Course Co-ordinator be introduced in the course template. Currently only the details of the contact person are listed. Even if the course co-ordinator is also the contact person this new field is to be filled in. Please see example below:

Master of Education (Coursework) (30580)

Course Co-ordinator: Dr Simon Clarke

For information on this course contact:

Name: Zan Blair/Dr Simon Clarke
Position: Faculty Administrative Officer/Course Co-ordinator
Telephone: 6488 2397/2374
Email: zan.blair@uwa.edu.au/simon.clarke@uwa.edu.au
Collation of data for Schedules (dates and charges)

In the current process Publications sends the request for updates to the Academic Secretariat which then passes on the requests to other sections like Student Administration, International Centre and the faculties which have special faculty dates. To facilitate more direct communication and save time in the process could Publications collate the data directly? If the Academic Secretariat needs to cast a final eye over the data then it can be sent the final proofs.

Final checking of handbook proofs

A certain school has expressed concern over the fact that it did not have the opportunity to check the final proofs of units while the Faculty concerned confirmed that it did. The final proofs are signed off by the faculty person and Publications could only accept in good faith that all the necessary checking between schools, disciplines and faculties has taken place either during the faculty round of updating (about five to six weeks) or during the final proof stage (about two weeks).

ITEMS FOR INFORMATION

Merging of descriptions of full-time and part-time units

For the 2007 hard copy handbooks the descriptions of full-time and part-time units were manually merged such that the description appears only once. See example below:

LAWS9980 Doctoral Thesis (full-time) [PG]
LAWS9981 Doctoral Thesis (part-time) [PG]

Credit: 96 points Availability: Semester 1 and Semester 2

This unit can be taken full-time or part-time….etc.

Publications will work towards merging the descriptions in the unit template in the same way as was done for part units.

Listing of units in unit tables in the Rules

If units are to be listed in order of levels kindly introduce the sub-heads Level 1, Level 2, etc. However, if it is preferred that the units are listed by levels but without the sub-heads, then please leave a two-line space after the Level 1 units before listing the Level 2 units and so on. These spaces will be closed up for the hard copy handbooks but they are needed to facilitate the upload to the Web. Otherwise the units when uploaded will be listed only by alpha-numeric order and not by levels.
Updating of Rules documents

Please remember not to use the Header and Footer facility in Word as it causes problems in the upload process to the Web. When you need to insert a head note or a footnote just type it in the same font and size as the rest of the document. You can, however, apply the superscript to the footnote notation if you like.

Copy and paste errors

When copying and pasting a word, phrase or sentence from one unit or course template to another kindly check for typos etc. first so that the same errors would not be repeated so many times.

Adding a course template for every new course

It is imperative to add a course template for every new course introduced. Otherwise the course will not appear on any listings on the Web. This is because the course title is automatically pulled from the title in the course template.

The way prerequisites are written

One of the schools has requested Publications to supply lots of examples on how prerequisites should be written. This will be done and supplied to all staff who will be updating units for the 2009 handbooks.

Valerie Koay
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