COGS202

Cognitive Neuroscience

S2 Day 2017

Department of Cognitive Science

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Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

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Credit points
3

Prerequisites
COGS100

Corequisites

Co-badged status

Unit description
This unit will cover the rapidly evolving field of cognitive neuroscience: bridging cognitive science and neuroscience to understand cognitive functions in humans and their underlying neural bases. Topics covered may include the neural mechanisms underlying perception, action, attention, memory, language, and decision making. The unit will also explore some of the powerful new methods for studying the human brain including functional neuroimaging.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Explain the brain mechanisms responsible for a range of human cognitive functions

Demonstrate understanding of the main experimental methods in cognitive neuroscience, including their strengths and limitations

Critically evaluate empirical data and conclusions drawn from data presented as graphs, tables or text

Collect and analyse behavioural and neural data using appropriate techniques and methods from cognitive neuroscience

Demonstrate effective scientific report writing skills

Assessment Tasks

Name	Weighting	Hurdle	Due
Weekly Online Quizzes	10%	No	Weeks 2-12 (no quiz week 7)
Mid-semester exam	20%	No	15/09/2017
Experimental report	25%	No	End of Week 12 (5/11/2017)
Final exam	45%	No	S2 examination period

Weekly Online Quizzes

Due: **Weeks 2-12 (no quiz week 7)**
Weighting: **10%**

This unit has weekly online quizzes designed to keep you on track during the fast-paced semester (10 quizzes in total; weeks 2-12 except for week 7 due to the mid-semester exam; during the mid-semester break there are no lectures and hence no quizzes). Quizzes will be graded either as full credit or no credit, and no partial credit will be given. To receive full credit on a quiz, you must correctly answer at least 50% of the multiple-choice questions. If you correctly answer less than 50% of the questions, you will receive no credit for that quiz. No make-up quizzes will be permitted (with the exception of officially approved Disruption to Studies requests). However, your 2 lowest quizzes will be dropped at the end of the semester.

As indicated above, quizzes must be completed online each week prior to the lecture. Each quiz will be open until 12:00 PM the Friday of the relevant lecture (no quiz Week 7 or during the mid-semester break). Only quizzes completed before this deadline will be recorded. These quizzes are open book, and you may take each quiz multiple times before the deadline, but **only the first submitted attempt for each quiz will be counted.** You will receive feedback as to your correct and incorrect answers at the completion of each quiz.

The quizzes are delivered via the online iLearn page for the unit, so you need to have access to a reliable computer with connection to the Internet. Technical difficulties will not be accepted as a reason for special consideration.

To access the online quizzes:

1. Navigate to the appropriate week in iLearn (e.g., Week 2) and click on that week's quiz (e.g., Week 2: Vision quiz).

2. Read the information provided about what Chapters or page numbers that quiz will cover (it's open book!), and note the date and time the quiz will close.

3. Click "Attempt quiz now" to begin. After answering each multiple-choice question, click "Save and review".

4. Next, ensure you have answered each question (i.e., "Answer saved"). If you have not

answered a question (i.e., “Not yet answered”), click “Return to attempt”.

5. Once you are satisfied that you have answered every question, click “Submit all and finish”. This will submit your quiz for scoring and log your grade.

6. Finally, you can carefully review your feedback to note which questions you did and did not answer correctly. The correct answer for each question will be given.

7. Click “Finish review” to exit. Remember, you can attempt the quiz again by selecting “Re-attempt quiz”, **but only your first attempt will count towards your grade.**

On successful completion you will be able to:

- Explain the brain mechanisms responsible for a range of human cognitive functions
- Demonstrate understanding of the main experimental methods in cognitive neuroscience, including their strengths and limitations

Mid-semester exam

Due: **15/09/2017**
Weighting: **20%**

Multiple choice exam during scheduled lecture time (1.5 hours), which will assess all topics covered before the mid-semester break.

As the exam is in the standard lecture time, we do not expect any students to be unable to attend. If you are unable to sit the mid-semester exam at the specified time, you must advise the Student Centre via ask.mq.edu.au and must also apply for Disruption to Studies through ask.mq.edu.au and submit appropriate supporting documents. Original documents need to be presented at the Student Centre. This should be done within five (5) working days from the day of the examination. It should be noted that Macquarie University Policy states: "Pre-booked holidays will not routinely be considered unavoidable absences or commitments by the University". Students deemed eligible for a late mid-semester exam will be notified via email about the time and location of the exam.

On successful completion you will be able to:

- Explain the brain mechanisms responsible for a range of human cognitive functions
- Demonstrate understanding of the main experimental methods in cognitive neuroscience, including their strengths and limitations
- Critically evaluate empirical data and conclusions drawn from data presented as graphs, tables or text

Experimental report

Due: **End of Week 12 (5/11/2017)**
Weighting: **25%**

Highly structured report on an experiment you run in your tutorials, including introduction, methods, results, interpretation & conclusion (2000 word limit, not including references, figures/tables or captions). This is designed to give you experience in thinking critically about research, in presenting and interpreting data and in communicating scientific information in written form.

There will be 5% leeway in the word limit (i.e., up to 100 words over 2000), but beyond that you will be penalised 5% of your report mark for every further 100 words over the limit.

Late submission of your report will attract a penalty of 5% of the maximum mark for every day that the assignment is late (including weekend days). For example, if it is submitted 2 days late, you will get a penalty of 10% for this assignment. Work submitted more than 14 days after the submission deadline will not be marked and will receive a mark of 0. Please note that it is the student's responsibility to notify the University of a disruption to their studies and that requests for extensions for assignments must be made via the University's Ask MQ System (as outlined in the Disruption to Studies Policy).

You are required to submit your Experimental Report via iLearn, using the Turnitin submission tool. For more information about how to submit a Turnitin assignment, please use the following step-by-step guide.

On successful completion you will be able to:

- Demonstrate understanding of the main experimental methods in cognitive neuroscience, including their strengths and limitations
- Critically evaluate empirical data and conclusions drawn from data presented as graphs, tables or text
- Collect and analyse behavioural and neural data using appropriate techniques and methods from cognitive neuroscience
- Demonstrate effective scientific report writing skills

Final exam

Due: **S2 examination period**
Weighting: **45%**

The final exam consists of multiple choice and short answer questions covering lecture, textbook assigned reading and tutorial content over the entire semester.

The time and location for this exam will be timetabled centrally and announced later in the semester.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations (http://students.mq.edu.au/student_admin/exams/). The only exception to sitting an examination at the designated time is

because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for special consideration due to disruption to studies. Information about unavoidable disruption and the special consideration process is available at: http://students.mq.edu.au/student_admin/exams/disruption_to_studies/

If a Supplementary Examination is granted as a result of the Disruption to Studies process, the examination will be scheduled after the conclusion of the official examination period. The format of a supplementary examination is at the unit convenor's discretion and is subject to change from the original final examination. Supplementary Exams are only offered to students who have satisfactorily completed all other assessments for the unit and were unable to sit the final exam because of documented illness or unavoidable disruption. If a Supplementary Exam has been granted, it is the student's responsibility to ensure they sit the Supplementary Exam on the specified date.

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester, which is the final day of the official examination period.

On successful completion you will be able to:

- Explain the brain mechanisms responsible for a range of human cognitive functions
- Demonstrate understanding of the main experimental methods in cognitive neuroscience, including their strengths and limitations
- Critically evaluate empirical data and conclusions drawn from data presented as graphs, tables or text

Delivery and Resources

COGS202 Unit Overview

A/Prof Anina Rich and Dr Bianca De Wit are the Co-Convenors of the course, which is taught through lectures and tutorials with support from web-based resources such as iLearn, including the online discussion board. A/Prof Rich will be giving multiple lectures and coordinating the main content of the unit. Dr De Wit will be primarily responsible for the tutorials, many of which are research-intensive laboratory sessions.

In lectures, we will cover key content areas such as perception, action, attention, language, memory and decision making. The lectures will include interactive activities using the Active Learning Platform within iLearn, which you will access on your own internet-enabled device. If you are unable to bring a device to the lecture, you will still be able to engage with these activities. We will also have discussion points and opportunities for questions.

The tutorials are a combination of research-intensive laboratory sessions and content review. They are designed to consolidate your learning from the lectures and learn other key skills required to complete the assessments, giving you research training in collecting, analysing and interpreting behavioural and neural data. The tutorials and assessments will support

development of scientific written communication skills and an understanding of important aspects of experimental design and practice.

Attending both lectures and tutorials is crucial for doing well in COGS202. The iLearn discussion board also allows students to discuss topics in greater depth, and to access additional learning resources and examples. There are opportunities to get feedback during the course including through the weekly online quizzes and the major Experimental Report; you can also get feedback on your understanding of key concepts during tutorials through interactions with your tutor.

Delivery

The timetable for lectures & tutorials can be found on the University web site at: http://www.timetables.mq.edu.au/

Lectures are held weekly (1.5 hours), starting in Week 1 on Fridays 3-4.30pm in the C5C Theatre 1. Lecture recordings are available via Echo360 in iLearn. Lectures will include interactive activities through the Active Learning Platform (in iLearn).

Tutorials are held weekly (1.5 hours), starting in Week 1. Please check eStudent for the time and location of your tutorial.

Due to restrictions on the availability of resources in the laboratory and to health and safety regulations you should attend the tutorial to which you have been assigned. Although students might be able to occasionally attend a different tutorial, most classes are likely to be full, in which case those not attending their assigned tutorial will be asked to leave. Under these circumstances, no special provisions will be made for attendance at an alternative tutorial class.

Requests for tutorial changes: Changes to tutorials need to be done online via eStudent only. After week 2, no further changes will be made unless supporting documentation about the reason for changing is provided and there is space in the tutorial you wish to enrol in. Please note that changes to tutorials cannot be made by the unit convenor or tutor.

Textbook

Purves D. et al. (Eds.) (2013) *PRINCIPLES OF COGNITIVE NEUROSCIENCE, Second edition.* MA, USA: Sinauer Associates, Inc.

This is an excellent textbook for learning the fundamentals of cognitive neuroscience in a relatively accessible way, with linked online support resources. It has all the essential reading for the course and is the basis of the weekly online quiz material, as well as forming part of the mid-semester and final exams.

Additional reading

Additional supplementary material for each lecture will be listed on the unit iLearn page. This reading is listed as optional but typically supports areas of lectures that are either not covered in the textbook or provide additional insights into the material.

Access to Assigned Reading Material

The required text is available for purchase at The Coop Bookshop at Macquarie University, in addition to the copies available at the library.

iLearn

You will need access to a computer that can reliably connect to the internet to access the unit's iLearn page. Through iLearn you will be able to access the interactive activities (Active Learning Platform) during lectures, lecture recordings (Echo360), additional readings, and feedback and marks for the assessment tasks. You are also required to submit one of the assessment tasks (Experimental Report) via iLearn, using the Turnitin submission tool. Please allow time to familiarise yourself with how to access iLearn and how to submit a Turnitin assignment.

Unit Schedule

Week #	Lecture Date (Fri)	Tutorial topic	Lecture Topic	Lecturer	Reading
1	4Aug	Introductions & critical course information	Introduction to Cognitive Neuroscience	Anina Rich	Purves et al., Appendix, Ch 1, 2
2	11Aug	Neuroanatomy	Vision	Anina Rich	Purves et al., Ch 3
3	18Aug	Vision: Binocular rivalry	Audition	Blake Johnson	Purves et al., Ch 4: p93-110
4	25Aug	Acquiring EEG data & content review	Mechanical & chemical senses, cross-modal interactions, & synaesthesia.	Anina Rich	Purves et al., Ch 4: p110-127.
5	1Sep	Crossmodal illusions & content review	Attention	Anina Rich	Purves et al., Ch 6, 7 (note: most of Ch 6 is revision from COGS100)
6	8Sep	Content review	Motor systems	Paul Sowman	Purves et al., Ch 5: p131-142; p152-158.
7	15Sep	Behavioural experiment: data collection & analysis	*[Multiple Choice exam (20%) in lecture]*	Anina Rich & Bianca De Wit	Revision
BREAK	22Sep				

BREAK	29Sep				
8	6Oct	Behavioural + EEG experiment: data collection	Motor planning & motor learning	David Kaplan	Purves et al., Ch 5: p143-152; p159-165; Ch 8: p258-261.
9	13Oct	Visuo-motor adaptation	Emotion	Mark Williams	Purves et al., Ch 10
10	20Oct	Behavioural + EEG experiment: Data analysis & interpretation. Scientific writing	Language	Lyndsey Nickels	Purves et al., Ch 12: p393-414
11	27Oct	Content review Report questions/support	Memory	Celia Harris	Purves et al., Ch 9
12	3Nov	Content review Report questions/support	Decision making	Stephanie Howarth	Purves et al., Ch 14
13	10Nov	Content review	Review	Anina Rich	Revision
Exam period starts	13Nov				

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships

with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Demonstrate understanding of the main experimental methods in cognitive neuroscience, including their strengths and limitations
- Critically evaluate empirical data and conclusions drawn from data presented as graphs, tables or text

Assessment tasks

- Weekly Online Quizzes
- Mid-semester exam
- Experimental report
- Final exam

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Explain the brain mechanisms responsible for a range of human cognitive functions
- Demonstrate understanding of the main experimental methods in cognitive neuroscience, including their strengths and limitations
- Critically evaluate empirical data and conclusions drawn from data presented as graphs, tables or text
- Collect and analyse behavioural and neural data using appropriate techniques and methods from cognitive neuroscience
- Demonstrate effective scientific report writing skills

Assessment tasks

- Weekly Online Quizzes
- Mid-semester exam

- Experimental report
- Final exam

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Explain the brain mechanisms responsible for a range of human cognitive functions
- Demonstrate understanding of the main experimental methods in cognitive neuroscience, including their strengths and limitations
- Critically evaluate empirical data and conclusions drawn from data presented as graphs, tables or text
- Collect and analyse behavioural and neural data using appropriate techniques and methods from cognitive neuroscience
- Demonstrate effective scientific report writing skills

Assessment tasks

- Weekly Online Quizzes
- Mid-semester exam
- Experimental report
- Final exam

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Explain the brain mechanisms responsible for a range of human cognitive functions
- Demonstrate understanding of the main experimental methods in cognitive neuroscience, including their strengths and limitations

- Critically evaluate empirical data and conclusions drawn from data presented as graphs, tables or text
- Collect and analyse behavioural and neural data using appropriate techniques and methods from cognitive neuroscience
- Demonstrate effective scientific report writing skills

Assessment tasks

- Weekly Online Quizzes
- Mid-semester exam
- Experimental report
- Final exam

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Critically evaluate empirical data and conclusions drawn from data presented as graphs, tables or text
- Demonstrate effective scientific report writing skills

Assessment tasks

- Mid-semester exam
- Experimental report
- Final exam

Frequently asked questions

Who can I ask if I have questions about the unit?

Your tutor can answer most of the questions that you may have about the unit, including questions about the unit in general and specific questions about the tutorials. If you experience difficulty in this unit, you should approach your tutor first. You can get in touch with your tutor before or after your tutorial, via email, or via the dialogue tool on iLearn. Contact details for tutors can be found at the top of this unit guide. Please note that your tutor is your first point of contact for any of these questions.

For content questions, please ask your tutor first, then if s/he is unable to answer, contact the

relevant lecturer (contact details at the top of this unit guide). If you still do not have an answer, only then contact the unit convenor via email. You can make an appointment via email to see the unit convenor during her allocated consultation hours (Fridays 12.30-2.30pm).

Do I need to look at iLearn? (short answer: Yes!)

You should check the iLearn web site at regular intervals for announcements, online quizzes, lecture slides, examples of relevant phenomena in picture, video and sound files and other supplementary learning materials. It also features a discussion board on which you may converse with other students about course material, or any other legitimate business related to COGS202. The iLearn site also has the Active Learning Platform activities for during the lecture and the links to echo360, which will have the lecture recordings. The feedback and marks for the assessment tasks are also delivered via iLearn. It is recommended that you visit this site regularly and make full use of the facilities.

What does it take to do well in COGS202?

You are expected to pay close attention to all lectures and to take notes to aid your retention of the material. Although Echo360 will be invaluable when attendance is physically impossible, it is recommended that you attend all lectures in person. Review of the material (individually, or in group sessions) in the your own time will be essential to consolidate knowledge and enhance understanding.

Required reading should be completed before the relevant lecture - the online quizzes are designed to help you keep up with this reading. These online quizzes offer the chance to answer questions while using resources such as the textbook. This open book format is unlike formal examinations, and offers an opportunity for grade enhancement that should not be missed.

You also need to attend and engage with the tutorials, completing all the activities and making the most of the opportunities to develop research skills and consolidate understanding of the lecture and tutorial content.

Please note that according to Senate guidelines, workloads should involve 3 hours per credit point per week. This results in 9 hours per week (including lectures and tutorials) for a 3 credit point unit such as COGS202.

Note: Assessment will be based on the successful understanding of material from lectures, tutorials and from the required reading. Please note that rote learning alone is unlikely to be a successful strategy, as the assessments will test for deeper appreciation of the course material in a variety of formats. Simply remembering the “facts” will not suffice. You need to demonstrate you understanding of the principles, and demonstrate the ability to apply such understanding in new contexts.

What material is examinable?

Questions on the mid-semester exam will come from topics covered during lectures, required readings and tutorials from the preceding weeks. The additional information in the supplementary reading is not directly examined but is likely to deepen and support your understanding of key concepts described in the lecture. The final exam will be cumulative, covering content from lectures, required readings and tutorials from the whole course.

How do I upload my assignment via iLearn?

You are required to submit your Experimental Report via iLearn, using the Turnitin submission tool. Please use the following step-to-step guide on how to submit a Turnitin assignment.

What if I need an extension, medical leave and/or have a disruption to my studies?

The way the written assignment is structured should assist you in preparing the Experimental Report in time for the deadline. If you have an unavoidable situation where you need an extension, please note that it is your responsibility to notify the University of a disruption to your studies. Your tutor and convenor cannot give you an extension or special consideration - all requests for extensions, medical leave and/or disruption to studies should be made prior to the due date for the assignment **directly** via the University's online Ask MQ system (as outlined in the Disruption to Studies Policy).

Statement on Academic Courtesy

It is the right of each student to learn in an environment that is free of disruption and distraction. Please arrive to all classes on time, and if you are unavoidably detained, please enter the lecture theatre or tutorial as quietly as possible to minimise disruption, using the back entrance if possible. Although some lectures will have discussion sections or questions during lectures, talking between students while the lecturer is talking is disruptive and is strongly discouraged. Phones, pagers, and other electronic devices that produce noise and other distractions must be turned off prior to entering class. Where your own device (e.g., laptop) is being used for class-related activities such as accessing the Active Learning Platform activities, you are asked to close down all other applications to avoid distraction to you and others.

COGS202 is a study of the brain. We therefore will be using images and videos of human brains and dissections, as well as discussing patients with brain damage and animal research. It is also a research-intensive course, involving delicate experimental equipment and data collection from other students. Please treat both the equipment and your fellow students with the utmost respect. If you are uncomfortable participating in any specific activity, please let your tutor know.

Statement on Social Inclusion and Diversity

Social inclusion at Macquarie University is about giving everyone who has the potential to benefit from higher education the opportunity to study at university, participate in campus life and flourish in their chosen field. The University has made significant moves to promote an equitable, diverse and exciting campus community for the benefit of staff and students. It is your responsibility to contribute towards the development of an inclusive culture and practice in the areas of learning and teaching, research, and service orientation and delivery. As a member of the Macquarie University community, you must not discriminate against or harass others on the basis of their sex, gender, race, marital status, carers' responsibilities, disability, sexual preference, age, political conviction or religious belief. All lecturers, tutors and students are expected to display appropriate behaviour that is conducive to a healthy learning environment for everyone. The Unit Convenors are active supporters of equity and diversity at Macquarie University and are happy to provide additional support if needed.

Changes since First Published

Date	Description
28/07/2017	Minor edit of unit schedule and readings. Additional information about the course content (Academic Courtesy section).