SPED902
Special Education Project Stage II
S2 Day 2013

Institute of Early Childhood

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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

Unit convenor and teaching staff
Unit Convenor
Mark Carter
mark.carter@mq.edu.au
Contact via mark.carter@mq.edu.au
X5A106
Wednesday, 2-4 pm

Credit points
4

Prerequisites
(24cp from SPED801-SPED810(Cr) or admission to PGCertResPrep(Hus)) and SPED901(Cr)

Corequisites

Co-badged status

Unit description
Following consultation with the academic supervisor for SPED901, students will implement a small-scale research project. Projects will normally involve an intervention, but surveys, policy analysis and program evaluations may also be appropriate. This stage will be an extension to SPED901, using as a foundation for the project the information arising from the literature review.

Important Academic Dates
Information about important academic dates including deadlines for withdrawing from units are available at https://students.mq.edu.au/important-dates

Learning Outcomes

1. Be able to formulate a research question, design and carry out a small-scale research project.
2. Be familiar with the ethical issues relevant to research in special education.
3. Be familiar with the research methodologies employed in research on their chosen topic area.
4. Be able to critique the research methodologies employed.
5. Be able to write in the format of a journal article using APA style.
Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal</td>
<td>0%</td>
<td>16/8/13</td>
</tr>
<tr>
<td>Introduction and Method</td>
<td>0%</td>
<td>2/9/13</td>
</tr>
<tr>
<td>Draft project</td>
<td>0%</td>
<td>14/10/13</td>
</tr>
<tr>
<td>Project Final</td>
<td>100%</td>
<td>8/11/13</td>
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</tbody>
</table>

**Proposal**

Due: **16/8/13**  
Weighting: **0%**

This should be about 1-2 typed (A4) pages in length. It should provide concise statements of:

- Aim  
- Design  
- Participants  
- Procedures including measures/evaluation  
- Significance

This assignment should be submitted electronically (in Microsoft Word or rich text format by email or as negotiated with your supervisor). You should also provide your supervisor with a signed hard copy or signed scanned copy of the cover page available from the unit web site. **Please note that normally only a SINGLE round of feedback will be offered. Thus, it is important that your assignment is as complete as possible.**

This Assessment Task relates to the following Learning Outcomes:

- Be able to formulate a research question, design and carry out a small-scale research project.  
- Be familiar with the ethical issues relevant to research in special education.  
- Be familiar with the research methodologies employed in research on their chosen topic area.

**Introduction and Method**

Due: **2/9/13**  
Weighting: **0%**

Submit a draft of your introduction and method sections for feedback from your supervisor. The form this will take should be negotiated with your supervisor at the beginning of the semester.
This assignment should be submitted electronically (email or as negotiated with your supervisor). You should also provide your supervisor with a signed hard copy or signed scanned copy of the cover page available from the unit web site. Please note that normally only a SINGLE round of feedback will be offered. Thus, it is important that your assignment is as complete as possible.

This Assessment Task relates to the following Learning Outcomes:

- Be able to formulate a research question, design and carry out a small-scale research project.
- Be familiar with the research methodologies employed in research on their chosen topic area.
- Be able to critique the research methodologies employed.
- Be able to write in the format of a journal article using APA style.

**Draft project**

Due: **14/10/13**

Weighting: **0%**

Submit a draft of your project for feedback from your supervisor. This assignment should be submitted electronically (Microsoft Word or rich text format). It may be submitted by email or as negotiated with your supervisor. You should also provide your supervisor with a signed hard copy or signed scanned copy of the cover page available from the unit web site. Please note that normally only a SINGLE round of feedback will be offered. Thus, it is important that your project is as complete as possible.

This Assessment Task relates to the following Learning Outcomes:

- Be able to formulate a research question, design and carry out a small-scale research project.
- Be familiar with the research methodologies employed in research on their chosen topic area.
- Be able to critique the research methodologies employed.
- Be able to write in the format of a journal article using APA style.

**Project Final**

Due: **8/11/13**

Weighting: **100%**

Complete the project, which should:

- be 6,000-7,000 words in length
- include an abstract of 150 words
satisfy the general guidelines provided later.

You must submit:

1. An electronic copy of the assignment (in Microsoft Word or rich text format) including your reference list in APA format. This should be submitted by email or as negotiated with your supervisor.
2. An electronic copy of the assignment via the unit website for plagiarism check.
3. Full copies of all of the references cited in the assignment. If electronic copies of your references are not available, you should submit hard copies.
4. A hard copy or scanned copy of the signed and completed cover page (available from the unit website).

The assignment should be in the form of a journal ready submission and comply strictly with APA 6th edition guidelines.

The final project will be separately marked by two academics. Your supervisor will not be one of the markers. The unit convenor will provide you with a written report based on the markers’ comments and evaluation.

This Assessment Task relates to the following Learning Outcomes:

- Be able to formulate a research question, design and carry out a small-scale research project.
- Be familiar with the research methodologies employed in research on their chosen topic area.
- Be able to critique the research methodologies employed.
- Be able to write in the format of a journal article using APA style.

**Delivery and Resources**

**General Organisation of the Unit**

There are no classes for this unit. Students will negotiate contact with an academic supervisor on an individual basis. This contact may be face-to-face meetings on campus, email, phone, Skype or fax contact.

Your progress will be paced by the assessment requirements that ensure that you complete your proposal, introduction and method, draft and final version in a timely manner.

Your supervisor will provide a single round of feedback on your proposal, introduction and method, and on your draft project.

**Technologies used and Required**

The unit uses an Ilearn web site.
Response to Student Feedback

Student feedback to our units is generally very positive, and we retain practices that students appreciate.

As SPED902 typically has only a few students enrolled, it is difficult to formally assess student feedback, but informal feedback is always welcome.

Unit Schedule

This unit does not have classes. You will normally meet with your supervisor on at least a fortnightly basis.

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:


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


Student Support

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at: [http://students.mq.edu.au/support/](http://students.mq.edu.au/support/)

UniWISE provides:

- Online learning resources and academic skills workshops: [http://www.students.mq.edu.au/support/learning_skills/](http://www.students.mq.edu.au/support/learning_skills/)
- Personal assistance with your learning & study related questions.
- The Learning Help Desk is located in the Library foyer (level 2).
- Online and on-campus orientation events run by Mentors@Macquarie.
Student Portal

The Student Portal (myMQ), provides the gateway to information for current students. It has been designed to bring all student resources to one location. The Portal contains links to:

- Student Email and Calendar
- Online Units
- eStudent?
- askMQ
- and many other student and university resources

Access the portal at http://students.mq.edu.au/home/.

The link for First Time Login is on this page. You must complete this login to get access to other sites such as eStudent.

The link to eStudent is on the Student Portal Page

eStudent is where students can enrol online, change their study programs, view their academic record, receive announcements from the university, as well as change some personal information that may become out of date. End of semester results can also be found on the eStudent web site. You must complete a “First Time Login” before you can access eStudent.

If you are having problems accessing the site (e.g. password/browser/technical issues) contact the Helpdesk - see the IT Help section of this guide

Check the eStudent Noticeboard and your university email weekly for important communication from the university such as advice of iLearn outages.

AskMQ

Visit http://ask.mq.edu.au to find answers to your student administration questions. Search the Q & A Section for answers and, if you can't find what you're looking for, submit an online enquiry and get a response to your official Macquarie University student email address. Requests for Special Consideration and Appeals against Final Grades should be submitted through this web site and the responses will come through your MQ email.

Student Enquiry Service

Details of these services can be accessed at http://www.student.mq.edu.au/ses/.

Equity 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.

The Disability Support Unit provides support and assistance to students with a disability/health condition in aiming to ensure that they do not experience disadvantage in reaching their academic potential. Service provision is determined on a case-by-case basis following an
assessment of a student’s needs and the provision of supporting documentation. Service provision is also dependent on the availability of resources.

To register with DSU, download a Campus Well-being Registration form from [www.registrar.mq.edu.au/academic-index.htm](http://www.registrar.mq.edu.au/academic-index.htm). This form must be completed annually, irrespective of whether a disability/health condition is temporary, long-term or permanent.

Students wishing to request support services from the DSU should make an appointment to see a Disability Advisor **IMMEDIATELY AFTER ENROLLING** at Macquarie University. If you are not registered with the Disability Support Unit at the time of an assessment task, you may not be provided with any accommodations.

- Phone: 02 9850 6494
- Fax: 02 9850 6063
- TTY: 02 9850 6493
- email: disability@mq.edu.au
- in person: Level 2, Lincoln Building (C8A), Macquarie University

It is strongly recommended that you contact convenors **IMMEDIATELY AFTER ENROLLING** (or as soon as possible for temporary disabilities) to discuss adaptations that may assist you in the successful negotiation of units within the Macquarie University Special Education Centre.

Typically, we require a minimum of **three weeks notice** to be able to ensure that accommodations for problem solving exercises or in-class assessments can be put into place.

**MUSEC Academic Disability Liaison Officer**

Dr Jennifer Stephenson

Macquarie University Special Education Centre

Building X5A, Room 113

Ph: 9850 8694

Email: Jennifer.stephenson@mq.edu.au

**IT Help**

If you wish to receive IT help, we would be glad to assist you at [http://informatics.mq.edu.au/help/](http://informatics.mq.edu.au/help/).

When using the university’s IT, you must adhere to the **Acceptable Use Policy**. The policy applies to all who connect to the MQ network including students and it outlines what can be done.

If you require assistance or information about student email accounts, technical problems associated with using the Internet or instructions for using Library Services via the Internet,
Graduate Capabilities

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Be able to formulate a research question, design and carry out a small-scale research project.
- Be familiar with the ethical issues relevant to research in special education.
- Be familiar with the research methodologies employed in research on their chosen topic area.

Assessment tasks

- Draft project
- Project Final

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Be able to formulate a research question, design and carry out a small-scale research project.
- Be familiar with the research methodologies employed in research on their chosen topic area.
• Be able to critique the research methodologies employed.
• Be able to write in the format of a journal article using APA style.

**Assessment tasks**

• Proposal
• Introduction and Method
• Draft project
• Project Final

**PG - Effective Communication**

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

**Learning outcomes**

• Be able to formulate a research question, design and carry out a small-scale research project.
• Be familiar with the ethical issues relevant to research in special education.
• Be able to critique the research methodologies employed.
• Be able to write in the format of a journal article using APA style.

**Assessment tasks**

• Proposal
• Introduction and Method
• Draft project
• Project Final

**PG - Research and Problem Solving Capability**

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

**Learning outcomes**

• Be able to formulate a research question, design and carry out a small-scale research project.
• Be able to critique the research methodologies employed.
• Be able to write in the format of a journal article using APA style.

**Assessment tasks**

• Proposal
• Introduction and Method
• Draft project
• Project Final

**PG - Engaged and Responsible, Active and Ethical Citizens**

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues.

This graduate capability is supported by:

**Learning outcome**

• Be familiar with the ethical issues relevant to research in special education.

**Assessment - General Information**

**Presentation**

Check the presentation of your assessment task.

Good presentation, correct grammar, spelling and appropriate word choice will be expected. Express your ideas concisely and clearly.

Assignments should be consistent with APA Publication Guidelines. In particular, attention should be given to referencing, levels of headings and tables and figures. Quotations should be used sparingly. Normally, no more than one quotation in an assignment is appropriate. Tables and diagrams may be used to summarise data or illustrate points.

When presenting your work:

<table>
<thead>
<tr>
<th>Use Word or RTF format.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double-space your assignment.</td>
</tr>
<tr>
<td>Ensure pages are numbered</td>
</tr>
<tr>
<td>Use only the cover sheets provided.</td>
</tr>
</tbody>
</table>
Word limits

Students considering work over the suggested 7,000 word length should consult their supervisor(s). There may be some variation in length depending on the nature of the topic but journal ready submissions are expected to be concise. Submissions that are not efficient in their use of words are likely to be viewed negatively by markers.

Referencing

Your assignment should be formatted according to APA 6th Edition guidelines.

IT IS A SPECIFIC REQUIREMENT OF THIS UNIT THAT YOU USE A PAGE NUMBER Whenever you refer to a specific conclusion or point made by an author, this applies to all citations, not just quotations. In most instances you will need to use a page number when citing a source. An automatic penalty of 10% will apply if you fail to give page numbers when referring to a specific part of a source. Please note that the requirement for page numbers for every citation is over and above the normal APA requirements.

How do I submit my Assignment?

You should save your work as a Microsoft Word file, RTF or plain text and send to your supervisor by email or as negotiated with your supervisor. The document should be named according to your surname and first initial (eg SmithJ SPED901.doc) You should also send a copy of the completed assignment cover sheet, also named according to your surname and first initial (eg SmithJ cover sheet.doc).

You must also submit an identical copy to TURNITIN for a plagiarism check using the link provided on the unit website.

KEEP A COPY OF YOUR ASSIGNMENT.

How do I use the assignment cover sheet?

A cover sheet for your assessment task will be provided on the unit website.

Note that the checklist on the assignment COVER SHEET must be completed and signed before an assignment is accepted. You may complete by hand and submit a scanned copy with your assessment task. You may also complete electronically and type your student number in lieu of a signature. Please send as a pdf or jpeg file.

Can I submit a late assignment?

Assignments received after the due date will be accepted provided they are received no later than five working days late. No assignment will be accepted after this time, except when an extension has been applied for before the due date and granted. After the due date (unless an extension has been granted) a late penalty will be applied, leading to a reduction in the awarded mark. The late penalty is 5% of the total mark for each day the assignment is outstanding beyond the due date. These penalties are imposed in fairness to students who
submit assignments on time.

Extensions
Extensions will be negotiated on a case by case basis.

What is a plagiarism check and how do I get one?
Assignments will be required to be submitted for an electronic plagiarism check where your work is compared with previous and current student assignments, Internet sources and journal articles. All of the work you submit remains on permanent file in the plagiarism website and will be compared with work submitted by future students.

Please use the assignment submission checklist on the unit website

Marking Criteria

In general, markers will be looking for the following qualities in your project:

- An abstract
- A relevant literature review, demonstrating that you have a deep understanding of the research relevant to your topic
- A comprehensive method section
- An appropriate analysis of the results
- A discussion including interpretation of the results and a reasonable conclusion (linking back to the literature where appropriate).
- Presentation of your project according to the guidelines outlined in this unit guide (e.g., APA style)

You are encouraged to evaluate your work against these criteria.

Performance Descriptors

<p>| High Distinction | The work shows the highest standard of analysis in the development and justification of the research question. The research methodology is highly appropriate and described well enough to allow accurate replication. There is a deep understanding of the key issues relevant to the research question and methodology. The analysis of the results is accurate and appropriate. There is pervasive address of key issues in the discussion. The expression is cogent and content is highly relevant. The standard of written expression is high and there is accurate use of APA style. It would be expected that on submission to a journal it would be accepted with minor revision. |</p>
<table>
<thead>
<tr>
<th>Distinction</th>
<th>The work shows the highest standard of analysis in the development and justification of the research question. The research methodology is highly appropriate and described well enough to allow accurate replication. There is a deep understanding of the key issues relevant to the research question and methodology. The analysis of the results is accurate and appropriate. There is extensive address of key issues in the discussion. The expression is cogent and content is highly relevant. The standard of written expression is high and there is accurate use of APA style. It would be expected that on submission to a journal it would be accepted with some revision.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>The work shows a high standard of analysis in the development and justification of the research question. The research methodology is appropriate, but the description may be incomplete in some minor aspects. There is a deep understanding of most of the key issues relevant to the research question and methodology. The analysis of the results is accurate and appropriate. There is strong address of key issues in the discussion. The expression is cogent and most content is highly relevant. The standard of written expression is satisfactory and there is accurate use of APA style. It would be expected that after further development it could be suitable for submission to a journal.</td>
</tr>
<tr>
<td>Pass</td>
<td>The work shows an acceptable standard of analysis in the development and justification of the research question. The research methodology is appropriate, but the description may be incomplete. There is a deep understanding of a several of the key issues relevant to the research question and methodology. The analysis of the results is accurate and appropriate. There is solid address of key issues in the discussion. The expression is largely cogent but there is some irrelevant content. The standard of written expression is satisfactory and there are some errors in the use of APA style. It is unlikely that the paper could be made suitable for submission to a journal, but it does demonstrate an adequate standard of communication.</td>
</tr>
<tr>
<td>Fail</td>
<td>The work shows a weak analysis in the development and justification of the research question and there is evidence of important misconceptions. The research methodology is appropriate and but the description is inadequate. There is little evidence of deep understanding of the key issues relevant to the research question and methodology. The analysis of the results contains errors. There is poor address of key issues in the discussion. Expression is rambling and there is a considerable amount of irrelevant content. The standard of written expression is poor and there are many errors in the use of APA style. The paper could not be made suitable for submission to a journal and it does not demonstrate an adequate standard of communication.</td>
</tr>
</tbody>
</table>

**How will I get feedback on my assignment?**

Your marked assessment task, along with feedback information, will be returned electronically.

**Resubmission**

Resubmission is not permitted.

**Appeals against grades for individual assessment components**

If any student has concern about the marking of an assessment, they must:

1. Consult the member of staff who marked the work.
2. If there is no satisfactory resolution, an appeal should be made in writing to the unit convenor within one week of the marked assessment being returned or of results being made available. The student should explicitly state the basis of the appeal.

The unit convenor will review the marking and may, at their discretion, ask for re-marking by a second marker. If re-marking by a second marker is judged appropriate, the final mark will normally be the average of the two marks awarded for the assessment task. Students should note that the revised mark for the task may be higher, the same or lower than the original mark. Please note that it is MUSEC policy to double mark all failing assessments.
The decision of the unit convenor is final.

**Appeals against final unit grades**


You should also read the policy at [http://www.mq.edu.au/policy/docs/gradeappeal/policy.html](http://www.mq.edu.au/policy/docs/gradeappeal/policy.html)

The first step of the appeal process must be made within 20 days of the release of the unit results. As for requests for special consideration, appeals against finals grades must be made through [http://ask.mq.edu.au](http://ask.mq.edu.au).

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties.

**Academic Honesty**

**You must read the University’s practices and procedures on Academic Honesty.** These on the web at: [http://www.mq.edu.au/policy/docs/academic_honesty/policy.html](http://www.mq.edu.au/policy/docs/academic_honesty/policy.html)

The policies and procedures explain what academic honesty and plagiarism are, how to avoid plagiarism, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee. Details of possible penalties are at [http://www.mq.edu.au/policy/docs/academic_honesty/schedule_penalties.html](http://www.mq.edu.au/policy/docs/academic_honesty/schedule_penalties.html)

**Other important points:**

- Close paraphrasing of another persons’ writing is considered to be plagiarism. You must express ideas using your own words.

- Claim of ignorance of the University policy on plagiarism is NOT a defence within MUSEC. If you do not understand the preceding information, please seek advice from a member of the academic staff.

**University Assessment Policies**

The University Assessment Policy, Code of Practice and Procedures are available at


**Standardised Transcript Marks**

Your overall unit result will be assigned a standardised numerical grade (SNG) on your University transcript. High Distinction grades are assigned a mark between 85 and 100, Distinction grades between 75 and 84, Credit grades between 65 and 74, Pass grades between 50 and 64, and Fail grades below 50. For further information, see the Grading Policy.
SNGs CORRESPOND WITH LETTER GRADES AWARDED THROUGHOUT THE UNIT (I.E., HD, D, CR P, F) BUT DO NOT DIRECTLY CORRESPOND PERCENTAGE MARKS FOR INDIVIDUAL ASSESSMENTS.

Grade Descriptors

The following generic grade descriptors are applied across the university.

High Distinction Provides consistent evidence of deep and critical understanding in relation to the learning outcomes. There is substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem solving approaches; critical evaluation of problems, their solutions and their implications; creativity in application as appropriate to the discipline.

Distinction Provides evidence of integration and evaluation of critical ideas, principles and theories, distinctive insight and ability in applying relevant skills and concepts in relation to learning outcomes. There is demonstration of frequent originality in defining and analysing issues or problems and providing solutions; and the use of means of communication appropriate to the discipline and the audience.

Credit Provides evidence of learning that goes beyond replication of content knowledge or skills relevant to the learning outcomes. There is demonstration of substantial understanding of fundamental concepts in the field of study and the ability to apply these concepts in a variety of contexts; convincing argumentation with appropriate coherent justification; communication of ideas fluently and clearly in terms of the conventions of the discipline.

Pass Provides sufficient evidence of the achievement of learning outcomes. There is demonstration of understanding and application of fundamental concepts of the field of study; routine argumentation with acceptable justification; communication of information and ideas adequately in terms of the conventions of the discipline. The learning attainment is considered satisfactory or adequate or competent or capable in relation to the specified outcomes.

Fail Does not provide evidence of attainment of learning outcomes. There is missing or partial or superficial or faulty understanding and application of the fundamental concepts in the field of study; missing, undeveloped, inappropriate or confusing argumentation; incomplete, confusing or lacking communication of ideas in ways that give little attention to the conventions of the discipline.

Fail Grades

Entry into units in the postgraduate coursework program requires a clear pass (i.e., a final unit grade of at least “C” or “P”) in all previously completed SPED units. That is, you will not be granted automatic entry into units if you have failures in previously attempted SPED prefixed units. If you have failing grades on our record (1) you may be allowed to continue at the discretion of the Director of MUSEC (or nominee) with a waiver, or, (2) You may be required to reattempt the relevant units until a clear pass is obtained.

Students with fail grades MUST seek academic advice before attempting to re-enrol.
Satisfactory Progress

Students are expected to maintain satisfactory progress in a course/program of study. Normally, students will be asked to show cause why their candidature should not be terminated if they fail any unit twice. Further, students may be asked to show cause if they receive more than two conceded passes and/or failures in a course/program of study.

Further information and forms are available at
http://www.reg.mq.edu.au/academic-index.html

Pathways Upgrade

Students who successfully complete the requirements for a Postgraduate Certificate may have these units credited towards an upgrade to a Postgraduate Diploma or Master of Special Education. Students who successfully complete a Postgraduate Diploma may have these units credited towards an upgrade to the Master of Special Education.

Students will not normally be considered for a pathway upgrade if they have more than one conceded pass and/or failure in a course/program of study.

Special Consideration

If your studies are seriously and unavoidably disrupted for more than three days, you may apply for special consideration. The university policy on Special Consideration is at http://www.mq.edu.au/policy/docs/special_consideration/policy.html and the Procedures to be followed are at http://www.mq.edu.au/policy/docs/special_consideration/procedure.html

You must submit your request within five (5) working days of the event and you are expected to provide documentary evidence.

A link to information and forms is at https://ask.mq.edu.au/kb.php?record=ce7c4e38-4f82-c4d7-95b1-4e2ee8fd075f89

Special Consideration applications must be submitted through this website.

Teaching Staff

This unit will be convened by A/Prof Mark Carter

<table>
<thead>
<tr>
<th>Staff</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/Prof Jennifer Stephenson</td>
<td>X5A 113</td>
<td>9850 8694</td>
<td><a href="mailto:jennifer.stephenson@mq.edu.au">jennifer.stephenson@mq.edu.au</a></td>
</tr>
<tr>
<td>A/Prof Mark Carter</td>
<td>X5A 209</td>
<td>9850 7880</td>
<td><a href="mailto:mark.carter@mq.edu.au">mark.carter@mq.edu.au</a></td>
</tr>
<tr>
<td>Dr Alison Madelaine</td>
<td>X5A 108</td>
<td>9850 9699</td>
<td><a href="mailto:alison.madelaine@mq.edu.au">alison.madelaine@mq.edu.au</a></td>
</tr>
</tbody>
</table>
Appointments

Appointments outside consultation hours can be arranged by contacting staff members directly. Contact details are provided above.

Internet audio and video conferencing is also available using Skype. This may be particularly useful for international and interstate students. It represents a very low cost way of communicating with unit staff.

Texts and Readings

Text


The textbook may be obtained from the Co-Op Bookshop who may be contacted by telephone on (02) 8986 4016 or by fax on (02) 8986 4099.

Suggested reading

Suggested readings can be located through “Journal Finder” on the library website at: https://www.library.mq.edu.au/research/journal-finder.php

EndNote and Reference Management

Please note that you may choose to use EndNote or other reference management software to manage your reference list. Consult your supervisor about the options available to you. Information about EndNote (including how to download a copy) is available at http://libguides.mq.edu.au/content.php?pid=114111&sid=1012047.

Information on training sessions for users of EndNote may be obtained from: http://www.mq.edu.au/on_campus/library/training/.

Ethics Approvals and Research Permissions

If you are planning a project that involves the participation of other people, you will need to obtain approval from the university Human Ethics Committee and possibly approval from other organizations as well (such as the NSW Department of Education and Communities). Arrangements should be made to gain these approvals as soon as possible. Consult your supervisor about the ethics requirements. Further information is available at: http://www.research.mq.edu.au/researchers/ethics


Other useful resources
Information about using the library databases to locate journal articles is available at

Sites providing information about APA style (for providing the references) are at

Unit Web Page

Access

An iLearn web site has been established to support the unit.

You should check the web site at least twice a week. You will NOT receive any material in
the mail. ALL communication is through the web site.

The web site for the unit may be accessed at:

https://ilearn.mq.edu.au/

Information about using iLearn is available at
http://www.mq.edu.au/iLearn/student_info/

This page includes information and links (on the left hand side of the page) about topics such as:

- Navigating iLearn
- Using discussion forums
- Getting started with iLearn
- Student guides

How do I get a password?

Your username for iLearn is your student ID number (as found on your Campus Card). Your pas
sword will be the same password that you use to access myMQ Student Portal. If you have not y
yet accessed myMQ, your password will be your initial MQID password mailed to you after you en
rolled (two random characters followed by your birth date).

What if I have password problems or need IT help?

If you have password problems or any other difficulties accessing the web site please contact:

Student IT Help

Phone: (02) 9850 HELP (4357) (option 1) or freecall 1800 67 4357 Email: help@mq.edu.a
u Face to Face: Building CSC Room 244, Macquarie University

Website: http://informatics.mq.edu.au/help/

IT Onehelp ticket lodgement: https://help.mq.edu.au/cgi-bin/WebObjects/OneHelp.woa

PLEASE NOTE: If you have contacted IT help and still have difficulty obtaining your username
and password and are still UNABLE to access unit websites at the end of the first week of
semester, please contact Natalie Watson (Natalie.Watson@mq.edu.au) at MUSEC. Arrangements may be made to email you important materials.