

# Guidelines for Staff and Students in Geography, Tourism and Environmental Planning

The University of Waikato  
Te Whare Wananga Waikato



## **The Department**

The Department is located in I Block on the second floor. All of the staff members' offices are along the same corridors. See the photo boards outside the lift. The Departmental Administrator, Brenda Hall is in Room I2.08. Notices on staff doors indicate when they are available for student consultation or enquiries. Urgent enquiries outside these times should be directed through the Secretary. The staff member responsible for your paper should be consulted about matters relating to it, such as paper handouts, information about classes and assignments, or problems you may be having with the paper. If you are having difficulty locating the staff member, the Brenda Hall may be able to help. Colin McLeay is the Graduate students' coordinator and Diana Porteous is the level 1 students' coordinator

## **Paper Information Documents (Paper Outlines)**

All papers have a paper information document, called a paper outline, which will be provided at the first lecture of the paper. This document lists details such as the paper number and title, the lecturers and other staff involved with the paper (including their office and telephone numbers, office hours and e-mail address). It will also include a brief description of the paper content and objectives and indication of the structure and programme/timetable of the paper on a week-by-week basis. The times and dates for students for lectures, seminars, tutorials, laboratories and fieldtrips, as well as essential dates and deadlines for paper work (e.g. the place and date of the initial class meeting, tests, essay(s) handed in, field reports, laboratory reports, fieldtrip work, policy on time-frame for the return of marked paper work to students, and paper conclusion time) will be included.

The assessment, including the formal examination/internal assessment ratio and an explanation of how the type of assessment recognises and contributes to the teaching and learning objectives of the paper will also be included in the document. If necessary this document will include the minimum acceptable marks for assignments, the required attendance (percentage, absolute etc) at laboratory classes, seminars and fieldtrips. The length, structure, presentation and special requirements for essays, reports and other assessed work, as well as required and recommended reading(s), will be part of the paper information document. **A Manual of Methods and Styles for GEOGRAPHY, TOURISM & ENVIRONMENTAL PLANNING** is the booklet that should be followed by all students. It is available in the Foyer.

## **CODE OF ETHICS FOR STAFF AND STUDENTS**

### **Rights and Obligations**

All students have the right to receive sound instruction, fair assessment and examinations. To ensure this occurs, the University has established a number of procedures. These involve informing students of their rights and obligations, and of the procedures that exist to ensure these policies are carried out.

All students are expected to behave with common courtesy and consideration for other people. Considerate behaviour includes not speaking when lecturers/guests are talking. Not only is it rude, but also even if the student does not want to hear what is being said, other people are entitled to hear what the lecturer is saying. Considerate behaviour is essential in tests and/or examinations.

**Children on Campus Policy:** The University seeks to enable staff and students with family responsibilities to be full participants in the campus workforce and the student body. The Children on Campus policy provides a framework for staff and students to make appropriate decisions about children. The aim is to strike a proper balance between the University's operational and health and safety requirements and the consideration of equal opportunities. See the University Calendar and the web site at: <http://www.waikato.ac.nz/official-info/>

**The use of cell phones in class:** University policy does not allow the use of cell phones in lectures, labs and tutorials.

### **Policy regarding the use of the Maori Language**

The use of Maori language for students completing assignments in Geography and Tourism Studies and Environmental Planning papers is encouraged. In some papers it is essential, but if you wish to complete an assignment in Maori in those papers, which are not Maori, please discuss the matter with your lecturer.

### **These are the guidelines on deadlines for written work.**

- a) Dates for submission of written work will be clearly specified by staff at the commencement of papers.
- b) Every effort should be made to ensure that deadlines do **not** fall within the last week of the first semester or the last week of the second semester, when there are major tests and in-paper examinations.
- c) Extensions beyond deadlines set for written work must be authorised by staff and the expectation by students should be that extensions are the exception, not the rule.
- d) When requesting an extension, a student should complete blue forms available outside the Departmental Secretary's office and get it signed by the staff member. These forms must be appended to essays submitted after the deadline if an extension is approved.
- e) Written work submitted after the deadline, requires prior approval of a staff member. Without approval from a member of staff teaching the paper, a student's grade for an assignment will be reduced, by a percentage of the total marks available, as follows.

<b>Late</b>	<b>Reduced by</b>
1-3 days	5%
4-7 days	10%
8-14 days	20%
15-21 days	30%
22-28 days	40%, and thereafter 50%

- f) Notwithstanding the provisions under e) above, written work will not normally be accepted for marking after the return of marked scripts on the same or similar subject matter to any other members of the paper.
- g) Unless special circumstances approved by a staff member apply, the **final** deadline for submission of written work required for internally assessed and finally examined papers is ten days after the final teaching day of the paper.

### **Aegrotat or special consideration for formal examinations**

If you miss an examination or feel your performance during an examination was impaired for reasons beyond your control you may apply for special consideration. You need to obtain an application form from the Academic Pathways and Assessment Office at The Gateway/Te Kuaha, or from the Student Health Services, or the Counseling Services, which are located in the Chapel building near the Recreation Centre. You must consult a registered medical or dental practitioner, midwife, psychologist or counselor within 24 hours of the examination affected. You may need to provide further documentation in support of your application and must hand in the completed form within 72 hours of the examination affected.

If you wish to sit an examination at a time other than the normal scheduled time and there are exceptional reasons, you must first apply on the proscribed form and receive approval (to the Director of Student and Academic Services) to sit the examination out of time **before** you make any personal arrangements. This application is made as practical after the teaching of the paper has started. It will cost you an administration fee of \$50.00. There may be other costs such as supervision and charges related to arranging the examination. The Academic Pathways and Assessment Office at the Gateway can be contacted for further information.

### **Aegrotat or special consideration for internal assessment**

If you miss a test or feel your performance during a test was impaired for reasons beyond your control you may apply for special consideration as for a formal examination, but in this case you contact your lecturer or the Chairperson of Department. You will need to supply documentation in support of your application from a registered medical or dental practitioner, midwife, psychologist or counselor within 24 hours of the test. In the case of other assessable work you should talk to your lecturer and follow the procedure outlined above in policy regarding deadlines for written work.

### **Fieldtrips**

As Geography is a science as well as an arts and social science subject, fieldtrips are an essential part of some papers. Some Planning and Tourism Studies papers also have field trips. You will be informed about what is expected of your fieldtrip, but a general rule requires you to bring strong shoes/boots, waterproof clothing, writing materials, pens, pencils, clipboard, and in some cases, lunch and drinks. Some fieldtrips are for more than one day and in such cases you will be given the necessary additional information about how to prepare for the fieldtrip in terms of what to wear. You will also be informed about what you need to bring on the fieldtrip, and the assessment tasks required. Your behaviour should be consistent with being a responsible person as outlined above.

### **Complaints related to paper content, organisation, instruction quality, and assessment**

Students should take such complaints initially to the lecturer/s concerned for resolution. If, in the student's view, the matter is not satisfactorily settled, the student may consult another staff member or see the Chairperson of Department, or take the issue to the Geography, Tourism Studies and Environmental Planning Subject Committee, made up of staff and student representatives from each paper. In the latter case, the complaint will be channeled through paper representatives (two representatives per paper). It is rare for complaints not to be settled satisfactorily within the Department. If, however, satisfaction is not obtained from within the Department, the student has the right to take the issue to the Dean of the Faculty.

### **Academic obligations of the student and plagiarism**

Vital to student learning and understanding of the material covered in papers, are the assignments, exercises, tests and in some cases formal examinations. Work submitted for assessment as a paper progresses, provides an opportunity for feedback and is intended to assist you to build up your skills and knowledge. Ultimately you will be granted a degree for the work **you** personally do. Thus it is a requirement of the University that the work submitted must be your own. From time to time in specific situations a lecturer may prescribe group work or authorise the writing of assignments on related topics for different papers. The exchange of ideas and ability to work collaboratively are seen as desirable and necessary. However, for those who engage in dishonest practices the University has disciplinary proceedings and a discipline committee.

All geography and tourism studies papers have an internally assessed component. This may include essays, laboratory work, assignments, etc. We extend a great deal of trust that our students will not abuse this system by copying the work of authors or other students without acknowledgement. Unfortunately, we have uncovered instances of plagiarism (copying or paraphrasing of essays or books or web pages without indicating the source, and thus representing the work as the student's own) and copying. We have also encountered identical work by two or more students who have jointly worked on projects, which should have been completed alone. Students should be aware of University policy on such matters. **Plagiarism is prohibited.** See relevant pages in the University Calendar. Where identical or nearly identical material is submitted, all students involved will be required to give an explanation, and all may be penalised. Co-operative (group) work is not discouraged, but evidence of the individual's own effort must be shown (unless otherwise stated for a particular assignment). A statement, indicating joint, as opposed to individual work should accompany such material.

Material **copied from or paraphrased from books**, journals, or any source other than the student's own unaided research must be acknowledged in the text and in a readings list or bibliography. If the material is copied exactly it must be shown in quotation marks and the precise

source acknowledged. If it is paraphrased, only the source should be given. If words or ideas are not acknowledged it is plagiarism, which the University regards as cheating.

When topics overlap between papers within the subject, or between subjects, reference material and sources of information may be parallel. However, the approach is almost always significantly different between papers or between subjects. Handing in the same assignment for credit in more than one paper is not only academically inadvisable, but, it is regarded, by the University, as an absolutely unacceptable practice. **Students are required to hand in separate and distinctively different assignments for each paper.**

The Geography, Tourism and Environmental Planning Department, the Faculty of Arts and Social Sciences and The University all regard dishonest practice in such matters as very serious. Students involved in such practices will be referred to the appropriate University authority.

### **Unprofessional or Discriminatory Conduct**

The University supports the position espoused by the Human Rights Commission, i.e., that discrimination on the basis of gender, race, marital status, sexual orientation, disability, religious or ethnic belief is unacceptable. In the area of sexual discrimination the University has formally adopted a policy on harassment. The staff and students of the University of Waikato find all forms of sexual harassment unacceptable and all members of the University community are expected to refrain from such behaviour. Sexual harassment includes sex-oriented jibes or abuse, offensive gestures or comments, as well as any unsolicited, unwelcome and persistent sexual advances.

Persons who believe that they are being sexually harassed have the right to seek redress through the sexual harassment procedures set up within the University. Students are advised to make themselves aware of these procedures. Information on the names of Contact Persons and procedures for dealing with complaints is available from the Waikato Students Association and the Student Counseling Service. The policy applies to homosexual staff and students also.

Students are urged to avoid the use of discriminatory language (sexist, racist, derogatory etc) that gives offence to others. Please note that these statements relate not only to staff/student interactions, but also to those between students or between staff members. In line with the position of the Human Rights Commission, this Department takes the view that racist attitudes and behaviour are unacceptable ethically and academically. It is our wish that all students and staff should be free to pursue their scholarly and cultural interest without fear of discrimination, in an atmosphere of trust and mutual respect.

### **Monitoring and Review**

There is a continuing process of monitoring and review of the papers that are offered, teaching effectiveness and of the overall programmes of study available in Geography, Environmental Planning and Tourism. Student representatives are involved in these processes in their capacity as members of the Geography Subject Committee. All members of staff meet once per month to discuss the issues relating to teaching and research and less regular meetings are called where the overall functioning of the department is reviewed. Regularly each paper is evaluated by all of the students involved in that paper. Some papers are evaluated annually. The paper evaluation process involves the students in that class and the staff from the Teaching and Learning Development Unit. The lecturers are not part of the course evaluation process but are subsequently advised of the results.

### **Links between Teaching and Research**

Every member of the lecturing staff is involved in original research and this research is reflected in the content material of the papers taught. Much of this research is at the cutting edge of work in the disciplines and reflects the research being undertaken internationally in Geography, Planning and Tourism. Lecturers are also involved in writing books, reports, journal articles and other kinds of publications that contribute to the body of literature used by the international community of

Geographers, Planners and Tourism researchers. Members of staff also attend national and international conferences in the sub-disciplinary fields in which they specialise. The nature of the research is discussed by the lecturers teaching the papers, and will influence not only the lecture material but also the assignments undertaken by the students. Each year the department records the publications in an annual report. This report forms part of a larger document listing the published work of all the staff in the Faculty of Arts and Social Science.

### **Health and Safety**

Individual staff will bring to your attention some matters of concern related to your health and safety. The kinds of issues may relate to first aid, health and safety on fieldtrips and health issues related to the use of computers. The Student Health Services are sited adjacent to the Gate 1 car park in the Chapel Building. There are also qualified first aid people in all the buildings. Their names are in the internal telephone directory. All staff members have copies of the telephone directory.

In using computers students and staff are urged to follow the instructions now available to prevent the health effects of sitting for long periods using keyboards. These instructions include attendance at courses in how to prevent Occupation Overuse Syndrome. When using computers the chairs and foot rests should be adjusted to suit individuals. People are urged to take mini breaks from using the keyboard and stop working if they feel any discomfort. The condition referred to as Occupation Overuse Syndrome is serious and it is University policy to make every effort to minimise the chances of students and staff developing the condition.

When taking part in fieldtrips students and staff should take great care with health and safety issues. First aid kits should be taken and staff will complete a risk assessment form, which is filed in the department.

### **Class Representatives (Reps)**

In the first week in which a paper is taught a staff member will ask for volunteers to be the class reps for that paper. (Some may ask for nominations.) The class reps act as the liaison people between the class and the staff. All students in the class should contact a class rep if they have any concerns about the paper. Once per month the class reps are invited to the Subject Committee (or Class Reps) meetings are at 1.10pm-2.00pm on Wednesday (during the cultural hour). Staff and student reps discuss topical issues at the meetings and class reps are encouraged to voice any concerns that have been expressed by students.

### **Workloads**

Students are able to gauge the workload for any course by reading the Paper Outline documents handed out in the first lecture of a paper and listening to the advice of the lecturer in that paper. The Paper Outline will advise you of contact hours at lectures, labs, tutorials and fieldtrips. It may be that students could expect to spend at least the equivalent of the same number of hours in preparation, reading, essay and report writing and assignments. Staff may advise you on workloads but it is wise to remember that workload can vary from student to student according to a number of variables.

Diana Porteous and Brenda Hall, February 2010