

Course Profiles

Section 1 Course Introduction

Updated September 2019

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Section 1 Course Introduction

1.1 Course Details

Course details are drawn from the PeopleSoft course catalogue every night. This information cannot be updated in the course profile and must be changed by the person in the School/Department who is responsible for updating the course catalogue (in most instances this will be the Academic Support Officer)

Data drawn from PeopleSoft includes: Course code and title, academic organisation, trimester of offer, mode (eg In Person), level (eg UG, PG), location, credit points, restrictions, course description.

Any changes made to the course catalogue will be reflected in this section of the course profile at least 24 hours after the changes have been made.

Assumed Background - optional

This field is used to describe the background students are required to have prior to starting the course. This is a descriptive field that supplements and expands the prerequisite courses list.

Assumed background is an optional field. If no information is displayed, the heading will not be visible in Student view.



Note

Any pre-requisites entered into the PeopleSoft Course Catalogue > Offerings tab > Enrolment Requirement Group will be listed as Restrictions on a Course Profile. A small number of academic organisations have approval to use this functionality.

Any prerequisites entered into the course description field **WILL NOT** appear as Restrictions in the Course Profile.

1.2 Course Introduction - mandatory

This section should elaborate on the brief description and include additional information on the course.

You are encouraged to include sub-sections such as 'Contact summary' and 'Campus-specific arrangements'.

Research-based projects of less than 30CP – Coursework Masters degrees

For research-based projects of less than 30CP offered in coursework masters degrees, and where the supervision is group or tutorial based, the roles and responsibilities of both students and staff are to be set out explicitly in the course profile, and provided to examiners. This information should include, where appropriate, the number of hours of group supervision students can expect to receive

Previous Student Feedback - mandatory

This field is **mandatory for existing courses**; it is not applicable for new courses.

You **are required** to report on Previous Student Feedback obtained within the last calendar year from Student Evaluations of the Course (SEC). Where necessary key issues identified for improvement and changes made to the course as a result of student feedback are to be included.

There is no requirement to report on student feedback in a Course Profile when the course is taught in consecutive trimesters; as a minimum, feedback is to be provided annually.

This section should not include any numerical values or actual student quotations. Please refer to '**Error! Reference source not found.**' for more information and some exemplars.

As this feedback may change from trimester to trimester, previous student feedback will not be included when the profile is cloned.

Every time this section is updated Head of School approval is required. You are asked to select 'Other' as the Changed section and 'No Change' as the change type when submitting your profile via the Status and Settings page.



Head of School **must** approve the Previous Student Feedback before publishing.

Note

1.3 Course Staff - mandatory

Details of all staff teaching in the course and details of their consultation times should be included in this section. You **are required** to provide information to students about how to communicate with you and/or any other member of the teaching team.

Issues such as staff availability for face to face consultations, the use of email and what issues to address to the teaching team via email should be addressed.

You **are required** to provide information about the teaching team. Convenors have until week 4 of the trimester to update this information. For courses offered at more than one campus, please enter the details for each offering. You **are also required** to include the details of additional members of the teaching or, if unknown by Week 4, details of where, when and how this information will be provided to students.

When Schools are appointing staff to moderate assessment in courses, you may wish to include the name of the Course Moderator in the Course Profile. This role is available when inserting staff details. Examples of the tasks a Course Moderator may undertake are as follows:

- Review the Course Profile prior to submission to ensure the Learning Outcomes, Learning Activities and Assessment are aligned and appropriate.
- Review draft exams for accuracy and suitability prior to printing.
- Moderate a sample of student work in the summative pieces of assessment in the course to ensure that the marks are appropriate to the standards.
- Complete a Moderation checklist with details of the above.



Please do not change the Primary Course Convenor details in the Course Profile System without making the same changes in the PeopleSoft Course Catalogue. The role of Course Convenor is entered into the Course Catalogue on PeopleSoft; this 'role permission' in PeopleSoft provides the appropriate person with access to the Course Profile System. Campus Convenors are also entered into the Course Catalogue on PeopleSoft.

Please contact your Academic Support Officer to make any changes to PeopleSoft.

All appropriate engagement and induction forms must be completed for sessional staff who are Convenors to ensure they will have Convenor access to the Course Profile System to produce or edit a Course Profile.



Changes may be made to the Course staff section up to **Week 4** of trimester. Adding staff to this section does NOT give them access to the course profile system.



If you wish to add the details for another staff member you will need to delete the staff member details that are no longer required and add the details for the new staff member.

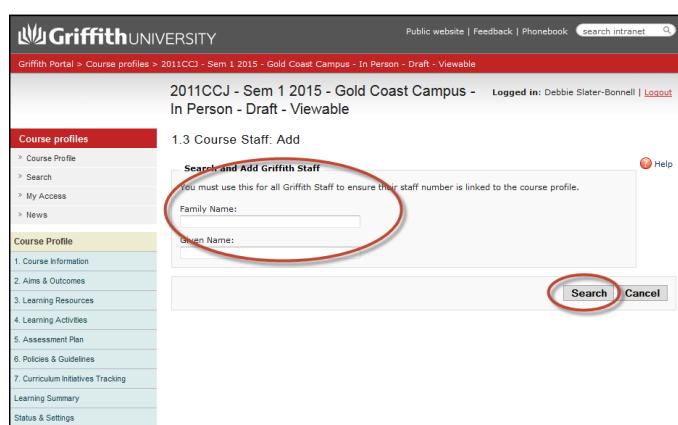
Adding staff

Choose  (Add).

The Course Staff - Add window will be displayed. (Refer to Figure 7)

Enter known data into the search fields.

Choose  (Search).



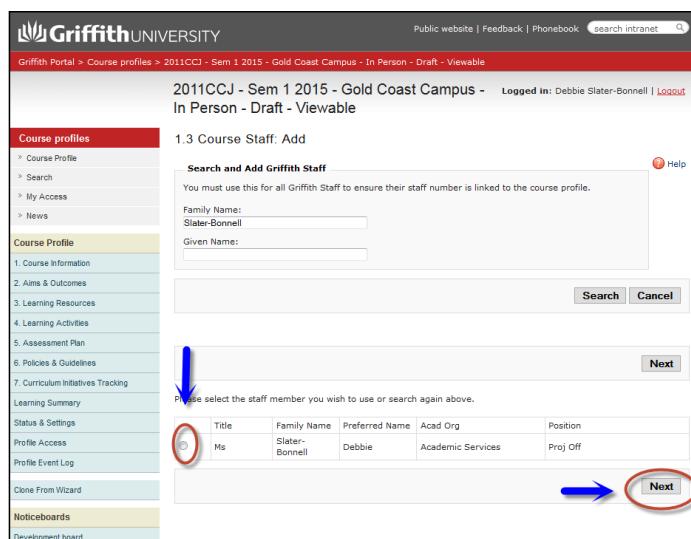
The screenshot shows the Griffith University Course Staff - Add window. The URL is Griffith Portal > Course profiles > 2011CCJ - Sem 1 2015 - Gold Coast Campus - In Person - Draft - Viewable. The search interface is titled 'Search and Add Griffith Staff' with instructions: 'You must use this for all Griffith Staff to ensure their staff number is linked to the course profile.' It has fields for 'Family Name' and 'Given Name', and buttons for 'Search' and 'Cancel'. The entire search interface is circled in red.

Figure 1 Course staff add window

Staff matching the criteria will be listed.

Select the required staff member.

Choose  (Next). (You may need to scroll down the page)

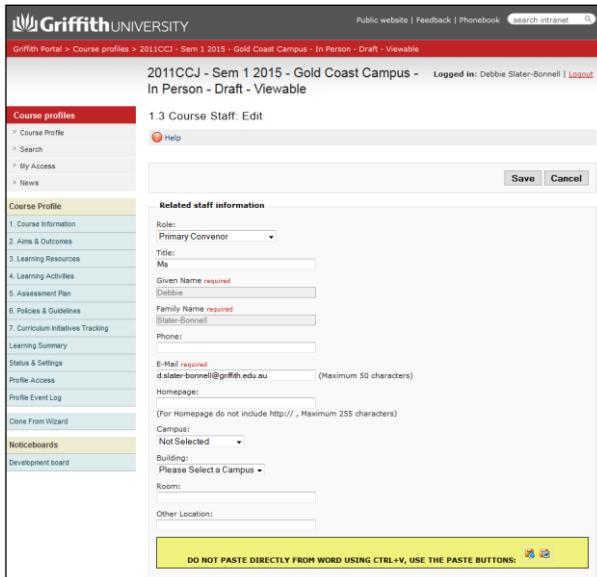


The screenshot shows the Griffith University Course Staff - Edit window. The URL is Griffith Portal > Course profiles > 2011CCJ - Sem 1 2015 - Gold Coast Campus - In Person - Draft - Viewable. The search interface is titled 'Search and Add Griffith Staff' with instructions: 'You must use this for all Griffith Staff to ensure their staff number is linked to the course profile.' It has fields for 'Family Name' and 'Given Name', and buttons for 'Search' and 'Cancel'. Below it, a table lists staff members with columns for Title, Family Name, Preferred Name, Acad Org, and Position. A blue arrow points down to the table, and a red circle highlights the 'Title' column. A blue arrow points right to the 'Next' button. The entire search interface and the table are circled in red.

Figure 2 Course staff edit window

The Related staff information window will be displayed.
Complete the details.

Choose **Save** (Save) to save your changes or
Choose **Cancel** (Cancel) to close the screen without saving the changes.



The screenshot shows a Griffith University portal page for 'Course profiles > 2011CCJ - Sem 1 2015 - Gold Coast Campus - In Person - Draft - Viewable'. The left sidebar has 'Course profiles' selected. The main content area is titled '1.3 Course Staff: Edit'. It contains a 'Related staff information' form with fields for Role (Primary Convenor), Title (Ms), Given Name (Debbie), Family Name (Slater-Bonnell), Phone, E-Mail (d.slater-bonnell@griffith.edu.au), Homepage, Campus (Not Selected), Building (Please Select a Campus), Room, and Other Location. At the bottom is a note: 'DO NOT PASTE DIRECTLY FROM WORD USING CTRL+V, USE THE PASTE BUTTONS;  .

Figure 3 Entering related staff information



The Course Convenor details will be viewable by all users including the public, however the contact details of other teaching team members will only be available to Griffith staff and students.

Edit Course Staff

If the contact details for a staff member changes, it is important to update the details in Course Profiles.

Editing course staff

Choose **Edit** (Edit).

The course staff edit window will be displayed.

Make the required changes.

Choose **Save** (Save) to save your changes or

Choose **Cancel** (Cancel) to close the screen without saving the changes.

Delete Course Staff

When there are changes to the teaching team, delete the record you wish to remove and add the details of the new staff member. [Note earlier advice about the need to request the School Administrative Officer to change the Course Convenor in PeopleSoft.]

Deleting course staff

Choose **Delete** (Delete).

The confirmation dialog box will be displayed.

Choose **OK** (OK) to confirm the deletion.

The staff member will be removed from the course staff list.

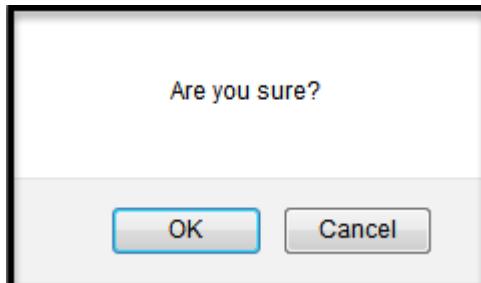


Figure 4 Delete staff confirmation dialogue box



Only current Griffith staff can be included in the course staff section in a profile.

1.4 Course Timetable

This section provides a link to the Griffith timetable web site.

The timetable will be displayed in a new window / tab of your browser.

1.4 Course Timetable

Timetables are available on the [Griffith Timetables website](#). 

The Griffith Business School expects students enrolling in an on-campus course to have the capacity and commitment to attend class. Students should be prepared to commit approximately 10 hours per week for each course throughout the semester. These 10 hours include class attendance, reading and revision, and the preparation of items for assessment. For courses delivered in alternative modes, such as intensive, on-line and summer, this equates to 130 hours of study per course, including private study and class time.



NB: Details contained in this section of the course profile and section 4.1 Learning Activities are to be read in conjunction with the official class timetable. The published class timetable which is the authoritative source for timetabling information for all campuses can be located by clicking on the link above.

Figure 5 Link to view Griffith timetable site.

Standard text will appear in all course profiles including the following:

NB: Details contained in this section of the course profile and section 4.1 Learning Activities are to be read in conjunction with the official class timetable. The published class timetable which is the authoritative source for timetabling information for all campuses can be located by clicking on the link above.

Additional Timetable Information

Any additional timetable information regarding the course profile may be added in this section. For example, information about workshop details, laboratory schedules.

You may include additional timetable information in this sub-section. If including additional information please include the abovementioned statement as standard text.

1.5 Lecture Capture

It is standard practice at Griffith University that lectures timetabled in lecture capture-enabled venues are recorded and made available to students on the relevant course site, in accordance with the University's [Lecture Capture Policy](#).

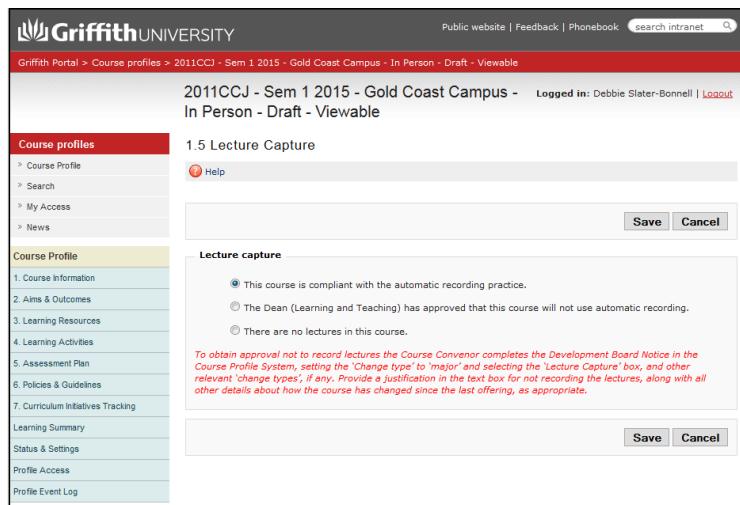
If there are substantive reasons for not recording a lecture series in enabled facilities, the Course Convenor may apply to the Dean (Learning and Teaching) of the relevant Group for an exemption from the above requirement. The Course Convenor must seek this exemption prior to the commencement of the course and the publication of the Course Profile.

To obtain approval please complete the New Notice in the Status and Settings page in the Course Profile System, selecting the 'Lecture Capture' box, which will automatically set the 'Change type' to 'major change made' and other relevant 'change types', if any. Provide a justification in the text box for not recording the lectures, along with all other details about how the course has changed since the last offering, as appropriate.

By selecting 'Edit' you may, under certain conditions, change the status of Lecture Capture for this course.

Options are as follows, and one of these will be forward facing to students:

- This course is compliant with the automatic recording practice
- The Dean (Learning and Teaching) has approved that this course will not use automatic recording
- There are no lectures in this course.



Griffith UNIVERSITY

Public website | Feedback | Phonebook | search intranet

Griffith Portal > Course profiles > 2011CCJ - Sem 1 2015 - Gold Coast Campus - In Person - Draft - Viewable

2011CCJ - Sem 1 2015 - Gold Coast Campus - In Person - Draft - Viewable | Logged in: Debbie Slater-Bonnell | Logout

1.5 Lecture Capture

Help

Save Cancel

Lecture capture

This course is compliant with the automatic recording practice.

The Dean (Learning and Teaching) has approved that this course will not use automatic recording.

There are no lectures in this course.

To obtain approval not to record lectures the Course Convenor completes the Development Board Notice in the Course Profile System, setting the 'Change type' to 'major' and selecting the 'Lecture Capture' box, and other relevant 'change types', if any. Provide a justification in the text box for not recording the lectures, along with all other details about how the course has changed since the last offering, as appropriate.

Save Cancel

Figure 6 Lecture Capture options page



If a teaching space does not have lecture capture facilities the default 'This course is compliant...' is selected, if the space is equipped with the technology during the trimester lectures will be recorded.

Griffith UNIVERSITY

Griffith Portal > Course profiles > 2011CCJ - Sem 1 2015 - Gold Coast Campus - In Person - Draft - Viewable

2011CCJ - Sem 1 2015 - Gold Coast Campus - In Person - Draft - Viewable

Logged in: Debbie Slater-Bonnell | Logout

Course profiles

- Course Profile
- Search
- My Access
- News

Course Profile

- Course Information
- Aims & Outcomes
- Learning Resources
- Learning Activities
- Assessment Plan
- Policies & Guidelines
- Curriculum Initiatives Tracking

Learning Summary

Status & Settings

Profile Access

Profile Event Log

Clone From Wizard

Noticeboards

Development board

Status & Settings

Status: Publications and Approval

Current profile status is DRAFT

This profile has not yet been approved!

Steps for profile submission

- Ensure the status of the profile displays as 'Submitted' in the drop down menu below
- Address the profile warnings below
- Indicate the sections changed and the type of changes that have been made by selecting the appropriate check boxes and radio buttons below
- Select the 'Set' button (NB: the Set button is located at the bottom of this page)

Change status to
SUBMITTING
You must complete the changed section and change type sections below when changing the profile status to Submitted.

CURRENT WARNINGS FOR THIS PROFILE:

Section 2.3 : Additional Course Information on Graduate Attributes field has not been completed, but is required.

Section 7.8: Consensus moderation practices must be completed.

You must enter a development board notice when changing the profile status to Submitted.

New notice content

Note: Once posted, noticeboard messages may not be edited or deleted.

Changed section(s)

Instructions:

If this is a new course, please select the relevant radio button in the Change type section below and leave these check boxes blank. If this is an existing course, please indicate what sections have been changed since the last submission. If the changes are major, the changes are deemed to be major and therefore will require review by the Dean, Learning and Teaching.

Where the only change to this profile is to update Previous Student Feedback please select the 'Other' check box then the 'No change' radio button.

Aims and Outcomes

Assessment

Content

Future Capture

Other (Please select a change type below and elaborate on the changes in the text box below)

Change type

Instructions:

New courses or those with major changes will be reviewed by the Head of School and then by the Dean, Learning and Teaching; all others will be reviewed by the Head of School only.

Please forward to the Head of School by checking the relevant email notification boxes below.

New course

Major change made

Minor change made

No change (Includes changes to Previous Student Feedback)

Subject:
Major change made
(Please enter changes here)

Body: (elaborate on changes)

Figure 7 – Status and Settings page

1.6 Technical Specifications

Convenors are required to provide computer technical specifications that students should adhere to with regard to studying online. The minimum requirements for students studying online can be found at <https://www.griffith.edu.au/about-griffith/campuses-facilities/digital/it-requirements>. For details on what students require when studying 100% online

If left blank, this section will not appear in the course profile.