



The University of Sydney

**APPLIED VISION SCIENCES
DISCIPLINE OF ORTHOPTICS**

STUDENT MANUAL

2008

PERMANENT STAFF

Assoc.Prof. Elaine Cornell
E.Cornell@usyd.edu.au
9351 9250

Head of Discipline (Orthoptics)
Course Coordinator, BHS/MCVS

Mrs Neryla Jolly
N.Jolly@usyd.edu.au
9351 9251

Senior Lecturer
Course Coordinator, MOrth

Dr Kathy Rose
K.Rose@usyd.edu.au
9351 9464

Senior Lecturer
Course Coordinator, BAppSc (Orth)
Honours Coordinator
HRD Coordinator

Mrs Kate Thompson

0.4 Lecturer
Maternity Leave in 2008

On

Dr Rob Heard
R.Heard@usyd.edu.au
9351 9774

0.2 Senior Lecturer (Wednesdays)
Research Coordinator

Ms Margaret Smith
Margaret.Smith@usyd.edu.au
9351 9481

Program Administrator, BAppSc (Orth)

Ms Kriscia Tapia
K.Tapia@usyd.edu.au
9351 9640

Program Support Officer, MOrth

Ms Debbie Mitchell
d.mitchell@usyd.edu.au
9351 9559

Program Support Officer, BHS/MCVS

Mr Craig McCready
C.McCready@usyd.edu.au
9351 9250

General Administration Officer, T Block
AVS Reception

1. COURSE AIMS AND OBJECTIVES

The aim of the academic programs is:

"To provide an environment which facilitates as much as possible the development of attitudes, skills and knowledge which are fundamental to orthoptic practice and which may be applied to research and the future development of the profession." (1987 Course Proposal).

2. STUDENTS' PERSONAL INFORMATION & CONTACT DETAILS

Addresses

Confidential records of student addresses and phone numbers will be kept for use for official purposes only. During clinical placements this information will be made available to supervising clinicians. This information will not be released to other parties, including relatives and other students. **It is essential for the student to inform the relevant Program Administrator of any change of term or home address and/or phone/mobile numbers AND amend their student record online via MyUni.**

Email

It is your responsibility to regularly check your University email as this is the only email address both the University and the Discipline will use to communicate with you. Similarly, your emails to staff should be sent via your University email address. **We will not accept emails sent via Hotmail or Yahoo or other non-university servers.**

Photographs

Students may be requested to provide a photo for copying for the purposes of:

- Informing clinical teachers about the student who will be attending the clinic
- informing teaching staff within the program

Students will be required to sign a release form to allow this process to occur.

3. ASSESSMENTS

Continuous Assessment

Submission Procedures

Assignment Cover Sheet

Each assignment or open book assessment **must** include a completed cover sheet which may be downloaded from the Discipline's web site at http://www.fhs.usyd.edu.au/avs/downloads/pdf_docs/assigncover.PDF or a copy obtained from the Reception counter on Level 3 of T Block. The declaration at the foot of the Assignment Cover Sheet **must be signed and dated** by the student.

Assignments submitted without a completed and signed Assignment Cover Sheet will be **returned to the student unmarked**, which may result in a penalty for late submission.

Referencing

As per the guidelines in the Faculty's Handbook called "Guidelines for Presentation of Assignments 2008" at http://www.fhs.usyd.edu.au/pdfs_docs/assign_guide.pdf **There will be a reduction of marks for all assignments that do not have correct referencing.**

Assignments

Assignments are to be submitted in the manner requested by the UOS coordinator. This may include electronic submission via WebCT or by email, or by handing them in at the reception desk on level 3 T block. **Late assignments will have the final mark reduced by 10% for each weekday that the assignment is late.** The weekend will be counted as one day. Students may collect returned assignments from the reception desk. Assignments not collected by the end of Semester will be destroyed.

Extensions

To be applied for in writing at least 24 hours before the assignment is due. A decision on application for extension will be given to the student within 24 hours of the application. The application for extension must be handed in person to the UOS (Unit of Study) Coordinator involved or, if not available, handed in at the Reception desk.

Students should keep their own copy of all assignments submitted.

No assignments are to be submitted on computer disk, or by fax, or placed under a lecturer's office door.

Examinations

Rules of Conduct

It is the student's responsibility to be aware of the policies and procedures and rules of conduct for all UOS, including those that have practical and/or oral components.

See Coursework Assessment Manual at the Faculty web-site:

http://www.fhs.usyd.edu.au/learn_teach/assess_manual.pdf and the Faculty of Health Sciences Handbook (pages 21-25).

Attendance

Rules of attendance for all examinations follow the rules stated in the Faculty of Health Sciences Handbook. **This includes practical and oral examinations.**

Timetabling

Examinations for UOS within Orthoptics requiring **practical and/or oral examinations** may be conducted during Weeks 15 and 16 of the semester and, in exceptional circumstances, during the Recess Week. It is the student's responsibility to notify the UOS Coordinator of timetabling clashes.

End of semester written examinations for UOS taught within and outside the Discipline of Orthoptics will be timetabled by Student Central.

Dress

Students are required to wear their full clinical uniform for all practical examinations and for briefing and debriefing sessions.

Material/Equipment

Students are required to have functional equipment, ie a torch, an occluder, fixation sticks, pen, pencil and eraser. Unless specified, materials which may be used to benefit the student will not be permitted in the examination room.

Results

As stated in the Faculty Handbook, no results will be advised by telephone. No results will be given to students immediately following the completion of practical and oral examinations, except in extraordinary circumstances and at the discretion of the Course Coordinator.

Special Consideration

Students may apply for Special Consideration if they believe that their performance in an assessment task has been adversely affected by **serious illness or misadventure**. Occasional brief or trivial illness would not normally be regarded as warranting special consideration.

Students are required to submit a Professional Practitioner's Certificate completed by an appropriate professional authority (registered medical practitioner, or counsellor) in support of their application for special consideration.

Application forms and further information may be obtained from Student Central in "A" block, or from the Faculty Coursework Assessment Manual (pages 7-9) at http://www.fhs.usyd.edu.au/learn_teach/assess_manual.pdf

Post / Repeat Examinations

University policy does not support the granting of post / repeat examinations. Students are strongly urged to ensure they put every effort into achieving a pass grade in their initial assessment, as requests for **post / repeat assessments will not generally be granted**.

Appeals against an academic decision

Students have the right to appeal against an academic decision on marks or grades for a unit of study.

This procedure should commence with the Course Coordinator. If the student is dissatisfied with the outcome and wishes to proceed further, information is available in the Faculty handbook on appeals to a higher level.

Note that an appeal would normally only be successful if it can be shown that there was a mistake in calculation of marks or that documented procedures have not been followed.

Procedures within the Discipline of Orthoptics

1. Within three weeks of receiving an examination result, an appointment should be made with the appropriate UOS Coordinator to discuss the reasons why the mark or grade was given. At this time the UOS Coordinator will check that marks have been entered and calculated correctly and that correct process has been followed.

Note that this meeting should normally be for feedback to the student only – it is not appropriate for the student to argue his or her case for a different result.

2. If the student wishes to take the process further, then an appeal in writing should be made to the Course Coordinator within 15 working days.

The Course Coordinator will consider the appeal after taking into account the documented reasons for the appeal and written comments from the relevant lecturer. An interview may be arranged by the Course Coordinator if further information from the student is required.

3. The Course Coordinator will provide a written response to the appeal, normally within two weeks of its receipt. This process may be delayed during inter-semester periods if the relevant academic is not available for feedback.
4. If not satisfied with the response, the student may appeal to the Dean or nominee within 10 working days. Information on this procedure can be obtained from Student Central.

4. ATTENDANCE

A student must attend **90% of all tutorials and clinical placements** to be eligible to sit an assessment in a UOS. The UOS Coordinator has the right to modify assessment marks to reflect poor attendance.

Students should arrive on time and not eat or drink during lectures and tutorial classes. Mobile phones **MUST** be turned off. The lecturer has the right to refuse late arrivals admission to classes. Students should not normally leave a class before its completion.

5. PROFESSIONAL PRACTICE AND INSTRUMENTATION UNITS

Objective Structured Clinical Examinations (OSCE)

Structure

An OSCE may consist of two (2) - five (5) stations that last 10 - 30 minutes each. The station can be of either a practical, video or data interpretation. Generally, there will be five minutes reading time prior to commencement of the OSCE.

A 'Pass' will be granted on a five stations OSCE when three or more stations are passed or on a three stations OSCE when two or more stations are passed. Occasionally a 'Provisional Pass' will be granted if only two (2) stations are failed and a borderline pass or fail occurs on one other station.

Uniforms are to be worn at all times at OSCEs.

Students should bring along their own equipment, i.e. torch, occluder, fixation sticks, pen, pencil and eraser – these items of equipment will not be able to be borrowed. Failure to have functional equipment may result in deduction of marks.

For students who are late to OSCEs:

If you arrive after your scheduled OSCE starting time:

- for OSCEs where there are multiple stations, you will be required to wait until the completion of the station currently in session before you are allowed to enter the examination room. No additional time will be allocated for you to complete the station/s you have missed.
- for OSCEs where there is one extended station, you will enter only at the examiners convenience and will only have the time that is remaining to complete all tasks

If you arrive after your allocated OSCE timeslot has finished, eg., your timeslot is 9am-10am and you arrive after 10am, you will not be scheduled another timeslot, ie. you will not be able to attend your exam and accordingly you will be marked as an absent fail.

Special consideration may apply if you have suffered a misadventure that has caused you to arrive late. You must submit a request for Special Consideration within seven days of the missed assessment. If this application is granted, your examination will be re-scheduled in the deferred exam period.

6. PARTIAL CREDIT TRANSFER

Applications for Partial Credit Transfers in UOS administered by the Discipline of Orthoptics must be made to the UOS Coordinator.

It is recognised that some students are able to demonstrate an existing proficiency in one or more modules of a UOS and therefore may be offered exemptions from the assessment tasks of such modules.

Credit will not normally be given for a part of an assessment, eg. certain questions on an exam paper.

Procedure

A written application must be made, on the appropriate form available from the Reception desk, to the Course Coordinator no later than week 2 of the semester in which the UOS commences. Results of the application will normally be given by Week 5 of the relevant semester. However, it is possible that some decisions may be delayed if further information is required.

Attendance

As credit is given only in the assessment of a UOS, it is recommended that students attend all classes in that UOS. Until the results of the application are known, students must fulfil all course requirements.

Grading

These UOS will attract only an "AS" or "F" final grade. However, course examiners may record a mark with these grades. An "AS" grading will not disadvantage a student's eligibility for entrance into the Honours program.

The Faculty policy relating to Specified, Block and Non-specific Credit Transfers can be found in the Faculty of Health Sciences Handbook (page 20).

7. HARASSMENT & DISCRIMINATION

All students and staff at the University of Sydney have the right to be treated fairly and with respect. The University, both as a provider of educational services and an employer, seeks to promote an environment that supports the productivity, self-esteem and personal work goals of students and staff.

The University is committed to the provision of equal opportunity for all students and staff, which includes ensuring the absence of discrimination on the grounds of sex, race (including colour, ethnic background or national identity), pregnancy, marital status, disability, sexual orientation, age, political or religious belief. The University is also responsible for ensuring the elimination of all forms of harassment on campus and providing support for any victims of harassment.

What is harassment?

Harassment is behaviour that is unsolicited, unwanted and offensive. Harassment is a form of discrimination and generally occurs when power is improperly exercised to the detriment of a person or group of people. The distress caused by harassment may be intentional or unintentional.

What can you do if you are harassed?

If possible, tell the person(s) directly that their behaviour is unacceptable to you and ask them to stop. If you cannot do this, or there is no improvement, then you should either discuss your concerns with senior staff within Applied Vision Sciences, or seek advice from a University Discrimination Adviser or other sources listed below.

Harassment and Discrimination Support Officers located at Cumberland

Bala Muralee Computer Support Tel: 9351 9306 B.Muralee@usyd.edu.au

Other sources of advice can be found on the University's Staff and Student Equal Opportunity Unit at http://www.usyd.edu.au/eoo/home/contact_us.shtml

8. EQUIPMENT AND USE OF TUTORIAL ROOMS

Equipment Fee

Students who wish to use the available equipment and/or the tutorial rooms in order to practice in their free periods are required to pay a fee of **\$50.00** per year. To pay this fee, collect a slip from the Reception desk, pay at the Cashier in Block "A" **and show the receipt to the General Administration Officer** who will record your payment in the Equipment Fee Register.

Use in Research

The use of equipment for the purposes of research is supported. A request for the equipment required and the approximate length of time it will be in use should be made in writing to the UOS Coordinator six weeks in advance of the date required. Some restrictions may apply if equipment is needed for an extended period of time and it is also required for teaching purposes.

Use for Practice

Use of equipment for practice will only be allowed within the designated tutorial rooms, ie T323, T327 and T330. There are weekly schedules posted on the doors of T323, T327 and T330, showing times when the rooms are available to be used for practice. Students wishing to book the rooms for practice should pencil their full name in on the schedule. Students are **not permitted to take equipment home**. Student access to equipment is via the General Administration Officer at the Reception desk between the hours of **8.30 am and 12.30 pm** and **1.30 pm and 3.45 pm**. Students must be registered in the Equipment Fee register and present a valid student card. The student card will be retained at Reception and returned to the student on return of functioning equipment. Students must inform General Administration Officer of any broken or malfunctioning equipment.

- **STUDENTS ARE RESPONSIBLE FOR RETURNING EQUIPMENT TO THE GENERAL ADMINISTRATION OFFICER AFTER COMPLETING PRACTICE – EQUIPMENT IS NOT TO BE PASSED ON TO OTHER STUDENTS.**
- **ROOMS ARE TO BE LEFT CLEAN & TIDY. PAPERS, TISSUES, ALCOHOL WIPES, ETC. ARE NOT TO BE LEFT SCATTERED AROUND THE ROOM OR ON THE FLOOR.**
- **EQUIPMENT IS TO BE TURNED OFF.**
- **ABUSE OF THESE RULES WILL RESULT IN STUDENTS BEING BANNED FROM PRACTICE.**

Students are unable to practise in any of the tutorial rooms or the clinic room during examination periods, ie weeks 15 and 16 and the deferred period, or after 3.30 pm on the day preceding any OSCE.

9. EXAMINATION RESULTS

Following release of exam results, UOS Coordinators will set aside one day in which they will be available for discussions. Students will be advised of the date. Students who wish to discuss their examination results may do so by making an appointment to see the UOS Coordinator on that day. The UOS Coordinator will discuss any conflicting notions with the Tutor/Lecturer who tutored/lectured in that particular UOS.

PCON – Pass (Concessional), 46-49

It is the Discipline's policy **not** to grant a PCON grade for any unit of study coordinated by the Discipline of Orthoptics.

10. EXEMPTION

(See Partial Credit Transfer)

11. FACULTY HANDBOOK

The Faculty of Health Sciences Undergraduate Handbook is the official guide to this Faculty. It is the responsibility of the student to become acquainted with relevant sections of this document. It is available for purchase from the Cashier in 'A' Block and a copy is located in the Library, or it may be viewed/down-loaded from the Faculty web-site at:

http://www.usyd.edu.au/handbooks/handbooks_admin/health_science.shtml

12. NON-STANDARD STUDENTS

A non-standard student is one who is carrying out a program of study that differs from the normal program, eg repeating a UOS.

Due to the phasing out of the current Bachelor's program, students should be aware that UOS will terminate after the last year of offer, eg. 1st and 2nd year UOS may not be offered from 2008 as face-to-face lectures or tutorials. However, for repeating students these UOS will still be offered in a format to be determined by the UOS Coordinator, eg. WebCT.

Enrolment

It is recommended that non-standard students consult with the Course Coordinator to determine the most appropriate program of study. Following this consultation, the enrolment form needs to be approved and signed by the Course Coordinator before enrolment can proceed. However, **it is the student's responsibility** to ensure that all appropriate UOS are included on the enrolment form.

If timetable clashes occur this must be discussed with the Course Coordinator. In these cases the student would normally be advised that they can only enrol in the UOS which is being repeated. For this reason, modification to the enrolment may need to be made after the standard enrolment period.

The onus is on the student to prove that they will be able to successfully complete a higher than standard workload. Normally a student will not be permitted to enrol in more than one extra UOS per semester.

13. NOTICEBOARD

The official student noticeboard is located in the corridor between rooms T313 and T314. **It is the student's responsibility to regularly consult this noticeboard.** It is assumed that all information placed on this noticeboard has been read by each student.

At times messages to individual students may be posted on the noticeboard and these should only be removed by the student to whom the message is directed.

14. PLAGIARISM AND ACADEMIC HONESTY

The University views plagiarism (presentation of another person's, eg. author, staff member or fellow student, work as your own), as a serious matter. The University of Sydney's policy will be strictly adhered to in all cases. The policy - *Academic Board Resolution Academic Honesty (Plagiarism) in Coursework* - may be viewed at: <http://www.usyd.edu.au/senate/policies/Plagiarism.pdf>

15. SPECIAL NEEDS

Students who have difficulty in meeting course requirements on the grounds of:

- gender
- cultural or ethnic background or national identity
- language
- pregnancy,
- marital status,
- disability,
- sexual orientation,
- age,
- political beliefs or
- religious beliefs

should notify the Course Coordinator in writing by Week 3 of Semester 1 so that other arrangements can be considered.

16. STAFF

Academic staff members are available to students but also have to meet other commitments within the University. Staff therefore have designated specific times when they will be available for student consultations.

Staff will be available for additional consultation:

- for one hour per week for each UOS taught by that particular member of staff.
- during all timetabled lectures for that UOS pertaining to the student

Staff **will not** be available for assistance with practical skills unless a specific time is negotiated.

Staff Contact After Hours and During Non Employed Hours.

This must be negotiated with the individual staff member.

Staff Contact when Working at Home

Enquiries can be made through the General Administration Officer about availability.

The **General Administration Officer** is usually available for students between the hours of 8.15 am – 12.30 pm and 1.30 - 4.00 pm. Support to students is available in the following areas:

- Key access to tutorial rooms
- Borrowing and returning of equipment
- Assistance with clinical arrangements
- Liaison between students and academic staff

Messages for Staff may be left in the book at the Reception counter.

17. STUDENT BEHAVIOUR

Students whose behaviour disrupts the remainder of the class during lectures or tutorials may be asked to leave the class.

The Vision Assessment Clinic operates in Room T321. Students are requested to support the continuation of the clinic by showing courteous behaviour toward the patients. Students should therefore:

- keep noise to a minimum in the foyer and corridors adjacent to the clinic room
- leave clear access to the room for patients
- offer chairs to patients and access to toys for children in the foyer when they are waiting for their appointment.

Students should be aware:

- that the other half of the third floor of 'T' Block offices are occupied, and that meetings and lectures may be in progress.
- that other disciplines use lecture room T314.

For these reasons noise should be kept to a minimum on this floor at all times

18. INSTRUMENTATION TUTORIALS

An Instrumentation Tutorial is a **fully supervised** session designed to give **hands on** practice in instruments and techniques.

Wherever possible, theory will precede tutorials.

Tutorials may have preparatory tasks ie preliminary reading and/or worksheets which are to be completed and sighted by staff prior to sitting any practical examinations in this UOS.

Worksheets or objectives will be given for each tutorial for student reference for:

- content to be covered
- expected level/s of performance

- procedural outlines
- recording

Students will be encouraged to develop self directed learning and facilitate self evaluation of performance using tools such as check-lists, video recordings and the 'Self Directed Learning and Observational' packages which are available on the School's web site.

Every endeavour will be made to schedule practical tutorial sessions to complement lecture material. However, it may not always be possible to do this. When this is not possible ie tutorials occur before lectures, it is the student's responsibility to do any necessary pre-readings so that time spent in the tutorial is used in the most productive way.

Changing Tutorial Groups

Careful consideration is given to the allocation of tutorial groups to enable students to achieve the best possible standard. Once allocated to a tutorial group, students are expected to remain in this group throughout the UOS.

Only in exceptional circumstances and **at the commencement of the UOS** will it be possible to arrange a swap between groups

Under no circumstances are students permitted to swap tutorial groups without first consulting the lecturer in charge. When a student is unable to attend a specific tutorial they must make alternative arrangements with the staff member conducting the tutorial at least 1 week before the tutorial. It may not always be possible to cater for individual needs, so in this instance it is the student's responsibility to catch up on missed work.

Students must bring their own orthoptic equipment to each tutorial, ie pen, paper, penlight torch (that works), fixation sticks, occluder, otherwise they may not be able to participate in tutorial activities.

Students are responsible for leaving the tutorial rooms tidy at the completion of the tutorial. This includes covering equipment, stacking chairs etc.