## Contents

- **Your computer** ........................................ 1
- **Recommended browsers** .............................. 1
- **Topic information** .................................... 1
- **Topic coordinator and teaching team** ............. 1
- **Student learning and participation** ................. 1
- **Student email** ........................................ 1
- **Announcements** ....................................... 2
- **Discussion forums** ................................... 2
- **General discussion forum** ............................. 2
- **FLO Live** ............................................... 2
- **Prepare for FLO Live**.................................. 2
- **Professional experience placements** ............... 3
- **Topic placements and learning outcomes** ......... 3
- **Preparing for PEP—your responsibilities** ......... 3
- **InPlace** .................................................. 3
- **Learning resources** .................................. 4
- **Textbooks** ............................................. 4
- **Study plan** ............................................ 4
- **eReadings** ............................................ 4
- **CaseWorld™** ........................................ 5
- **Nursing and midwifery pods** .......................... 5
- **Reference books** ..................................... 5
- **Medication calculations resources** .................. 6
- **Additional resources and references** ............. 6
- **Flinders University Library** .......................... 6
- **Topic resources** ..................................... 6
- **SendIt—Off Campus Library Service** .............. 7
- **Academic integrity** ................................... 7
- **Statement of assessment methods** .................. 7
- **Assignments** ......................................... 8
- **Assignment presentation guidelines** ............... 8
- **Assignment details and submission** ................ 8
- **Text-matching software** ............................. 10
- **Extensions to assignment due dates** ............... 11
- **Late assignment penalties** ........................... 11
- **Student evaluation of teaching** ..................... 11
- **Tips for external and online students** ............. 11
- **Contacts and support** ................................ 12
- **School of Nursing & Midwifery** ..................... 12
- **Health, Counselling and Disability Services** .... 12
- **FLO Student Help Desk** .............................. 13
- **FLO support materials** ................................ 13
- **Student Learning Centre** ............................. 13
- **Flinders website** ..................................... 13
- **Ask Flinders** ......................................... 13
- **Reference** ............................................ 13

### Important

It is the responsibility of all students to read and understand the information outlined in this document as well as the content and resources accessible through the links provided.

### Continuing students please note

In an effort to streamline our information and better serve our students, the School has replaced individual Topic details books with this Topic essentials document. This document provides information and direction to find the information you need and links to further information.

Last updated 8 April 2016
Your computer
To use FLO and other Flinders services you will need the right hardware and software. Information is provided in the Your computer module on the FLO Help for Students FLO site.

Recommended browsers
The following browsers, for both Windows and Mac, are recommended for using FLO and other Flinders services: Mozilla Firefox and Google Chrome.

Topic information
Information about a topic including its description, educational aims and expected learning outcomes is available through the Topic information link in the TOPIC LINKS block (see image on right) on FLO. This is where you will also find teaching team details, class timetable information and, if applicable, the examination timetable.

Topic information can also be found on the Flinders University website through the Course rules web page search facility.

Topic coordinator and teaching team
The topic coordinator is responsible for managing and coordinating a topic. Depending on the size and nature of the topic, a teaching team may comprise more than one topic coordinator and may include a number of lecturers/tutors.

You should direct all topic-related queries to your topic coordinator or a teaching team member. Topic coordinator/teaching team details appear in the CONTACT block on FLO topic sites.

Student learning and participation
Student learning takes place not only through the resources assigned to a topic, but also through participation with peers and teaching staff.

A topic’s Statement of assessment methods (SAM) (further explained below) provides information on what is expected from you to successfully complete your studies.

Student email
Email is the preferred mode of communication in the School of Nursing & Midwifery. All official email from the School is sent to your Flinders email address.

Topic queries
You should direct all topic-related queries to your topic coordinator.

Important
To meet topic requirements, you should check your FLO topics at least weekly to access study materials, activities, resources, discussions and important topic information.

Email etiquette
Please follow these guidelines when communicating via email with Flinders staff and students.
Check your email
Please check your Flinders email account regularly. All communication with the University must be via your Flinders email account.

Social media and netiquette
Social media is the use of web-based and mobile technologies. It includes social networking sites (Facebook, LinkedIn); blogging sites (Twitter); video and photo sharing sites (YouTube); and online discussions.

Refer to the Social media guidelines and netiquette web page for further information.

FLO Live resources and help
Refer to the FLO Live participant visual guide for further information.

If you are having difficulty with FLO Live, you might find an answer through FAQs or contact the FLO Student Help Desk.

It is your responsibility to monitor and thoroughly read all communications sent to your Flinders email account. The School will take no responsibility if important information is not received when your University account is not checked regularly.

Announcements
Your topic coordinator/lecturer may use the Announcements forum in FLO to convey important information/instructions to all students in the topic. This is a one-way forum, which means you will not be able to respond to posts. Announcements appear in the LATEST ANNOUNCEMENTS block on the FLO topic page.

A copy of the announcement, including a link to any attachments, will be sent to your Flinders email account (please check your Flinders email regularly).

Discussion forums
A forum is a place to communicate ideas and thoughts. Generally, each of your topics will have a number of forums in which you can communicate with other students and teaching staff. Some topics use forums for activities and for assessment purposes.

Please note: discussion forums are monitored. To use discussion forums wisely and effectively, please refer to the guidelines on discussion forum etiquette.

General discussion forum
The General discussion forum in each topic is an informal place to communicate with your classmates. Get to know each other, discuss the topic and seek advice.

For specific questions about topic content, please contact the topic coordinator/lecturer directly (refer to contact information).

FLO Live
FLO Live is a virtual classroom system, which allows voice, text and video communication over the internet. Your topic coordinator may ask you to participate in one or more FLO Live sessions during your studies. Access to FLO Live sessions is through a link on the topic home page.

Prepare for FLO Live
To ensure your computer is ready to run FLO Live you need the right equipment and software. Please check your computer setup before your first FLO Live session. Refer to the FLO Live module on the Support materials for students site in FLO.
Professional experience placements
A number of topics include a professional experience placement (PEP) component—this is an essential part of your preparation to becoming a registered nurse or midwife, or, as a registered practitioner, expanding your knowledge and skill base.

Topic placements and learning outcomes
Topic-specific placement information (work to be undertaken) and the professional experience learning outcomes (what you are expected to achieve by the end of your placement) is provided in the Professional experience placement information module on FLO topic sites. The module may contain resources you will need during your placement, or items you must provide to mentors/facilitators, so ensure you download, and if necessary, print the resources provided.

Preparing for PEP—your responsibilities
To get the most out of your placement, go to the School’s Professional Experience Placements website and read all of the information provided. Start with the ‘General information’ section—it is relevant for all undergraduate and postgraduate students. Then go to the section relevant to your course of study, namely:

- undergraduate midwifery
- undergraduate nursing
- postgraduate nursing.

Pre-placement requirements
You MUST complete certain compulsory requirements prior to attending PEP. The PEP website provides specific details of the pre-placement requirements under ‘Student responsibilities’ for your course of study. Meeting the requirements can take a bit of time, so it is advisable that you get started on them straight away!

Please note: if you do not complete the pre-placement requirements for your course of study, you will NOT be offered a placement and will be required to withdraw from the professional experience topic.

InPlace
You can access information about your PEP venue, placement dates, PEP facilitator etc. via InPlace, the University’s placement management system. Log in using your FAN and password.

After you have completed the pre-placement requirements, you must make declarations on InPlace. Please note: You are required to answer the declarations in a positive manner (i.e. ‘yes’) and

PEP Unit
The School’s Professional Experience Placement Unit is responsible for the management and allocation of all placements.

Midwifery PEP
The PEP Unit will provide your placement dates, rostered shifts and PEP facilitator information via email (to your Flinders email address).

Postgraduate PEP
Even if you are undertaking PEP at your current place of paid employment, you MUST complete the pre-placement requirements.

PEP queries
Please direct all queries to the PEP Unit or the topic coordinator.

Your contact details
Please ensure your contact details are up-to-date. Check your details and make changes in the Student Information System.
upload the documents that prove you have met all pre-placement requirements. The documents you upload are checked for authenticity. If your documents are not acceptable, you will either not be offered a placement or you will be required to withdraw from the professional experience topic.

**Learning resources**

Study material for most topics is available online through FLO topic sites. In addition to the online material provided in FLO, there may be textbooks you need to acquire. Pamphlets and other materials that cannot be provided online will be provided in class and posted to external students via their nominated preferred mailing address in the Student Information System.

**Textbooks**

It is recommended that you have your own copy of, or access to, the textbook/s that are prescribed for study in your topic/s.

**The Co-op**

The Co-op is the University’s preferred textbook supplier. Their website has up-to-date information on textbook requirements for Flinders topics. They offer free shipping on orders over $50, and further savings with membership. It is advisable to purchase prescribed textbooks as early as possible in preparation for study.

Textbook details may also be found on FLO topic sites—this information may be included in a block, in an announcement, or with other documentation from the topic coordinator (e.g. ‘Learning resources’ page).

**Study plan**

The Study plan contains details of the learning activities you need to carry out in order to complete your studies. The Study plan is distributed throughout the weekly/modularised sections on the FLO topic page and is generally provided in a book format or as PDF documents.

**eReadings**

Selected topic readings may be provided in electronic format as eReadings. To access eReadings, select the ‘Readings and Library Resources’ link in the TOPIC LINKS block on the topic page. This takes you to a page of resources relevant to your topic. The eReadings link (look for the icon) will take you to the list of eReadings for that topic.

The eReadings are listed in alphabetical order. Refer to them as directed in the Study plan.
CaseWorld™

CaseWorld™ is a collection of authentic, clinically focussed patient journeys, which have been developed by the School. Specialist clinical experts are involved in case writing, peer review and providing specialist knowledge. The patient journeys focus on the national health priorities and are rich in multimedia, patient perspective, expert health professional videos, links to resources and clinical information. Cases exist across the continuum of care, reflect evidence based clinical care and provide snapshots of time in the person’s journey. CaseWorld™ aims to bridge the gap between classroom learning, professional experience placement and the clinical laboratories. CaseWorld™ is integrated across the nursing curriculum and is being introduced in a number of interdisciplinary topics in a variety of ways.

All cases are located within FLO. Navigation in CaseWorld™ is straightforward, with cases constructed in grid layout. Further information on navigating in CaseWorld™ can be found on the top right of each case in the ‘Getting started with CaseWorld™’ link. For more information, visit the CaseWorld™ Home site in FLO.

Nursing and midwifery pods

Pods are online learning spaces, hosted within FLO, that provide a home for subject areas that are common to several topics in the curriculum and in which students’ knowledge/skill is developed across the course. The interactive resources in the pods have been carefully selected to complement the Bachelor of Nursing. A substantial portion of the material contained within the pods is selected from third party sources such as external websites, YouTube videos and eLearning portals.

You may be directed to the pods as part of your learning or have a special interest in an area of health care that you would like to know more about. All students are welcome to access the pods; the first time you visit a pod you need to self-enrol (thereafter you can access it from your FLO topic list). A link to the pods is also provided from each topic home page and each case in CaseWorld™.

Reference books

It is recommended that undergraduate students in particular own a copy of, or have access to, the following reference books for study:

Harris, P, Nagy, S & Vardaxis, N 2014, Mosby’s dictionary of medicine, nursing and health professions, 3rd Australian and New Zealand edn, Elsevier Australia, Chatswood, NSW.


CaseWorld™ access

Students are given access to the cases that are relevant for their topics via direct links in FLO.

Access pods

Via these links:
Nursing pods index
Midwifery pods index

Undergraduate

students can access pods through the tiles in the banner on their FLO topic sites:

Nursing pods index
Midwifery pods index

Note: all ‘text’ tiles are links to resources.

Postgraduate

topic banners vary depending on the course undertaken. A series of buttons located under each banner provide links to relevant information for postgraduate students (including the pods).

Free online resource

All students have access to the Macquarie dictionary online. You will need to log in with your FAN and password.
Another useful reference is:

**Medication calculations resources**

It is highly recommended that undergraduate students own a copy of, or have access to, a resource that can assist in your medication calculations, for example:


**Additional resources and references**

The topic coordinator will provide details on the FLO topic site about additional resources and references if applicable. These may include books, journals and links to online material.

You may be given access to a community FLO site or portal. These sites provide supplementary material, information and resources relevant to your course of study.

**Flinders University Library**

The Flinders University Library system consists of the Central Library and three branch libraries. The Sturt Library branch specialises in the fields of nursing, midwifery, disability and optometry.

**Topic resources**

The Nursing and Midwifery Liaison Librarian A web page containing readings and useful resources relevant to your studies and compiled by your Liaison Librarian, is available on every topic page in FLO. To access, select the Readings and Library resources link in the TOPIC LINKS block. **Note:** a link to topic eReadings (if applicable) is located on this page.
SendIt—Off Campus Library Service
This service provides access to a wide range of Library materials and services including posting books and emailing articles, advising on reciprocal borrowing rights with other university libraries and help services for students who live outside of the Adelaide metropolitan area.

Eligibility
SendIt is available to students who fulfil at least one of the following criteria:

- study fully online or fully external
- live outside of the Adelaide metropolitan area
- based at Adelaide College of Divinity, OCEP, Repatriation General Hospital, Tonsley or Victoria Square.

Internal students studying at the Bedford Park campus who live within the following range of residential postcodes are ineligible for this service: 5000–5199, 5201, 5250–5252, 5231–5234, 5240–5245.

Academic integrity
It is every student’s responsibility to read the Flinders University policy on academic integrity.

Academic integrity is producing your own work and not passing off the work of other people as your own. It also means adequately acknowledging the work of other people when you include it in your work. (Flinders University 2015)

The Academic Integrity for Students FLO site provides support materials and a quiz to check your understanding. All students have access to this site as part of their topic listing in FLO.

Statement of assessment methods
The Statement of Assessment Methods (SAM) is a negotiated contract between teachers and students. It provides each student the criteria for successful completion of the topic and outlines the expected learning outcomes, student workload, assessment procedures, attendance requirements, placement requirements (if applicable) and other requirements of the student.

Every topic has a SAM, which is available in the top module on FLO topic sites. Students are responsible for familiarising themselves thoroughly with assessment information including policy, guidelines and criteria, following instructions for assessment exercises, and seeking clarification if unsure about requirements.
Assignments

Assignment presentation guidelines

- Do NOT use a coversheet.
- Hand-written assignments are not acceptable. Use Microsoft Word or equivalent to write your assignments.
- The file you upload must be in one of the formats allowed according to the instructions for the assignment on FLO (e.g. .doc, .docx, .rtf or .pdf).
- When referencing, use the Harvard (Author-date) referencing system.
- Line spacing should be set to 1.5 or 2.0.
- Left and right margins should be at least 2 cm wide.
- Assignment text must be in Verdana 10 pt or Calibri 12 pt.
- All pages must be numbered.
- The assignment must be ordered as follows:
  - title of the assignment at the top of the first page
  - assignment body text
  - reference list
  - appendices.
- The assignment word count should include any words in the body of the assignment, including headings, in-text references and quotations, but not the title page, reference list or appendices.
- Pay particular attention to the specified length (word count) of your assignment. Keep your word count to within plus or minus 10% of the specified length or penalties may be applied.
- Always keep a copy of your assignment as a backup.
  Things can go missing or technical problems can occur. It is your responsibility to have a spare copy of your work if needed.

Assignment details and submission

You are expected to complete and submit work in accordance with the requirements as detailed in the Statement of assessment methods document published on the topic page in FLO.

Details for each piece of assessable work for the topic can be found in the Assignments module. Depending on the assignment format, assignment details are generally provided through individual assignment links. These links include the assignment due date and is where you submit your work for marking.
All assignments in the School of Nursing & Midwifery must be submitted using FLO, unless the assignment format or an internet access issue prevents this. If you have an internet access issue, please apply to the topic coordinator at least three weeks before the first assignment is due to discuss alternative arrangements for submitting your assignments.

**Assignment in “Draft” mode after due date will not be marked**

You are reminded that any assignment submissions that are still in “Draft” mode after the due date (or approved extended due date) will be considered incomplete and will not be marked. Submissions can still be finalised by clicking the “Submit” button but will be marked as late by FLO if this is done after a due date. Please note any penalties outlined in the SAM will be applied for late submissions. If you do not finalise your submission the applied penalty will be the loss of marks greater than the maximum available for the assignment thus resulting in 0 and fail being awarded for that piece of work.

“Draft” assignment submissions will not be marked because:

- They do not include a completed declaration stating that your work is completely your own AND
- Markers cannot assume it was your intention to submit that version as your final submission

Please see below for examples of draft format and a correctly submitted assignment and make sure you review the instructions on FLO regarding the correct submission of assignments: [CLICK HERE](#)

**Example of draft submission and finalised submission**

![Figure 1: Submission in draft format. Still to be submitted correctly.](#)
Acceptable file types and naming conventions
You are responsible for submitting your assignment in the correct file format. Unless otherwise advised, submit your assignment in the acceptable file types .doc, .docx or .rtf.

Make sure you name your assignment file appropriately. File name/s must include:

- your FAN
- the topic code
- assignment name or number.

Examples:  
smit0034_nurs0000_ass1.doc  
jone0024_nurs1111_ass2.doc

Text-matching software
All text-based assignment submissions through FLO will be subject to text matching as indicated in the Statement of assessment methods for each topic.

Text-matching software allows students to check their work for unintentional plagiarism against various digital documents from databases, articles and student papers prior to submitting their assignment. Turnitin is the text-matching software provided by Flinders University. Turnitin generates a report that details the percentage of matched text and shows the source of origin.

You can check your assignments before submitting them for marking through the Turnitin draft box available in the Assignments module on all FLO topic sites. You can also check your assignments through the Academic Integrity for Students FLO site.
Extensions to assignment due dates

The Statement of assessment methods for each topic specifies whether extensions to assignment due dates are available. If applicable, applications for extensions must be submitted electronically through the Assignment extension requests link located in the Assignments module on all FLO topic sites. You must justify your request on the basis of unforeseen individual circumstances that are reasonably likely to prevent completion of the assignment by the due date, and provide supporting evidence, such as a medical certificate.

Late assignment penalties

Refer to the Statement of assessment methods for your topic for penalties if you submit an assignment after its due date. In general:

- if you do not negotiate with the topic coordinator for an extension you will lose 5% of the potential mark for each day (or part thereof) that the assignment is overdue
- if you do negotiate for an extension and do not meet the extension due date you will lose 5% of the potential mark for each day (or part thereof) that the assignment is overdue.

Student evaluation of teaching

Your topics may be evaluated at least once during the year. You will receive, via your Flinders email address, a link to a Student evaluation of teaching (SET) form. The primary purpose of the SET is to provide staff with valid and reliable information with which to make informed decisions about improving student learning outcomes.

Teaching staff greatly value your feedback. The SET is not compulsory but is your main way to provide feedback to the School of Nursing & Midwifery. Your topic coordinator/lecturer would appreciate you taking a moment to complete the evaluation and return it as soon as possible after receiving it.

Professional language development

The Professional Language Development FLO site developed by Dr Amanda Muller has a nursing and midwifery focus that provides a variety of information, resources and interactive learning materials to assist students develop language skills required for these professions.

Amanda teaches English for Specific Purposes and holds free classes on topics such as medical terminology, abbreviations,
handovers, Aussie English and writing skills at the Bedford Park campus. Classes are open to all students and are particularly beneficial to international students. Classes are held every Monday during the first eight weeks of semester 1 and in blocks at other times.

**Tips for external and online students**

Successful studying online requires good organisational skills, self-discipline to keep on task and on schedule, and the willingness to engage with your topic coordinator and other students in the online learning environment.

You are expected to:

- introduce yourself to your topic coordinator and other students in the discussion forum in the first week
- check your FLO topic sites and discussion forums at least weekly to keep yourself informed of any changes or additions to your topics
- actively participate in discussion forums
- conform to conventions regarding appropriate online behaviour
- contact the topic coordinator immediately if you have any difficulties studying online or if you have problems while using the topic site.

**Contacts and support**

**School of Nursing & Midwifery**

Contacting the School: refer to the [Contact us](#) web page for Bedford Park and Renmark locations.

Resources for students: [Did you know?](#) The School website provides a variety of information and links to services on-campus, and resources for on-campus.

Topic queries: ask your topic coordinator—find their details in the [CONTACT](#) block on the topic website in FLO.

**Health, Counselling and Disability Services**

[Health, Counselling and Disability Services](#) in the Student Centre on the main campus provide confidential and professional health, counselling and disability services to all currently enrolled Flinders University students. They can also assist with equal opportunity concerns. Please contact them for an appointment.
FLO Student Help Desk
The FLO Student Help Desk can assist you if you are having difficulties accessing FLO, with your FAN or password, or if you are unsure how to use the tools in FLO, such as mail, quizzes and discussions. Topic-related questions should be directed to your tutor or topic coordinator.

FLO support materials
FLO Help for Students is a support site for students using FLO. It is accessible through the Help and support link located on every page in FLO.

Student Learning Centre
The Student Learning Centre (SLC) provides an academic environment, which allows all students the opportunity to become independent and effective learners, achieve their academic goals and develop the requisite skills for life-long learning.

Their study guides include skills development for English language, general study, academic writing and mathematics.

Flinders website
The Current students web page provides links to FLO, the Student Information System, and to a variety of information and resources, student services and University events.

Flinders Connect
Flinders Connect provides phone and face-to-face support for enquiries relating to admissions, enrolments, fees and scholarships and handle transactions for transcripts, ID cards and parking permits.

Ask Flinders
Ask Flinders (FAQs site) provides answers to a range of service enquiries online at any time.

Reference
Flinders University 2015, Academic integrity for students, viewed 14 December 2015,

Support materials for FLO
Some of the modules you will find on the FLO Help for Students site in FLO:
- Intro to FLO
- FAN and password
- Your computer
- Wireless and networking
- Assignments
- Navigation
- Personalisation
- Forum (discussion) activity
- Quizzes
- Email
- Turnitin
- FLO Live
- Student-related policies

Academic skills
The Student Learning Centre has excellent resources to help you develop strong academic skills.