

ASIA 302: 2006 (3/3) [24 POINTS]

SELECTED TOPIC: DIRECTED INDIVIDUAL STUDY

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The Asian Studies maintains a notice board at 18 Kelburn Parade and on the 6th Floor of the Von Zedlitz Building, between VZ 614 and 615 (north wall). Students are encouraged to watch both for any additional information on this paper and any programme changes.

Timetable:

Students enrolled in this paper must establish with their individual supervisors a mutually agreed schedule of meetings to discuss their progress.

Course Aims & Objectives:

The general aims of the teaching programme of the Asian Studies Institute are to teach students about Asian life and thought within the context of the University and about "our own culture(s)" in the light of Asian life and thought, to integrate these knowledges and practices, and to incorporate these integrated knowledges and practices into university education.

In keeping with these aims, ASIA 302 provides students with the opportunity to undertake a supervised programme of individual research and study on a theme agreed upon between the student and an appropriate supervisor.

By the end of this course, students should:

- 1) have honed their research skills generally, and more specifically within the context of Asian Studies
- 2) have a deepened critical understanding of a particular area of research within Asian Studies
- 3) be further equipped to consider issues in Asian Studies from at least one or more disciplinary perspectives

Set Texts:

As this paper is based on individual research topic, there is no textbook or course reader as such. Students may find it useful to purchase texts that have a specific relevance to their area of focus. Appropriate readings will be determined in conjunction with the student's supervisor.

Workload:

Including contact time with the supervisor, research and background reading the average workload is 12 hours a week. **Please note that this is a rough guideline only.** Some students will find they need to do more, and students aiming for high grades will almost certainly need to do more.

Assessment Requirements:

This paper is entirely internally assessed. The assessment, which is designed to test how well you have integrated the aims and objectives of the course, requires written work equalling at least 5,000 words. Students have one of two options, to be agreed upon with their supervisor: 1) either two essays of 2500 words each on a related topic (50% each); 2) a single 5000 word essay (100%); Due dates are to be agreed upon with the individual supervisor, but under no circumstances are to be later than the last day of the trimester's lecture period. As a paper of directed individual research, there is no exam in ASIA302.

All assignments must be handed in at the deadlines arranged with the supervisor to avoid penalties. **5% per day (counting an individual piece of work as 100%) will be deducted from work submitted after the assigned date** without prior permission or without a necessary and demonstrable reason such as illness.

Mandatory Course Requirements:

In order to pass this course, a student must obtain an overall mark of at least 50% from the combination of assessed work. It is mandatory for a student to hand in work that makes up more than half of the overall assessment for the course. In a situation where a student drops out of the course, but does not formally withdraw by the appropriate date, if that student has, prior to dropping out, handed in work which makes up more than half of the overall assessment for the course, and has obtained a total mark of less than 50% for the course, a fail grade of D or E, as appropriate, will be awarded. If less than half of such work has been handed in, a fail grade of Q will be awarded.

Because of the nature of the course, there are no attendance requirements as such, but it is fully expected that students will meet with their supervisors on a regular basis, and contact them beforehand if for some reason they cannot make an arranged appointment.

GENERAL UNIVERSITY POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean of your faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website: www.vuw.ac.nz/policy/AcademicGrievances.

Academic integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under

the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at:

www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the Course Co-ordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building: Telephone: 463-6070 Email: disability@vuw.ac.nz

The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the Administrative Assistant.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, the following staff members will either help you directly or quickly put you in contact with someone who can.

	Staff Member	Location
FHSS	Ann McDonald, Student Support Co-ordinator	2 Wai-te-ata Road
Law	Kirstin Harvey	Old Govt Building, room 103
Science, and Architecture and Design	Liz Richardson	Cotton Building, room 150
Commerce and Administration	Colin Jeffcoat	Railway West Wing, room 119
Kaiwawao Maori	Liz Rawhiti	Old Kirk, room 007
Manaaki Pihipihinga	Melissa Dunlop	14 Kelburn Pde, room 109D
Victoria International	Anne Cronin	10 Kelburn Pde, room 202

The Student Services Group is also available to provide a variety of support and services. Find out more at: www.vuw.ac.nz/st_services/ Email: student-services@vuw.ac.nz.

Students' Association (VUWSA) Support and Advocacy

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building:

School of Asian & European Languages & Cultures
ASIAN STUDIES INSTITUTE COURSE OUTLINE ASIA 302

Telephone 463 6983 or 463 6984

Email: education@vuwsa.org.nz.