

UNIT INFORMATION DATABASE

<i>Field</i>	<i>Description</i>	<i>Example</i>
To be Deleted	Checkbox to indicate unit is no longer in use or has been withdrawn	
Amend	Checkbox to indicate that data has been changed - (<i>minor change to unit title</i>)	
New	Checkbox to indicate new unit	
Faculty	Drop box field to select Faculty offering unit	
Old Unit Name	Previous unit name	
Unit Code	Two free-format fields comprising 4 characters each which refer to the unit prefix and unit number. <i>Refer to Combined field (below) for information on how units offered at more than one level are to be entered in the database.</i>	EDAE 313
Credit Points	Free-format field which refers to Credit Point value of the unit.	6
School	Drop box field which refers to the School to which the unit belongs or is coordinated by. Each unit must be allocated to a School but can only be allocated to the ONE school. This is a required field.	Education

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<i>Field</i>	<i>Description</i>	<i>Example</i>
Semester	<p>Drop box field which lists valid offerings for a unit such as First Semester, Second Semester, First or Third Trimester etc.</p> <p><i>Where a unit is offered in different combinations of Semesters and/or Internal and External, all combinations must be entered here. For example, if a unit was offered Internal in Sem 1 and External in Sem 2, the entry for this field should be Semester 1 and Semester 2. Likewise the Session field should list both Internal and External (I/E). A Note must be added in the Note field to explain that the unit is offered Internal in Semester 1 and External in Semester 2. This note to be reproduced in all schedules.</i></p>	First Semester
Long Title	<p>Free format field which refers to title of unit. (50 character maximum)</p> <p><i>As Banner only records titles with a maximum of 50 characters it is important that unit titles do not exceed the maximum)</i></p>	Music in the School
Session	<p>Drop box which refers to whether the unit is offered Externally (E), Internally (I) or both Internal and External (I/E)</p> <p><i>See example in Semester field (above) to how a unit offered internally in one semester and externally in another must be recorded.</i></p>	E

UNIT INFORMATION DATABASE

<i>Field</i>	<i>Description</i>	<i>Example</i>
Res School	<p>Free-format field which refers to whether a unit has a Residential School by indicating the date(s) of the residential school.</p> <p>If No School – enter None.</p> <p>If a Residential School, enter the dates of the school: 3–7 Apr.</p> <p><i>Data Entry Standard</i> The month must be entered by using the first three characters only. There should be NO space left between the numbers when entering the date. Eg. 3-7 Apr and not 3<space>-<space>7 Apr</p>	3–7 Apr
Type	<p>Drop box which refers to the type of residential school. Can be one of Optional, Compulsory or Mandatory.</p> <p><i>If no residential school, leave blank.</i></p>	Optional
Res School Notes	<p>Free-format field which allows the user to enter a note regarding the residential school. Notes to be entered include such things as “Residential School to be held in Sydney”.</p>	Optional residential school to be held at the UNE Centre in Sydney.
Exam	<p>Drop box to indicate if the unit has an examination to be sat in the formal examination period at the end of semester.</p> <p>Values include June (end of Sem 1), Nov (end of Sem 2), June/Nov (year long unit with examinations at the end of both Sem 1 and 2) or None (to indicate no Examination).</p>	None

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<i>Field</i>	<i>Description</i>	<i>Example</i>
Combined	<p>Free format field used to record the link between units offered at multiple levels.</p> <p>BOTH unit levels need to have the same information entered in this field.</p> <p><i>Example Unit EDAE 313/413</i> <i>In the database – two unit entries will exist – one record for EDAE 313 and a second separate record for EDAE 413. Both entries will have the same data recorded in the Combined field of 313/413 so that for reporting purposes the unit will appear as EDAE 313/413.</i></p>	EDAE 313/413
Online	<p>Drop box field which records whether the unit has an online component or is offered totally online.</p> <p>Indicators are:</p> <p>OL0 No online component. This value must be entered but will not appear in any schedule.</p> <p>OL1 Computer access is NOT necessary to successfully complete the unit and no aspect of the online component is assessable.</p> <p>OL2 Computer and Internet access IS necessary to successfully complete the unit and some aspects of the online component are assessable.</p> <p>OL3 Computer and Internet access is ESSENTIAL to successfully complete the unit.</p>	<p>OL0</p> <p>(indicator to be entered – but will not be listed in any schedule.)</p>

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<i>Field</i>	<i>Description</i>	<i>Example</i>
Pre	Free-format field used to record if a unit has a pre-requisite. If no pre-requisite, leave blank.	
Co	Free-format field used to record if a unit has a co-requisite. If no co-requisite, leave blank.	
Anc	Free-format field used to record if a unit has an Ancillary unit(s). If no Ancillary unit(s), leave blank.	
Rest	Free-format field used to record if a unit has a Restriction. If no restriction, leave blank.	CSAE 313
Note	Free-format field used to record a note for information purposes to students that will print in a schedule. If no note, leave blank. <i>Refer above to Semester field for an example as to how the note field can be used to clarify if there is a combination of ways in which a unit is offered.</i>	

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<i>Field</i>	<i>Description</i>	<i>Example</i>
Unit Statement	Free format field in which the outline of the unit is recorded. Maximum of 100 words.	This unit builds upon past musical skills and understandings and aims to produce a component school musician. Underlying the unit...should possess a strong background in music theory and performance.
Objectives	Free format field used to record the Objectives of a unit. Entry to start by listing objective 1.	1. To enable students to understand the relevance of music to the developing child, and to the school curriculum. 2.... 5. To enable students to develop their particular interests and expertise in music.
Subject	For Faculty Office use – refers to the Subject of the unit.	Education
Faculty for Printing	For Faculty Office use – indicates in which Faculty Schedule the unit is to appear. If the unit is to appear in more than one Faculty schedule, enter all Faculty names.	FEHPS

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BOOKLIST

Lecturer	Refers to the Unit Co-ordinator. <i>Refer to Instructions on how to enter/amend Information on staff.</i>	
Students Int	Comprises two separate fields - top field refers to actual internal enrolments from the Student database and is updated by a download from Banner - bottom field allows the user to enter an approximate number of enrolments of internal students.	
Students Ext	Comprises two separate fields - top field refers to actual external enrolments from the Student database and is updated by a download from Banner - bottom field allows the user to enter an approximate number of enrolments of external students.	
Total	Refers to a total of the above two fields of actual enrolments.	
Quant	Free-format field which allows the School to enter the number of textbooks which should be ordered or in stock.	

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<i>Field</i>	<i>Description</i>	<i>Example</i>
Authors	<p>Free-format field used to record the Author or Authors.</p> <p>Data entry standard Where there is one or more prescribed text for a unit, data entry must conform to the following.</p> <p>One author Surname <comma> <space> Initial <full stop> <comma></p> <p>More than one author Surname#1 <comma> <space> Initial <full stop> <comma> Surname#2 <comma> <space> Initial <full stop> Initial <full stop> <space> and <space> Surname#3 <comma> <space> Initial <full stop> <comma></p> <p>As an Editor Surname <comma> <space> Initial <full stop> (ed.) <comma></p> <p>With multiple Editors Surname#1 <comma> <space> Initial <full stop> <comma> Surname#2 <comma> <space> Initial <full stop> Initial <full stop> <space> and <space> Surname#3 <comma> <space> Initial <full stop> (eds) <comma></p> <p>No Prescribed Text If no prescribed text for a unit, then enter the following in this field:</p> <p style="text-align: center;">No Prescribed Books</p>	<p>Jones, A.,</p> <p>Jones, A., Brown, J.S. and Smith, Z.,</p> <p>Jones, A. (ed.),</p> <p>Jones, A., Brown, J.S. and Smith, Z. (eds),</p>

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<i>Field</i>	<i>Description</i>	Example
Title	<p>Free-format field which refers to the Title of the text.</p> <p><i>Data entry standard</i> Mixed case to be used with title in full (no abbreviations) and no &'s rather than "and". Title must end with a full stop.</p>	Information Systems: A Management Perspective.
Publisher	<p>Free-format field which allows the Publisher's name to be entered.</p> <p><i>Data entry standard</i> The edition or volume number of the book (eg. 2nd edition or latest edition Vol 1 etc) to be entered first, then the publisher.</p> <p>Where a unit has a CD or audio cassette tape (full version or abridged version) and where these are available from should also be entered (such as if it is the school or the bookshop or Dixson library).</p> <p>For books with publishers it is assumed it is available from the bookshop but resource books, cd tape, videos it is not so, therefore it needs to be specified.</p> <p><i>Edition example</i> 2nd ed <full stop></p> <p><i>Publisher</i> Publisher's name to be entered in full, but can have &'s in it Publisher <full stop></p>	<p><need to insert example></p> <p>2nd ed.</p> <p>Aris & Phillips.</p>

UNIT INFORMATION DATABASE

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Ref	Tick box to indicate if the resource materials/text books are for reference only.	
Required	Corresponds to a field on the Booklist form. Indicates the month for which the text is required.	
Return Date	Corresponds to a field on the Booklist form. Indicates the date after which the bookshop can return books to the Publisher.	
Used Again?	Corresponds to a field on the Booklist form. Indicates if the text will be used again.	
Purch' New?	Tick box which corresponds to the # on the Booklist form in the Suggested Quantity or 1 st column, Indicates if the text must be purchased new by every student enrolling in the unit.	
New?	Tick box which corresponds to the * on the Booklist form in the Suggested Quantity or 1 st column. Indicates is the book has not been previously prescribed for the unit.	

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<i>Field</i>	<i>Description</i>	<i>Example</i>
ISBN	<p>Free-format field which allows the ISBN number to be entered.</p> <p><i>Data entry standard</i> This number always has spaces in it and they are important. The ISBN number usually on the back cover or on the inside page with the CIP information.</p> <p>ISBN <space> 1 <space> 86389 <space> 338 <space> 5</p>	ISBN 1 86389 338 5
Book No	<p>Free-format field. Will determine if this field should be used to record the UNE number that United Campus Bookshop has requested when Schools sell resource material through the bookshop.</p>	
Price	<Field not used at this stage>	

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ISSN	<p>Free-format field which allows the ISSN number to be entered.</p> <p><i>Data entry standard</i> Some books only have ISSN numbers - they usually look like ISSN 1328–3707 – or have both an ISBN and ISSN.</p>	
Edition	Free-format field which allows the Edition to be entered.	
Year	Free-format field which allows the Year to be entered.	
Book Comment	<p>Free format field in which a comment for information for the students can be entered.</p> <p>An example of other information that can be entered here is where certain texts might apply only to those students doing certain strands within the unit. Such information could be entered as “For students undertaking the xxx strand”.</p>	
Hand Comment	<p>Free format field in which a comment for information for the students can be entered.</p> <p>This comment will print in the Handbook.</p>	

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SKILLS

ATTRIBUTES OF A UNE GRADUATE Communication Skills Global Perspective Information Literacy Life-long Learning Problem Solving Social Responsibility Team Work	<p>Refers to the Attributes of a unit.</p> <p>Three checkboxes are provided for each attribute – to indicate how the attribute is taught and/or assessed and/or practiced.</p> <p>Free format field to record a comment as to how the attribute is met.</p>	
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ASSESSMENT

Task	Free format field used to record the assessment task	Field Report
Words	Free format field used to record the number of words for the assessment task	500
Out of	Free format field used to record the mark the assessment task will be marked out of.	100
Weight	Free format field used to record the weighting as a percentage of this assessment task. The total should be 100%.	50%
Sess	Free format field used to record the students that the assessment task relates to. External (E), Internal (I) or both Internal and External (I/E)	I/E

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TIMETABLE – Used to record internal timetable information for a unit.

Type	Drop box field which refers to the type of activity being held. If the unit has no activity enter 'not applicable' to advise the timetabling coordinator that this session wasn't accidentally left blank.	Lecture
Frequency	Drop box field which refers to the frequency of the activity per week or per semester.	2 per week
Duration	Drop box field which refers to the duration of the activity.	1 hr
Special Req (enter only if required)	Free format field refers to special requirements needed for this activity. NB Special requirements is designed to capture such information as use of a specific room (eg laboratory), at a time (must be held in afternoon) or if special equipment is required within the room (overhead projector)	Overhead Projector
Spec Day	Free format field to record a specified day that the session should be held.	Tuesday
Spec Rm	Free format field to record a special room required for the session. Enter the room number.	234
Time	Free format field to record a specified time for the session to be held.	1pm

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