

# ICE template – course writing

- This is a template to try to make life easier for staff when writing their courses, with a logical order to follow.
- Even though it is a word document, it is set out in a format that can easily be opened and used in ICE.
- The Section Headings in **BLACK** are highly recommended sections.
- The text in **BLACK** is generic text for all courses.
- The sections in **BLUE** are seen as optional extra sections.
- The sections in **RED** are prompts as to how to complete the template.
- The **green** sections show parts that will be automatically populated with details from your course specification document or are automatically generated in ICE.
- The **LINKS** on the left hand side guide you to exemplars of the sections from a variety of disciplines and to further information/rationale about how you may use these sections to their best effect.
- Once you have inputted your content for each section simply delete the **RED** prompts and **LINKS** and save with your course name to create your actual Course Template.

## Course introduction

### Welcome

Include a welcome statement. Can add a media welcome as an audio or video. MDOs can help with this.

Course specifications detail what the university agrees to provide in the offering of the course and outlines the expectations of the student.

- Examiners are entitled to expect that students have read, understood and are familiar with the course specification for the courses in which they are enrolled.
- Students are entitled to expect that the course will be delivered and assessed as in the course specification.

Course specifications are available online from the USQ website  
<http://www.usq.edu.au/course/specification/>

Always check the website for the latest version.

**Important note:** Course specifications are not included in study materials. The online version will ensure students access the latest version. Any updates to the course specification after the start of semester will be communicated to students.

## Course personnel

Include Course Examiner, Course Moderator and other course team members

### Course examiner – insert name here

Insert photo if needed

Include a biography.

**Office Location**

**Phone Extension**

**E Mail Address**

**Office/Available Hours**

### Course moderator – insert name here

Insert photo if needed

Include a biography.

**Office Location**

**Phone Extension**

**E Mail Address**

**Office/Available Hours**

### Other course team members – insert names here (if applicable)

Insert photo if needed

Include a biography.

**Office Location**

**Phone Extension**

**E Mail Address**

**Office/Available Hours**

## Acknowledgements

If required, add acknowledgement details of staff who have helped to develop the course.

## Course overview

Include the synopsis from the Course Spec.

You may wish to include a diagram/animations/graphics to show how your course is structured. Your faculty MDO can help you to do this:

## Learning objectives

Populated from course spec

## Graduate Qualities & Skills

Populated from course spec

## Assessment

Description	Marks out of	Wtg(%)	Due date
Assignment 1			
Assignment 2			

Populated from course spec

For a more detailed outline of each assignment see:

[Assessment ICE Document](#)

## Study schedule

[Study Schedule ICE Document](#)

## Support

You have access to a wide variety of support services at USQ. Follow the details below or visit the 'Current Students' website at <<http://www.usq.edu.au/currentstudents/default.htm>> for more information.

## General enquiries

USQAssist is the most efficient method for requesting assistance for:

- administrative queries

- assignment submissions
- study assistance
- contacting your lecturer.
- find answers to common questions at any time
- ask any question
- track the progress of your question
- keep a record of questions and responses.

To access USQAssist go to <<http://usqassist.usq.edu.au>> or click on ‘USQAssist’ in USQConnect.

## USQConnect

USQConnect provides you with online access to information, services and course resources relevant to your studies from a convenient, central point. To access USQConnect, from the USQ home page at <<http://www.usq.edu.au>> click on USQConnect, or go directly to the URL at <<http://usqconnect.usq.edu.au>>. You will require your USQConnect username and password to access the system. You will be notified of this username and password on your first Letter of Offer or Enrolment Notice.

## Study Desk

Your *StudyDesk* in USQConnect gives access to a home page for every course in which you are currently enrolled. Content available from the course home page will vary according to the teaching requirements of the course, but may include:

- course materials and resources
- electronic discussion facilities
- access to past examination papers.

As each course has specific learning requirements, availability of these features will vary between courses.

## USQAdmin

*USQAdmin*, also accessed through *USQConnect*, allows you to access a number of administrative functions such as changing your contact details, checking your enrolment details, accessing learning circles, checking final grades, viewing your exam timetable, changing your exam centre, and more.

## Other links

USQConnect also gives access to the Library and the Academic Learning Support site, as well as the Quick Links list of University sections and services.

## Technical enquiries

Enquiries relating to access to *USQConnect*, the *USQStudyDesk*, or other technical issues can also be directed to *USQAssist*. If you cannot access *USQAssist*, contact the ICT Service Desk on +61 7 4631 1900 or email <[ictservicedesk@usq.edu.au](mailto:ictservicedesk@usq.edu.au)> for assistance. The ICT Service Desk is staffed weekdays between 8.00 am and 5.00 pm (AEST-Australian Eastern Standard Time), with voicemail after hours.

## Telephone support

If you prefer to telephone, call Outreach Services on 07 4631 2285 for assistance. Outreach Services is staffed weekdays between 8.00 am and 5.00 pm (AEST), with voicemail after hours. If you are located in Eastern Australia, contact your Regional Liaison Officer.

International students telephone the USQ International Office on +61 7 4631 2362, or your Agent. USQ International is staffed weekdays between 9.00 am and 5.00 pm (AEST), with voicemail after hours.

## Fax

International students fax the USQ International Office on +61 7 4636 2211. All other students fax the Distance and e-Learning Centre on 07 4636 1049.

## Postal address

The Administrator  
Distance and e-Learning Centre  
University of Southern Queensland  
Toowoomba Qld 4350  
Australia

## Residential Schools, practicals, work experience

Residential schools are planned throughout the year for some courses. Please check the residential school website at <<http://www.usq.edu.au/residentialschools>> to see if this course is offering a residential school. The website provides all the information students require to attend campus, including registration for classes, timetables, accommodation, meals, and social activities.

## Course resources

Please be aware that all material that the author does not own copyright of must gain permission before using it in course material. The DiReCt system will automatically organize copyright for materials submitted. For more information on this see:

<http://www.usq.edu.au/legaloffice/copyright/default.htm>

It is useful to provide students with a list of all the resources they should have received on registration to your course along with guidelines as to how to best use these materials.

## Textbooks

The most recent list of text books can be found in your Course Spec at:

<http://www.usq.edu.au/course/specification/2008/>

## Selected readings

Staff should submit their list of readings so that they can be digitally uploaded onto DiReCt. A link will be given from this section to these course readings.]

## Further resources

Recommended further resources can be found in your Course Spec at:

<http://www.usq.edu.au/course/specification/2008/>

## Policies & procedures

Provide an outline and links to further information on Faculty and USQ policies and procedures.

## Evaluation

In meeting the University's aims to establish quality learning and teaching for all programs, this course monitors and ensures quality assurance and improvements in at least two ways. This course:

1. conforms to the USQ Policy on Evaluation of Teaching, Courses and Programs to ensure ongoing monitoring and systematic improvement.
2. forms part of the XXXXXXXXXXXX (*inset name of Program e.g. Bachelor of Engineering or provide dropdown of program names*) and is benchmarked against the [choose one or all of the following]
  - internal USQ accreditation/reaccreditation processes which include (i) stringent standards in the independent accreditation of its academic programs, (ii) close integration between business and academic planning, and (iii) regular and rigorous review.
  - professional accreditation standards of the XXXXXXXXXXXX. [*insert professional accrediting bodies here e.g. Engineers Australia, Surveyors Board of Queensland, Australian Psychological Society Council, Australian Nursing & Midwifery Council, and Singapore Nursing Board, etc.*]

- comparative activities and performance of XXXXXXXXXXXXXXXXXXXX. [*nominate the name of the program and institution, or professional body, that has benchmarked with this program*]

Refer to how student feedback will be addressed to close the evaluation loop.

## Evaluation Schedule (optional)

Mid-term evaluation

Informal evaluation

Feedback session

USQ standard end of term evaluation

## Assessment

### Assessment schedule

Description	Marks out of	Wtg(%)	Due date
Assignment 1			
Assignment 2			

Populated from Course Spec

Learning Objective	Module/ Topic	Assignment 1	Assignment 2	Assignment 3

This table provides an overview for the student to identify which learning objective is assessed in which assignment and which module/topic each assignment relates to. The idea is to use ticks to show the relationships within the table.

## Examination

If there is an examination component, include relevant examination details, including purpose, scope and format; whether open or closed, any materials allowed, duration and weighting.

## Assignment extension policy

Include details as required by the faculty. If there is a hyperlink to the information, it is best to include it instead of duplicating details here to ensure the most up-to-date details are accessed.

## Submission details

### Assignment submission according to enrolment mode

For this course students enrolled in the online mode will submit assignments electronically as outlined below. External students should refer to directions in the print materials or the directions given below.

### Electronic assignment submission (online students only)

Details outlining electronic submission can be found at: <http://www.usq.edu.au/webct/help/assignments>. Please take a moment to read through this information. Be sure to label your assignment files carefully and please note that you can only submit each assignment once.

You will receive a confirmation message when your assignment has been submitted.

### Hard copy assignment submission (external students)

Submit each assignment attached inside the standard assignment folder on which is included your:

- full name and address and student number
- name of course
- assignment number
- correct assignment sticker.

Please ensure that all pages are securely fastened together, numbered, and each page should have your name on it. All assignments should be forwarded to:

Distance and e-Learning Centre  
University of Southern Queensland

TOOWOOMBA QLD 4350  
AUSTRALIA

## Referencing

Please refer to the USQ Library web site for referencing guides in the Harvard and APA style. Go to <<http://www.usq.edu.au/library/>> and click on ‘Referencing Guides’ under the ‘Find Resources’ heading. This provides details on the referencing of print and electronic publications.

If you are situated in a faculty that has been granted permission to use an alternative referencing style please provide guidance here on how to use that reference style.

## Grading levels

Further details are available in section 5.6 of the USQ Academic Regulations, available at <<http://www.usq.edu.au/corporateservices/calendar/part5.htm>>

<b>Final Grade</b>	
<b>HD</b>	High Distinction
<b>A</b>	Distinction
<b>B</b>	Credit
<b>C</b>	Pass
<b>P</b>	Ungraded Pass
<b>LP</b>	Low Pass
<b>SP</b>	Satisfactory Progress
<b>F</b>	Fail
<b>FNP</b>	Fail – did not participate
<b>FNS</b>	Fail – did not sit
<b>FNC</b>	Fail – did not complete
<b>FLW</b>	Fail – Late withdrawal
<b>Temporary Grade</b>	
<b>IS</b>	Incomplete + Supplementary Examination
<b>IM</b>	Incomplete + Make-up Work
<b>ISM</b>	Incomplete + Supplementary Examination + Make-up Work
<b>IDS</b>	Incomplete + Deferred Examination
<b>IDM</b>	Incomplete + Deferred Assignment
<b>IDB</b>	Incomplete + Deferred Examination + Deferred Assignment
<b>IIP</b>	In progress
<b>Administrative Grade</b>	
<b>T</b>	Transfer
<b>NR</b>	No result expected
<b>NA</b>	Non Assessable student
<b>RW</b>	Result withheld

<b>RN</b>	Result not available
<b>WWP</b>	Withdrawn without penalty

## Assignment 1 (Cut and paste for each Assignment in course)

Description	Marks out of	Wtg(%)	Due date
Assignment 1			

### Learning objectives assessed

Restate the learning objectives targeted by each assessment item - refer to the list of learning objectives specified in the course spec.

### USQ Graduate skills assessed

Restate any of the nine USQ graduate skills targeted by each assessment item – refer to the list of graduate skills specified in the course spec.

### Marking criteria

Marking criteria, or marking rubric.

### CMA assessment details

Include instructions and important due dates for students.

### On-line quiz details

Include instructions and important due dates for students.

Week	Module	Activity/Reading	Assessment (including due date)
<b>1 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>2 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>3 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>4 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc

	Reminder xx/xx/xx is the last date to drop Sx courses without academic or financial penalty.		
<b>5 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>6 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>7 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>8 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>9 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>10 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>11 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>12 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>13 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>14 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>15 Date</b>	Hyperlink to Module ICE Doc	Hyperlink to Module ICE Doc	Hyperlink to Assessment ICE Doc
<b>16–17 Date</b>	<b>EXAMINATION PERIOD</b>		

\*\* include feedback sessions to students if applicable

Add the module title/task & reading for each week and any related assignment (both formative and summative) into each box. These will then be hyperlinked to your module information.

Module 1 – Module name here

Table of Contents

Automatically generated

## Module overview

This section allows you to describe what this topic is, and how it relates to the overall course and other modules/topics. If you have used a diagram in the course overview it may be helpful to use that to emphasize where this topic sits within that model.

## Key terms/concepts

These list the main ideas to be covered.

## Learning Objectives

On successful completion of this module you should be able to:

Restate the objectives relevant to this module to reflect the course specification

## Assessment Tasks

[Hyperlink to Assessment 1 document](#)

## Pre Module Test

## Post Module Test

## Introduction

This is an opportunity to ‘set the scene’ for the module, and to identify any particular issues relating to the scope and context of the work being studied. It is not always necessary to write an introduction.

## 1.1 Topic – insert name

Insert the topic details which could include items such as tables, images and multimedia.

Insert activities as required. Here are a couple of examples of activity types.

## Learning activities

There are a large range of activities you can use in moodle, here are a couple of examples but to view the existing ones go to:

You can also create your own icons in conjunction with the graphics team if non of the existing icons suit you needs.



### Reading activity

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Insert the details.



### Learning activity

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#### 1.1.1 Sub-topic name

Insert the sub-topic details.

## Conclusion

Insert details.

## Module resources

Please be aware that all material that the author does not own copyright of must gain permission before using it in course material. The DiReCt system will automatically organize copyright for materials submitted. For more information on this see:

<http://www.usq.edu.au/legaloffice/copyright/default.htm>

It is useful to provide students with a list of all the resources they should have received on registration to your course along with guidelines as to how to best use these materials.

## Textbooks

Identify which text books are relevant for this module.

## Selected readings

Staff should submit their list of readings so that they can be digitally uploaded onto DiReCt. A link will be given from this section to the readings relevant to this module.

## Further resources

Identify which further resources are relevant for this module.

## References

A list of references actually used or referred to in the module.

All in-text references need to have full publication details in this list.

List in alphabetical order.

## Module review questions

It is useful to provide students with some review questions in order to test their understanding of the module.

## Feedback to self-assessment questions

This section can be used to provide generic feedback on module review questions, formative quizzes or self-assessment task.

## Appendices

An area to attaché any further material.