



Faculty of Health Sciences
School of Nursing & Midwifery

Assignment cover sheet: online submission

Complete this cover sheet and copy and paste the whole page at the beginning of your assignment. It should be the first page. The file name must have your FAN, topic code and the assignment name or number (for example, smit0034_nurs0000_ass1.doc, jone0024_nurs1111_ass2.doc). Instructions for submitting assignments in FLO can be found at: http://flinders.edu.au/nursing/studentsandcourses/handbooks-&-forms/general_forms.cfm.

Student declaration: *In accordance with the Flinders University information on academic integrity and plagiarism, referred to in the Student related policies and procedures manual (<http://www.flinders.edu.au/ppmanual/student.html>), by submitting this cover sheet as part of my assignment I hereby certify that the work submitted in this assignment is entirely my own unless otherwise acknowledged.*

Student ID	
FAN	
First name	
Family name	
Phone number	
Topic code	
Topic name	
Tutorial lecturer	
Assignment number and title	
Word count	
Due date	
Date of submission	
Is this a resubmission?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Assessment number: Essay – title, word count

For information about the **topic assessment**, refer to FLO and the *Topic details*.

For help with **writing your assignment** and **preparing your assignment for electronic submission** (including combining your assignment into one file, naming your file, and converting your file into a readable format), refer to the Assignment submission resources web page:

<http://flinders.edu.au/nursing/studentsandcourses/learningresourcesupport/assignment-submission-resources.cfm>

For guidelines on **assignment presentation**, refer to the *Student handbook*

<http://flinders.edu.au/nursing/studentsandcourses/handbooks-&-forms/handbooks.cfm>. Main points:

- All assignments must be word-processed in the accepted academic style with correct referencing based on the School's author-date (Harvard) referencing guide.
- Assignment text should be double spaced.
- Left and right margins should be 3 cm wide.
- Use an easy-to-read typeface, such as Verdana, 10 pt or Times New Roman, 12 pt.
- Number all pages.
- Order the assignment as follows: title page, assignment body, appendices, references.
- The assignment word count should include the body of the assignment, including in-text references and quotations, but not the title page, references or appendices.

Appendices

Your appendices might consist of tables and/or graphs or other figures such as images. Depending on the length of each appendix, they might be on separate pages (insert a page break to create a new page). Provide a number and title for each appendix.

Tables have the table number and title *above* the table. Figures have the figure number and title *below* the figure.

References

Put your reference list here, using the author–date (Harvard) system. Refer to the *School of Nursing & Midwifery author-date referencing guide* on the web page:

<http://flinders.edu.au/nursing/studentsandcourses/learningresourcesupport/referencing.cfm>. Information on using EndNote is included in this page.

MARKING GUIDE: Topic code and name

A marking guide may be provided for your topic in FLO. If so, you will need to attach it as the *last page* of your assignment document. See the Assignment submission resources web page:

<http://flinders.edu.au/nursing/studentsandcourses/learningresourcesupport/assignment-submission-resources.cfm> (3. Preparing your assignment for electronic submission)

for more details.

Assessment number: Essay – title, word count

Essay task/topic defined here

Assessment criteria	Weighting	Performance standard			
		Excellent	Good	Satisfactory	Unsatisfactory
Criteria	/	Indicator (measurable/observable)	Indicator (measurable/observable)	Indicator (measurable/observable)	Indicator (measurable/observable)
Criteria	/	Indicator (measurable/observable)	Indicator (measurable/observable)	Indicator (measurable/observable)	Indicator (measurable/observable)
Criteria	/	Indicator (measurable/observable)	Indicator (measurable/observable)	Indicator (measurable/observable)	Indicator (measurable/observable)
Structure and style of essay, including referencing	/	References provided, essay structure used, ideas are linked & clearly expressed	References provided, essay structure used, ideas are linked	References provided, essay structure used	No references provided, or essay lacks structure, or difficult to follow
Total mark	Mark/Total				
Grade (if applicable)					
Overall comment					
Name of marker					
Date					