

Course Outline

OPTM2233

Optical Dispensing

Optometry and Vision Science

Faculty of Science

Term 2, 2020

Impact of COVID-19:

Due to COVID-19's lockdown law, this course has been temporarily modified to deliver most of the material online in Term 2 and practical components at a later date (return date TBD).

More details will be provided to you when the return date is more certain.

1. Staff

Position	Name	Email	Consultation times and locations	Contact Details
Course Convenor Lecturer Laboratory Instructor	Dr Nayuta Yoshioka	n.yoshioka@unsw.edu.au	Email and online consultation. During lab and tutorial classes.	n.yoshioka@unsw.edu.au or the online discussion forum on Moodle
Lecturer	Dr Mei Ying Boon	m.boon@unsw.edu.au	Email and online consultation only	m.boon@unsw.edu.au
Lecturer	Dr Jenny Long	j.long@unsw.edu.au	Contact course convenor	Contact course convenor
Laboratory Instructor	Mr Grant Hannaford	g.hannaford@unsw.edu.au	Email and online consultation. During lab and tutorial classes.	g.hannaford@unsw.edu.au or the online discussion forum on Moodle

2. Course information

Units of credit: 6 UoC

Pre-requisite(s): VISN1111: Geometrical and Physical Optics, VISN1221: Visual Optics

Teaching times and locations: Term 2, Online lectures, lab classes, tutorial and forum discussions are available on Moodle. See: <http://timetable.unsw.edu.au/2020/OPTM2233.html>.

2.1 Course summary

This course will build upon knowledge of geometric and physical optics and extend that knowledge to the practical application of optical dispensing. This course will be delivered by lectures, practical classes and self-directed learning.

Brief curriculum: Focimetry, inter-pupillary distance, lens types and categorization, lens materials and coatings, lens measurements, interpreting a prescription, transposition, prism, frame types, frame selection and adjustment, lens grinding and mounting to frames, and optical considerations of lens prescribing.

2.2 Course aims

This course aims to produce a student who is capable of spectacle glazing in addition to selecting, dispensing, verifying appropriate frames and lenses for a variety of visual task and safety needs. This will be attained via practical laboratory work and activities, underpinned by theoretical knowledge taught with lectures.

These will enable the application geometric optics theories to real world scenario, ensuring the end users are able to attain comfortable and safe optical correction for their visual needs.

2.3 Course learning outcomes (CLO)

At the successful completion of this course you (the student) should be able to:

1. Select suitable frames and prescribe lenses in a format appropriate to the patient's vocational and avocational needs.
2. Identify and measure existing spectacles used by a patient
3. Work alongside an optical dispenser to undertake facial fitting of spectacles
4. Identify, measure and mark-up single vision, multifocal and progressive lenses
5. Identify complex optical problems that may present in practice
6. Solve patients' visual problems with a range of optical appliances
7. Demonstrate knowledge of lens and frame materials and optical considerations in lens manufacture and design

2.4 Relationship between course and program learning outcomes and assessments

This course is designed to address the CLO and PLO as below. This course is a core and foundational course for Bachelor of Vision Science program (3181 and 3182) and the Master of Optometry program (3182 and 8095). The completion of the latter programs will allow graduates to register as a practicing optometrist in Australia and New Zealand. Accordingly, this course also aims to address some of the Optometry Australia Entry-Level Competency Standards (ELC) ¹ and/or to teach foundational/prerequisite knowledge so these may be addressed in other parts of the programs.

Course Learning Outcome (CLO)	LO Statement	Program Learning Outcome (PLO)	Related Tasks & Assessment
CLO 1	Select suitable frames and prescribe lenses in a format appropriate to the patient's vocational and avocational needs. (ELC: 1.1.2, 1.4.1, 1.5.1, 1.11.2, 2.1, 2.3, 4.5, 4.6, 4.14)	PLO 3181: 1, 2, 3, 5, 7 PLO 3182: 1, 2, 3, 6	Lab and tutorial report Dispensing skills
CLO 2	Identify and measure existing spectacles used by a patient (ELC: 2.5)	PLO 3181: 3, 5 PLO 3182: 1, 3	Lab and tutorial report Mid-term and final exams Dispensing skills

¹ The full version of the current standard is available from: Kiely, P. M. and J. Slater (2015). "Optometry Australia Entry-level Competency Standards for Optometry 2014." *Clinical and Experimental Optometry* **98**(1): 65-89. <https://onlinelibrary.wiley.com/doi/10.1111/cxo.12216>

Course Learning Outcome (CLO)	LO Statement	Program Learning Outcome (PLO)	Related Tasks & Assessment
CLO 3	Work alongside an optical dispenser to undertake facial fitting of spectacles (ELC: 1.5.1, 4.6)	PLO 3181: 2, 3, 5, 6 PLO 3182: 1, 3, 4	Lab and tutorial report Dispensing skills
CLO 4	Identify, measure and mark-up single vision, multifocal and progressive lenses (ELC: 4.6)	PLO 3181: 3, 5 PLO 3182: 1, 3	Mid-term and final exams Dispensing skills
CLO 5	Identify complex optical problems that may present in practice (ELC: 1.1.2, 4.5, 4.6)	PLO 3181: 2, 3, 4, 5, 7 PLO 3182: 1, 3, 6	Lab and tutorial report Mid-term and final exams Dispensing skills
CLO 6	Solve patients' visual problems with a range of optical appliances (ELC: 1.1.2, 1.4.1, 1.5.1, 2.1, 4.5, 4.6, 4.8, 4.14)	PLO 3181: 2, 3, 5, 7 PLO 3182: 1, 2, 3	Lab and tutorial report Mid-term and final exams Mid-term and final exams Dispensing skills
CLO 7	Demonstrate knowledge of lens and frame materials and optical considerations in lens manufacture and design (ELC: 1.1.2, 4.6)	PLO 3181: 3, 4, 5 PLO 3182: 1, 3	Mid-term and final exams

3. Strategies and approaches to learning

Impact of COVID-19:

OPTM2233, OPTM3133, OPTM6411 and OPTM6421 all have theoretical as well as compulsory practical components. In 2020, due to the outbreak of coronavirus (COVID-19), each of these courses has been modified to offer theoretical components online and, when possible, to offer some practical material online instead of practical classes. However, there are some components of the practical classes that must be taught face-to-face.

If you enrol in one or more of these courses in T2, 2020, you will need to successfully complete the theoretical components during T2 and complete the compulsory practical components and any related assessments when we return. The return date is uncertain at this time. For these courses only, your 'grade' at the end of T2 will be 'EC' meaning 'enrolment continuing,' which means that the course is taken over more than one teaching period and the assessment will be finalised in a later teaching period.

After successfully completing the practical components of the course, the numerical mark (determined by the theoretical component) and standard grade (FL, PS, CR, DN, or HD) will be released. You will not receive credit for completing these courses until all required practical skills have been successfully achieved.

More details will be provided to you when the return date is more certain.

3.1 Learning and teaching activities

To maximise learning effectiveness, various modes of digital learning are used in the course to encourage critical thinking and deep learning of the topics and issues.

Teaching strategies include the following:

- Online lectures to provide the necessary background and theory underpinning the study of topics included in this course. A non-assessed Moodle Quiz will be available from time-to-time to provide regular feedback to the students.
- Authentic learning in face-to-face practical classes (planned for after Term 2) to develop basic skills and personal experience in a variety of procedures and skills.
- As face-to-face classes will not be run during Term 2, 2020. Online laboratory classes will be conducted during the term to provide the necessary knowledgebase for completing the face-to-face practical class after Term 2. To ensure participation in this, students are to complete and submit online lab report for each online lab classes.
- To encourage critical thinking and deep learning of the topics, online case discussion tutorial will be conducted every third week. Students are expected to make forum contribution before the tutorial and complete a short report on the topic based on what was discussed, due the following week.

3.2 Expectations of students

Expectations of Students	<p>Some components of this course are compulsory, and you are expected to attend. Attendance at compulsory course components will be monitored by taking a roll.</p> <p>The compulsory course components, and the justification for their compulsory nature, are as follows:</p> <p>All tutorials, online and face-to-face laboratory classes in this course must be attended because they act to reinforce theoretical components of the course, while teaching critical, practical, and clinical skills required for the clinic in the final years of the program.</p> <p>Students are required to comply with all regulations related to workplace health and safety, including care during laboratory classes, the wearing of protective equipment and method of arrival and departure to avoid crash due to large numbers of students accessing the optics and dispensing laboratories on level 3 (see Section 8. Administrative matters, WHS).</p> <p><u>Attendance registers:</u></p> <p>In courses where signature on an attendance register is used to monitor attendance in face-to-face class, all enrolled students must provide a specimen signature on a central School register by the end of the first week of term. The central register will be overseen by Dr Dale Larden/Paul Zytnik. Please bring your student card with you when providing your specimen signature. Only one variant of your signature may be used on the central register and on all attendance registers.</p> <p>If your signature does not appear on an attendance register for a compulsory course component, or if the signature on the attendance register does not match the signature on the central register, it will be assumed that you were absent from the compulsory course component.</p> <p>Attempts to falsify the central register or attendance registers will be managed under UNSW Student Misconduct Procedures: https://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf</p> <p>The University uses email as an official form of communication for students. All UNSW students have their own email account. The School of Optometry and Vision Science will also make use of this form of communication.</p> <p>It is extremely important that you know how to use your Zmail and ensure that you check it regularly. You are advised to link your official UNSW email address to your habitual email address (e.g. hotmail). You will miss out on vital information from the School and University if you do not check your Zmail.</p> <p>For more information or if you are having connection or access problems, see:</p> <p>IT Service Centre</p> <p>www.it.unsw.edu.au/</p> <p>Telephone: 02 9385 1333</p> <p>Email: itservicecentre@unsw.edu.au</p>
---------------------------------	---

4. Course schedule and structure

Term 2:

Lecturer: Nayuta Yoshioka (NY), Mei-Ying Boon (MB), Jenny Long (JL)

Week	Lecture 1 (Release date: Monday)	Lecture 2 (Release date: Thursday)	Tutorial (2 hours) (Tues 11am, 2pm, 4pm, Wed 10am, 12pm, 4pm)	Online Practical (2 hours) (Thur 11am, 2pm, 4pm- Fri 9am, 11am, 2pm, 4pm)
1	Introduction (Live)* Lens Types and Prescription Prism in single vision lenses	Transposition and Lens Neutralisation	Nil	Nil
2	Focimetry (of SV, MF and PALs) Multifocal	Progressive Addition Lens (PAL)	Interview with a presbyope	Lens types and Parts of a Prescription Lens neutralization
3	Extended Focal Lens (EFL) and Customized PAL Frame materials and their adjustment	Frame measurements and selection (Live)*	Tutorial report due (Sunday, 11:59pm)	Focimetry and SV lenses
4	Facial measurements (PDs, heights)	Mid-term theory examination (Thursday 1-2pm)	Nil	Frame measurements and selection Measuring PDs and heights
5	Lens materials and coatings	Edging process and calculations	EBP of lens technology	Focimetry and prism Technologies for Facial Measurement and Customised PAL
6	Feedback for mid-term		Tutorial report due (Sunday, 11:59pm)	Nil
7	Keeping lenses thin (including aspheric lenses)	Prescribing prism for bifocals	Nil	Appreciating lens properties, tints and coatings
8	Prescribing prism for PAL Aniseikonic patient 1	Aniseikonic patient 2	Relevance of dispensing skills	Checking of spectacles to Australian Standards and Delivery
9	Anisometropic patient Simple repairs	The Spectacle Delivery process and Australian Standards	Tutorial report due (Sunday, 11:59pm)	Focimetry of multifocals, EFLs and PALs
10	Trouble shooting (Live)*	Patients who need eye protection	Nil	Frame repair (Self-guided) ORLAB, Eye protector (Self-guided)

*Live lectures will be delivered Monday 11am-1pm and Thursday 1-2pm. Recordings will also be available

Deferred Practical Course (Post-Term 2, Dates and final schedules TBD):

Blocks	Practical ²	Assessment
Block 1	Focimetry - SV lenses with and without prism	Assessed Skills: Focimetry skills
	Focimetry - PALS, MFs and EFLs with and without prism	
Block 2	Measuring PDs and heights	Assessed Skills: Facial measurement and frame measurement/selection Other tasks: Students to select a frame from a central pool and order lens for their partner
	Frame measurements and selection	
Block 3	Frame materials and their adjustment	Assessed Skills: Frame measurement and adjustment
Block 4	The impact of fitting measurement accuracy on the experience of wearing multifocals	Nil
Block 5	Safety induction for edging and repairs	Other tasks: Upload calculation for edging the lens for PAL frame
	Troubleshooting	
Block 6	Edging assignment - PAL frame	Assessed Skills: Edging and fitting of PAL lens to frame Delivery of frame to student partner
	Frame Repair	

Some of this information is available on the [Online Handbook](#)³ and the [UNSW Timetable](#)⁴.

² Note: the exact content will depend upon teaching time and resource available. Any additional time is likely to be allocated to additional practice of practical skills, in particular, focimetry, facial measurement and frame measurement/adjustment.

³ UNSW Virtual Handbook: <http://www.handbook.unsw.edu.au>

⁴ UNSW Timetable: <http://www.timetable.unsw.edu.au/>

5. Assessment

This course will have standard grading structure. The Final Exam T2 and Dispensing Skills, conducted during the deferred Practical Classes are hurdles.

5.1 Assessment tasks

Task	Length	Weight	Due Date
Assessment 1: Lab and tutorial reports	8 lab reports 3 tutorial reports, max 500 words each	20% Lab reports: 8% Tutorial reports: 12%	Lab report: end of weeks 2-5, weeks 7-10 (Sunday 11:59pm). Tutorial report: weeks 3, 6 and 9 (Sunday 11:59pm).
Assessment 2: Mid-term Exam	30 minutes	25%	Week 4, Thursday 1-2pm
Assessment 3: Final exam	2 hours	#55%	Exam week
Assessment 4: Dispensing Skills	During practical class	#Pass/Fail	Assessed during practical classes

hurdle indicates that this exam must be passed in order to pass the course. Failure to achieve 50% in the final exam will result in a grade of Unsatisfactory Failure (UF) because an essential component of the course has been failed.

Further information

UNSW grading system: student.unsw.edu.au/grades

UNSW assessment policy: student.unsw.edu.au/assessment

5.2 Assessment criteria and standards

Assessment task	Assessment Criteria
Tutorial and Lab report	<p>Lab Report: Timely submission of lab report on Moodle. Correct response</p> <p>Tutorial Report: Submission of pre-tutorial forum post of adequate depth in insight and argument (1 mark) Participation in tutorial activity, including MCQs (1 mark) Post-tutorial report. (2 marks) Marking criteria includes:</p> <ul style="list-style-type: none"> • Critical analysis and appraisal of subject of discussion, referring to what was discussed in the forum and tutorial • Insight into the relevance • Appropriate use of reference

Assessment task	Assessment Criteria
	Demonstrate academic integrity – cites relevant, high quality reference appropriately, when required, using the correct format (refer to Section 6 on this document for general requirement)
Mid-term MCQ	Correct response
Final Exam	Correct response
Practical laboratory work	Your competency with practical dispensing skill will be assessed during the Deferred Practical Course component. You will need to successfully complete the theoretical components during T2 and complete the compulsory practical components and any related assessments when we return. This is a hurdle and assessed as Pass/Fail. Your grade cannot be released until the completion of this component (see Section 3. Strategies and approaches to learning).

5.3 Submission of assessment tasks

Assignment Submissions	<p>Assignments should be submitted via Moodle (electronic submission).</p> <ul style="list-style-type: none"> • Lab reports: Instead of scanning and photographing completed reports, you are to fill in the online lab forms or online quiz on Moodle. • Tutorial report: submit your pre-tutorial response to the forum assigned to your group. Submit the final report as a Word or PDF on Moodle. <p>Feedback for all electronically submitted report will be available in 2 weeks from the due date. Forum submissions will be discussed during the tutorial.</p> <p>If your assignment requires submission of a pair of glasses/contact lenses, these may be submitted via the Assignment submission box at the Student Enquiry office (North Wing, Rupert Myers Building, Room 3.003), however the accompanying report should be submitted via Moodle.</p> <p>Marked assignments can be collected from the:</p> <ul style="list-style-type: none"> • School Enquiry office during counter opening hours. You must show a valid student card to do this. <p>The School Policy on Submission of Assignments (including penalties for late assignments) and the Assignment Attachment Sheet are available from the School office (RMB3.003) and the School website at: https://www.optometry.unsw.edu.au/study/undergraduate-degrees/important-information-and-policies</p>
-------------------------------	--

Assessment Procedures UNSW Assessment Policy¹	<p>SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW</p> <p>SUPPLEMENTARY EXAMINATION INFORMATION, 2020</p> <p>SPECIAL CONSIDERATION On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. UNSW operates under a Fit to Sit/ Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or</p>
---	---

before an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration and attach student's supporting documentation (such as a medical certificate).

CHRONIC ISSUES AND PRE-EXISTING CONDITIONS

If you have chronic issues and pre-existing conditions, we recommend you apply for Educational adjustments for disability support through Disability Services.

Register for Equitable Learning Support (formerly Disability Support Services) at <https://student.unsw.edu.au/els/register>

Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 029385 4639, email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed on the UNSW website: <https://student.unsw.edu.au/special-consideration>.

It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.

This information will be available on the School web site at <https://www.optometry.unsw.edu.au/> (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.

SUPPLEMENTARY EXAMINATIONS FOR 2020 WILL BE HELD AS FOLLOWS:

FOR TERM 2:

- **STAGE 1-3 COURSES: THURSDAY, 3 SEPTEMBER 2020 - SATURDAY, 5 SEPTEMBER 2020**
- **STAGE 4* COURSES: THURSDAY, 3 SEPTEMBER 2020 AND FRIDAY, 4 SEPTEMBER 2020**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2020**

Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration still applies.**

If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard.

Please note the above applies to OPTM and VISN courses only. Any information on supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course.

* Stage 4 includes courses in the first year of the MCLinOptom program.

School of Optometry and Vision Science, UNSW, 15 November 2019

¹[UNSW Assessment Policy](#)

5.4. Feedback on assessment

Task	Feedback		
	WHO	WHEN	HOW
Lab report	Course convenor	Within a day of due date	Moodle (Automated)
Tutorial report	Course convenor	Within 2 weeks of due date	Turnitin grade and feedback
Mid-term Exam	Course convenor	During Flexibility Week	Online lecture
Final exam	UNSW	Final mark release date	As a final grade
Dispensing Skills	Lab instructor	During practical class	Direct communication

6. Academic integrity, referencing and plagiarism

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at student.unsw.edu.au/referencing

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage.⁵ At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and **plagiarism** can be located at:

- The *Current Students* site student.unsw.edu.au/plagiarism, and
- The *ELISE* training site subjectguides.library.unsw.edu.au/elise

The *Conduct and Integrity Unit* provides further resources to assist you to understand your conduct obligations as a student: student.unsw.edu.au/conduct.

7. Readings and resources

Prescribed Textbook:

1. Brooks, C. W., & Borish, I. M. (2007). System for ophthalmic dispensing (3rd ed.). St. Louis, Mo.: Butterworth Heinemann.

Optional Material:

2. Wilson, D. A. (1999). Practical optical dispensing. Strathfield, N.S.W.: OTEN-DE.
3. EyeTalk Consultants (www.eyetalk.com.au)
4. Optical Distributors and Manufacturers Association (www.odma.com.au)
5. Essilor Academy (<http://www.essiloracademy.eu/en/articles-of-reference/dispensing>)
6. Mivision (www.mivision.com.au)

⁵ International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013

7. Insight Ophthalmic Newspaper (www.insightnews.com.au/Insight.aspx)
8. Opticampus (<http://64.50.176.246>)

8. Administrative matters

Required Equipment, Training and Enabling Skills

<p>Equipment Required</p>	<p>Term 2 course work component:</p> <p>Access to a computer with a high-speed internet connection is required. A microphone (standalone or in-built) is highly recommended for two-way oral communication with instructor during class.</p> <p>Post-term 2 practical component</p> <p>Students are required to have a copy of their valid spectacle prescription (less than 24 months old) as this is necessary for the Deferred Practical Classes.</p> <p>Students are required to purchase the dispensing kit OPTM2233 2020 version for the Deferred Practical Classes (not required during Term 2). Repeat students, who already own the 2019 version, should contact the course convenor to arrange for a supplementary version if they do not wish to double up on some equipment in the student kit.</p> <p>Students are required to bring their student ID to every practical class and may also be required to wear personal protective equipment such as safety spectacles and laboratory coats.</p>
<p>Enabling Skills Training Required to Complete this Course</p>	<p>The UNSW Current Student site has helpful resources on a variety of topics including time management, examination preparation, and oral presentations.</p> <p>https://student.unsw.edu.au/support</p> <p>The Learning Centre also offers academic skills support to all students enrolled at UNSW http://www.lc.unsw.edu.au</p> <p>Completion of the ELISE tutorials through the link below will familiarise students with skills required to complete this course. This includes information on UNSW services, accessing library resources, study skills, academic writing and referencing.</p> <p>http://subjectguides.library.unsw.edu.au/elise</p> <p>ELISE Plus is targeted towards information literacy with instruction on searching for publications and self-directed learning.</p> <p>http://subjectguides.library.unsw.edu.au/eliseplus</p> <p>It is a requirement that assignments are appropriately referenced using a recognised referencing system. Students may download the bibliographic software EndNote from the UNSW IT through the link below. Students may use the bibliographic software of their choosing however UNSW will only provide assistance for software they have provided.</p> <p>https://www.it.unsw.edu.au/students/software/endnote.html</p> <p>The following link contains instructional tutorials. UNSW library staff are also available to provide any additional assistance students may require with EndNote.</p> <p>http://subjectguides.library.unsw.edu.au/elise/managingreferences</p>

Course Evaluation and Development

Student feedback is gathered periodically by various means. Such feedback is considered carefully with a view to acting on it constructively wherever possible. This course outline conveys how feedback has helped to shape and develop this course.

Mechanisms of Review	Last Review Date	Comments or Changes Resulting from Reviews
Temporary COVID-19 Modification	2020	Modification of course to allow delivery under COVID-19 lockdown. <ul style="list-style-type: none"> Course work, tutorial and lab classes delivered online Any class requiring face-to-face contact to be conducted at a later teaching term Assignments modified to enable better delivery in an online setting
Major Course Review	2019	The learning outcomes and assessments were revised and approved by the university in 2019.
myExperience ⁶	2020	High amounts of marks were allocated to the final examination. This has been reallocated to other assessments to achieve better balance. Flexibility week has been introduced this Term. It will be utilised for providing feedback for the mid-term examination and for revising any topics student struggle with (if required). Students were confused regarding the process of completing E-learning portfolio. Reflective activities are now provided as tutorial reports for better engagement and to allow submission online.

Work Health and Safety⁷	<p>Protective equipment such as safety spectacles, laboratory coats and gloves are required to be worn during some practical classes. Students should read the lab manual carefully to ensure they are adequately protected for classes, or they may be excluded from classes due to safety concerns.</p> <p>Due to the movement of large numbers of students, students who arrive early for class should wait outside the optometry building. Students should wait until it is on the hour, before entering the building and accessing level 3 by the Northern staircase (staircase near the lifts near the clinic). Do not loiter in the corridor or the stairwell before or after the laboratory classes. Students should only enter the laboratory through the front door when the instructor permits entry, following which students should wear their student ID cards. When leaving the laboratory, students should leave through back door and return the student ID card holders, and take the Southern staircase downstairs to exit the building.</p> <p>Information on relevant policies and expectations is provided during General Safety Induction training. A copy of the Induction booklet distributed at this training is available from the School of Optometry and Vision Science office (RMB3.003) and the School website at: https://www.optometry.unsw.edu.au/about/information-and-policies/work-health-and-safety</p>
---	--

⁶ myExperience process: <https://teaching.unsw.edu.au/myexperience>

⁷ [UNSW OHS Home page](#)

<p>Equity and Diversity</p>	<p>Students are required to have good visual acuity, contrast sensitivity, colour vision in both the right and left eyes. Good eye-hand coordination and dexterity to complete this course without difficulty. If students have a visual condition, such as binocular accommodation, convergence problems, strabismus, amblyopia, colour vision deficiencies or a problem with manual dexterity (e.g. sprained wrist), please make the course coordinator aware so we can discuss options with you as it is possible to complete optical dispensing tasks using alternative methods. Your course coordinator will also inform your instructors about adaptations required, and this may also follow through to the examination process. However, we cannot make these adaptations unless you make them known to us. If you are unsure if you have any visual condition that may impact on dispensing, you may discuss your concerns with the course coordinator.</p> <p>Those students who have a disability or are dealing with personal circumstances that affect their study that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course Convenor prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equitable Learning Services (formerly Disability Support Services) at 9385 4734 or https://student.unsw.edu.au/els</p> <p>Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.</p>		
<p>Student Complaint Procedure⁸</p>	<p>School Contact</p>	<p>Faculty Contact</p>	<p>University Contact</p>
<p>University Counselling and Psychological Services⁹</p>	<p>Information on Counselling and Psychological Services [CAPS] is available at: https://www.counselling.unsw.edu.au/ Tel: 9385 5418</p>		
<p>Dr Alex Hui alex.hui@unsw.edu.au Tel: 9385 9228</p>	<p>A/Prof Alison Beavis Deputy Dean (Education) a.beavis@unsw.edu.au Tel: 9385 0752 Or Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 4652</p>	<p>Student Conduct and Integrity Unit Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au</p>	

⁸ [Student Complaint Procedure](#)

⁹ [University Counselling and Psychological Services](#)

9. Additional support for students

- The *Current Students* Gateway: student.unsw.edu.au
- Academic Skills and Support: student.unsw.edu.au/skills
- Student Wellbeing, Health and Safety: student.unsw.edu.au/wellbeing
- Equitable Learning Services (formerly Disability Support Services): <https://student.unsw.edu.au/els>
- UNSW IT Service Centre: www.it.unsw.edu.au/students