WELCOME TO CSU 2016
COURSE INDUCTION BOOKLET
CONTENTS

WELCOME TO CSU 2016 .................................................................................................................. 1
COURSE INDUCTION BOOKLET ................................................................................................. 1
CSU ONLINE ORIENTATION ....................................................................................................... 2
COMMUNICATION AND GENERAL INFORMATION ................................................................. 4
  Student Portal.......................................................................................................................... 4
  Message Centre....................................................................................................................... 4
  Student Central....................................................................................................................... 4
  Terminology........................................................................................................................... 4
  CSU Card................................................................................................................................ 5
  Maintaining Your Personal Details ....................................................................................... 5
  HECS/FEE HELP.................................................................................................................... 5
  Campus Maps ........................................................................................................................ 5
  Online Enrolment................................................................................................................... 6
  My Degree Planner ................................................................................................................. 6
  Principal Dates....................................................................................................................... 6
  CSU Library Services............................................................................................................ 6
ONLINE LEARNING AND SUBJECT INFORMATION .................................................................... 7
  Interact2 .................................................................................................................................... 7
  Online Learning Student Support ........................................................................................ 7
  Subject Outlines .................................................................................................................... 7
  Subject and Course Discussion Boards ................................................................................. 7
  Timetable for on Campus Students ...................................................................................... 8
ACADEMIC SUPPORT ............................................................................................................. 9
  ALLaN (Academic Literacy, Learning and Numeracy) ............................................................ 9
  Academic Regulations ......................................................................................................... 9
  Academic Advice.................................................................................................................... 9
  Avoiding Plagiarism............................................................................................................... 9
WELCOME TO THE FACULTY OF EDUCATION ..................................................................... 10
  Head of School ..................................................................................................................... 10
SCHOLARSHIPS, AWARDS AND PRIZES .............................................................................. 10
  CSU Scholarships................................................................................................................ 10
  Faculty and School Awards and Prizes ................................................................................. 10
THE FACULTY ............................................................................................................................. 11
  Structure of the Faculty ....................................................................................................... 11
  Schools in the Faculty of Education ..................................................................................... 11
THE SCHOOL ............................................................................................................................... 11
  Structure of the School ........................................................................................................ 11
  Academic Staff ..................................................................................................................... 12
  School Staff.......................................................................................................................... 13
COURSE STRUCTURES.............................................................................................................. 14

CSU ONLINE ORIENTATION

The CSU Orientation Website is your first stop for finding your way around CSU. If you haven’t already logged on to our Orientation Website, go there now to and work your way through the information. This may take time, but is worth it in the long run for understanding your way around the CSU web, understanding the academic rules and regulations, and knowing where to go to find help.
Information about the Faculty of Education can be found at: http://www.csu.edu.au/faculty/educa
COMMUNICATION AND GENERAL INFORMATION

Student Portal
The Student Portal is your personalised home page to the full range of online services and facilities for CSU students. It has general information and access to your online learning environment called Interact2. Visit the Student Portal and be sure to mark this page on your favourites.

You will need your username and password to access the Student Portal and all other secure CSU online services. Take your time to explore the Student Portal and click on the various links. You can customise the Student Portal to display widgets in the order you like.

Message Centre
Your Message Centre is the CSU communications system for sending and tracking official university messages. Check your messages regularly. Message Centre can also be access from the Student Portal by clicking on the envelope icon.

Student Central
Student Central is the first point of contact for students to access all non-teaching services at CSU. Please submit an email or search Student Central online (AskCSU).

Many of your questions can be answered by the information maintained in AskCSU. This information is updated weekly by experts across CSU. You can also call Student Central on 1800 Ask CSU (1800 275 278). Internal calls: 37507 Fax: 02 63386599. Calls from outside Australia can be made to +61 2 69337508.

Types of enquiries that students can make at Student Central include:
- help accessing your personal records or changing your details
- assistance changing your enrolment
- HECS/FEE Help
- making counseling and learning skills appointments
- problems accessing your CSU websites
- applications for leave of absence, grade reviews, withdrawals
- accommodation information
- questions on your financial balances
- assistance when DE packages have not been received
- guidance when you don't know where to go or who to speak with

Terminology
University can be quite daunting, and made even more so because to the terminology used to describe courses etc. See the Glossary page to help you out with navigating your to definitions.
CSU Card
All students are required to hold a **CSU Card** which is your official university Identity Card. **CSU Cards** are used for a variety of purposes:

- Identification on CSU campuses including entrance to examinations;
- NSW Travel Concessions;
- Dining Hall meals for students staying in on campus accommodation;
- Access to buildings, including 24 hour computer labs;
- Borrowing materials from the library;
- Access to Printing Copying and Scanning service;
- Purchase of goods in most on campus retail food outlets

To obtain your **CSU Card** you must submit a photo online through the **CSU Student Self Service Portal**. Select **Enter Secure Area** to apply for your card. Photos must be in JPEG format and no larger than 200kB in size. Internal students can collect their CSU cards from Student Central during Orientation and Distance Education students will receive their CSU Cards via the post.

For more information visit the **CSU Card** website.

Maintaining Your Personal Details
It is the responsibility of all students to maintain their personal details on their student record. These may include contact address (including out of session and mailing addresses), telephone number, family name, etc. You can change your personal details at the **Online Administration** site.

HECS/FEE HELP
**HECS-HELP** refers to the **Higher Education Contribution Scheme** and is for students studying in a Commonwealth supported place. The **HECS-HELP** scheme is both a student loan and a student discount. Eligible students may access a **HECS-HELP** loan to pay their student contribution amounts. Alternatively, eligible students can access the **HECS-HELP** discount by receiving a 10% discount on any upfront payment of $500 or more.

You can verify that you are in a Commonwealth supported course on your Offer. All students in a Commonwealth supported course must submit a Commonwealth Assistance Form (eCAF) whether they are deferring their payments, or paying up front. This electronic form can be accessed and submitted via the link on the CSU **Apply for Commonwealth Assistance** pages.

If you are not a Commonwealth Supported student, you are known as a fee-paying student, which means that you are required to pay your tuition fees up front to the University with no discount. Eligible students can apply for **FEE-HELP** meaning they can ‘defer’ payments.

For further information go to the CSU **HECS-HELP** and **FEE-HELP** pages.

Campus Maps

CSU Campus Maps and room locations can be found through **FMCentral**.
Online Enrolment
Each session you are required to complete your Enrolment. This is confirming the subjects you will be studying each session. Most students are pre enrolled in subjects for their first session of study and you can check these subjects online. Go to How to enrol for further information on checking and updating your enrolment details.

Some courses require students to enrol themselves in elective subjects in first session. Consult with your Course Director/Coordinator for advice about which electives to enrol in.

Be aware that there are strict enrolment deadlines. Frequently asked questions regarding Enrolment can be found at AskCSU.

My Degree Planner
My Degree Planner lets you compare your student record against the course requirements and identified what you have completed and what is yet to be studied to meet the course requirements.

My Degree Planner will:

- Allow you to monitor your progress through your course program.
- Check subject availability and pre-requisite study requirements.
- Allow you to plan your future session enrolment and facilitate an easy discussion of that plan with your Course Advisor.
- Check your eligibility to graduate.

For more information and access, go to the My Degree Planner web pages.

Principal Dates
Students should check their Interact2 subject sites for each subject they are studying for the due dates of assignments. Access Interact2 via the Student Portal.

A comprehensive list of Principal Dates for the academic year is located in the Student Calendar/Important Dates listing. Check the grey tabs at the top of the calendar to further filter the calendar information.

CSU Library Services
Students have access to CSU Library both online and on campus which includes:

- A huge collection of online eBooks and eJournals
- Personal assistance through the Ask-a-Librarian service: live chat, phone, web-form or in person
- Access to books and library material, including home delivery or digitization for eligible students
- Self help resources such as videos and interactive tutorials
- Specialised support for students with a disability
- Keep up to date with CSU Social, FaceBook, Twitter and Library blogs

Plus, visit the 24-hour Learning Commons at Albury-Wodonga, Bathurst, Orange and Wagga Wagga. These spaces provide group and quiet study areas, Wi-Fi, assistive technology rooms, comfortable seating, food and drink, computers, printing and multimedia facilities.

Visit the CSU Library website to see what we can offer you.
ONLINE LEARNING AND SUBJECT INFORMATION

As a leader in educational technology, and in an effort to support environmental sustainability, CSU embraces and uses online learning to deliver all of its subject matter. Subject information is delivered within the Online Learning Environment for both internal and distance education students.

Face to face learning occurs through lectures, tutorials, practicals, workplace learning and residential schools. Many face to face lectures are also streamed online to support students studying from a distance. These lectures are also recorded for the benefit of all students.

Interact2
Your online learning environment is called Interact2. Here you will find all of the information and tools you need to complete your subjects each session. Your new subjects can be found in Interact2 a few weeks prior to the beginning of each session.

Access Interact2 from the Student Portal.

Online Learning Student Support
Whether you're studying on campus or by distance education you need to learn how to use CSU's online environment. Learning Online Support provides the information and guidance that you may be looking for to function and learn effectively within the University's online environment.

Go to the CSU Learning Online Support page for further information.

Subject Outlines
By the first week of every session you will be provided with a Subject Outline for each subject which is available online through your subject Interact2 sites. The Subject Outline will give you details about your:

- Subject Coordinator
- academic contact details
- subject lesson plan
- assessment information
- assessment marking criteria
- text book information

This is an important document, which you should read thoroughly and refer to about the formal requirements in each subject. Access Interact2 from your Student Portal homepage. Further information on Subject Outlines can be found at AskCSU.

Subject and Course Discussion Boards
As a student you have access to Subject and Course Discussion Boards which you can connect to through the relevant Interact2 sites. Discussion boards are available for each subject in which you are enrolled. Discussion Boards have forums where you can communicate with other students in your subject and with the Subject Co-ordinator.

Course Discussion Boards are available for some courses. These forums are for communication with other students in the same course, as well as your Course Director/Manager/Coordinator.

Discussion Boards are a great way to form networks whether you are studying totally as an online student or on campus, and to obtain useful information about what is happening in your course or subject. Messages in regard to subject availability, workshops and career opportunities may be posted here. Students often use discussion boards to discuss assignment tasks, or to plan attendance at workshops.
Timetable for on Campus Students

The on campus students’ Subject Timetable is published each session, and is available through the Timetable website.

Information on how to use the timetabling facility is available on the Class Timetable page.

You will be given a campus specific timetable for your course based on the normal enrolment pattern for first year students. Whilst every effort is made to ensure students do not experience clashes of times for lectures, workshops and tutorials, no guarantees can be given for students who are out of sequence (not undertaking the normal course pattern), nor with elective subjects. If you experience a clash of lecture times, you should contact your Course Administrative Officer who may be able to suggest an alternative subject for you to take.

It is advisable to familiarise yourself with the locations of buildings and rooms prior to attending classes and residential schools. FM Central has access to campus maps and room locations.
ACADEMIC SUPPORT

ALLaN (Academic Literacy, Learning and Numeracy)
CSU offers academic learning support to all enrolled students to enable them to acquire or enhance the skills they need to succeed in university studies. During workshop tutorials, drop-in sessions and study centres, or through individual consultations, students can learn strategies and techniques to assist with academic activities.

The CSU ALLaN (Academic Literacy, Learning, and Numeracy) Team provides free support services 7 days per week, online and on campus, for all CSU students. Access the ALLaN website and take a good look around. You will find a wealth of resources including their Study Guide and Tips page.

Academic Regulations
The basic philosophy of CSU is that students are mature individuals capable of assuming some responsibility for management of their study programs. It is, therefore, each student’s responsibility to be acquainted with and comply with relevant academic regulations.

Regulations range from Admission through to Graduation and everything in between. If you are having difficulties through illness or personal problems you are strongly urged to read these Regulations and Policies in their entirety, especially Academic Progress and Assessment Regulations.

If you are still unsure of the procedures to follow use AskCSU to search for articles on these regulations, or contact Student Central directly.

Academic Advice
Your Course or Program Director provides academic advice regarding your course/degree. Their details are on page 2 of your Course Offer. Course/Program Directors provide assistance on topics such as electives, credits, subject order and prerequisites.

Subject Coordinators are your first point of contact for subject related issues.

Further assistance to students is available from the Office for Students, Student Liaison Officers.

Avoiding Plagiarism
Charles Sturt University expects that the work of its students and staff will uphold the values of academic honesty and integrity. The Guide to Avoiding Plagiarism is an important resource to help you understand these values and apply them in practice.

Plagiarism is contrary to the values of academic integrity and honesty. The practice of plagiarism within the University could undermine the University's reputation and also that of students and staff who have acted with integrity and honesty. It is important that we all take our share of responsibility for maintaining the best standards and values in the work of our University.
WELCOME TO THE FACULTY OF EDUCATION

Head of School

Welcome to the School of Teacher Education (SOTE).

Congratulations on having chosen to join the teaching profession and study here at Charles Sturt University. We can promise that your hard work and study in the next few years of preservice teacher education will lead you to enjoy the pleasures, rewards and stimulation of working with young people, whether you have chosen to work in Early Childhood, Primary, K-12 or Health & PE settings.

Here at Charles Sturt University you are joining one of the largest providers of Education in Australia with over 7,600 students and 140 academic and general staff. Our graduates are very well prepared for employment across Australia and beyond, and we take pride in the quality of their success. We hope you will make the most of every opportunity that University study provides both inside your course and in the range of social and community activities that you will find on offer here at CSU.

I wish you every success in your study and future career.

Professor Tara Brabazon
Head, School of Teacher Education
Faculty of Education

Email address: tbrabazon@csu.edu.au
Website: www.brabazon.net
Our School YouTube channel: http://www.youtube.com/user/SOTECSU
Tara’s personal YouTube channel: http://tarabrabazon.libsyn.com/webpage
Podcasts: http://tarabrabazon.libsyn.com/webpage
Facebook: http://www.facebook.com/tara.brabazon
Academia.edu: http://charlessturt.academia.edu/TaraBrabazon

SCHOLARSHIPS, AWARDS AND PRIZES

CSU Scholarships
For information about the full range of scholarships available to Charles Sturt University students please visit the Scholarships webpage.

Faculty and School Awards and Prizes

Faculty of Education Award
Dean’s Merit Award

School of Teacher Education Prizes
Australian College of Educators New South Wales Branch Prize
Bonham Professional Experience Prize
CCSA Award
Dubbo and District Preschool Prize for Academic Excellence
Dubbo City Councillors’ Prize for Academic Achievement in the Bachelor of Education Program
Dubbo Rotary Club Prize
KU Children’s Services Prize
Primary Teaching Graduate prize presented by the Primary English Teaching Association
Elwyn Morey Award in Early Childhood Education
Maureen Nicol Western (NSW) Association of Teacher Librarians (WATL) Award
The Mitchell Foundation Prize for Reflective Writing
Rod Allan Prize in Primary Education
School of Teacher Education Early Childhood Courses Professional Experience Prize
School of Teacher Education Primary Courses Professional Experience Prize
School of Teacher Education Secondary Courses Professional Experience Prize
School of Teacher Education Secondary Courses Prize
Teachers Mutual Bank Prize
White Family Prize

Faculty of Education Prizes 2016

THE FACULTY

Structure of the Faculty

Schools in the Faculty of Education

- School of Education (Wagga Wagga, Port Macquarie and Albury-Wodonga)
- School of Indigenous Australian Studies
- School of Information Studies
- School of Teacher Education (Bathurst and Dubbo Campuses)

THE SCHOOL

Structure of the School

School of Teacher Education
Academic Staff

Bachelor of Education (Birth-5)
Bachelor of Teaching (Birth-5)

Course Administration Officer: Jennifer Morrison jmorrison@csu.edu.au 02 6338 4227
Course Director/Course Coordinator: Carol Burgess cburgess@csu.edu.au 02 6338 4413

Bachelor Education (EC & Primary)

Course Administration Officer: Jennifer Morrison jmorrison@csu.edu.au 02 6338 4227
Course Director: Carol Burgess cburgess@csu.edu.au 02 6338 4413

Bachelor of Education (Health & PE)

Course Administration Officer: Cindy Perfect cperfect@csu.edu.au 02 6338 4033
Course Director: Penny Stephens pestephens@csu.edu.au 02 6933 2453

Bachelor of Education (K-12)

Course Administration Officer (Bathurst Support): Jennifer Morrison jmorrison@csu.edu.au 02 6338 4227
Course Administration Officer (Albury Campus): Lyndal Gawen lgawen@csu.edu.au 02 6051 9143
Course Director/Course Coordinator: Penny Stephens pestephens@csu.edu.au (02) 6933 2453

Graduate Certificate Inclusive Education
Graduate Diploma of Inclusive Education
Master of Inclusive Education

Course Administration Officer: Julieanne Channing jchanning@csu.edu.au 02 6338 4161
Course Director: Jae Major jemajor@csu.edu.au 02 6338 4366

Graduate Certificate TESOL
Master of TESOL

Course Administration Officer: Julieanne Channing jchanning@csu.edu.au 02 6338 4161
Course Director/Course Coordinator: Jae Major jemajor@csu.edu.au 02 6338 4366

Graduate Certificate in Indigenous Studies

Course Director: Carol Burgess cburgess@csu.edu.au 02 6338 4413
Course Administration Officer: Julieanne Channing jchanning@csu.edu.au 02 6338 4161

Bachelor Teaching (Secondary)
(With Specialisation)

Course Administration Officer: Adele Rosser arosser@csu.edu.au 02 6933 2496
Course Director: David Smith davismith@csu.edu.au 02 6051 9419
Bachelor Teaching (Primary)

Course Administration Officer: Lyndal Gawen lgawen@csu.edu.au 02 6051 9143
Course Director: David Smith davsmith@csu.edu.au 02 6051 9419

Bachelor Education Research (Honours)
Graduate Certificate Education Research

Course Administration Officer: Julieanne Channing jchanning@csu.edu.au 02 6338 4161
Course Director: Sara Murray saramurray@csu.edu.au 02 6338 4820

Master On International Education (School Leadership)

Course Administration Officer: Jae Major jemajor@csu.edu.au 02 6338 4366
Course Director: Cindy Perfect cperfect@csu.edu.au 02 6338 4033

Academic Staff on the Bathurst and Dubbo Campus

For details of Academic Staff located within the School of Teacher Education, on the Bathurst and Dubbo campuses please visit the following webpage:

http://www.csu.edu.au/faculty/educat/teached/staff

School Staff

Julianne Channing
Course Administration Officer
jchanning@csu.edu.au
Phone: 02 6338 4410
Fax: 02 6338 4250
Room 1.6 Bldg 1431
Bathurst

Janine McCarthy
School Office Manager
jamccarthy@csu.edu.au
Phone: 02 6338 4097
Fax: 02 6338 4824
Room 2.48 Bldg 1431
Bathurst

Jennifer Morrison
Course Administration Officer
jmorrison@csu.edu.au
Phone: 02 6338 4227
Fax: 02 6338 4227
Room 1.2 Bldg 1431
Bathurst

Marlene Bayliss
Administrative Assistant
mbayliss@csu.edu.au
Phone: 02 6885 7315
Fax: 02 6885 7315
Room Stage 2/430
Dubbo

Cindy Perfect
Course Administration Officer
cperfect@csu.edu.au
Phone: 02 6338 4033
Fax: 02 6338 4033
Room 1.3 Bldg 1431
Bathurst
COURSE STRUCTURES

BACHELOR OF EDUCATION (BIRTH TO FIVE YEARS)
Course structure

BACHELOR OF EDUCATION (EARLY CHILDHOOD AND PRIMARY)
Course structure

BACHELOR OF EDUCATION (HEALTH AND PHYSICAL EDUCATION)
Course structure

BACHELOR OF EDUCATION (K-12)
Course structure

BACHELOR OF EDUCATIONAL RESEARCH (HONOURS)
Course structure

GRADUATE CERTIFICATE IN EDUCATIONAL RESEARCH
Course structure

GRADUATE CERTIFICATE INCLUSIVE EDUCATION
Course structure

GRADUATE CERTIFICATE IN INDIGENOUS EDUCATION
Course structure

GRADUATE CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES
Course structure

GRADUATE DIPLOMA OF INCLUSIVE EDUCATION
Course structure

MASTER OF INCLUSIVE EDUCATION
Course structure

MASTER ON INTERNATIONAL EDUCATION (SCHOOL LEADERSHIP)
Course structure

MASTER OF TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (WITH SPECIALISATION) ARTICULATED SET
Course structure
NOTES