Welcome to the University of Wollongong’s Master of Teaching program. This booklet is an orientation and study guide which outlines some of the basic information you will need during your first few weeks in the course.

One of the most important contact details you need to know at this stage is the Faculty of Social Sciences Student Services Centre (SSC). The SSC is where students can have questions answered concerning timetables, course enquiries, enrolment, tutorial enrolment, etc. The Enquiry Counter is administered by SSC staff members and is open between 8.30am - 5.00pm. When necessary, students will be directed to the appropriate academic staff member for support.

The SSC is located on the ground floor of Building 23 at the western end of the campus. To locate buildings please access the Campus Map: http://www.uow.edu.au/about/campusmap/index.html

If you have any questions regarding subject choice or if you encounter any problems related to your course progress, you should contact the convenor of your program.

**Director of Academic Studies Master of Teaching:**  
Dr Lynn Sheridan  
Location: 23.G06  
Email: lynns@uow.edu.au

**Student Services Centre:**  
Location: 23.G21  
Tel: (02) 42213981  
Fax: (02) 4221 3892  
Email: ssc@uow.edu.au
IMPORTANT DATES

Orientation Session: 22 February 2016
Check website for program details: http://socialsciences.uow.edu.au/education/current-students/UOW178561.html

Intensive Lectures, Tutorials and Workshops: 22 – 26 February 2016 (compulsory attendance)

In School Professional Immersion Program: 29th Feb, 1st, 2nd and 4th March 2016 (compulsory attendance)

Bookmark the UOW Key Dates page!
This page will tell you when the session starts, when the Uni break is on, when your fees are due and the deadlines for enrolling and withdrawing from subjects.
### 2016 Course Progression: Master of Teaching (Primary) – 1642
(Wollongong, Batemans Bay, Bega, Shoalhaven, Southern Highlands)

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<th>Year 1</th>
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<th>Autumn</th>
<th>Year 2</th>
<th>Session 4</th>
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**Note:** All subjects are worth 6 credit points.

**Commencing Dates:** Session 1 commences in O Week. All other sessions commence in Week 1.

**Professional Experience:** The Professional Immersion Program (PIP) begins in the first session (EDMT901). It provides an opportunity for pre-service teachers to be exposed to the school environment from day one of the program. Hub schools will host pre-service teachers who will observe lessons, communicate with teachers, principals and other schools staff to gain foundational understanding of the profession, from teacher ethics through to school culture and classroom management.

Professional experience placements are included in EDMT901 (3 weeks); EDMT904 (3 weeks) and EDMT908 (5 weeks).
KEY INFORMATION

When do I start? Your course will start on 22nd of February 2016, one week before UOW Autumn session starts. All other key dates for the session remain the same. Please bookmark the UOW key dates page for important enrolment and fee deadlines: http://www.uow.edu.au/student/dates/index.html

How will I be contacted? Teachers and staff at UOW will communicate with you via your UOW email account and your SOLS (student online services) account. This guide includes information on how to log in to these systems. The login page for your email and SOLS account is available here: http://www.uow.edu.au/student/index.html

How do I access subject information at UOW? All students will receive access to an elearning site, called Moodle, for each subject they enrol into. The sites will include lecture materials, notes, activities, forums, online readings and other resources to support your studies.

How do I get my study materials? All lecture notes, readings, subject outlines and assessment details are accessible online through Moodle. Please note that no materials are posted – they are available online in Moodle from the first day of session. If you are studying on campus, you can still download your subject materials from Moodle.

How do I access my Moodle site? Log into SOLS to access your subject’s Moodle site – the sites open on the first day of session at the earliest. View our ‘Welcome to Moodle’ video clip for a guide to logging in: http://www.youtube.com/watch?v=WekZRmv7L6Q

Where do I find my timetable? The main UOW timetable is available at this link: http://www.uow.edu.au/student/timetables/index.html. Please check the timetable regularly as the information can change in the first two weeks of session.

How do I find other information? For help while studying, contact the Faculty of Social Sciences Student Services Centre on ssc@uow.edu.au or 02 4221 3981. You can find most information to help you through on the Current Students website: http://www.uow.edu.au/student/index.html

Professional Experience is embedded into your program. You will be instructed on the expectations and requirements for your professional experience placements by the School of Education Professional Experience (PEx) Unit. Access the PEx Unit website http://socialsciences.uow.edu.au/education/current-students/experience/index.html or contact the PEx Unit on 02 4239 2380 or pex-enquiries@uow.edu.au
Enrolment


International students will have their own enrolment day on campus – the details will be on your offer letter. Domestic student’s offer letters will direct you to an online enrolment site: http://www.uow.edu.au/student/admission/UOW008282.html. New domestic students can enrol up to 6 weeks prior to the session commencement.

During the enrolment process you will set up your UOW student and email accounts; passwords to access the UOW library; set up billing and fee payment options (including the HECS-HELP option for those eligible) and register for individual subjects. International students must study full time (four subjects, or 24 credit points per session).

Selecting your subjects

Ensure you follow the right study pattern by following the course handbook listing for your degree: http://www.uow.edu.au/handbook/yr2016/pg/index.html#T.

The course handbook is a useful link to bookmark as it lists the subjects that make up your degree, and if you click on the subjects you can see whether they will be offered in Autumn or Spring session. From time to time subject details may change, so this is a good site to keep checking as it will be updated regularly.
UOW Terminology

**SUBJECT OUTLINES** are available on Moodle and provide you with a detailed description and the objectives of each subject. They specify what you need to do for your assessment tasks and how you will be marked. They also list the books you need to read, or buy, and other important details, including the expectations for you as a student in the subject. Keep this handy during your studies and refer back to it often.

**SOLS** is the University of Wollongong's Student Online Services. All enrolled students will have a SOLS account which allows you to self-manage your enrolment and personal information. SOLS includes your fee statements, enrolment record, emergency contact details and many other things. Log in and have a look through the menu items; you may even see some messages from staff in your SOLS account too. The SOLS log in box is available on the Current Students website: http://www.uow.edu.au/student/index.html

**UOW EMAIL** accounts are provided for every student of the University. To activate your email account you need to log on to SOLS. Enter the SOLS main menu then select 'Create Unix/e-mail Account'. If you have previously attended the University of Wollongong your username will be the same as before. Email account login, help and support is available at this website: http://www.uow.edu.au/its/uowmail/index.html Your email address will be your username plus @uowmail.edu.au (e.g. xxx111@uowmail.edu.au). You can log into the UOW email system to configure your account. If you prefer to access a work or home email account you can set your UOW account to forward all emails. It is important to check your UOW emails regularly – this is where your lecturers will send your marks, feedback, etc.

**UOW PASSWORDS ARE PROVIDED DURING ENROLMENT (YOUR FIRST PASSWORD WILL BE RANDOM).** This password will allow you access to SOLS, your elearning site, the library and your UOW email account. The next time you log in you should update this password to something memorable, and set up a challenge so that if you do forget the password it can be easily re-set. To manage your password (re-set or retrieve a forgotten password) please use this website: http://www.uow.edu.au/its/services/UOW001624.html

**STUDENT CARDS** are issued to on campus students. You can drop in to Student Central (building 17) to have your photo taken and a student card printed. A student card is used as identification, but it also has a barcode on it that can function as an alternate password – you can use this to log into your UOW account if you forget your normal password, or to access your UOW account after you have finished your degree and are no longer a registered student.

**TEXTBOOKS** may be required in some subjects. These will be listed in your subject outline, but you can also find the book details from the UniShop website: http://unishop.uow.edu.au/books/home.do. Just type the subject code in the 'Subject Search' box to bring up a book list.

Note that some subjects will not have required books to purchase but rely on readings, articles and reports that you can access from the UOW library instead.
What is SOLS and why is it important?

SOLS is the University of Wollongong’s Student Online Services. All enrolled students will have a SOLS account which allows you to self-manage your enrolment and personal information. This includes your fee statements, your enrolment record, your emergency contact details and many other things. Log in and have a look through the menu items; you may even see some messages from staff in your SOLS account too. The SOLS log in box is available on the Current Students website: http://www.uow.edu.au/student/index.html


SOLSMail (or SOLS Messages), is the main tool UOW will use to update you on important information, such as changes to a subject or upcoming deadlines. Your lecturers will send you emails via SOLSMail. Check it regularly so that you don’t miss out on important messages.

TUTORIAL ENROLMENTS FOR SOCIAL SCIENCE SUBJECTS

HOW TO ACCESS SOLS AND ENROL IN TUTORIAL GROUPS

Note: Before signing up for tutorials, please have a variety of times available to choose from, as some time slots fill up very quickly and you may not receive your first preference.

To complete the following process, you will need your UOW Username and Password.

First step: Log on to the Current Students page at www.uow.edu.au/student/ (or select Current Students from the UOW homepage).

Second step: Select SOLS and enter your UOW Username and Password, then select Login. Make sure you have your password set prior to tutorial enrolment as creating a new password means you can’t use the site for 20mins.

NB: By default you will be logged into SOLS at this point, however you may access your university email account by entering the same Username and Password, but selecting ‘Webmail’ before logging on.
Third Step: Select ‘Enrolment’ from the My SOLS menu and then select ‘Tutorial Enrolment’. This will take you to the tutorial enrolment system.

THE ONLINE TUTORIAL ENROLMENT SYSTEM

Different Devices
Depending on what device and version of SOLS you are using, some of these screens in the below examples might appear a little differently.

Log On to One Device at a Time
You can only log into SOLS from one device or computer at a time. Multiple log in’s will log you out of your session.

Toggle View
If you are using a mobile device, you can click the ‘Toggle Mobile/Desktop Version’ to switch between a mobile friendly version of the timetable and the full version.
No Tutorials?

If you see the following message when you click on your tutorial enrolment link:

"The subjects that you are enrolled in aren’t currently setup to use the SMP Online tutorial system. Tutorial Enrolments generally don’t open until a couple of weeks before session starts. To view tutorial information or other tutorial enrolment system links, visit the Timetable website."

It’s likely that the faculty has not set up the tutorials for your subject yet, or in some rare cases, are using a different system for tutorials other than SOLS. Contact the Faculty/Department for details on class opening times.

Fourth Step: New Class Selection

1. Take note of the date and time when first enrolments open. Click here to make your selection once they are open. Talk to your Faculty/Department if your classes are not appearing, if classes are all full, or have already closed. All information can be found on the 'Timetable and Classes' page

2. The information here will also display the first date and time that enrolments open, and the date and time they will close.

3. Use the previous button to return to the previous screen.
4. Using the colour codes above the calendar find an available class in yellow and click it to make your selection.
5. Confirm your selection with the Enrol Now button.
Withdrawing from a Tutorial

If you wish to withdraw from a tutorial completely (probably very rare!) follow the steps below:

1. Select the class you wish to withdraw from.

![Tutorial Information](image1)

2. Click the ‘Withdraw’ button.

![Withdrawal Confirmation](image2)

3. Confirm your withdrawal.

4. Your withdrawal is confirmed on the next screen.
TUTORIAL INFORMATION

Name: AUTM-ACCI111-101
Enrollment Period: From: 17-Mar-2015 09:00 To: 07-Jul-2015 18:00
Maximum Places: 44
Available Places: 35
Description: Not first week

<table>
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<th>Location</th>
<th>Frequency</th>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-115</td>
<td>Weekly</td>
<td>Thu</td>
<td>12:30</td>
<td>14:30</td>
</tr>
</tbody>
</table>

You have successfully Withdrawn from your Tutorial.

TUTORIAL/PRACTICAL ENROLLMENT

Enrolling via this system does not guarantee a position in the group as the final allocation is determined by the Faculty. If you withdraw from a SUBJECT, you will automatically be withdrawn from any Group subject. Timetable information on this page is only for the groups that appear on this page. Click on the Subject Timetable link on the SLOE main menu to view LLU timetable.

SHOW MY TIMETABLE

ACC111 - ACCOUNTING FUNDAMENTALS IN SOCIETY

Tutorial: - First group to open from 11-03-2015 19:00
Workshop: - First group to open from 15-04-2015 19:00
Accessing your subject materials

The platform used to deliver postgraduate online subjects in Education is called Moodle. You need to be formally enrolled in the subject, in the correct session, to be able to access the Moodle site for the subject.

STEPS FOR ACCESSING THE SUBJECT MATERIAL:

1. From University Home page: http://www.uow.edu.au go to Current Students (‘duck’ link in top black banner).
2. On the Current Students page, use the red SOLS (Student On-Line Services) link on the right-hand-side of the page. Enter your UOW username and password in the login fields.
3. Your SOLS homepage is displayed. Click on the eLearning link from the top on the main menu list (left-hand-side).
4. Your subjects for this year will be displayed in a list.
5. Click on the required subject to open the Moodle eLearning site. All other subjects you are enrolled in will be available on the left-hand navigation column.
6. Download the subject outline and read.
Forgotten your Password?

If you have a student card you can still log in to SOLS with the barcode on your card by following this link http://www.uow.edu.au/student/UOW008811.html

If you have forgotten your password it needs to be re-set. If you have set up a password challenge you can do this yourself (see link below). If not, IMT Services will need to re-set it for you. If you are on campus drop in to ITS in Building 17, level 1. If you are a regional student you need to email its@uow.edu.au and provide as much of the following information as possible:

- Full Name
- User ID
- Student number
- Barcode number from student card (if available)
- Address registered with the university
- The course you are enrolled in

Your password will be reset to your date of birth. You can enter this in the following format: ddmmyy. For example: If your date of birth is 15 July 1984, then your password would be 15jul84.

It is recommended that you now change your password and set up a “password reset challenge” which will enable you to reset your own password in the future. You will find these options under Manage Your Password at: http://www.uow.edu.au/student/it/index.html.
Trouble logging in to Moodle?

1. Check that you have a current UOW username and active password by trying to sign into SOLS (http://www.uow.edu.au/student/index.html). If you can’t sign into SOLS, you need to contact IMTS to reset your password (see below).

2. Check you are enrolled in the correct subject and the correct session instance (eg EDGL901, Spring 2015, Flexible delivery). If your record is not correct you can amend it through SOLS by clicking on ‘enrolment and variations’ on the left hand menu.

3. UOW systems occasionally have down times for maintenance. Notifications of these down times are provided on the log in page as early as possible.

4. If you have any problems accessing your page or problems logging in, contact the IMTS Call Centre on telephone number (+61 2) 4239 2000 or send an email to student_support@uow.edu.au.
Library

The UOW library offers many services to students. Students also benefit from a number of services including reciprocal borrowing arrangements with other libraries across Australia. Information about library services is available here: http://www.library.uow.edu.au/students/index.html.

Take some time to investigate and browse the library website too – it will help you when it comes time to research and write your assessment tasks. The library site includes a guide to referencing and citing when writing academic papers.

Accessing the readings or articles mentioned in your subject outline

Access the UOW Library catalogue http://www.library.uow.edu.au/index.html and type in your subject code to bring up a list of online resources for your subject.

Email erading@uow.edu.au if you have trouble accessing the material on the library ‘Subject Readings’ site.
Start smart

This interactive introduction to the library is vital to all students – whether you are new to the university or coming back to tertiary study after some time in the workforce, StartSmart will advise you how to access the academic material you need to engage in the subject. See how much you know about using the UOW library by taking the StartSmart course.

Student support and wellbeing

We know that for postgraduate students, work and family commitments and personal circumstances can sometimes get in the way of study. Education students can access help and support through the UOW Student Support and Wellbeing services, and through our dedicated Student Support Advisors (SSAs). SSAs provide liaison, support, and referral to students to help them manage these commitments and circumstances without negatively impacting your degree.

Faculty of Social Sciences Student Support Advisors are:

Kerry Banks
Bld 23.G20 Wollongong Campus
(02) 4221 4529
Mon, Tues, Thurs, Fri
kerryb@uow.edu.au

Laura de Vet
Blg 15.241 Wollongong Campus
(02) 4221 4529 Wed, (02) 4221 5297 (Thurs, Fri)
Wed, Thurs, Fri
lauradv@uow.edu.au

There are a number of UOW services that you may wish to investigate: http://www.uow.edu.au/student/services/index.html
- Counselling, Legal and Financial Services
- Disability Services
- Learning Development and Study Support
- International Student Programs

International Students

Connect with other students and have some fun during your degree. Participate in some of the International Student Programs, conversation classes, sightseeing trips and social events: http://www.uow.edu.au/student/services/ISP/index.html
CONSENT FORM

The University of Wollongong has been requested to supply data for all intending teacher education graduates to the Board of Studies, Teaching and Educational Standards (BOSTES), the accrediting body for the teaching profession in NSW. The BOSTES will use this information to issue prospective teachers with a Statement of Eligibility for Accreditation to Teach.

The information requested by the BOSTES is as listed below:

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<th>To be completed by ALL STUDENTS</th>
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<tbody>
<tr>
<td>Full name:</td>
</tr>
<tr>
<td>Student number:</td>
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<tr>
<td>Degree:</td>
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This section is to only be completed by students enrolled in the Master of Teaching SECONDARY. Please list the Methods you are undertaking.

Method 1:                      
Method 2:                      
Method 3:                      
(Science - if applicable)

At the completion of my degree, I give permission for the University of Wollongong and its School of Education to disclose my:

- Full name (first/middle/last);
- Date of birth;
- Course name and code;
- Program type (undergraduate or graduate);
- Commencement date;
- Anticipated completion date;
- Teaching specialisation; and
- Bachelor degree title and institution (applies to Master of Teaching students only),

to the Board of Studies for the purpose of accreditation as a teacher in NSW.

Signature: Date: 