



# School of Education

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**MASTER OF TEACHING  
(PRIMARY)**



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA



# Welcome to the Master of Teaching (Primary)

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](#).

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.

## IMPORTANT CONTACTS

<b>Director of Academic Studies (Master of Teaching)</b> Dr Lynn Sheridan Location: 23.G06 Email: <a href="mailto:lynns@uow.edu.au">lynns@uow.edu.au</a>	<b>Student Services Centre</b> Location: 23.G21 Tel: (02) 42213981 Fax: (02) 4221 3892 Email: <a href="mailto:ssc@uow.edu.au">ssc@uow.edu.au</a>
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## IMPORTANT DATES

<b>Orientation Session:</b> 20th February 2017 Check <a href="#">website</a> for program details	<b>Intensive Lectures, Tutorials and Workshops:</b> Commences 20 <sup>th</sup> February 2017 (compulsory attendance)	<b>In School Professional Immersion Program:</b> Commences 27 <sup>th</sup> February 2017 (compulsory attendance)
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### **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.



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# Best University for Teacher Education in Australia 2016

The Federal Government's [Quality Indicators for Learning and Teaching \(QILT\)](#) ranked UOW in 2016 as the best university in Australia for Teacher Education.



# Our achievements



## NUMBER 1

rated university in Australia<sup>1</sup>

## 5-STAR

rating for Getting a Full-Time Job<sup>2</sup>

## TOP 2%

of universities in the world<sup>3</sup>

## WINNER

Higher Education Award for graduate employability<sup>4</sup>

## 127,754

graduates working in 143 countries

## 5 STUDY AREAS

rated the best in Australia<sup>5</sup>

## TOP 20

17th best modern university in the world<sup>6</sup>

## TOP 1%

for graduates as rated by global employers<sup>7</sup>

1. Most star ratings in the Good Universities Guide 2016 and highest percentage across the key 12 categories in the Quality Indicators for Learning and Teaching (QILT) 2015.  
2. Good Universities Guide 2016. 3. QS World University Rankings 2015/2016. 4. Australian Financial Review 2015. 5. Quality Indicators for Learning and Teaching (QILT) 2015.  
6. 17th in the world- QS Top 50 Under 50 Rankings 2015. 7. QS World University Rankings Graduate Employers Survey 2015/2016



# Key Information

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## WHAT SHOULD I DO FIRST?

- Apply for your Working with Children Check through [Office of Children's Guardian](#)
- [Enrol online](#) from 4 January 2017
- Organise transport/accommodation (if required) for your first week (20 February)
- Keep an eye on your [student account](#) for details about your first school placement

**WHEN DO I START?** Your course will start on 20th of February 2017, 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.

**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](#) or contact the PEX Unit on 02 4239 2380 or [pex-enquiries@uow.edu.au](mailto:pex-enquiries@uow.edu.au).

**HOW DO I FIND OTHER INFORMATION?** For help while studying, contact the Faculty of Social Sciences Student Services Centre on [ssc@uow.edu.au](mailto:ssc@uow.edu.au) or 02 4221 3981. You can find most information to help you through on the [Current Students](#) website.



**2017 Course Progression Grid**  
**Master of Teaching (Primary) – 1642**

**Wollongong, Batemans Bay, Bega, Shoalhaven, Southern highlands**

<b>Year 1 2017</b>	<b>Session 1 Autumn</b>	<b>EDMT901</b> What Is Teaching?	<b>EDMT902</b> What Is Learning?	<b>EDMT903</b> Communication For Teachers	<b>EDMP910</b> Literacy And Language I	<b>EDMP911</b> Numeracy And Mathematics I
	<b>Session 2 Spring</b>	<b>EDMT909</b> Models and approaches to understanding behaviour and wellbeing	<b>EDMT905</b> Learners With Special Needs	<b>EDMP912</b> Literacy And Language II	<b>EDMP913</b> Numeracy And Mathematics II	
<b>Year 2 2018</b>	<b>Session 3 Autumn</b>	<b>EDMT906</b> Aboriginal Education	<b>EDMT907</b> Teachers And Community	<b>EDMP914</b> Science And Technology In The Primary Classroom	<b>EDMP915</b> History & Geography In The Primary Classroom	
	<b>Session 4 Spring</b>	<b>EDMT908</b> Entering The Profession	<b>EDMP916</b> The Arts In Education	<b>EDMP917</b> Health And Physical Education		

**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); EDMT909 (3 weeks) and EDMT908 (5weeks).

Information is correct at the time of publication

**2017 Course Progression Grid**  
**Master of Teaching (Primary) – 1642**  
**REDUCED STUDY LOAD Wollongong**

<b>Year 1 2017</b>	<b>Session 1 Autumn</b>	<b>EDMT901</b> What Is Teaching?	<b>EDMP910</b> Literacy And Language I	<b>EDMP911</b> Numeracy And Mathematics I	18cp
	<i>Professional Experience – 1 day per week Feb-May and 3 weeks June</i>				
	<b>Session 2 Spring</b>	<b>EDMT905</b> Learners With Special Needs	<b>EDMP912</b> Literacy And Language II	<b>EDMP913</b> Numeracy And Mathematics II	18cp
<b>Year 2 2018</b>	<b>Session 3 Autumn</b>	<b>EDMT902</b> What Is Learning?	<b>EDMT903</b> Communication For Teachers	<b>EDMP914</b> Science And Technology In The Primary Classroom	18cp
	<b>Session 4 Spring</b>	<b>EDMT909</b> Models and approaches to understanding behaviour and wellbeing	<b>*Elective</b>	<b>SECONDARY METHOD II (cont.)</b>	18cp*
<i>Professional Experience – 3 weeks October</i>					
<b>Year 3 2019</b>	<b>Session 5 Autumn</b>	<b>EDMT906</b> Aboriginal Education	<b>EDMT907</b> Teachers And Community	<b>EDMP915</b> History & Geography In The Primary Classroom	18cp
	<b>Session 6 Spring</b>	<b>EDMT908</b> Entering The Profession	<b>EDMP916</b> The Arts In Education	<b>EDMP917</b> Health and Physical Education	6cp
<i>Professional Experience – 5 weeks August/September</i>					

**Note:** All subjects are worth 6 credit points. **Commencing Dates:** Session 1 commences in O Week. All other sessions commence in Week 1.

# Selecting Your Subjects

When you enrol, your subjects will be pre-loaded for you. Ensure you follow the right study pattern by following the [course handbook](#) listing for your degree.

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.



**Course Handbook**

**2016 Courses** ▾  
Undergraduate Courses  
Postgraduate Courses

**2017 Courses** >  
**Subject Information** >  
**Rules & Policies** >  
**Archives** >

**UOW Online Course Handbook**

**Course Handbook Information**

This page will help students find relevant subjects to meet the requirements of particular courses, majors, and/or minors.

**Which handbook do I follow?**

Courses can change in structure and requirements year to year. Students should follow the rules and requirements for the year that they commenced their course.

Course, subject codes and names can change over time. If in doubt, contact your course coordinator or Head of Students.

You will need to enrol in your tutorial and lab classes online. To find out when will online tutorial enrolment opens, have a look at this site: <http://www.uow.edu.au/student/timetables/openingtimes/index.html>

If you cannot enrol in your first choice you need to put your name into another tutorial slot so that later on you can negotiate a swap with another student. Special consideration can only be given to extreme cases and, although we attempt to meet the needs of all students, work schedules and child-care are not generally considered by the University as warranting special consideration.

Tutorial enrolment is completed through your SOLS account.



# Communication with the School of Education

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The UOW [Get Started](#) site has information about the systems we use to communicate with you at UOW.

**SOLS** is the University of Wollongong's Student Online Services. SOLS allows you to self-manage your enrolment and personal information. 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.

**SOLSMAIL** (or SOLS Messages), is the main tool UOW will use to contact you. Your lecturers will send you emails via SOLSMail. Check it at least once a week so that you don't miss out on important messages. [Help with SOLS](#) is available on our website.

**UOW EMAIL** accounts are provided during the enrolment process. Email account [login, help and support](#) is available on our website. If you prefer to access a work or home email account you can set your UOW account to forward all emails. You must always use your UOW Email account for all communication with UOW staff. We do not respond to personal accounts (e.g. gmail).

**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. You can [manage your password](#) (re-set or retrieve a forgotten password) online.

## ETIQUETTE – CONSULTATIONS AND EMAIL CORRESPONDENCE

Academic staff make themselves available for consultation with students at set times throughout the week; you will find the times in your subject outline and on their doors. Try to contact your tutor or coordinator during these times. It is best to phone or email first to make an appointment. Every attempt is made to respond quickly to emails but delays may occur for a variety of reasons – please take this into account when contacting academic staff. When emailing, please make sure you use your UOW email and set out your request professionally and clearly. **Always sign with your full name and student number.**

You can create a signature in your UOW mail:

- Click on new at the top of the page
- Click on Add-ins at the top of the page
- Click on My Templates on the right hand side
- Click on Signature and create a template that will show your name/student number/degree on every email

# Accessing your subject materials

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The platform used to deliver subjects 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 corner)
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. Other materials and resources may be available on the site for you to explore.

# Academic Consideration

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Academic consideration is designed to help you when you're sick or injured, or have run into a serious, unplanned situation that has affected your ability to study. If you are sick and can't make it to class – submit an AC to advise your coordinator that you won't be there. If you are sick and can't submit your assignment on time – submit an AC to ask the coordinator for an extension.

Apply for AC through your SOLS account – make sure you have a medical certificate or supporting documentation.

# Reasonable Adjustment

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Reasonable adjustment is the removal of barriers to ensure full participation in learning.

Students with a disability are encouraged to register with [Disability Services](#). Upon registration a **Disability Liaison Officer** (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with a disability.

# Professional Experience (PEX)

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During your Teacher Education program you will complete a number of block placements. Ensure you have a current Session Address entered in your SOLS account. This will be used to allocate you to a placement.

## IMPORTANT INFORMATION

- You must undergo regular mandatory checks to be eligible to undertake professional experience. Required documentation is as follows:
- NSW Working With Children Check (WWCC)
- Professional Experience and Internship Placement Acknowledgement Form
- NSW Department of Education and Communities Child Protection Awareness Module
- Anaphylaxis online training module

## PROFESSIONAL ATTRIBUTES

- Personal presentation
- Good communication
- Punctuality
- Presence
- Interest
- Enthusiasm
- Commitment

### PROFESSIONAL EXPERIENCE UNIT

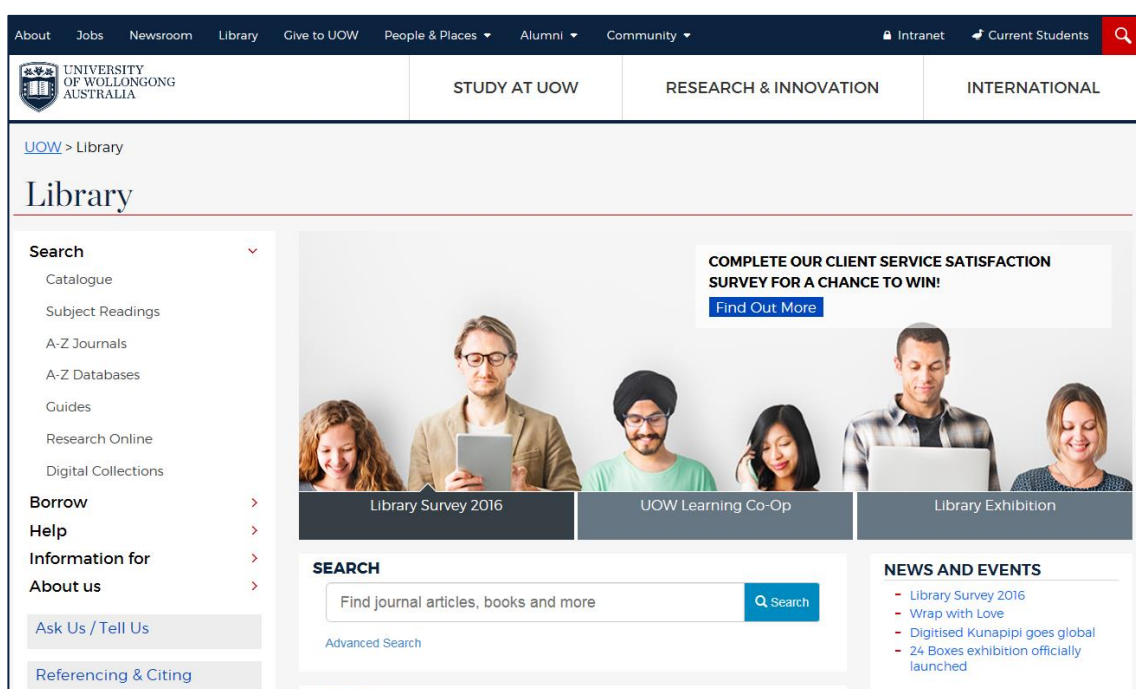
Location: Building 23.G17  
Tel: (02) 4239 2380  
Fax: (02) 4221 3892  
Email: [pex-enquiries@uow.edu.au](mailto:pex-enquiries@uow.edu.au)  
Coordinator: Rachelle Tom

# Library

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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 at the UOW Library website.

Take some time to investigate and browse the library website– 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. There is also a [quick-reference guide](#) on the School of Education website.



## Start Smart

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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.

<http://getstarted.uow.edu.au/startsmart/index.html>

# Student Support and Wellbeing

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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	
<b>Mitz Perez</b> Bld 23:G20, Wollongong Campus (02) 4221 4529 Mon-Tue <a href="mailto:mperez@uow.edu.au">mperez@uow.edu.au</a>	<b>Laura De Vet</b> Bld 23:G20, Wollongong Campus (02) 4221 4529 Wed-Fri <a href="mailto:lauradv@uow.edu.au">lauradv@uow.edu.au</a>

There are a number of [UOW services](#) that you may wish to investigate:

- Counselling, Legal and Financial Services
- Disability Services
- Learning Development and Study Support
- International Student Programs

## INTERNATIONAL STUDENTS

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The University offer an International Student Program (ISP) to support international students in engaging with the campus and local community. Connect with other students and have some fun during your degree at UOW. Find out more about the [International Student Programs](#), conversation classes, sightseeing trips and social events on our website.

# Careers Support

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The [Faculty Careers Consultant](#) works with academic staff, employers and students to develop and deliver targeted services and support to increase employability and graduate outcomes.

CAREERS ADVICE	
<b>Careers Central</b> Building 11, Room 127 Email: <a href="mailto:careers@uow.edu.au">careers@uow.edu.au</a> Phone: (02) 4221 3325	
FACULTY OF SOCIAL SCIENCE CAREERS CONSULTANTS	
<b>Roz Pocius</b> Email: <a href="mailto:rozp@uow.edu.au">rozp@uow.edu.au</a> Phone: (02) 4221 4220	<b>Nicole Pearson</b> Email: <a href="mailto:nicolep@uow.edu.au">nicolep@uow.edu.au</a> Phone: (02) 4221 8718

To discuss career related matters for international students, please contact one of the following staff:

INTERNATIONAL CAREERS CONSULTANTS		
<b>Anna Veres</b> Email: <a href="mailto:averes@uow.edu.au">averes@uow.edu.au</a>	<b>Kim Griffin</b> Email: <a href="mailto:khernand@uow.edu.au">khernand@uow.edu.au</a>	<b>Tracey Glover-Chambers</b> Email: <a href="mailto:traceygc@uow.edu.au">traceygc@uow.edu.au</a>





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# Consent Form

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

The information requested by the NESA is as listed below:

TO BE COMPLETED BY <u>ALL STUDENTS</u>	
Full name:	
Student number:	
Degree:	

TO BE COMPLETED BY STUDENTS IN THE MASTER OF TEACHING <u>SECONDARY</u> 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 NSW Education Standards Authority for the purpose of accreditation as a teacher in NSW.*

Signature		Date	
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Faculty of Social Sciences

**SCHOOL OF EDUCATION**



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