Postgraduate Study Guide

Public Health

2017

Dear Student,

Welcome to the Autumn session of the University of Wollongong's postgraduate public health program. Attached is an orientation and study guide which outlines some of the basic information you will need during your first few weeks in the course. Below is some key information to help get your studies underway successfully.

When do I start? Your course will start on 29 February 2016. 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. See the attached guide or the orientation cheat sheet for a guide on how to log in. Log in for your email and SOLS account is available here: http://www.uow.edu.au/student/index.html

How does distance education work 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. Distance students are not required to attend campus, however some subjects will offer some face to face meetings should you wish to attend.

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 at the earliest. If you are studying on campus, materials will be provided in your first class.

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

My subject is 'flexible'. What does that mean? If you are an on campus student, you must attend all classes in a flexible subject. If you are a distance student, the classes are optional.

I'm studying on campus, 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? The distance student's website contains a range of information and advice about studying at UOW: http://www.uow.edu.au/student/central/distance/index.html. For help while studying, contact the Faculty of Social Sciences Student Services Centre on ssc@uow.edu.au or 02 4221 5962.

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POSTGRADUATE STUDY GUIDE

This is a brief guide with step by step instructions to access your study materials and also includes troubleshooting on some common issues experienced in the first week. This guide supplements the information in the online orientation and the postgraduate handbook (accessible through elearning).

Accessing Your Subject Materials

The platform used to deliver postgraduate online subjects in Social Sciences 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.

The steps for accessing the subject material are as follows:

1. From University Home page: http://www.uow.edu.au go to 'Current Students' (link in top black banner).

2. On the Current Students page, click the SOLS (Student On-Line Services) link on the right-hand-side of the page – This will open a username/password textbox (enter your UOW username and password).

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 availble on the left-hand navigation column.

6. Download the subject outline and read.

Common Student Issues

Accessing your subject through elearning

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 ITS to reset your password (see below).

2. Check you are enrolled in the correct subject and the correct session instance (eg HAS834, **Autumn** 2016, **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 ITS Call Centre on telephone number (+61 2) 4239 2000 or send an email to student_support@uow.edu.au.

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, IT Services will need to re-set if for you. If you are on campus drop in to ITS in Building 17, level 1. If you are a distance 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: ddmmmyy. 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.

Accessing the E-Readings or articles mentioned in your subject outline

Access the UOW Library catalogue here: http://iii.library.uow.edu.au/?mainmenu-searchoptions=1 and type in your subject code to bring up a list of online resources for your subject. Email ereading@uow.edu.au if you have trouble accessing the material on the Library E-Reading site.

Questions about the subject material or content

Consult, in order of priority:

1. Subject Co-ordinator (see your subject outline for contact details)

2. School of Health and Society Office

   Email: has@uow.edu.au
   Phone: (02) 4221 4038
   Room: 15.141

Questions about your enrolment or other administrative issues

Contact Student Services Centre on ssc@uow.edu.au.

Communication with UOW staff

Remember to check your SOLS Mail and your UOWmail account for important messages from your tutors. All correspondence will be sent to either your SOLS account or your UOW email account. Correspondence will not be sent to your personal or work email address.

What is SOLS Mail?

SOLS mail is used by the University to communicate important information to you. SOLS mail messages appear automatically when you log into your SOLS account. To access your SOLS mail, from University of Wollongong home page **(www.uow.edu.au**), click on **Current Students;** under **SOLS**, type in your username and password; click **Logon.** Messages will pop up automatically. Read and click 'I have read the message' to clear each message and progress on to the SOLS main menu screen.

What is UOW email?

UOW email is your University of Wollongong email account. This account was set up for you when you enrolled and is used by all staff to send emails to students. Please read the information on the web page below to ensure your know how to use your new UOW email account. Log in using your email address (xxx000@uowmail.edu.au) and your SOLS password.

UOW email: http://www.uow.edu.au/its/uowmail/index.html

STARTING YOUR STUDY - A GUIDE TO THE FIRST TWO WEEKS

Starting a postgraduate degree can be daunting, especially if you have not studied in a while. This guide is designed to help you get organised and ready to commence your degree. It will list some tips to ensure your studies are more easily managed.

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. 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 (24 credit points per session). If you are a part time student you can enrol in 1 – 2 subjects per session.

Ensure you follow the right study pattern by following the **course handbook** listing for your degree: http://www.uow.edu.au/handbook/yr2017/pg/index.html.

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.

Getting Started

UOW Terminology
Some important terms you need to be familiar with:

Subject Outlines – these are given out during your first week. Subject outlines provide you with a detailed description and the objectives of the subject in which you are enrolled. They specify what you need to do for all assessments, and dictate the criteria by which your work will be marked. They also list the books you need to read, or buy, and other important details, including the expectations the faculty has of you as a student in the subject. Keep this handy during your studies and refer back to it often.

Subject Codes – There is a different subject code for each subject. Each subject code has three or four letters and three numbers. The letters designate the school and the numbers designate the level (800 & 900 = postgraduate).

Student Systems

After you have enrolled and during your first couple of days as a UOW student you should familiarise yourself with the systems you will use to interact with UOW services and staff.

SOLS - SOLS is the University of Wollongong Student Online Services. All enrolled students will have a SOLS account which allows you to self-manage your enrolment and personal information online. 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 screenshot below shows the UOW Current Students page and the SOLS log in box: http://www.uow.edu.au/student/index.html
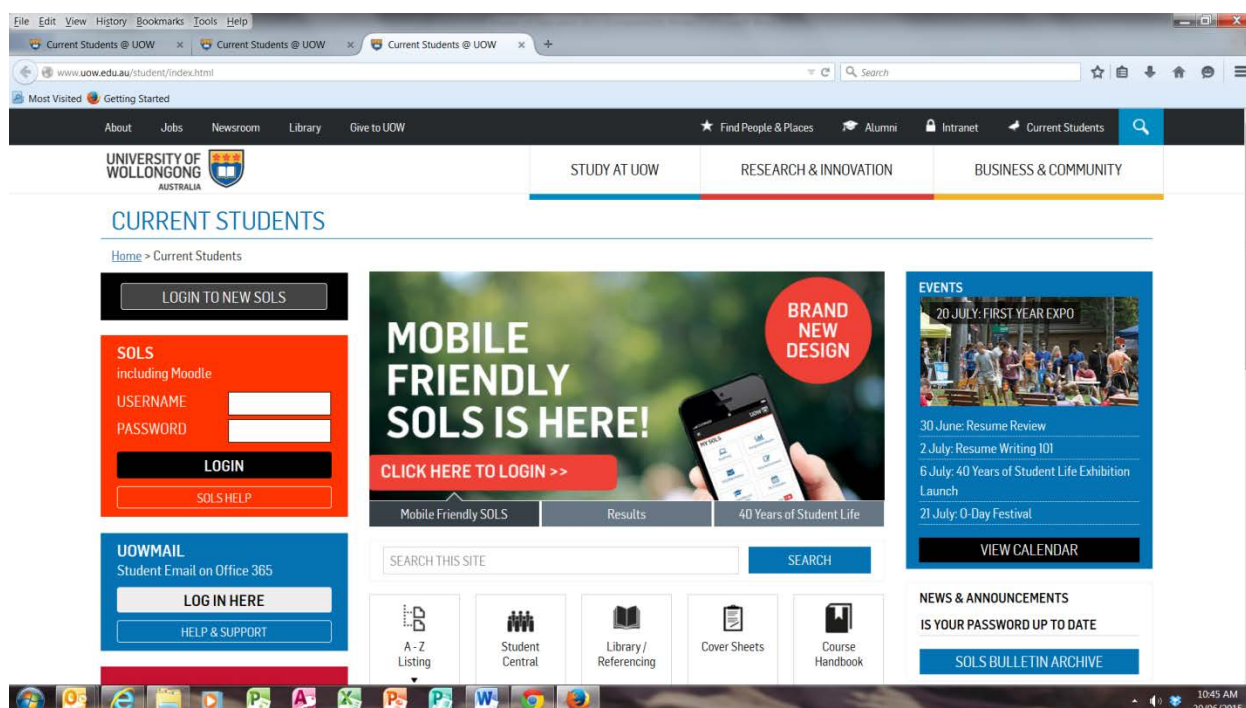
UOW Email – All students of the University are issued with a student email account. To activate your email account you need to log on to SOLS. Enter the SOLS main menu then select 'Create Unix/e-mail Account'. If you have previously attended the University of Wollongong your username will be the same as before.

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. The screenshot below shows the UOW Current Students page and the UOW Mail log in box: http://www.uow.edu.au/student/index.html**
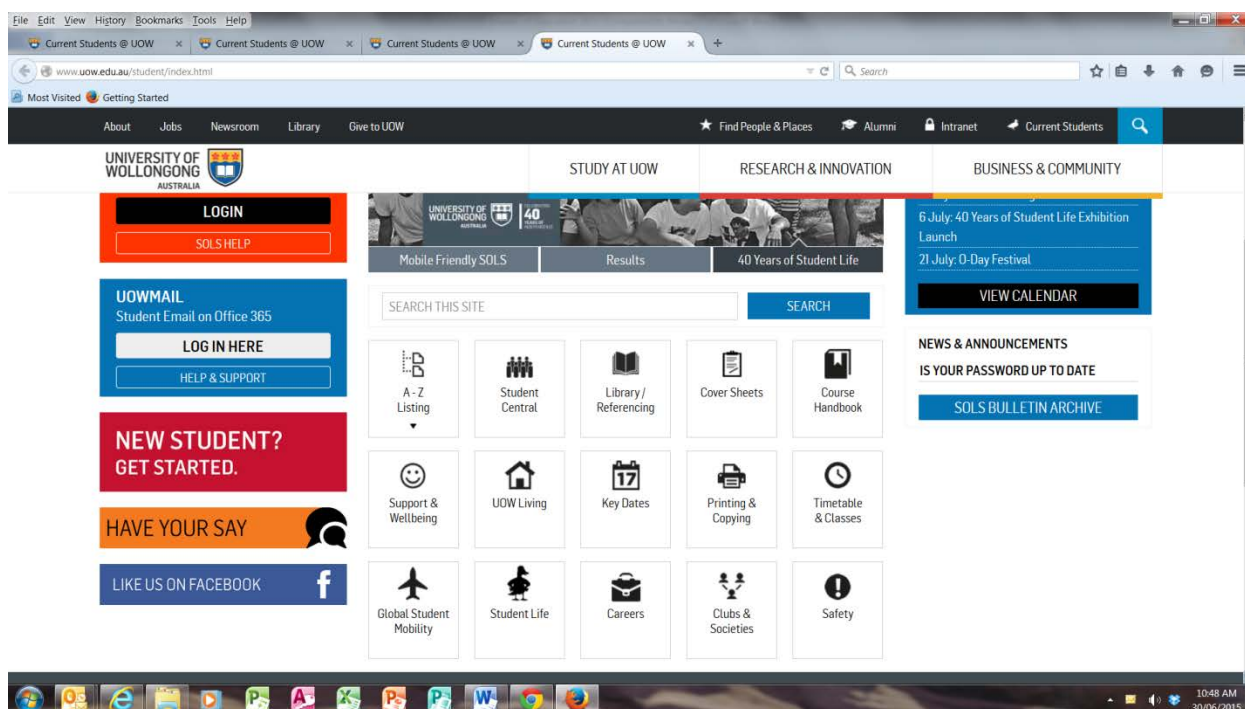
Password – You will be given a random password during enrolment. This password will allow you access to SOLS, your elearning site, the library and your UOW email account. The next time you log in you should update this password to something memorable, and set up a challenge so that if you do forget the password it can be easily re-set. See this website for the password management page:

http://www.uow.edu.au/its/services/UOW001624.html

Student Card

On campus students can come in to Student Central (building 17) to have their photo taken and a student card printed for them. Distance students can email askuow@uow.edu.au and request a student card be posted to them. 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.

Key Dates

Don't get caught out with a late fee: bookmark the UOW key dates page and refer to it regularly to check dates for enrolment, release of final grades, graduation dates, withdrawal dates, due dates for fees, etc. http://www.uow.edu.au/student/dates/index.html

Textbooks

Some of your subjects will require you to purchase textbooks. 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;jsessionid=1F12F5379717D2AF141BC40BBA494B6B;

Just type in the subject code to bring up a book list. Note that some subjects will not have required books to purchase but rely on readings, articles and reports instead. Your subject coordinator will be able to advise you about this.

Your First Week

E Learning
The majority of your learning will be presented online via eLearning. This is accessible through SOLS. You should spend some time in your first week acquainting yourself with the system. A guide to the SOLS elearning site is available here: http://www.uow.edu.au/student/elearning/vista/index.html
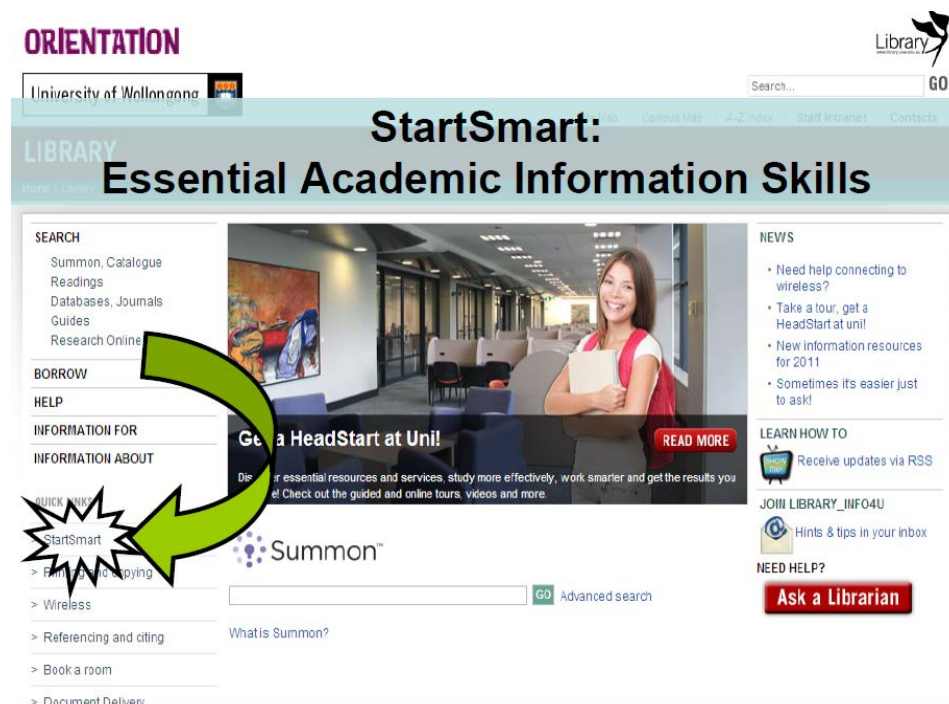
Library
The UOW library offers many services to students. Distance students also benefit from a number of services including reciprocal borrowing arrangements with other libraries across Australia and off-shore services for those outside Australia. Information about library services is available here:

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.

StartSmart
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://www.uow.edu.au/student/services/fye/resources/startsmart/UOW070056.html

Your Second Week

Time Management

By now you have read your subject outline and have started your subject readings. You may begin to realise just how much work is required for you to successfully complete your degree! Many postgraduate students are juggling study, work and family commitments which means that time management is important. The UOW Learning Development team have a guide to time management that you might find useful: http://learning.uow.edu.au/resources/.

Student Connections

Engage with your fellow students and your tutors by logging into eLearning regularly to check what others have written and make your own comments. Some subjects will have live forums scheduled for certain times and it's a good idea to get involved with those. You may also like to post a short statement about yourself, where you live and a photo (if you like) to introduce yourself to your peers and start to build relationships. You may even come across people who live in your local area and form study groups.

Throughout the Session

Learning Development

To be successful in your course you will need to master the skill of reading academic papers; conquer the practice of academic writing; confidently interpret assessment tasks and reference appropriately. Some students coming back to study after a few years in the workforce may find this daunting. Learning Development offers services to students to help you get the most out of your study and **improve your academic performance**. They provide many resources to help you build academic and English language skills; examples of good academic writing; tips on how to avoid plagiarism and much more. Access their website for downloadable resources or contact details to arrange a consultation. http://www.uow.edu.au/student/services/ld/index.html

Student Support

We know that for postgraduate students work and family commitments and personal circumstances can sometimes get in the way of study. Laura De Vet and Mitz Perez are the Health & Society Student Support Advisors. Their role is to provide liaison, support and referral to students to help them manage these commitments and circumstances without negatively impacting your degree.

Laura De Vet
Building 23G20, Wollongong Campus
(02) 42214529
Wed-Fri
lauradv@uow.edu.au

Mitz Perez
Bld 23:G20, Wollongong Campus
(02) 4221 4529
Mon-Tue
mperez@uow.edu.au

There are a number of UOW services that Laura and Mitz can provide referral to, or you may wish to investigate for yourself:

- Counselling Services
- Disability Services
- Learning Development
- International Student Programs

Find out more about any of these services at this website:
http://www.uow.edu.au/student/services/index.html

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

Where else can I find information?
The postgraduate handbook is available on the elearning site and the UOW website.

Faculty of Social Sciences website: http://socialsciences.uow.edu.au/index.html

UOW Current Students website: http://www.uow.edu.au/student/index.html

Graduate Certificate in Health Promotion

Graduate Certificate in Public Health

Master of Public Health

Master of Public Health Advanced

Course Structure

2017

Graduate Certificate in Health Promotion

Course Structure

The Graduate Certificate in Health Promotion requires the successful completion of 24 credit points of subjects in accordance with the subject progression table below.

Subject Code	Subject Name	Credit Points	Session(s)
HAS 834	Health Promotion	6	Autumn
HAS 841	Health Research Methodology	6	Autumn, Spring
HAS 830	Health Promotion Competencies	6	Spring
HAS 835	Public Health Policy	6	Spring

Credit Arrangements

Credit and articulation arrangements are available from the Course Finder. Refer to UOW's credit arrangements for information on how to apply for credit.

Graduate Certificate in Public Health

Course Structure

The Graduate Certificate in Public Health requires the successful completion of a total of 24 credit points in accordance with the subject progression table below.

Subject Code	Subject Name	Credit Points	Session(s)
HAS 831	Contemporary Public Health Issues	6	Autumn, Spring
HAS 833	Social Determinants of Health	6	Autumn
HAS 840	Introduction to Epidemiology and Statistics	6	Autumn
Plus ONE of the following TWO subjects:			
HAS 841	Health Research Methodology	6	Autumn, Spring
HAS 835	Public Health Policy	6	Spring

Credit Arrangements

Credit and articulation arrangements are available from the Course Finder. Refer to UOW's credit arrangements for information on how to apply for credit.

Master of Public Health

Course Structure

The Master of Public Health requires the successful completion of 72 credit points comprising:

   a. 48 credit points of core public health subjects; and
   b. 24 credit points from a selected specialisation:
      i. All specialisations have prescribed subjects so it is important you make your selection early and then follow the recommended subjects each session.
      ii. The Public Health Nutrition specialisation is only available to students with a 3-year undergraduate bachelor degree in nutrition or equivalent.

Students who decide not to complete the Master of Public Health have the option to exit early with a Graduate Certificate. There are two options available:

   a. Students who complete the following 3 core subjects (24cp), HAS 911, HAS 913 and HAS 920 can apply to exit the Masters with a Graduate Certificate in Public Health (UOW Course Code 1130); or
   b. Students who complete the 24cp in the Health Promotion specialisation can apply to exit the Masters with a Graduate Certificate in Health Promotion (UOW Course Code 1183).

All subjects are available in both on-campus and distance mode, except for those in the Public Health Nutrition specialisation which are taught in flexible delivery mode with on-campus workshops.

Subject Code	Subject Name	Credit Points	Session(s)
Students are required to complete the following core subjects (48cp):			
HAS 911	Contemporary Public Health Issues II	8	Autumn, Spring
HAS 913	Social Determinants of Health II	8	Autumn
HAS 915	Public Health Policy II	8	Spring
HAS 920	Introduction to Epidemiology and Statistics II	8	Autumn
HAS 921	Health Research Methodology II	8	Autumn, Spring

Plus ONE of the following core subjects:

HAS 904	Independent Study	8	Annual, Autumn, Spring
HAS 922	Epidemiology & Statistics III	8	Autumn
Or one 8cp subject selected in consultation with the Course Director which is relevant to the students' interests and specialisation		8	Autumn, Spring

Students articulating from an approved Graduate Certificate program into the Master of Public Health are also required to complete the following as an additional core subject:

HAS 912	Advanced Studies in Public Health	8	Not offered in 2017

Plus 24 credit points from one of the following specialisations:

Health Promotion Specialisation*

HAS 914	Health Promotion II	8	Autumn
HAS 910	Health Promotion Competencies II	8	Spring
Plus one 8cp elective subject selected in consultation with the Course Director		8	Autumn, Spring

Public Health Nutrition Specialisation

HAS 936	Public Health Nutrition	8	Autumn
HAS 937	Nutrition Promotion	8	Spring
HAS 938	Food & Nutrition Monitoring and Surveillance	8	Spring

The Public Health Nutrition specialisation is only available to students with a 3-year undergraduate Bachelor degree in Nutrition or equivalent.

Social Marketing for Health Specialisation*			
HAS 931	Social Marketing Principles and Practice	8	Not offered in 2017
HAS 930	Critical and Upstream Social Marketing	8	Spring
HAS 932	Applying Theory and Research in Social Marketing	8	Not offered in 2017

*Health Promotion and Social Marketing for Health are available via on-campus or distance delivery mode. International students in Australia on a student visa who are studying onshore cannot enrol in more than 25% of their total course by distance as per ESOS legislation.

Credit Arrangements

Credit and articulation arrangements are available from the Course Finder. Refer to UOW's credit arrangements for information on how to apply for credit.

Professional Accreditation

Graduates of the Master of Public Health may apply for membership of the Australian Health Promotion Association and the Public Health Association of Australia.

Master of Public Health Advanced

Course Structure

The Master of Public Health Advanced requires the successful completion of 96 credit points comprising:

a. 48 credit points of core public health subjects;
b. 48 credit points from two specialisations (2 x 24cp):
    i. Some specialisations have limited intakes. Consequently, commencing students must have their specialisations approved by the Director of Academic Studies prior to commencement;
    ii. The Public Health Nutrition specialisation is only available to students with a 3-year undergraduate bachelor degree in nutrition or equivalent;
    iii. The following research specialisations are available for students who achieve at least a credit grade (70%) in all core public health subjects:
        ▪ Research Skills and Application
        ▪ Major Project.

Students who decide not to complete the Master of Public Health Advanced have the option to exit early with a Master of Public Health or an appropriate Graduate Certificate. There are two options available:

a. Students who complete the 3 core subjects (24cp), HAS 911, HAS 913 and HAS 920 can apply to exit the Masters with a Graduate Certificate in Public Health (UOW Course Code 1130); or
b. Students who complete the 24cp in the Health Promotion specialisation can apply to exit the Masters with a Graduate Certificate in Health Promotion (UOW Course Code 1183).

Subject Code	Subject Name	Credit Points	Session(s)
Students are required to complete the following core public health subjects:			
HAS 904	Independent Study*	8	Annual, Autumn, Spring
HAS 911	Contemporary Public Health Issues II	8	Autumn, Spring
HAS 913	Social Determinants of Health II	8	Autumn
HAS 915	Public Health Policy II	8	Spring
HAS 920	Introduction to Epidemiology and Statistics II	8	Autumn

HAS 921	Health Research Methodology II	8	Autumn, Spring

Students articulating from an approved Graduate Certificate program are required to complete the following additional subject:

HAS 912	Advanced Studies in Public Health	8	Not offered in 2017

Plus 48 credit points from TWO of the following specialisations (2 x24cp):

Health Promotion Specialisation

HAS 910	Health Promotion Competencies II	8	Spring
HAS 914	Health Promotion II	8	Autumn

Plus one 8cp elective subject (Autumn or Spring) selected in consultation with the Course Director

Health Promotion is available via on-campus or distance delivery mode. International students in Australia on a student visa who are studying onshore cannot enrol in more than 25% of their total course by distance as per ESOS legislation. If on-campus mode is selected, normal on-campus attendance is required throughout the academic session.

Social Marketing for Health Specialisation

HAS 930	Critical and Upstream Social Marketing	8	Spring
HAS 931	Social Marketing Principles and Practice	8	Not offered in 2017
HAS 932	Applying Theory and Research in Social Marketing	8	Not offered in 2017

Social Marketing for Health is available via on-campus or distance delivery mode. International students in Australia on a student visa who are studying onshore cannot enrol in more than 25% of their total course by distance as per ESOS legislation.

Public Health Nutrition Specialisation			
HAS 936	Public Health Nutrition	8	Autumn
HAS 937	Nutrition Promotion	8	Spring
HAS 938	Food & Nutrition Monitoring and Surveillance	8	Spring
Public Health Nutrition is only available on-campus. All subjects are taught in flexible delivery mode with on-campus workshops.			
Students require a 3-year undergraduate bachelor degree in nutrition or equivalent, to be eligible to take the Public Health Nutrition specialisation.			
Work Health and Safety Specialisation			
HAS 860	People & Work	6	Autumn
HAS 861	Workplace Hazards & Hygiene	6	Spring
HAS 870	Work Injury Management	6	Spring
HAS 871	WHS Risk Management	6	Autumn
Work Health & Safety is only available in flexible mode. All subjects are taught in block delivery mode which requires on-campus attendance for intensive study days with on-line study requirements before and after the on-campus classes. All subjects have quotas and students need to register their interest in this major at an early stage.			
Health Informatics Specialisation			
ISIT930	Introduction to Health Informatics	6	Autumn
ISIT929	Concepts and Issues in Healthcare Computing	6	Spring
ISIT906	Information Design and Content Management	6	Spring
CSIT814	Systems Analysis	6	Autumn, Spring
Health Informatics is only available on-campus.			

Research Skills and Application Specialisation			
HAS 922	Epidemiology & Statistics III	8	Autumn
HAS 905	Independent Study	16	Autumn, Spring

Research Skills and Application is only available on-campus.

Students must achieve at least a credit (70%) in all core public health subjects and approval of the Course Director is required to take the Research Skills and Application specialisation.

Major Project Specialisation			
HAS 942	Major Project	24	Annual, Autumn, Spring

Major Project is only available on-campus.

Students must achieve at least a credit (70%) in all core public health subjects and approval of the Course Director is required to take the Major Project specialisation.

* Students undertaking the Research Skills and Application or Major Project Specialisation do not need to undertake HAS904 and should select an alternate subject in consultation with the Course Director.

Credit Arrangements

Credit and articulation arrangements are available from the Course Finder. Refer to UOW's credit arrangements for information on how to apply for credit.

Professional Recognition/Accreditation

Graduates of the Master of Public Health Advanced may apply for membership of the Australian Health Promotion Association and the Public Health Association of Australia.