



School of Education



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

MASTER OF EDUCATION

**MASTER OF EDUCATION ADVANCED
GRADUATE CERTIFICATES &
GRADUATE DIPLOMAS**



Welcome to the School of Education

Welcome to the University of Wollongong's postgraduate Education 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.

IMPORTANT CONTACTS

Director of Academic Studies (Postgraduate Coursework)

Dr Amanda Baker
Location: 67.320
Email: abaker@uow.edu.au

Student Services Centre

Location: 23.G21
Tel: (02) 42213981
Fax: (02) 4221 3892
Email: ssc@uow.edu.au

IMPORTANT DATES

Orientation/Welcome Session:

Monday 17 July 2017
Check [website](#) for program details

Spring session starts:

Monday 24 July 2017

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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Key Information

WHAT SHOULD I DO FIRST?

Visit the UOW [Get Started](#) website for information on how to enrol, orientation guides, systems and support services available to you as a UOW student.

WHEN DO I START?

The program starts on 27th of February 2017, even though you may not have any classes that day. Please bookmark the UOW key dates page for important enrolment and fee deadlines: <http://www.uow.edu.au/student/dates/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 site will include lecture materials, notes, activities, forums, online readings and other resources to support your studies.

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>

I AM A DISTANCE STUDENT. WHAT DO I NEED TO DO?

The Master of Education is offered by distance study (i.e. online) and on campus. Distance students should keep an eye on their UOW email accounts during the first few days of session, the subject coordinator will contact you and introduce the subject. All materials and communication will generally come through Moodle or your UOW email account.

Similarly, on campus students will use Moodle and email, and they will also attend lectures/tutorials at the Wollongong campus.



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://getstarted.uow.edu.au/index.html>.

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

When you enrol, 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.

The screenshot shows the University of Wollongong's Course Handbook website. The top navigation bar includes links for About, Jobs, Newsroom, Library, Give to UOW, People & Places, Alumni, and Community, along with Intranet and Current Students. The main header features the UOW logo and three tabs: STUDY AT UOW, RESEARCH & INNOVATION, and INTERNATIONAL. The breadcrumb trail reads 'Home > Course Handbook'. The page title is 'Course Handbook'. On the left, a sidebar lists '2016 Courses' (with a dropdown arrow), 'Undergraduate Courses', 'Postgraduate Courses', '2017 Courses', 'Subject Information', 'Rules & Policies', and 'Archives'. The main content area features a large image of two students smiling, with a text overlay that reads 'UOW Online Course Handbook'. Below the image, the section 'Course Handbook Information' is displayed, followed by a paragraph stating: 'This page will help students find relevant subjects to meet the requirements of particular courses, majors, and/or minors.' The section 'Which handbook do I follow?' explains that courses can change in structure and requirements year to year, and students should follow the rules and requirements for the year they commenced their course. A final note states: 'Course, subject codes and names can change over time. If in doubt, contact your course coordinator or Head of Students.'

Communication with the School of Education

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 regularly so that you don't miss out on important messages. Click here for [help with SOLS](#).

UOW EMAIL accounts are provided during the enrolment process. 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 on our website. If you prefer to access a work or home email account you can set your UOW account to forward all emails. Check regularly so you don't miss out on important messages.

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



Key contacts

| SPECIALISATION | CO-ORDINATOR | CONTACT DETAILS |
|--|-------------------|--|
| Director of Postgraduate Studies & TESOL (On Campus) | Amanda Baker | abaker@uow.edu.au Phone: 4298 1254 Room: 67.320 |
| Adult Education/VET/Higher Education | Sarah O'Shea | saraho@uow.edu.au Phone: 4221 5838 Room: 67.308 |
| Educational Leadership | Kylie Lipscombe | klipscom@uow.edu.au Phone: 4221 3895 Room: 67.330 |
| Information & Communication Technology in Education & Training | Sarah Howard | sahoward@uow.edu.au Phone: 4221 3664 Room: 23.121 |
| Literacy | Pauline Jones | paulinej@uow.edu.au Phone: 4221 3322 Room: 67.322 |
| Special Education | Rose Dixon | roselyn@uow.edu.au Phone: 4221 5292 Room: 67.314 |
| TESOL (Distance) | Erika Matruglio | erikam@uow.edu.au Phone: 4221 4211 Room: 67.318 |
| Early Years Education | Elisabeth Duursma | eduursma@uow.edu.au Phone: 4221 5295 Room: 67.325 |
| Interdisciplinary Studies | Irina Verenikina | irina@uow.edu.au Phone: 4221 4285 Room: 67.307 |



Timetable

The timetable will tell you when your lectures and tutorials are on. If you are an on campus student, you will need to attend all lectures and tutorials for each subject. Distance students can complete their subject online. Each subject will have a different combination of on campus and online study – please check the timetable for information.

Please refer back to the [timetable](#) regularly as there can be changes during the first 2 weeks of session.

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 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.

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 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.

Accessing the readings or articles mentioned in your subject outline

Access the [UOW Library catalogue](#) 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 ‘Subject Readings’.


The screenshot shows the UOW Library website. The top navigation bar includes links for About, Jobs, Newsroom, Library, Give to UOW, People & Places, Alumni, and Community. There are also links for Intranet and Current Students. The main header features the UOW logo and three main sections: STUDY AT UOW, RESEARCH & INNOVATION, and INTERNATIONAL. Below the header, the page is titled 'Library' and includes a breadcrumb trail 'UOW > Library'. A left sidebar contains a 'Search' section with links to Catalogue, Subject Readings, A-Z Journals, A-Z Databases, Guides, Research Online, and Digital Collections. Below this are sections for 'Borrow', 'Help', 'Information for', and 'About us', each with a right-pointing arrow. At the bottom of the sidebar are buttons for 'Ask Us / Tell Us' and 'Referencing & Citing'. The main content area features a large banner with a group of diverse students and a call to action: 'COMPLETE OUR CLIENT SERVICE SATISFACTION SURVEY FOR A CHANCE TO WIN!' with a 'Find Out More' button. Below the banner are three smaller images labeled 'Library Survey 2016', 'UOW Learning Co-Op', and 'Library Exhibition'. A 'SEARCH' section includes a text input field with the placeholder 'Find journal articles, books and more', a 'Search' button, and a link to 'Advanced Search'. A 'NEWS AND EVENTS' section lists recent updates: 'Library Survey 2016', 'Wrap with Love', 'Digitised Kunapi goes global', and '24 Boxes exhibition officially launched'.

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.

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

[About](#) [Jobs](#) [Newsroom](#) [Library](#) [Give to UOW](#) [People & Places](#) [Alumni](#) [Community](#) [Intranet](#) [Current Students](#) [Search](#)

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[STUDY AT UOW](#) [RESEARCH & INNOVATION](#) [INTERNATIONAL](#)

[UOW](#) > [Get Started](#) > StartSmart


StartSmart


Get Started


- Accept Your Offer
- Enrol
- Orientation
- How Uni Works

GETTING STARTED CHECKLIST 


NEED HELP?


CONTACT US 


ASKUOW WEBINARS 

INFORMATION FOR PARENTS & FAMILY 

FIND YOUR WAY

GETTING TO UOW 

MAPS & GUIDES 



STARTSMART – ESSENTIAL ACADEMIC INFORMATION SKILLS

- StartSmart introduces you to the UOW academic environment
- To pass StartSmart, work through each section and get 100% in all 3 quizzes
- StartSmart is compulsory for new undergraduates (also recommended for postgraduates)
- We recommend you complete StartSmart within your first 3 weeks of study, but you can visit it at any time

Complete StartSmart

Log into Moodle with your UOW username and password and click the StartSmart link in the My Library menu.

Login To Moodle

Student Support and Wellbeing

We know that postgraduate students have work and family commitments and personal circumstances that 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 their degree.

| FACULTY OF SOCIAL SCIENCES STUDENT SUPPORT ADVISORS | |
|---|---|
| Mitz Perez Bld 23:G20, Wollongong Campus (02) 4221 4529 Mon-Tue mperez@uow.edu.au | Laura De Vet Bld 23:G20, Wollongong Campus (02) 4221 4529 Wed-Fri lauradv@uow.edu.au |

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

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

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 | |
|---|---|
| Careers Central Building 11, Room 127 Email: careers@uow.edu.au Phone: (02) 4221 3325 | |
| FACULTY OF SOCIAL SCIENCE CAREERS CONSULTANTS | |
| Roz Pocius Email: rozp@uow.edu.au Phone: (02) 4221 4220 | Nicole Pearson Email: nicolep@uow.edu.au Phone: (02) 4221 8718 |

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

| INTERNATIONAL CAREERS CONSULTANTS | | |
|--|---|--|
| Anna Veres Email: averes@uow.edu.au | Kim Griffin Email: khernand@uow.edu.au | Tracey Glover-Chambers Email: traceygc@uow.edu.au |



2017 Subjects (Subject availability can change up until week 2 of Spring session)

Faculty of Social Sciences - School of Education

Postgraduate Subjects (Spring 2017)*

Postgraduate Director: Dr Amanda Baker

abaker@uow.edu.au | Room 67.320 | Phone 4298 1254



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| Subject | | Credit Points |
|--|--|---------------|
| INFORMATION TECHNOLOGY IN EDUCATION AND TRAINING | | |
| Strand Coordinator Dr Sarah Howard (sahoward@uow.edu.au) Room 23.121 Phone 4221 3664 | | |
| EDGI903 | Digital Resource Design | 6 |
| EDGI904 | Online Learning and Teaching | 6 |
| EDGI906 | Minor Project in ICT | 6 |
| ADULT, VOCATIONAL AND HIGHER EDUCATION | | |
| Strand Coordinator Dr Sarah O'Shea (saraho@uow.edu.au) Room 67.308 Phone 4221 5838 | | |
| EDGH958 | Curriculum Design and Evaluation | 6 |
| EDGH959 | Teaching for Diversity in Adult, Vocational and Higher Education | 6 |
| EDGH960 | Minor Project in Adult, Vocational and Higher Education | 6 |
| EDGH967 | Multiliteracies & Numeracies in Adult, Vocational & Higher Education | 6 |
| EDUCATIONAL LEADERSHIP | | |
| Strand Coordinator Dr Kylie Lipscombe (klipscom@uow.edu.au) Room 67.330 Phone 4221 5477 | | |
| EDGL903 | Introduction to Educational Management | 6 |
| EDGL911 | Leadership of Curriculum, Instruction and Assessment | 6 |
| EDGL920 | Leading, Developing and Managing People | 6 |
| EDGL941 | Minor Research Project in Educational Leadership | 6 |
| LITERACY | | |
| Strand Coordinator Dr Pauline Jones (paulinej@uow.edu.au) Room 67.322 Phone 4221 3322 | | |
| EDGR921 | Expanding Literacy Repertoires | 6 |
| EDGR926 | Current Issues in English Curriculum and Policy | 6 |
| EDGR927 | Knowing about Language in English K-10 | 6 |
| SPECIAL EDUCATION | | |
| Strand Coordinator Dr Rose Dixon (roselyn@uow.edu.au) Room 67.314 Phone 4221 5292 | | |
| EDGS912 | Investigating Issues in Special Education/Inclusive Education | 6 |
| EDGS914 | Assessment and Instruction of Individuals with High Support Needs | 6 |
| EDGS916 | Models of Behaviour Management | 6 |
| EDGS920 | Language and Communication Difficulties: Theory and Practice | 6 |
| EDGS924 | Giftedness in Special Populations | 6 |
| EDGS930 | Professional Experience in Special Education | 6 |
| EDGS932 | Curriculum for Gifted Learners | 6 |
| EDGS951 | Autism and Learning | 6 |
| EDGS952 | Learning Environments for Individuals on the Autism Spectrum | 6 |
| EDGS954 | Learning Futures for Individuals on the Autism Spectrum | 6 |
| TESOL | | |
| Strand Coordinator On Campus Dr Amanda Baker (abaker@uow.edu.au) Room 67.320 Phone 4298 1254 | | |
| Strand Coordinator Distance Dr Erika Matruglio (erikam@uow.edu.au) Room 67.318 Phone 4221 4211 | | |
| EDGT817 | Pedagogical Grammar (on campus / distance) | 6 |
| EDGT830 | Methodology in Second Language Teaching (on campus / distance) | 6 |
| EDGT838 | Professional Experience in TESOL (on campus / distance) | 6 |
| EDGT890 | Engaging Diversity: Exploring Contexts of EAL Education | 6 |
| EDGT932 | Second Language Literacy | 6 |
| EDGT934 | English Pronunciation and Prosody | 6 |
| EDGT976 | Text and Context | 6 |
| EDGT983 | Assessing and Evaluating in TESOL Environments | 6 |
| GENERAL SUBJECTS | | |
| EDGY903 | Socio-cultural Perspectives in the Early Years | 6 |
| EDGZ906 | Minor Research Project in Education | 6 |
| EDGZ921 | Introduction To Research & Inquiry | 6 |
| EDGZ930 | Advanced Research Methods in Education | 6 |
| EDGZ931 | Research Proposal | 6 |
| EDGZ932 | Advanced Research Seminar | 6 |

*Subject availability can change up until week 2 of Spring session

Your timetable can be found at: <http://www.uow.edu.au/student/timetables/info/index.html>

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