



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

School of Education

POSTGRADUATE STUDY GUIDE

School of Education

POSTGRADUATE STUDY GUIDE

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.

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.

FACULTY OF SOCIAL SCIENCES STUDENT SERVICES CENTRE (SSC):

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/maps/index.html>)

Location: 23.G21

Tel: (02) 4221 3981 (Australia) / +61 2 4221 3981 (International)

Fax: (02) 4221 3892 (Australia) / +61 2 4221 3892 (International)

Email: ssc@uow.edu.au



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	Jacinta McNamara	jacintam@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



EDU Nov Intake 2016 Postgraduate Education Subjects

Subject		Subject CP
TESOL Strand Coordinator On Campus Dr Amanda Baker (abaker@uow.edu.au) Room 67.320 Phone 4298 1254 Strand Coordinator Distance Dr Erika Matruggio (erikam@uow.edu.au) Room 67.318 Phone 4221 4211		
EDGT817	Pedagogical Grammar	6
EDGT830	Methodology in Second Language Teaching	6
EDGT838	Professional Experience in TESOL	6
EDGT934	English Pronunciation and Prosody	6
EDGT983	Assessing and Evaluating in TESOL Environments	6
EDGT984	Theories of Second Language Learning	6
EDGT991	Researching TESOL Perspectives and Practices	6



Below is some key information to help get your studies underway successfully.

WHEN DO I START? Your course will start on 24th October 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. 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 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. 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.

MY SUBJECT IS 'FLEXIBLE'. WHAT DOES THAT MEAN? Flexible subjects have a combination of online and face-to-face study. 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? 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>



Getting started

The UOW Get Started website has guides to help you get your studies underway.

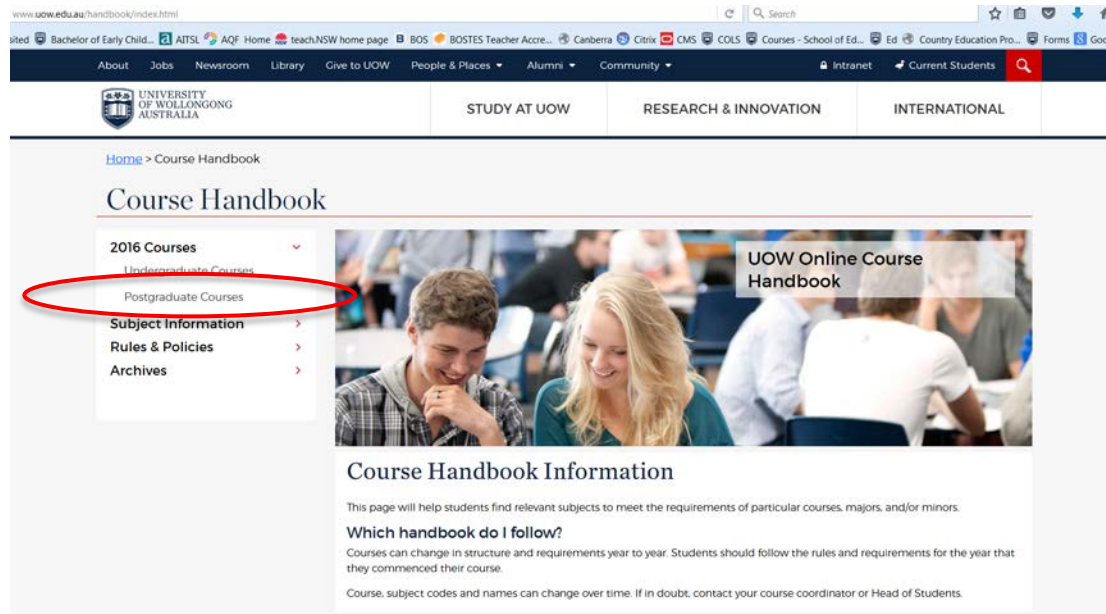
<http://getstarted.uow.edu.au/index.html>

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/H16006185.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.



UOW Terminology

SUBJECT OUTLINES are available on Moodle. They provide you with a detailed description and the objectives of each subject you study. 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. 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>

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. 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 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.



SOLS

Log in via the Current Students homepage: <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. Check it regularly so that you don't miss out on important messages.

Help with SOLS: <http://www.uow.edu.au/student/sols-help/index.html>

Forgotten your password? <http://www.uow.edu.au/its/accounts/password/index.html>

Home > Current Students

Current Students

SOLS
including Moodle

Username

Password

LOGIN

SOLS HELP

UOWmail
Student Email on Office 365

LOG IN HERE

HELP & SUPPORT

LIKE US ON FACEBOOK

HAVE YOUR SAY

Exam Tips

CRL 100

Postgrad Degrees

SEARCH THIS SITE

Search

Events

29 JUNE: RESUME WRITING

3 - 7 July: Eastern University Games

5 July: Nursing Graduate Careers Workshops

View Calendar

News & Announcements

Safe Partying Tips

News Archive

A - Z Listing

Student Central

Library / Referencing

Cover Sheets

Course Handbook



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 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 Your Subject Material

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 right 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.

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** 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 IMTS Call Centre on telephone number (+61 2) 4239 2000 or send an email to student_support@uow.edu.au.



Library

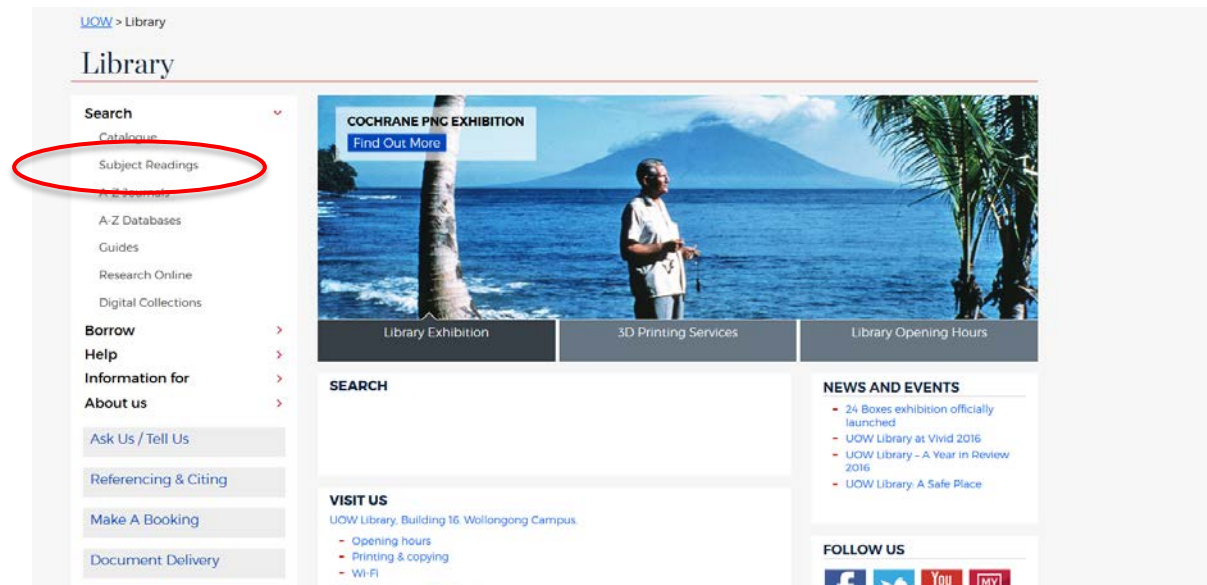
The UOW library offers many services to students. Distance students also benefit from a number of services including reciprocal borrowing arrangements with other libraries across Australia and off-shore services for those outside Australia. Information about library services is available here: <http://www.library.uow.edu.au/students/index.html>.

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. 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 ereading@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.

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

[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](#) ⓘ



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



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 Advisor is:

Danial Morgan

Bld 23.G20 Wollongong Campus

(02) 4221 4529

dan@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>

