

School of Education

BACHELOR OF PRIMARY EDUCATION

UNIVERSITY OF WOLLONGONG AUSTRALIA

Welcome to the Bachelor of Primary Education

Welcome to the University of Wollongong's Primary 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.

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 (Primary) Kim McKeen Location: 23.117 Phone: (02) 4221 3870 Email: kmckeen@uow.edu.au	**Student Services Centre** Location: 23.G21 Tel: (02) 42213981 Fax: (02) 4221 3892 Email: ssc@uow.edu.au

IMPORTANT DATES		
Advice Day 25th January, 2017	**Orientation Day** 22nd February, 2017 Check website for program **details**	**First Day of Autumn Session:** 27th February, 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.

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.



UNIVERSITY OF WOLLONGONG AUSTRALIA

Our achievements



NUMBER 1
rated university in Australia[1]

5-STAR
rating for Getting a Full-Time Job[2]

TOP 2%
of universities in the world[3]

WINNER
Higher Education Award for graduate employability[4]

127,754
graduates working in 143 countries

5 STUDY AREAS
rated the best in Australia[5]

TOP 20
17th best modern university in the world[6]

TOP 1%
for graduates as rated by global employers[7]

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

Progression grid for students commencing 2017

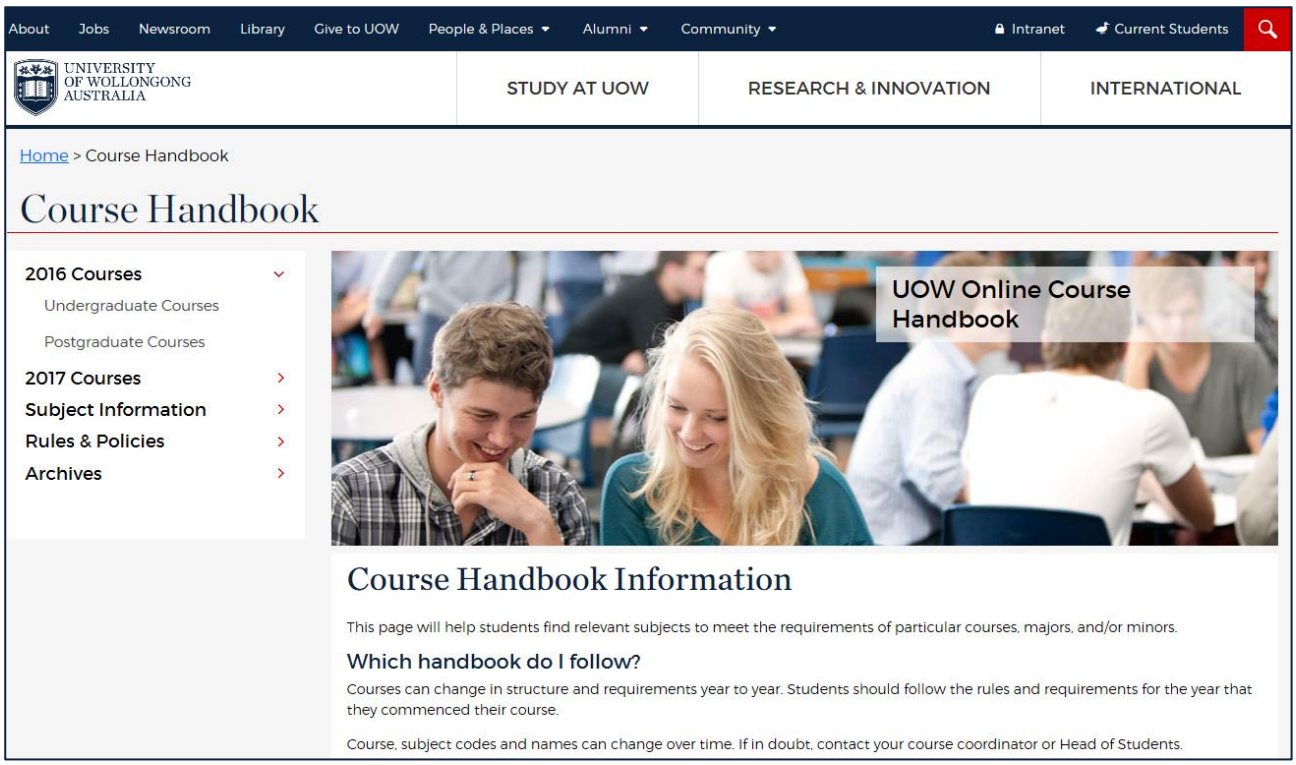
Bachelor of Primary Education (371) / Bachelor of Primary Education (Dean's Scholar) (1897) / Bachelor of Primary Education (Honours) (1787)

Year 1 2017	**Session 1 Autumn**	**EDMM101** Mathematics Foundations	**EDLL101** Language and Learning	**PSYS150** Foundations of Human Development and Behaviour		**Pass and Dean's Scholar: HAS 111** Essential Academic Skills **Honours**: 6cp general schedule elective
	Session 2 Spring	**EDTA102** The Arts and Culture in Society	**EDSC102** Science Content Knowledge for Educators	**GEOG123** Indigenous Geographies: Questioning Country		**Pass: HAS 121** Human Development in Social Context **OR MATH132** Unlocking Mathematical Tools for Primary Educators **Dean's Scholar: EDER202** Dean's Scholar Project **Honours: EDPD100** Introduction to the Profession
Year 2 2018	**Session 3 Autumn**	**EDPD201** Professional Development 1: The Learning Environment ***(Immersion + 3 Week PEX)***	**EDTA201** The Arts in Education	**EDKL200** Language & Literacy 1: The Early Years		**EDKM201** Mathematics Content & Pedagogy 1
	Session 4 Spring	**EDPD202** Professional Development: The Teacher as Managing Professional ***(3 Week PEX)***	**EDKG202** History and Geography in Primary Schools	**EDKL202** Language & Literacy 2: Teaching Decoding and Encoding Skills		**EDCM202** Creating Positive Learning Environments
Year 3 2019	**Session 5 Autumn**	**EDPD301** Professional Development: The Teacher as Researcher ***(4 Weeks PEX)***	**EDSC301** K-6 Science and Technology: Curriculum and Pedagogy	**EDKL301** Language & Literacy 3: The Later Primary Years		**EDKP301** Health & Physical Education Content & Pedagogy
	Session 6 Spring	**EDLD302** Teaching Culturally and Linguistically Diverse Students	**EDAE302** Aboriginal Education	**EDFE302** Educational Foundations 2: Social Cognition & Communication in Learning		**EDKM302** Mathematics Content & Pedagogy 2
PASS & DS Year 4 2020	**Session 7 Autumn**	**EDPD401** Professional Development: The Teacher as Planner	**EDLE401** Learners with Extra Support Needs	**EDIC401** Effective Use of ICT for Teaching and Learning		**EDFE400** Social Perspectives of Education 6cp **ANNUAL**
	Session 8 Spring	**EDPD402** Professional Development: The Teacher as Reflective Practitioner (12 cp) ***(3 Weeks workshops + Internship Subject – 7 weeks PEX)***		**6cp ELECTIVE – 7 Week Intensive**	**6cp ELECTIVE- 7 Week Intensive**	
Bachelor of Primary Education (Honours) (1787)						
HONS Year 4 2020	**Session 7 Autumn**	**EDPD401** Professional Development: The Teacher as Planner	**EDLE401** Learners with Extra Support Needs	**EDIC401** Effective Use of ICT for Teaching and Learning	**EDFE400** Social Perspectives of Education 6cp **ANNUAL**	**EDPT412** Thesis (12cp) **ANNUAL**
	Session 8 Spring	**EDPD402** Professional Development: The Teacher as Reflective Practitioner (12 cp) ***(3 Weeks workshops + Internship Subject – 7 weeks PEX)***				

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.



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

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

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 availble 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

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

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)

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

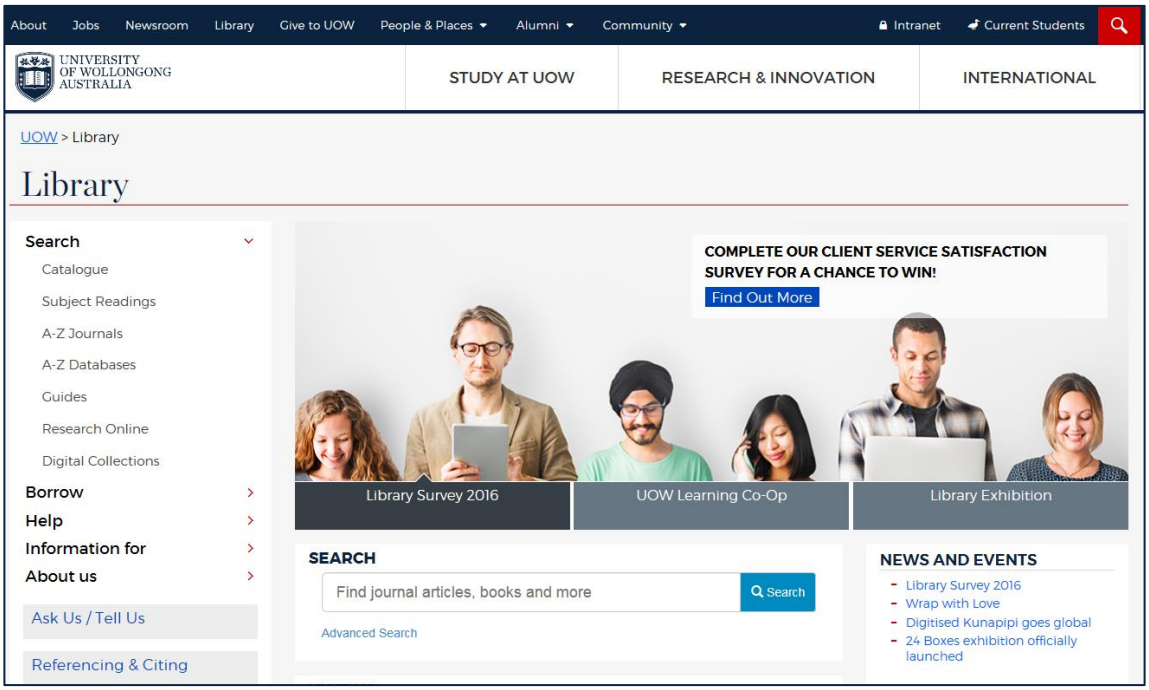
PROFESSIONAL EXPERIENCE UNIT

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

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.



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

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	
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

Consent Form

UNIVERSITY OF WOLLONGONG AUSTRALIA

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 ALL STUDENTS	
Full name:	
Student number:	
Degree:	

TO BE COMPLETED BY STUDENTS 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 NSW Education Standards Authority for the purpose of accreditation as a teacher in NSW.

Signature		Date	



Faculty of Social Sciences

SCHOOL OF EDUCATION

UNIVERSITY
OF WOLLONGONG
AUSTRALIA