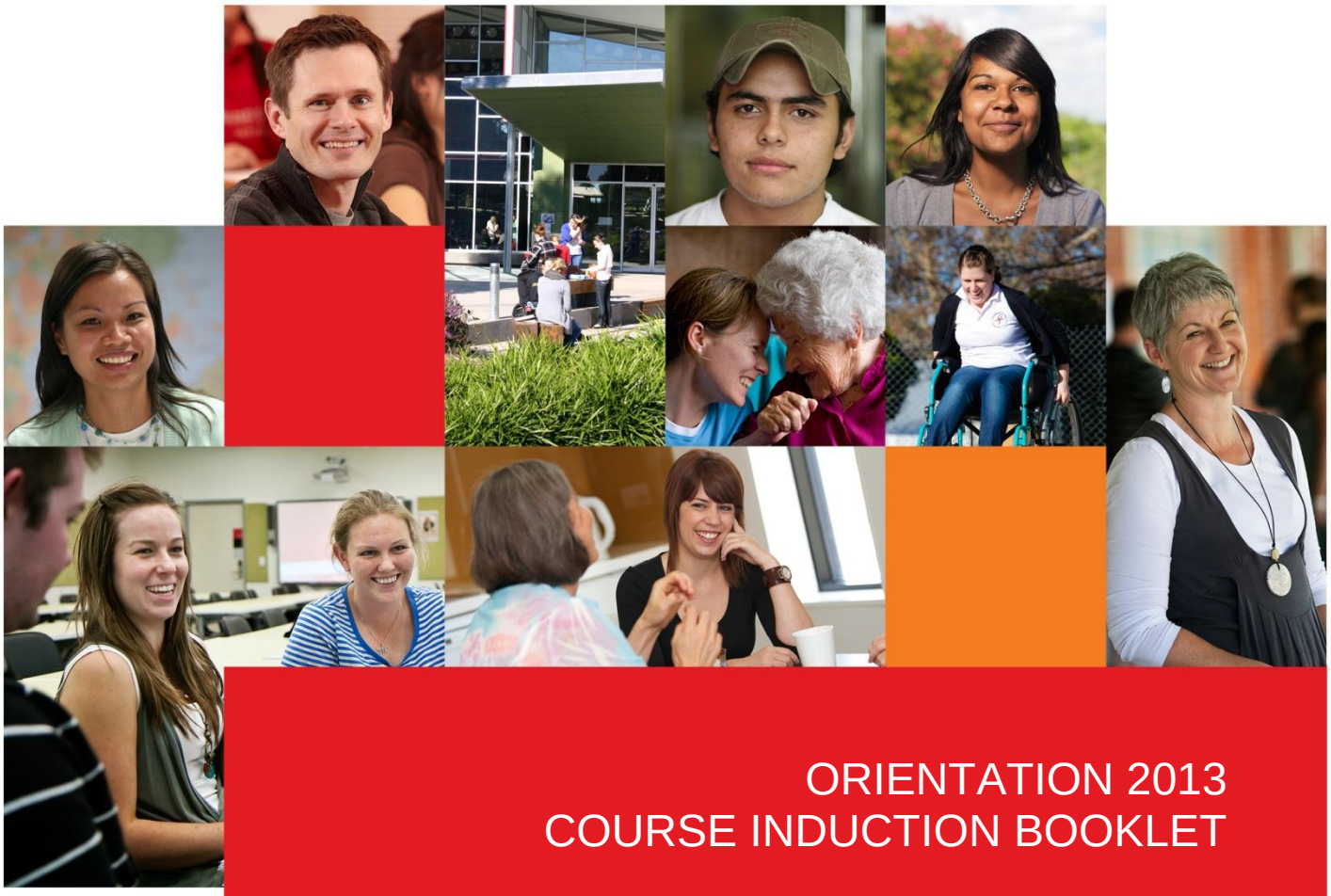
Charles Sturt University



ORIENTATION 2013
COURSE INDUCTION BOOKLET

SCHOOL OF PSYCHOLOGY

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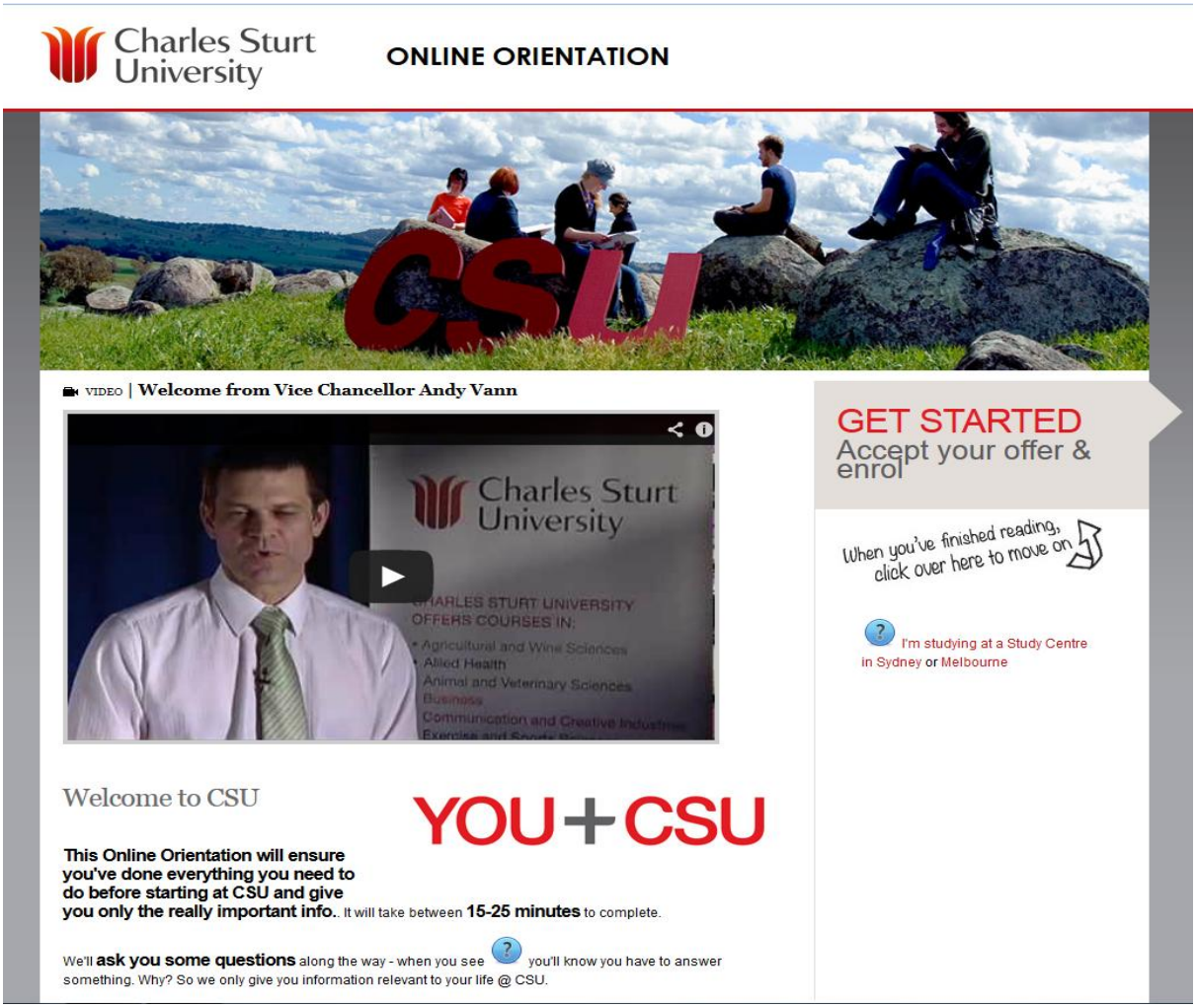
CSU ONLINE ORIENTATION WEBSITE

If you haven't already logged on to our **online orientation website**



COMMUNICATION

Student Central

Student Central is the first point of contact for enrolled students to access all non-teaching services at CSU. Please submit an online enquiry form or search our **Knowledge Base**.
http://student.csu.edu.au/support/student-central

Many of your questions can be answered by the information maintained in our Knowledge Base. This information is updated weekly by experts across CSU. You can call Student Central on 1800 Ask CSU (1800 275 278) or go to **www.csu.edu.au/student/central**. Internal calls: 37507 Fax: 02 63386599. Calls from outside Australia can be made to +61 2 69337508.

Types of enquiries that enrolled students can make at Student Central include:

- help accessing your personal records or changing your details
- assistance changing your enrolment
- HECS/FEE Help
- making counseling and learning skills appointments
- problems accessing your CSU websites
- applications for leave of absence, grade reviews, withdrawals
- accommodation information
- questions on your financial balances
- assistance when DE packages have not been received
- guidance when you don't know where to go or who to speak with

Student.csu

Student.csu is your *personalised* portal to the full range of online services and facilities for CSU students and staff. For more information visit the online orientation webpage: Core online learning tools
http://www.csu.edu.au/orientation/study-mode/de/online-study

To access ***student.csu*** go to CSU student website: **http://student.csu.edu.au/home**
You will need your username and password to access ***student.csu*** and all other secure CSU online services.

Message Centre

The **Message Centre** is the CSU communications system for sending and tracking official messages or correspondence. **http://student.csu.edu.au/home/message-centre**

Subject Outlines

By the first week of every session, for each subject, you will be provided with a Subject Outline which is **available online through your subject Interact sites**. The subject outline will give you details about the subject, what its objectives are, and the assessment items in it, contact details for staff etc. This is an important document, which you should read thoroughly and refer to as an indication of your formal requirements in the subject. **http://interact.csu.edu.au/portal**

Subject and Course Forums

As an enrolled student you have access to subject and course forums which you can connect to through ***student.csu*** **http://student.csu.edu.au/home** or subject interact site. Subject forums are available for each subject in which you are enrolled. These forums are where you can communicate with other students in your subject and with the Subject Co-ordinator. Course forums are available for some courses. These forums are for communication with other students in the same course, as well as your Course Director/Coordinator. Forums are a great way to form networks and to obtain useful information about what is happening in your course or subject. Messages in regard to subject availability, workshops and career opportunities may be posted here. Students often use subject forums to discuss assignment tasks, or to plan attendance at workshops.

WELCOME

Executive Dean

I would like to welcome all new students and send my congratulations on having chosen to study a course offered by the Faculty of Arts at Charles Sturt University. You are joining a large and diverse Faculty with 10,000 students and over 300 academic and general staff. We offer a wide range of courses in humanities and social sciences, communication and creative industries, policing and security, psychology, theology and Islamic studies. Our graduates are prepared for employment across Australia and beyond, and we take pride in the quality of their preparation and their success.

I hope you will make the most of every opportunity that University study provides in your course, in the CSU online learning environment and in the range of additional social and community activities that you will find on our teaching campuses.

I wish you every success in your studies at Charles Sturt University.

Professor Jennifer McKinnon
Executive Dean, Faculty of Arts
Charles Sturt University

Head of School

Welcome to the School of Psychology. Psychology is both an academic discipline which seeks to understand human and non-human behaviour, and a profession, that applies this understanding in wide range of areas, such as clinical psychology, forensic psychology, health psychology, community psychology, as well as many others. Students of Psychology at CSU go on to use the knowledge and skills they have acquired in our courses to become researchers, psychologists, or a range of other careers where their skills and knowledge are valued, such as human resource management, marketing, welfare, counselling, statistics, case workers, etc.

Whatever the goal of your study of Psychology is, we hope that you will enjoy your study and time at Charles Sturt University.

Associate Professor Michael Kiernan
Head of School, School of Psychology
Charles Sturt University

SCHOLARSHIPS, AWARDS AND PRIZES

CSU Scholarships

For information about the full range of scholarships available to Charles Sturt University students please visit the Scholarships webpage: **http://student.csu.edu.au/support/scholarships-grants**

Faculty and School Awards and Prizes

DEAN'S LIST

The purpose of this award is to acknowledge outstanding academic performance by undergraduate (including integrated and add-on Bachelor (Honours) awards) and coursework postgraduate (ie: Graduate Certificate. Graduate Diploma, Master by coursework and coursework professional doctorate) students in a Faculty.

AUSTRALIAN PSYCHOLOGICAL SOCIETY PRIZE

The prize will be awarded to the student graduating from either an Honours year in psychology or the Postgraduate Diploma of Psychology with the most distinguished record

AUSTRALIAN PSYCHOLOGICAL SOCIETY WESTERN REGIONAL GROUP PRIZE FOR EXCELLENCE IN AN APPLIED PSYCHOLOGY SUBJECT

The prize will be awarded to the student who achieves the most outstanding results in the above applied psychology subject, and whose primary place of residence is in the Western Region of NSW. It is important to point out that the Western Region Group of APS does not wish to imply that being a Psychologist is just about testing, but to recognise the reward for professional potential as evidenced in an essentially applied subject.

For details of these prizes please visit the Prizes and Awards webpage
http://www.csu.edu.au/acad_sec/academic-manual/mcontm.htm

AUSTRALIAN INDIGENOUS PSYCHOLOGY FEE EXEMPTION AWARDS

The School of Psychology is able to offer 10 students a fee exemption award, to assist them enrolling in PSY101 and 102. Preference for the awards is given to students who would be required to pay up-front fees in order to complete these subjects (e.g. students who are doing these subjects as pre -requisites to enter the Graduate Diploma of Psychology.) Ten awards are offered each year. These awards are an initiative aimed at improving access and participation of Indigenous students in psychology. Email enquiries and requests for applications to Jillene Harris: jiharris@csu.edu.au.

PRINCIPAL DATES

Students should check their Interact subject sites for each subject they are studying for the due dates of assignments. **http://interact.csu.edu.au/portal**

A comprehensive list of Principal Dates for the academic year is located at:
http://student.csu.edu.au/study/study-essentials/important-dates

Fourth year and postgraduate subjects in psychology may require attendance at compulsory residential schools prior to the start of session e.g. in January/February for some subjects offered in first session; in June/July for subjects offered in second session.

TIMETABLE FOR ON CAMPUS STUDENTS

The on campus students' timetable is published each session, and is available through the timetable website **http://timetable.csu.edu.au**.

It is advisable to familiarise yourself with the locations of buildings and rooms prior to attending classes. Whilst every effort is made to ensure students do not experience clashes of times for lectures, workshops and tutorials, no guarantees can be given for students who are out of sequence (not undertaking the normal course pattern), nor with electives or subjects in a minor study. If you experience a clash of lecture times, you should email your Course Director/Course Coordinator via **psychadmin@csu.edu.au** who may be able to suggest an alternative subject for you to take.

You will be given a campus specific timetable for your course based on the normal enrolment pattern for first year students. Information on how to use the new timetabling facility is available at the site below.
http://student.csu.edu.au/study/study-essentials/timetable

THE FACULTY

Structure of the Faculty

To find information about the Faculty of Arts, including the structure of the Faculty, please visit **http://www.csu.edu.au/faculty/arts/**

THE SCHOOL

Structure of the School

Please visit the School webpage for information about the structure of the School **http://www.csu.edu.au/faculty/arts/psychology/**

Academic Staff

COURSE DIRECTOR

Dr Rhonda Shaw is responsible for the following courses:

Bachelor of Social Science (Psychology)

Bachelor of Social Science (Psychology)/
Bachelor of Business

Bachelor of Psychology/
Bachelor of Psychology (Honours)

Bachelor of Social Science (Psychology) (Honours)

Graduate Diploma of Psychology

Postgraduate Diploma of Psychology

POSTGRADUATE COURSE COORDINATOR

Associate Professor Tim Hannan is responsible for the following courses:

Master of Psychology

Doctor of Psychology (Clinical)

STUDENT LIAISON

First Year Student Liaison (Bathurst Campus)	to be advised
First Year Student Liaison (Port Macquarie Campus)	Dr Paola Castillo
First Year Student Liaison (Wagga Wagga Campus)	Dr Gene Hodgins
Indigenous Student Liaison	Dr Jillene Harris

CSU STUDENT GENERAL INFORMATION

CSU Student Charter

The **Student Charter** outlines what students can expect at CSU and what the University expects of students. It aims to help you understand what it means to be a student member of the CSU community and encourages active partnership in all aspects of University life.
http://student.csu.edu.au/home/student-charter

Graduate Attributes

CSU Charles Sturt University has developed the following eight-point graduate statement as the outcomes we seek from our graduates. Charles Sturt University aims to produce graduates who are:

1. Well-educated in the knowledge and skills of their discipline or profession
2. Effective communicators who have problem-solving, analytical and critical thinking skills and can work both independently and in teams
3. Work-ready and able to apply discipline expertise in professional practice
4. Able to develop and apply international perspectives in their discipline or profession
5. Able to engage meaningfully with the culture, experiences, histories and contemporary issues of Indigenous communities
6. Understanding of the responsibilities of global citizenship, value diversity and ethical practice
7. Understanding of financial, social and environmental sustainability
8. Able to learn effectively in a range of environments including online

Opportunities to develop these outcomes will be provided throughout your studies at CSU in line with our commitment to undergraduates.

CSU Commitment to Undergraduates

Through our educational programs CSU commits to ensuring that all our undergraduates have:

1. A supported transition to the first year of study
2. Opportunities to develop skills in communication, problem-solving and analytical thinking
3. Access to international experiences
4. Opportunities to engage meaningfully with the culture, experiences, histories and contemporary issues of Indigenous communities
5. Education based in practice
6. Opportunities to gain a firm understanding of ethics
7. Understandings of financial, social and environmental sustainability
8. Opportunities to develop online proficiency

CSU Study Support

CSU Learning Support offers academic learning support to all enrolled students to enable them to acquire or enhance the skills they need to succeed in university studies. During workshop tutorials, drop-in sessions and study centres, or through individual consultations, students are presented with strategies and techniques that will allow them to better participate in academic activities

http://student.csu.edu.au/study/learning-support

Academic Regulations

The basic philosophy of Charles Sturt University is that students are mature individuals capable of assuming some responsibility for management of their study programs. **It is, therefore, each student's responsibility to be acquainted with and comply with relevant academic regulations.** Basically, the University does not monitor such compliance other than to advise students when they have not followed the appropriate regulations.

If you are having difficulties through illness or personal problems you are **strongly** urged to read these regulations and policies in their entirety, especially Academic Progress and Assessment Regulations. Some of the more important regulations are:

- Special Consideration
- Grade Pending
- Leave of Absence
- Withdrawal from Subjects
- Supplementary Exams (SX)
- Enrolment Variation
- Examination Regulations
- Review of a Final Grade
- Exclusion
- Student Academic Misconduct Regulations.

If you are still unsure of the procedures to follow use the Student Central **Knowledge Base** to search for articles on these regulations or contact Student Central directly**.**
http://student.csu.edu.au/support/student-central

The Academic Regulations are available online:
www.csu.edu.au/acad_sec/regulations.htm
http://www.csu.edu.au/acad_sec/academic-manual/
www.csu.edu.au/adminman/stu/student.htm

Academic Advice website

Information is available on the Academic Advice website which explains the regulations and the application processes for most of the above regulations. Assistance is available to students from the Student Support Appeals Officers on each campus and students are encouraged to consult with their subject coordinators first to discuss their options before applying for any of the above.
http://student.csu.edu.au/study/academic-advice

Avoiding Plagiarism

Charles Sturt University expects that the work of its students and staff will uphold the values of academic honesty and integrity. This Guide to Avoiding Plagiarism can be found at the website below, and is an important resource that will help you understand these values and apply them in practice.

All scholarly and professional work involves researching, understanding and building on the work of others. Honesty and integrity demand that we recognise and acknowledge that work. In this guide you will find advice and support to enable you to do this properly and well.

Plagiarism is contrary to the values of academic integrity and honesty. The practice of plagiarism within the University could undermine the University's reputation and also that of students and staff who have acted with integrity and honesty. It is important that we all take our share of responsibility for maintaining the best standards and values in the work of our University.
http://student.csu.edu.au/study/plagiarism

CSU Card

Commencing students will receive their **CSU Card** soon after accepting their offer of admission. Internal students can collect their CSU cards from Student Central during Orientation and Distance Education students will receive their CSU Cards via the post. **http://student.csu.edu.au/administration/csu-card**

CSU Cards contain a contact-less mifare microchip and an antenna that enables access to a number of services across CSU. Such services currently include:

- Identification on CSU campuses including entrance to examinations;
- **NSW Travel concession card** (restrictions apply)
  http://www.transport.nsw.gov.au/content/travel-concessions-tertiary-students
- Dining Hall meals for on-campus students;
- Access to buildings, including 24 hour computer labs;
- Borrowing materials from the library;
- Payment for **photocopying**
  http://www.csu.edu.au/__data/assets/image/0020/41942/how_to_swipe_card.jpg
- Purchase of goods in most on campus retail food outlets
- Purchase of internet quota
- Bus fares on University operated bus service (Wagga campus)

More information about how to use the CSU Card can be found on the CSU Card website.
http://student.csu.edu.au/administration/csu-card

CSU Library Services

The CSU **Library** Home page is your gateway to the Library, giving you access to the range of services and resources available for your study through Charles Sturt University. **http://student.csu.edu.au/library**

The resources listed below all sit on the Library's Home page and, along with many others, make up your Library anywhere anytime. Use the InfoSkills modules to become familiar with this invaluable virtual library, or explore the Home Page yourself discovering resources such as Online Reference, the Library's Blog, SmartSearch, and find out how to use your library by visiting the frequently asked questions page.
http://student.csu.edu.au/library/help/faqs

eSTUDENT Support

Whether you're studying on campus or by distance education you need to learn how to use CSU's online environment. The eStUDENT Support is helpful in providing the information and guidance that you may be looking for to function and learn effectively within the University's online environment.
http://student.csu.edu.au/study/estudent-support

Maintaining Your Personal Details

It is the responsibility of all students to maintain their **personal details** on their student record.
http://student.csu.edu.au/administration/personal

These may include contact address (including out of session and mailing addresses), telephone number, family name, etc. You can change your personal details at the **Online Administration** site.
http://student.csu.edu.au/administration/enrolment/enrolment-information

HECS/FEE HELP

HECS-HELP refers to the Higher Education Contribution Scheme and is for non fee paying Commonwealth supported students and FEE-HELP is for fee paying non Commonwealth supported students. For each subject you will be charged HECS which you can either pay upfront at a discount, or you can defer it and pay it later (your liability will be recorded and provided to the Australian Tax Office for later calculation in your annual Income Tax return).You can visit the Federal Government HECS/FEE HELP site at **http://studyassist.gov.au/sites/StudyAssist/**

My Degree Planner

My Degree Planner compares the student record against the scribed course requirements resulting in the creation of a degree audit. An audit identifies what the student has completed and what is yet to be studied to meet the requirement of the course.

My Degree Planner will:

- Allow you to monitor your progress through your course program.
- Check subject availability and pre-requisite study requirements.
- Allow you to plan your future session enrolment and facilitate an easy discussion of that plan with your Course Advisor.
- Check your eligibility to graduate.

http://student.csu.edu.au/administration/degree-planner

Online Enrolment

Generally students are pre enrolled in subjects for their first session of study by Student Administration. Students will be required to complete their enrolment in subjects after their first session using the **Online Administration**. **http://student.csu.edu.au/administration/enrolment/enrolment-information**

In some courses students may have to enrol themselves in an elective or 'minor' subject in first session. Information about electives and minors is available under the Quicklinks heading on the School homepage **http://www.csu.edu.au/faculty/arts/psychology**. For additional advice, students can email their course director/coordinator via **psychadmin@csu.edu.au.**

How to Enrol Online

Each student is responsible for their enrolment each year. In most courses for the first session of your study with CSU, the University will endeavour to list the recommended subjects in your letter of offer. However you will need to check and confirm your enrolment is correct and complete for the full year of study i.e. that the subjects are correct and that any prerequisite study requirements have been met. Students can find information on how the manage their enrolment on the site below.
http://student.csu.edu.au/administration/enrolment/enrolment-information

On the **Student Admin Online** page click on the 5 minute video which explains how to use the online system. **http://student.csu.edu.au/administration/enrolment/student-admin-online**

If you are already familiar with the online system, click on **Launch Admin Online**; confirm your password and press continue. The main menu will be displayed. It comprises four sections under the headings of Enrol Online, Apply for, Help and Edit my Details.
http://student.csu.edu.au/administration/enrolment/enrolment-information

The deadline for adding subjects to your enrolment is the Friday of the first week of session. Subjects can be deleted from your enrolment up until HECS census date without penalty. This can be done through
http://student.csu.edu.au/administration/enrolment/enrolment-information

Map of School and Campus

www.csu.edu.au/about/locations

The School of Psychology is located in:

Building 1400 on Bathurst Campus;

Clarence Street, Port Macquarie;

Building 26 on Wagga Wagga Campus.

Terminology

University terminology can sometimes be confusing. You will find a glossary of commonly used terms online here: **http://www.csu.edu.au/about/glossary**

COURSE STRUCTURES

Undergraduate

BACHELOR OF SOCIAL SCIENCE (PSYCHOLOGY)
http://www.csu.edu.au/handbook/handbook14/undergraduate/BSocialScience(Psychology).html

BACHELOR OF SOCIAL SCIENCE (PSYCHOLOGY)/BACHELOR OF BUSINESS
http://www.csu.edu.au/handbook/handbook14/undergraduate/BSocialScience(Psychology)BBusiness(withspecialisations).html

BACHELOR OF PSYCHOLOGY/BACHELOR OF PSYCHOLOGY (HONOURS)
http://www.csu.edu.au/handbook/handbook14/undergraduate/BPsychology(Honours).html

BACHELOR OF SOCIAL SCIENCE (PSYCHOLOGY) (HONOURS)
http://www.csu.edu.au/handbook/handbook14/undergraduate/BSocialScience(Psychology)(Honours).html

Postgraduate

GRADUATE DIPLOMA OF PSYCHOLOGY
http://www.csu.edu.au/handbook/handbook14/postgraduate/GDPsychology.html

POSTGRADUATE DIPLOMA OF PSYCHOLOGY
http://www.csu.edu.au/handbook/handbook14/postgraduate/PDPsychology.html

MASTER OF PSYCHOLOGY
http://www.csu.edu.au/handbook/handbook14/postgraduate/MPsychologyArticulatedSet.html

RESIDENTIAL SCHOOLS FOR DISTANCE EDUCATION STUDENTS

Residential schools are short periods of study where students enrolled in the distance education mode attend on campus to complete units or assessment tasks for a subject. They are generally scheduled between 9am and 5pm and commonly include a series of lectures and small group tutorials or practical/laboratory sessions.

In Psychology, where a subject has a residential school component, attendance at the residential school is compulsory.

Students enrolled in distance education subjects will receive details about attendance at residential schools with their subject materials. The residential school timetable can be accessed online here **http://www.csu.edu.au/division/studserv/my-studies/residential-school-information**

Undergraduate Subjects

The following undergraduate psychology subjects require attendance at residential schools, each of 2½ days duration, held at the Bathurst campus, as indicated in the table below.

Subject Code	Subject Title	Session	Timing
PSY301	Advanced Research Methods & Statistics in Psychology	1	April
PSY309	Qualitative Research Methods	2	Aug/Sept

RESIDENTIAL SCHOOLS FOR FOURTH YEAR, HONOURS AND POSTGRADUATE STUDENTS

Fourth Year and Honours Subjects

All subjects in the fourth year of Bachelor of Psychology/Bachelor of Psychology (Honours) and those in the Bachelor of Social Science (Psychology) (Honours) and Postgraduate Diploma of Psychology have at least one compulsory residential school: PSY424 *Psychology Dissertation* has two compulsory residential schools in first session and PSY437 *Counselling Theory and Practice* has one compulsory residential school in first session and one in second session. The residential schools for these subjects, and for PSY436 *Research Project*, are only offered at the Bathurst campus.

The program of residential schools at fourth year level offers students some choice to attend residential schools at either Bathurst or Wagga Wagga campus. Some residential schools are scheduled prior to the start of session e.g. in February for some subjects offered in first session; in June/July for subjects offered in second session.

Students are encouraged to email **psychadmin@csu.edu.au** for a summary of fourth year subject offerings and residential school scheduling, to assist them in their enrolment plans.

Postgraduate Subjects

All subjects in the Master of Psychology have two compulsory residential schools each year, with the exception of PSY524 *Research Methods*, PSY528 *Introduction to Clinical Psychology* and PSY530 *Masters Dissertation*, which have only a single residential school in each year of offering. The residential schools for PSY528 and PSY531 Adult Mental Health are scheduled in February, prior to the start of the academic year.

Residential schools for all Masters subjects are held at the Bathurst campus.

FREQUENTLY ASKED QUESTIONS

What is the difference between a course and a subject?

A course is the full three or four year program you are undertaking, for example the Bachelor of Social Science (Psychology) or the Bachelor of Psychology. Your course is made up of subjects that must be completed to gain your degree. Each subject has a code and name, e.g. PSY101 *Foundations of Psychology 1*. The first number (i.e. PSY**1**01) indicates the *level* of the subject; in this case level 1 (or first year).

How will I know what subjects to enrol in?

The suggested enrolment pattern in your course entry in the **Handbook: http://www.csu.edu.au/handbook/** will guide you as you enrol for each session. When you first start university, you may find that you have been automatically enrolled ('pre-enrolled') in one or more subjects for your first session or two of study, and have to add additional subjects to make up your study load. This is the only time that you will be automatically enrolled in any subjects. After your first session of enrolment, you will be entirely responsible for your own enrolment.

How many subjects should I enrol in?

On-campus students usually enrol in four subjects per session; a full-time study load. Off-campus students usually enrol in two subjects per session; a part-time study load. If you would like to enrol in more than the usual load for your type of enrolment, you should consult with your Course Director/Course Coordinator via **psychadmin@csu.edu.au**.

How to add and delete subjects?

On the **Student Admin Online** page click on the 5 minute video which explains how to use the online system. The deadline for **adding** subjects to your enrolment is the Friday of the first week of session. **http://student.csu.edu.au/administration/enrolment/student-admin-online**

Subjects can be **deleted** from your enrolment up until HECS census date without penalty. This can be done through **Student Admin Online** **http://student.csu.edu.au/administration/enrolment/student-admin-online**

How will I choose my electives or minor study?

An information document is available for all students under the *Quicklinks* heading on the School of Psychology homepage: **http://www.csu.edu.au/faculty/arts/psychology.** Internal students will be able to seek advice about selecting minors and electives during O-week. Distance education students are encouraged to email **psychadmin@csu.edu.au** with any questions about minors and electives.

How do I work out my timetable (Internal students only)

If you are an internal student you will be advised during O Week of the timetable for the subjects you have been 'pre-enrolled' in. You will need to find out the timetable for the additional subjects that you add to your enrolment. You will be able to do this via **study essentials: http://student.csu.edu.au/study/study-essentials/timetable**. Find each of those subjects and write down the lecture days and times. Most subjects will have one or more tutorial sessions in addition to a lecture. You do not have to attend all of the tutorials listed on the timetable; your lecturer will advise which tutorial session you are to attend. In most cases you will have a lecture prior to any tutorial sessions to enable your Subject Coordinator to explain and identify the particular sessions you are to attend. If you need to change tutorial classes you must contact the Subject Coordinator beforehand.

Where can I find or contact my lecturer?

All academic staff have consultation times and usually these are posted outside their offices. Some staff request that you make an appointment and you will therefore need to speak to your lecturer possibly after a lecture or tutorial to discuss a suitable time or contact them via e-mail. Distance education students are encouraged to use the subject forum for teaching-related inquiries, and email or phone their subject coordinator for more personal matters relating to their studies.

How will I know what textbooks I need for my subjects?

The **Co-op Bookshop**: **http://www.coop.com.au/bookshop/action/DataSubjSelect** publishes a list of textbooks several weeks before the start of each session. Your text books will also be listed in the online subject materials you will be able to access a fortnight before the start of each session.

What if I don't have the textbook?

Copies of the textbook should be available and can be purchased from the Co-op Bookshop. If sold out and in the process of being reordered, please bring this to the attention of the Subject Coordinator. The Library also has copies of prescribed textbooks.

Can I buy second-hand textbooks?

Yes, the **Classified forum** is where students buy and sell second-hand textbooks and other items. **http://forums.csu.edu.au/perl/forums.pl?forum_id=Classifieds__forum&task=frameset**

You may be able to buy them directly from other students - use your course contacts. Check noticeboards throughout the campus and your course forums. There is also a website called **textbookexchange.com.au**: **https://studentvip.com.au/textbooks** where students from across Australia can buy and sell second-hand textbooks. Please exercise caution when buying something online.

How many assignments are there for each psychology subject?

Students at undergraduate and fourth year level will generally complete between two and three assignments for each psychology subject.

What kind of assignments will I be expected to submit?

There is a range of different ways to assess your knowledge and skills in psychology. But, most common are essays, research reports and exams. Here is an example of the assessment items for PSY101 and PSY102:

		Type of Assessment	Weighting	Duration
PSY101	1	Essay	20%	1500 words
	2	Essay	30%	2000 words
	3	Exam	50%	9 short answer questions; 2 hours
	4	Research participation	hurdle	2 hours participation or alternative task.
PSY102	1	Evaluation of research	20%	1500 words
	2	Research report	30%	2000 words
	3	Exam	50%	100 - 150 multiple choice questions; 2 hours
	4	Research participation	hurdle	2 hours participation or alternative task

Do I have to have assignments typed?

There is generally no requirement for assessment items to be typed but it is in your own best interests to present your assessment items in a neat and appropriate format. Check your subject outline for information on the presentation style and format required for your assessments.

Why do most psychology subjects have exams?

Typically one of the assessments for each psychology subject will be an exam. Exams are included as they are a requirement for accredited core psychology subjects. That is, the national body which accredits psychology degrees stipulates that core subjects must have exams. (i.e., it is not because subject coordinators like to make you suffer). Exams often contain a mixture of multiple choice questions, short answer questions and essays.

What is research participation?

Research is how psychological knowledge is created. It is therefore a very fundamental part of psychology. As you progress through your degree you will experience all facets of the research process; participation in research in your first year studies is the first of these. It is useful to experience what it feels like to be a participant before conducting your own research (which happens in fourth year). Participation also gives insight into how knowledge in the discipline is created. A tip in gaining insight: try to participate in as broad a range of research as possible.

What if I fall behind in assessment items?

First of all **do not panic,** but don't ignore it either. See your Subject Coordinator who will be only too willing to give good advice.

What if I am having difficulties coping?

Again – do not panic. As University study is so different to studying at school, this is a common problem in the first year of studies. It often helps to talk about it with your friends and you will be quite surprised to find that you are not the only one who feels they are having problems. There are many avenues for you to follow. Seek out your lecturer or Subject Coordinator. Student Services offers help in the form of counselling, time management and study skills sessions. You should also feel free to make an appointment to see the Head of School at any time.

What if I fail a subject?

If you fail a subject, email your Course Director/Course Coordinator via **psychadmin@csu.edu.au** as you may not be able to continue with some subjects in the next session if you have failed any prerequisites.

Where can I find a copy of this Orientation Handbook online?

Look under the *Quicklinks* heading on the School of Psychology homepage:
http://www.csu.edu.au/faculty/arts/psychology

NOTES

IMPORTANT WEBSITE ADDRESSES

CSU Orientation
www.csu.edu.au/orientation

Student Central
http://student.csu.edu.au/support/student-central

Library Services
http://student.csu.edu.au/library

Examination Frequently Asked Questions
http://student.csu.edu.au/administration/exams

Application Forms
http://student.csu.edu.au/administration/forms

CSU Handbook
http://student.csu.edu.au/administration/csu-handbooks

CSU Student Card
http://student.csu.edu.au/administration/csu-card

Scholarships and help with costs
http://student.csu.edu.au/support/scholarships-grants

Subject Availability
online.csu.edu.au/subject availability

On campus timetables
http://timetable.csu.edu.au

eStudent Support
http://student.csu.edu.au/study/estudent-support

HECS/HELP & FEE/HELP (StudyAssist)
http://studyassist.gov.au/sites/StudyAssist/

Internet charges
http://student.csu.edu.au/finances/who-pays-what-and-when

Student Administration
http://student.csu.edu.au/administration

Student Services - **http://student.csu.edu.au/support**
Counselling - **http://student.csu.edu.au/support/counselling**
Careers - **http://student.csu.edu.au/study/careers**
Disability Services - **http://student.csu.edu.au/support/disability**
Health Promotions - **http://student.csu.edu.au/support/health**
Indigenous Student Services - **http://student.csu.edu.au/support/indigenous-services**
Learning Support - **http://student.csu.edu.au/study/learning-support**

Graduation Frequently Asked Questions
http://student.csu.edu.au/administration/graduations

Residential School Information
http://www.csu.edu.au/division/studserv/my-studies/residential-school-information