LIST OF CSU ORIENTATION PROGRAM OBJECTIVES, SERVICES AND RESOURCES FOR 2011

This checklist has been created by the CSU Student Orientation Program Working Party to provide a general overview of the orientation objective and also shows the services and resources that have been developed to support the implementation of the orientation program to date across the University. The checklist will continue to be updated and disseminated as new services and resources are developed for the orientation program.

ORIENTATION WEBSITE:
- The Orientation website provides essential orientation information to all CSU student cohorts. It’s packed with information to help students become familiar with CSU and all the support services available. It’s designed to give students everything they need to know about begin university life and study and will also be helpful as they progress through their first session.

FACULTIES:
- Schools to explain and clarify the academic culture and expectations of academic study to students in course outlines, subject sites and through explicit teaching in first session classes.
- Schools to promoting a clear understanding of the aims, objectives, learning and teaching approaches and assessment requirements for each course and how each subject links to the overall course and vocational path.
- Schools to intentional design a first year curriculum that supports students in transition.
- Schools to identify the academic skills necessary for success and providing support to develop these skills with Course Directors coordinating the inclusion in a first year subject of a sample assessment item that supports the development of required academic skills for a course and providing referrals to Library Services and Learning Skills to support the development of required academic skills.
- Schools to encourage the development of independent study habits and learner responsibilities information in the subject outline that is referenced to the resource information on the Library Services and Learning Skills websites.
- Schools to provide opportunities for student to meet teaching staff in both formal and social setting including the virtual environment during O Week and throughout the session.
- Schools and Student Services to encourage student participation in the course based student mentor programs provided by Student Services and too get involved in subject based study groups.
- Schools and Student Services to highlight the importance of students having successful strategies to engage with their learning experience and promote the use of study groups and Learning Skills tutorials throughout the session.
- Schools and Student Services to ensuring student understand their right and responsibilities as a student (as per the Student Charter). Schools and Student Services promote student
involvement in Student Representation at a Faculty/School level on Faculty or School Boards and on the Student Senate or Student Representative Committees at a campus level.

- Schools and Student Services to promote Faculty or School based activities and course based student clubs activities throughout the session.

- Schools and Student Services to promote student leadership/mentoring opportunities, volunteer work experience opportunities, international study opportunities (CSU Global) and course based student club community engagement activities throughout the session.

- Schools to include in the course material information that promotes personal wellbeing, safety and social inclusion and the Divisions to promote health and wellbeing promotions activities throughout the session.

- Schools to encourage student participation in any course based peer support or mentoring programs offered by the school.

- Schools and Divisions to provide essential information during O Week and additional information when relevant throughout the session to avoid "information overload".

- Schools to provide explicit help to students by providing course/career choice advice and explore the different enrolment options and change of course procedures as well as referral to the Careers Service if applicable throughout the session.

- Schools to promote the use of support services for students during O Week and during session.

- Schools to use of course forums and other media to promote faculty based students and staff activities.

- Schools to coordinate the inclusion of an early assessment items or tutorial tasks designed to ensure students used online environment tools and develop their skills.

- Schools to coordinate the provision of faculty based social activities during O Week for students to meet within their course in person and coordinate a formal introduction sessions at the school or course level for students to meet academic staff online.

- Schools to promote Student Central as the first point of contact for students and provide the appropriate Faculty/School administrative contacts throughout the session.

- Schools to identify student cohorts with particular needs and direct them to the appropriate support services and/or resources to address their needs.

- Schools to follow student who show signs of disengagement with support and referral to appropriate services.

- Schools to provide flexibility in timetabling of activities in learning and teaching throughout the session.
DIVISIONS:

LIBRARY SERVICES:

- A new Orientation “toolbox” will provide all new students with podcasts, Watch-it tutorials, handy hints etc. Library Services also works with academics to embed resources within the subject sites e.g. customised tutorials on how to search databases. With the new online meeting software which will be made available by the University, Library Services plan to run regular real time orientation sessions for student, many of which will be scheduled after hours and at weekends (budget allowing). The sessions will be captured and made available to students who could not participate in the sessions.

STUDENT CENTRAL:

- Student Central to be provided with copies of School Course Induction booklets, O Week Programs and other relevant Orientation Program information to assist with student inquiries.

STUDENT SERVICES:

STUDENT SUPPORT

Student Mentor Programs

- A faculty based student mentor program will be piloted for all students on campus on the Albury and Orange campuses.

- A faculty based mentor program that will provide student mentoring for the STAR Program and any other students as requested.

- A faculty based off campus mentor program will be piloted and will provide student mentoring for students living off campus in Bathurst and Wagga.

- Student mentors will provide advice and directions prior the O Week to support all students using the online environment.

- Recreational activities and social interaction will be organised throughout the session by having general, faculty and/or course based social sport and social events.

Commencing Student Messages

- Student engagement will be provided through a welcome letter from the DVC Administration before session commences and a schedule of orientation messages throughout the session. The objectives are to encourage and motivate students as well as provide on time information about important resources and events. Upon release of the student communication review recommendations, these messages will be reviewed.
LEARNING SKILLS SERVICE

- Learning Skills workshops will be provided on each campus and to DE students, commencing in weeks 2, 3, 4, 5, 6, and 7 of Session 1, 2011 on the following topics:
  1. Reading Strategies
  2. Critical Reading
  3. Features of Academic writing
  4. Writing Essays
  5. Writing with Integrity: Plagiarism and Referencing
  6. Preparing for Exams

- For each workshop, resources will be placed on the Learning Skills website and/or an Interact project site for DE students. These resources will be:
  - Short introductory Audio files
  - Complete PowerPoint files with scripted notes
  - Captivate resources

- Learning Skills workshops via the ‘Online Meeting’ tool will be available at times to be advertised.

CAREERS SERVICES AND CAREER DEVELOPMENT LEARNING

Purpose of the Service Or Online Resources

- Having a graduate employment or career goal can often help drive (students’) enthusiasm for study. It’s been written – “…some students suffer with study problems or lack the motivation to study simply because they don’t have a plan of action regarding their future prospects.”

- Online Services:
  - Careers Service website
  - CareerHub (Online interface between graduate employers and students. Also used by students to book appointments and workshops with Career Development Officers)
  - Student Employment Forum (Online interface between the Careers Service and local employers offering and campus based students (only) seeking casual or part-time work)
  - Careers Service Workshop Forum (online as self-paced career development learning activities)

- Using ePortfolios or personal learning systems, as tools for career development learning, contributes positively to the issue of student retention, e.g.,

  fostering:
  - sense of purpose
  - sense of agency
  - student engagement, and

  supporting:
  - sense of belonging
Using ePortfolios broaden a student’s understanding of, or transitions through, university – moving from ‘teaching and learning’ to ‘personal learning’, and including career development learning.

If you wish to meet with staff of the Careers Service to discuss the 2011 workshop offerings, please contact Paul Worsfold pworsfold@csu.edu.au

The Delivery Method

The suite of career development learning workshops identified below are available in 2011 in two formats: face-to-face workshops and online self-paced learning activities.

- Academic staff are encouraged request and arrange specific workshops for class groups
- Individual students can book into the face-to-face workshops via CareerHub
- Individual students can access the self-paced learning activities on the Careers Service Workshops Forum http://forums.csu.edu.au/perl/forums.pl?forum_id=Careers_Service_Workshops_forum&task=frameset

Timeline*

Each workshop topic is suited to specific phases of our students’ transitionary experiences. Workshop titles and descriptions suggest the best timeline for students to access these workshops. As a general guide:

1st Year Workshops: 1, 2, 4 and 5 (all sessions)

2nd Year Workshops: 3, 5, 6 and 7 (all sessions)

Penultimate and Final Year Workshops: 3, 5, 6, 7, 8, 9 (all sessions)

*The roll out of the 2011 suite of workshops will commence with workshops 1, 2, 4 and 5

INFORMATION TECHNOLOGY:

- WiFi connection on campus
- Laptop connection help desk at Student Central on campus during O Week

STUDENT ADMINISTRATION:

- Online offer letter link to orientation website
- Online acceptance of offer
- Online HECS Form and HECS information Vod-Cast
- How to read the on campus timetable Vod-Cast (not yet available)

MARKETING:

- Info.csu provided to be provided with copies of School Course Induction booklets, O Week Programs and other relevant Orientation Program information to assist with student inquiries.