**Online Course Induction Booklets in 2011**

Course Induction Booklet Review meetings were held with the Administrative Staff of Schools on May 17, 18 & 23 2011. All Schools were invited to attend and the Schools highlighted in red did not attend the meetings. All School Staff responsible for producing the course induction booklets were sent the review meeting notes (provided below) in which highlighted the requirements for the Schools to place their booklets on the School websites.

Out of the 23 Schools, 15 Schools (65% compliance) have provided online course induction booklets and 2 Schools have provided a printed version of the booklet only, resulting in 74% compliance of schools providing a course induction booklet. Some Schools had difficulties in placing their booklets online due to not having website staff suitable trained in CMS.

There will be a second course induction booklet review meeting in October 2011 to discuss the updates to the booklet template for 2012 and to ensure greater compliance from the Schools to provide an online copy of the booklet to all students.

**Faculty of Arts**
- School of Humanities and Social Sciences (booklet online)
- School of Psychology (booklet online)
- School of Communication and Creative Industries (booklet online)
- School of Policing Studies
- Australian Graduate School of Policing
- School of Theology

**Faculty of Business**
- School of Accounting (booklet online)
- School of Business (booklet online)
- School of Computing and Mathematics (booklet online)
- International School of Business & Partnerships

**Faculty of Education**
- School of Human Movement Studies (booklet online)
- School of Education (Wagga) (booklet online)
- Murray School of Education (Albury) (booklet online)
- School of Teacher Education (Bathurst & Dubbo) (booklet online)
- School of Information Studies (booklet online)
- CSU Ontario School of Education

**Faculty of Science**
- School of Animal & Veterinary Sciences (booklet online)
- School of Biomedical Sciences (yes but printed copy only)
- School of Nursing, Midwifery and Indigenous Health (booklet online)
- School of Agricultural and Wine Sciences (yes but printed copy only)
- School of Dentistry and Health Sciences (booklet online)
- School of Environment Sciences (booklet online)
- School of Community Health
Meeting Notes:

- The course induction booklet template (orientation or 0 week booklet) was introduced in line with the CSU Orientation Guidelines, so there would be a minimum standard for orientation information provided to new students in all modes of study. The template provides a standardised structure for essential information that has a consistent format and design across the University.

- It is important that the course induction booklet template structure is not altered as the structure was developed to include information that was most relevant for students at the beginning of the booklet, such as the scholarships awards and prizes.

- Schools are asked to add relevant course information and any additional information to the template that they feel important and would benefit new students.

- The course induction booklet can be printed for internal students but having them online on the school website for both internal and DE students to access will save on printing costs and improve accessibility.

- Schools can either produce a school booklet that covers all of their courses or individual course booklets according to their needs.

- It is important that the course induction booklets are placed on the school website. Most school websites have a section for student resources in the left hand side menu or a quick links section on the right hand side of the home page. This is the logical place to keep the online copies. If schools also want to include a copy of the booklet in each subject Interact site or course forum they can do so.

- Each School shall email the url web link for the booklets location on the School website to Lisa Griffin at Student Central: lgriffin@csu.edu.au, Kerry Browning at Marketing’s Contact Centre: kbrowning@csu.edu.au and Chris Roche Orientation Program Working Party Coordinator: croche@csu.edu.au

- CSU Marketing has been given the updated template to revise but due to their work load they will not be able to provide a revised version of the template for Session 2.

- Schools that will be producing a course induction booklet for Session 2 can use the updated version sent with the meeting notes. A revised version will be available in October 2011 in time for the next review.

- The issue with the front cover being locked in place has caused problems with inserting information in the body of the template for some schools. This may be caused by the header. CSU Marketing will fix the header and unlock the photos in the front cover so Schools can include their own photos into the front cover. This will be available in revised version October 2011.

- Instructions for updating the table of contents page provided on page 4 below and there is a good Microsoft Help Link on Table of Contents.

- Additional space on the front cover will be made for Schools to add their School name.
• Assistance with technical problems, such as, formatting or inserting diagrams into the template can be directed to CSU Marketing. Marketing produced the template and Bridie Watts the Graphic Designer can help you with any problems you may have. Email brwatts@csu.edu.au or phone 34904.

• School can produce a Postgraduate, Undergraduate Internal and Undergraduate DE versions of booklets if it is necessary.

• To minimise updates to the booklets, it is important the information in the booklet be as general as possible and includes links to the school websites where students can find the most up to date information, such as the staff contacts and other information that may change quickly over time.

• To ensure the information within the booklets stays up to date a review will be conducted in April for Session 2 and October for Session 1. Any changes to the template will be sent to Schools, but it is not expected that major content changes will be made for Session 1 201230. Minor changes can be email to School Administration Staff with only the sections that needs to be updated. For example when Grade Book is released to all students via Interact.

• From the feedback received during the review, additional information about HECS/FEE HELP, Degree Planner, CSU Card, Online Enrolment and Library Services have been included in the updated version of the template (see attachment). Schools are asked to use the updated template for Session 2 201160.

• The Communication section has been moved up towards the beginning of the booklet.

• Frequently Asked Questions section can be updated by schools to include relevant Information for your courses, for example, Postgraduate students, study loads, 3 sessions and additional resources.

• A section called General Information has been included for some of the sections that were in other parts of the template previously and the additional information for the Library Services, CSU card, HECS/FEE HELP, My Degree Planner and Online Enrolment.

• All hyperlinks and url’s within the template have been checked and updated were necessary.

• It is recommended that Schools share information that they have included into their booklets with the other schools in their faculty. For example the FAQ section could be useful to other schools in your faculty.

Chris Roche
CSU Orientation Coordinator
Student Services Office
24 May 2011
Instructions for Updating the Table of Contents page in the template:

To include a new heading in the template use Heading Style 1 for a Chapter title and Heading Style 2 for Sub Heading title see below for an example.

COMMUNICATION (Chapter title Heading 1)

Student Central (Sub Heading title Heading 2)

To update the table of contents right click on the table of contents and select Update Fields. Select Update page numbers only or Update entire table and the table of content will automatically update the contents page.

You can find a Microsoft Office Online Help Course on Table of Contents at:

Online Course Induction booklets in 2011