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CSU ONLINE ORIENTATION WEBSITE

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

CSU ONLINE ORIENTATION

Welcome to Charles Sturt University

CSU’s new Vice Chancellor, Professor Andrew Vann and Student Senate President, Ashley Lines welcome commencing students.

Welcome. You’re a valued member of our community.

YOU + CSU

GET STARTED

Your login, your offer, enrol, CSU Card

I’m studying at a Study Centre in Sydney or Melbourne

When you’ve finished reading, click here to move on.
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. 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

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. For more information visit the online orientation communication webpage: http://www.csu.edu.au/orientation/communication

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 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 School Course Support Officer and School Course Support Officer and Course 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**

**Dean**

I would like to welcome all new students and send my congratulations on having chosen to complete your course in the Faculty of Arts at Charles Sturt University. You are joining a large and diverse Faculty with over 8000 students and 200 academic and general staff. We offer a wide range of courses in humanities and social sciences, communication and creative industries, policing, psychology and theology. 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, both inside your course and in the range of additional social and community activities that you will find on offer on all of our teaching campuses.

Dean, Faculty of Arts  
Charles Sturt University

**Head of School**

Welcome to the School of Communication and Creative industries. First of all, I would like to acknowledge the traditional custodians of the land where we work and study and pay my respect to the elders past, present and future for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia. You are joining a dynamic and multi-faceted school which offers courses that span disciplines including Communication (Journalism), (Public Relations), (Advertising), Design and Digital Media, Theatre and TV Production. Located geographically on both Bathurst and Wagga Wagga campuses, the school also has many distance students as some courses are offered off-campus.

The School fosters an environment of innovation, creativity and critical thinking, encouraging a strong research culture through many professional pathways into higher degrees. With teaching staff who have strong research and professional backgrounds, our students benefit from staff’s valuable industry networks, international research profile and access to professional bodies and internships. Learning spaces within the school reflect the professional nature of our courses and include a student advertising agency, radio stations, newsrooms, television studio, public relations consultancy, performance theatres, photography studios and media production and computing labs.

Across all courses the school provides opportunities for students to shape the rapidly changing media, communication and creative environments we share. Many of our graduates stand out as leaders nationally and internationally by their ongoing contributions to enrich the domains of culture communication and creative life. Many of the students, staff and peers you encounter in your study at Charles Sturt University will become your lifelong friends, future collaborators and mentors. I warmly welcome you to the school, and wish you well for your studies and look forward to the contribution that you will make to our community, culture and society.

Associate Professor Chika Anyanwu  
Head  
School of Communication and Creative Industries  
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

Scholarships are awarded on a range of criteria including community involvement, leadership, goals and aspirations, academic merit and financial need. It is not essential to have a UAI of 95.0 to receive a scholarship. You have nothing to lose and a lot to gain. You will benefit financially, and your Curriculum Vitae will receive a substantial boost with the inclusion of a scholarship certificate.

School of Communication and Creative Industries - Bathurst Campus Prizes

Christine McGee Prize

ELIGIBILITY: Enrolment in the second year print journalism subjects undertaken through the School of Communication and Creative Industries.

CRITERIA: The student with the most outstanding results.

NUMBER: One (1) per annum.

VALUE: The Prize will be:

- a dictionary supplied by the School of Communication and Creative Industries; and
- an inscribed certificate issued by the University.

PRESENTATION: Prizes Ceremony

SELECTION PROCEDURE: Prizes Committee of the School of Communication and Creative Industries consisting of:

- Head/Associate Head, School of Communication and Creative Industries (Bathurst campus) (or nominee);
- Journalism course co-ordinator;
- One other journalism staff member

SPECIAL CONDITIONS: The prize may be withheld in any year if, in the opinion of the Prizes Committee, no student is of sufficient merit to justify its award.
Frank Ponton Memorial Prize

ELIGIBILITY: Enrolment in the Bachelor of Communication (Theatre/Media) course.

CRITERIA: The most academically and professionally promising third year student who has completed at least two THM subjects undertaken through the School of Communication and Creative Industries.

NUMBER: One (1) per annum.

VALUE: The Prize will be:-

- a cheque to the value of $300; and
- an inscribed certificate issued by the University.

PRESENTATION: Prizes Ceremony

SELECTION PROCEDURE: Prizes Committee of the School of Communication and Creative Industries (Bathurst campus) consisting of:

- Head/Associate Head, School of Communication and Creative Industries (Bathurst campus) (or nominee)
- Theatre/Media course coordinator
- One other lecturer in Theatre/Media

SPECIAL CONDITIONS: The prize may be withheld in any year if, in the opinion of the prizes committee, no student is of sufficient merit to justify its award.

Public Relations Institute of Australia (PRIA) Prize

ELIGIBILITY: Enrolment in the Bachelor of Communication (Public Relations) course.

CRITERIA: The graduating student who has submitted the most outstanding project work in any Public Relations & subject undertaken through the School of Communication and Creative Industries.

NUMBER: One (1) per annum.

VALUE: The Prize will be:-

- a one year’s membership to Public Relations Institute of Australia (NSW),
- a certificate from the donor; and
- an inscribed certificate issued by the University.

PRESENTATION: Graduation Ceremony

SELECTION PROCEDURE: Prizes Committee of the School of Communication and Creative Industries consisting of:

- Head/Associate Head, School of Communication and Creative Industries (Bathurst campus) (or nominee)
- One member of staff of the School of Communication and Creative Industries at senior lecturer level or above
- One lecturer in Public Relations

SPECIAL CONDITIONS: The prize may be withheld in any year if, in the opinion of the prizes committee, no student is of sufficient merit to justify its award.
David Potts Prize

ELIGIBILITY: Enrolment in the Bachelor of Communication course.

CRITERIA: The graduating student with the most successful internship in Public Relations undertaken through the School of Communication and Creative Industries.

NUMBER: One (1) per annum.

VALUE: The Prize will be:

- a cheque to the value of $150; and
- an inscribed certificate issued by the University.

PRESENTATION: Graduation Ceremony

SELECTION PROCEDURE: Prizes Committee of the School of Communication and Creative Industries consisting of:

- Head/Associate Head, School of Communication and Creative Industries (Bathurst campus) (or nominee)
- One member of staff of the School of Communication and Creative Industries at Senior Lecturer level or above, and
- One other lecturer in Public Relations

SPECIAL CONDITIONS: The prize may be withheld in any year if, in the opinion of the prizes committee, no student is of sufficient merit to justify its award.

A number of scholarships are available thru the School.
## 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](http://interact.csu.edu.au/portal)

### Session 1

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| Week 1 | 4 March - Session 1 begins – on campus classes commence  
8 March - Deadline for distance education and internal students to add subjects to their Session 2 enrolment (provided places are available in subject quotas) |
| Week 2 | 11 March  
15 March – HECS-HELP payment date for Session 1 |
| Week 3 | 18 March |
| Week 4 | 25 March  
27 March – CENSUS DATE for Session 1  
Deadline for applications for automatic withdrawal from Session 1 subjects and to apply for leave of absence.  
Deadline for students who cancel their Session 1 enrolment to receive a refund of their fees. |
| Week 5 | 1 April  
5 April – On campus classes end |
| **Week 6 & 7** | **MID SESSION BREAK and RESIDENTIAL SCHOOLS** |
| Week 6 | 22 April – On campus classes resume |
| Week 7 | 29 April |
| Week 8 | 6 May |
| Week 9 | 13 May |
| Week 10 | 20 May |
| Week 11 | 27 May |
| Week 12 | 3 June  
7 June – On campus classes end |
| **Exams** | **10 June – 21 June** |

### Session 2

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| Week 1 | 15 July – Session 2 begins – on campus classes commence  
19 July - Deadline for distance education and internal students to add subjects to their Session 2 enrolment (provided places are available in subject quotas) |
| Week 2 | 22 July  
26 July – HECS-HELP payment date for Session 2 |
| Week 3 | 29 July |
| Week 4 | 5 August  
9 August – CENSUS DATE for Session 2  
Deadline for applications for automatic withdrawal from Session 2 subjects and to apply for leave of absence.  
Deadline for students who cancel their Session 2 enrolment to receive a refund of their fees. |
| Week 5 | 12 August |
| Week 6 | 19 August  
23 August – on campus classes end |
| **Week 7 & 8** | **MID SESSION BREAK and RESIDENTIAL SCHOOLS** |
| Week 7 | 9 September – on campus classes resume |
| Week 8 | 16 September |
| Week 9 | 23 September |
| Week 10 | 30 September |
| Week 11 | 7 October |
| Week 12 | 14 October  
18 October – on campus classes end |
| **Exams** | **21 October – 1 November** |

A comprehensive list of Principal Dates for the academic year is located at: [http://student.csu.edu.au/study/study-essentials/important-dates](http://student.csu.edu.au/study/study-essentials/important-dates)
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 elective subjects. If you experience a clash of lecture times, you should contact your School Course Support Officer and Course Coordinator 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

The Faculty of Arts was founded in 1990 following the formation of Charles Sturt University. It is one of four Faculties of the University.

The Faculty offers a wide range of courses at undergraduate and postgraduate levels on campus and by distance education. Central to the life of the Faculty and its programs is interaction between the disciplines traditionally associated with an arts faculty and the professional fields for which the Faculty is responsible.

In 2006 the Faculty's student load was about 5,000 effective fulltime student enrolments. Within the Faculty there are more than 200 academic staff and 30 general staff members.

The Faculty of Arts consists of six Schools:

- **Australian Graduate School of Policing**
  *based in Manly*
- **School of Communication and Creative Industries**
  *based in Bathurst and Wagga Wagga*
- **School of Humanities and Social Sciences**
  *based in Wagga Wagga and with staff in Albury, Bathurst and Dubbo*
- **School of Psychology**
  *located in Bathurst with staff in Albury and Wagga Wagga*
- **School of Policing Studies**
  *located at the NSW Police Academy in Goulburn*
- **School of Theology**
  *which operates in collaboration with St Mark’s National Theological Centre in Canberra and the United Theological College in Sydney*

In addition the Faculty supports a study centre in Dubbo.

Schools are responsible for teaching subjects which make up courses offered by the Faculty and, in some cases, for subjects in courses offered by other Faculties. Each member of the academic staff of the Faculty is appointed to a School of the Faculty. Schools are responsible for quality assurance and development in teaching and research.
THE SCHOOL

Structure of the School

Each School within the Faculty is managed by a **Head of School** who is responsible to the Dean of a Faculty for academic leadership and administrative management within the School and for maintaining and enhancing its academic, research and consulting services within the Faculty and for its relationship with the broader professional community.

Within the School there are **Course Coordinators**. Course Coordinators are members of the academic staff who are responsible to the Dean or Head of School for academic and administrative matters related to students enrolled in a particular course. The duties and responsibility of the Course Coordinator include:

- developing and maintaining the integrity of the course;
- representing the interests of students enrolled in, or applying for, the course;
- providing administrative assistance in matters related to the course;
- liaising with other schools and divisions and with student organisations in relation to course matters; and
- Monitoring course structure and content and communicating the need for new and revised study materials to appropriate authorities.

The School of Communication and Creative Industries is located on both Bathurst and Wagga Wagga campuses of Charles Sturt University. The School takes advantage of the rapidly changing fields of communication and creative industries and students enjoy access to a wide range of subjects providing diverse opportunities to broaden their skills and shape the direction of practice and research in emerging and established professions. Courses are offered both on campus with many distance education offerings as well. Staff have strong professional backgrounds and links with industry, and graduates from CSU pursue careers in the fields of art design, performing arts, communication and creative industries.

Courses offered:

**Undergraduate:**

- Bachelor of Communication (Advertising)
- Bachelor of Communication (Commercial Radio)
- Bachelor of Communication (Journalism)
- Bachelor of Communication (Public Relations)
- Bachelor of Communication (Theatre/Media)
- Bachelor of Media Communication

Bachelor of Communication (Advertising) / Bachelor of Business (Marketing)
Bachelor of Communication (Public Relations)/Bachelor of Business Studies
Bachelor of Sports Studies / Bachelor of Communication (Journalism)

**Undergraduate Honours:**

- Bachelor of Communication (Honours)

**Postgraduate Coursework:**

- Master of Arts (Journalism)
- Master of Arts (Organisational Communication)

**Postgraduate Research:**

- Master of Arts (Honours)
- Doctor of Communication
- Doctor of Philosophy
Academic Staff

Associate Professor Chika Anyanwu
Head, School of Communication and Creative Industries
Bathurst

Associate Head of School

Associate Professor Peter Simmons
Patrick Sproule
Bathurst
Wagga Wagga

Postgraduate Course Coordinators

Dr Craig Bremner
Doctor of Philosophy

Dr Johanna Fawkes
Doctor of Communication

Dr Margaret Van Heekeren
Master of Arts (Journalism)

Donald Alexander
Master of Arts (Organisational Communication)

Courses Director

Brett Van Heekeren
Undergraduate Courses Director

Academic Staff

Donald Alexander
Senior Lecturer, Public Relations and Organisational Communication

Dan Aubin
Lecturer, Theatre/Media

Dr Gerard Boland
Senior Lecturer – Theatre/Media

Harry Dillon
Lecturer, Journalism
Bathurst

Dr Amalie Finlayson
Lecturer, Social Media

Bruce Fell
Lecturer, Media Communication

Dr Johanna Fawkes
Senior Lecturer, Public Relations
Ray Harding
Lecturer, Theatre/Media

Anne Llewellynn
Lecturer, Advertising

David Maxwell
Lecturer, Advertising & Commercial Radio

Chris McGillion
Senior Lecturer, Journalism

Kay Nankervis
Lecturer, Journalism

David W L Reid
Lecturer, Advertising

Sharon Schoenmaker
Lecturer - PR & Organisational Communication

Kate Smith
Lecturer, Theatre Media

Dr Edward Spence
Senior Lecturer, Ethics

Dr Margaret Van Heekeren
Lecturer - Journalism

School Staff

Rodney Bloomfield
News Editor

Geoff Clulow
Senior Technical Officer

Rhonda Hill
Office Assistant, NRN/2MCE

Ross Larsen
Station Manager NRN/2MCE

Patrick McKenzie
School IT Coordinator
Wagga Wagga

Michelle O'Connor
Media Technical Officer

Karl Shead
Technical Officer

Gary Sweetnam
Senior Technical Officer
School Office

Marissa Clift
School Office Manager
Bathurst

Katrina Flaskas
School Course Support Officer
Wagga Wagga
6933 2473

Felicity Plunkett
Administrative Officer
Bathurst

Ainsley Roughley
School Secretary
Bathurst

School of Communication and Creative Industries website:
http://www.csu.edu.au/faculty/arts/communication-creative-industries/

Charles Sturt University Faculties and Schools information website:
www.csu.edu.au/about/organisational-structure/faculties-and-schools

Graduate Testimonials

Having worked as far as Russia, nothing has been clearer to me than the reputation and distinction of the journalism course at Charles Sturt University. The emphasis on practical skills has meant I've been able to walk into some of the country's finest print and broadcast newsrooms and contribute almost immediately. Charles Sturt University produce more than journalism copy kids, they produce journalists.

Tayissa Barone (Journalism student)

Studying journalism at CSU equipped me with necessary skills and experience needed to start out in the communications industry. The course content and assessments provided a real world experience of what it takes to be a journalist.

As a result CSU became my golden ticket into the industry, as it gave me a competitive advantage when seeking employment.

Elizabeth Grant (Journalism student)

One of the key points of difference for me in choosing CSU was the number of well-known advertising experts who came to share their experiences with us. It’s inspiring to be in an environment where you’re not only learning alongside people on the same page, but also being taught how to create your own campaigns, on brief, in a team situation.

Lindsay Rogers (Advertising Graduate)
Production Manager, Take One Productions, Sydney

"Undertaking a degree in Advertising and Marketing at CSU has been invaluable in building my career in media and advertising. The practical approach to learning really set the foundations to hit the ground running when starting out in the industry."

Dean Kelly (Adv/Mkt Graduate)
Strategic Integration Manager, Multi Channel Network
"The classes and coursework from the Bachelor of Communication (Commercial Radio) threw the puzzle pieces of the industry on the table. And it was the practical elements of the course that helped me piece them all together to become a functioning part of the radio business."
Katherine Stewart (Commercial Radio Graduate)
Integration Project Manager, DMG Radio, Sydney

"The thing I love about CSU is the focus on a more practical approach to teaching. You are actually given the opportunity to do things yourself, not just shown how to do it."
Jessica Harding
Graduate in Communication (Public Relations) / Business Studies
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.

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.


The Academic Regulations are available online:

www.csu.edu.au/acad_sec/regulations.htm
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 for you to 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.

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)
- Dining Hall meals for on-campus students;
- Access to buildings, including 24 hour computer labs;
- Borrowing materials from the library;
- Payment for photocopying
- 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. 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.

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/learning-support/estudent-support

Maintaining Your Personal Details

It is the responsibility of all students to maintain their personal details on their student record. 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.

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://www.goingtouni.gov.au/
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](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 Office. In some courses students may have to enrol themselves in elective subject in first session and they should consult with their School Course Support Officer or Course Coordinator for advice about which electives they should enrol in. Find out more about [How to Enrol](http://student.csu.edu.au/administration/degree-planner).

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/study-administration/manage-enrolment/enrolment-information](http://student.csu.edu.au/administration/study-administration/manage-enrolment/enrolment-information)

On the [Student Admin Online](http://student.csu.edu.au/administration/study-administration/manage-enrolment/enrolment-information) page click on the 5 minute video which explains how to use the online system. 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.

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 [Student Admin Online](http://student.csu.edu.au/administration/study-administration/manage-enrolment/enrolment-information).

Map of School and Campus

[www.csu.edu.au/about/locations](http://www.csu.edu.au/about/locations)

Terminology

COURSE STRUCTURES

BACHELOR OF COMMUNICATION (ADVERTISING)

Session 1

MKT110 Marketing Principles  
COM111 Professional Writing  
COM130 Media Production and Presentation (commenced)  
[ ] Elective (Politics or Literature)

Session 2

ADV203 Advertising Principles  
COM130 Media Production and Presentation (concluded)  
VPA101 Fundamentals of Design 1  
or  
COM112 Digital Media  
[ ] Elective (Politics or Literature)

Session 3

ADV206 Principles of Channel Planning  
COM108 Video Production  
MKT220 Buyer Behaviour  
[ ] Communication Elective 1

Session 4

ADV207 Channel Planning & Purchasing  
ADV102 Advertising Regulations, Issues & Ethics  
CLT209 Media Languages and Cultures  
or  
COM340 Social Media  
[ ] Communication Elective 2

Session 5

ADV310 Advertising Strategy and Management  
ADV313 Advertising Client Management  
COM316 Advertising and Public Relations  
[ ] Communication Elective 3

Session 6

ADV314 Professional Advertising Practice (16)  
ADV316 Advertising Fieldwork  
MKT260 International Marketing
BACHELOR OF COMMUNICATION (COMMERCIAL RADIO)

Session 1 (Autumn)

**COM113** Commercial Radio Industry
**COM111** Professional Writing
**COM130** Media Production Presentation (commenced)
**MKT110** Marketing Principles

Session 2 (Spring)

**ADV203** Advertising Principles
**COM130** Media Production Presentation (completed)
**MKT220** Buyer Behaviour
**COM112** Digital Media

Session 3 (Autumn)

**ADV206** Principles of Channel Planning
**COM233** Media Sales Communication 1
**COM340** Social Media
Communication Elective 1

Session 4 (Spring)

**ADV102** Advertising Ethics and Regulations
**COM234** Media Sales Communication 2
**ADV207** Channel Planning and Purchasing
Communication Elective 2

Session 5 (Autumn)

**ADV310** Advertising Strategy and Campaign Planning
**COM316** Advertising and PR Research
**COM235** Media Promotions Project
Communication Elective 3

Session 6 (Spring)

**COM337** Radio Workshop (24 points)
**COM236** Event Management
BACHELOR OF COMMUNICATION (JOURNALISM)

Session 1

JRN112 Principles of Journalism
COM111 Professional Writing
COM130 Media Production and Presentation (16 points commences)
POL110 Australian History and Politics

Session 2

JRN101 News writing
COM130 Media Production and Presentation (16 points concludes)
COM115 Media Audiences and Public Opinion
[ ] Elective (Group 1)

Session 3

JRN215 Reporting (16 points)
COM108 Video Production
[ ] Elective (Group 1 or 2)

Session 4

CLT209 Media Languages and Cultures
JRN204 Broadcast Journalism

Or

JRN203 Print Journalism 2
[ ] Elective (Group 1)
[ ] Elective (Group 1 or 2)

Session 5

COM319 Media Ethics and Public Policy
COM340 Social Media
JRN317 Research Methods in Journalism
JRN 324 Journalism 3

Session 6

JRN316 Journalism Speciality
JRN325 Journalism Internship
JRN326 Professional Journalism Communication Practice (16 points)
BACHELOR OF COMMUNICATION (PUBLIC RELATIONS)

Session 1

COM111 Professional Writing and Desktop Publishing
COM116 Principles and Practices of Public Relations
COM130 Media Production and Presentation (commenced) (16 points)
[ ] Restricted Elective

Session 2

JRN101 Newswriting
COM130 Media Production and Presentation (completed) (16 points)
COM115 Media Audiences and Public Opinion
[ ] Restricted Elective

Session 3

COM316 Advertising and Public Relations Research
COM215 Public Relations Processes
COM236 Event Management
[ ] Restricted Elective

Session 4

CLT209 Media Languages and Culture
COM218 Organisational Communication
COM339 Strategic and International Public Relations (16 points)

Session 5

COM313 Public Relations Issues Management
COM319 Media Ethics and Public Policy
COM232 Strategic Public Relations Practice
[ ] Restricted Elective

Session 6

COM318 Public Affairs
COM312 Public Relations Internship (8 credit points)
COM320 Professional Public Relations Communication Practice (16 credit points)
BACHELOR OF COMMUNICATION (THEATRE/MEDIA)

Session 1

ACT125 Modern Theatre Prior to 1945
COM111 Professional Writing
COM130 Media Production and Presentation (16 points) (commenced)
THM108 Principles of Theatre/Media (16 points) (commenced)

Session 2

ACT126 Modern Theatre Post World War II
COM115 Media Audiences & Public Opinion
COM130 Media Production and Presentation (16 points) (concluded)
THM108 Principles of Theatre/Media (16 points) (concluded)

Session 3

ACT224 Classic Theatre (16 points) (commenced)
THM208 Devised Performance (16 points) (commenced)
COM108 Video Production
[ ] Restricted Elective

Session 4

ACT224 Classic Theatre (16 points) (concluded)
THM208 Devised Performance (16 points) (concluded)
COM212 Scriptwriting
or,
COM229 Documentary & Information Programming
[ ] Restricted Elective

Session 5

THM308 Applied Production Research (16 points)
ACT324 Theatre & Cultural Action
[ ] Restricted Elective

Session 6

THM302 Theatre/Media Workshop (16 points)
COM341 Industrial Issues in the Arts
ACT310 Australian Theatre
BACHELOR OF MEDIA COMMUNICATION

Session 1

**COM111** Professional Writing  
**GRP103** Introduction to Digital Technologies and Design

Session 2

**MST114** Production Planning  
**COM117** Directing Information Programs

Session 3

**VIS101** Visual Communication  
**VPA101** Fundamentals of Design

Session 4

**COM112** Digital Media  
**ETH205** Ethics and Law in Creative Industries

Session 5

**COM115** Media Audiences and Public Opinion  
**VPA104** Introduction to Digital Imaging

Session 6

**VPA110** Visual Storytelling  
**COM219** Media, Communication and Globalisation

Session 7

**COM319** Media Ethics and Public Policy  
**VPA310** Project Management

Enrolment in sessions 8 - 12 will be made up of the subjects when offered in the minors below.

Students choose 2 minors from PR & Org Comm OR Journalism OR Advertising OR Graphic Design OR Marketing OR Media Production OR Acting for Screen and Stage OR Design for Theatre and Television OR Media OR Photography OR Theatre Media OR Television Production OR Broadcast
BACHELOR OF COMMUNICATION (ADVERTISING)/BACHELOR OF BUSINESS (MARKETING)

Session 1
COM130 Media Production and Presentation (commenced)
COM111 Professional Writing
MGT100 Organisations and Management
MKT110 Marketing and Society

Session 2
COM130 Media Production and Presentation (concluded)
ADV203 Principles of Advertising
ECO130 Business Economics
MKT230 Ethics, Sustainability and Culture

Session 3
ADV206 Principles of Channel Planning
COM108 Video Production
MKT220 Buyer Behaviour
ACC100 Accounting 1 or LAW110 Business Law

Session 4
ADV207 Channel Planning and Purchasing
ADV102 Advertising Ethics and Regulations
QBM117 Business Statistics
[ ] Elective - specialisation

Session 5
ADV205 Advertising Creative
MKT230 Market Research
[ ] Elective - specialisation
[ ] Elective - specialisation

Session 6
CLT209 Media Languages and Culture
MKT260 International Marketing
[ ] Elective - specialisation
[ ] Elective - specialisation

Session 7
ADV310 Advertising Strategy and Campaign Planning
ADV313 Advertising Client Management
ADV312 Advertising Portfolio
[ ] Elective - specialisation

Session 8
ADV314 Professional Advertising Practice (16 points)
ADV316 Advertising Fieldwork
MKT340 Strategic Marketing Management
BACHELOR OF COMMUNICATION (PUBLIC REALTIONS)/BACHELOR OF BUSINESS STUDIES

Session 1
COM116 Principles and Practices of Public Relations
COM111 Professional Writing
[ ] Business Studies Elective
[ ] Business Studies Elective

Session 2
COM115 Media Audiences & Public Opinion
JRN101 Newswriting
[ ] Business Studies Elective
[ ] Business Studies Elective

Session 3
COM130 Media Production & Presentation (16 points)(Commenced)
COM215 Public Relations Processes
COM236 Event Management
[ ] Business Studies Elective

Session 4
COM130 Media Production & Presentation (16 points) (Completed)
CLT209 Media Languages and Cultures
COM218 Organisational Communication
[ ] Business Studies Elective

Session 5
COM316 Advertising & PR Research
COM319 Media Ethics & Public Policy
COM232 Strategic Public Relations Practice
[ ] Business Studies Elective

Session 6
COM318 Public Affairs
COM339 Strategic and International Public Relations (16 points)
[ ] Business Studies Elective

Session 7
COM313 Public Relations Issues Management
[ ] Business Studies Elective
[ ] Business Studies Elective
[ ] Business Studies Elective

Session 8
COM312 Public Relations Internship (8 points)
COM320 Professional Public Relations Communication Practice (16 points)
[ ] Business Studies Elective
BACHELOR OF SPORTS STUDIES / BACHELOR OF COMMUNICATION (JOURNALISM)

Session 1 - Year 1
COM111 Professional Writing
COM130 Media Production and Presentation (16 pts commences)
EHR101 Sociocultural Foundations of Human Movement
JRN112 Principles of Journalism

Session 2 - Year 1
COM130 Media Production and Presentation (16 pts concludes)
EHR116 Research Essentials in Human Movement
EHR126 Sports Media 1
JRN101 Newswriting

Session 1 - Year 2
COM108 Video Production
EHR108 Economics & Politics of the Sports Industry
JRN215 Reporting (16 pts)

Session 2 - Year 2
COM115 Media Audiences & Public Opinion
EHR117 The Exercise Science Professional
EHR322 Major Sporting Events in Society
Either:
JRN203 Print Journalism 2
or:
JRN204 Broadcast Journalism 2

Session 1 - Year 3
EHR109 Introduction to Sport & Exercise Behaviour
EHR405 Legal Concepts and the Sporting Industry
JRN317 Research Methods in Journalism
JRN324 Journalism 3

Session 2 - Year 3
EHR215 Health and Physical Activity Promotion
EHR303 Contemporary Issues in Physical Activity
EHR328 Ethics in Sport
EHR408 Sporting Contract & Employment

Session 1 - Year 4
COM340 Social Media
EHR217 Principles of Sports Coaching & Performance
EHR220 Sports Media 2
EHR327 Indigenous People: Sport, Identity & Culture

Session 2 - Year 4
EHR213 Applied Psychology for Sport and Exercise
JRN325 Journalism Internship
JRN326 Professional Journalism Communication Practice (16 pts)
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 Bachelor of Medical Science. Your course is made up of subjects that must be completed to gain your degree. Each subject has a code and name, e.g. BMS129 Physiological Sciences 1. The first number (i.e. BMS 129) indicates the level of the subject.

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 students in each course. However, timetables are available online via student.csu and a copy is situated on the notice boards in the foyer of the School Building. You should know what subjects you are to undertake in the first session. Find each of those subjects and write down the lecture days and times. Practical sessions will also be timetabled for some of these subjects. You are generally only required to undertake one practical session per subject, even though in some instances a subject may have more than one practical session timetabled to cater for the number of students enrolled in the particular subject. You may be directed as to which practical session you are to attend. Some subjects also have multiple tutorial sessions associated with them. You do not have to attend all of these sessions and you will be directed by your lecturer as to which tutorial session you are to attend. In most cases you will have a lecture prior to any tutorial or practical sessions, to enable your Subject Coordinator to explain and identify the particular sessions you are to attend. If you need to change practical classes you must contact the Subject Coordinator beforehand.

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. Subjects can be deleted from your enrolment up until HECS census date without penalty. This can be done through Student Administration Online

What are practical sessions?
Practical sessions enable you to experience the “hands-on” side of what you are learning. These practical sessions will normally be held within the Laboratories or in the Computing Facilities for more computer based practicals. Not all subjects involve practical sessions so do not be alarmed if practical sessions are not listed in the timetable.

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 takes time to adjust to the new environment. 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.

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.

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.
Where can I find or contact my lecturer?
As detailed earlier in this booklet, staff contact details are provided above (include page number). 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 practical session to discuss a suitable time or contact them via e-mail.

What if I fail a subject?
If you fail a subject, see your School Course Support Officer as you may not be able to continue with some subjects in the next session if you have failed any prerequisites subjects.

Can I buy second-hand textbooks?
Yes, the Classified forum is where students buy and sell second-hand textbooks and other items. 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 where students from across Australia can buy and sell second-hand textbooks. Please exercise caution when buying something online.
IMPORTANT WEBSITE ADDRESSES

CSU Orientation
www.csu.edu.au/orientation

Student Central

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

Examination Frequently Asked Questions
http://student.csu.edu.au/administration/study-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/learning-support/estudent-support

HECS/HELP & FEE/HELP (going to Uni)
www.goingtouni.gov.au/

Internet charges

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

Graduation Frequently Asked Questions
http://student.csu.edu.au/administration/study-administration/graduations
SCHOOL OF COMMUNICATION AND CREATIVE INDUSTRIES

IMPORTANT INFORMATION

Please read this document carefully.

If you need any clarification related to this document please contact the School Secretary, Felicity Plunkett.

Felicity is located on the ground floor, in the Administration Office of Building N5.

Contact Details:       Tel: 02 63384131
                      Email: fplunkett@csu.edu.au

This is a continuing welcome to, and reminder of, the perils and pleasures of learning. It provides advice, operating procedures and frameworks to ensure your continued safety, delight and success in pursuing your career aspirations. It places you at the active centre of your learning and growth and aims to make your university experience a daily pleasure with a maximum of success and a minimum of fuss (as you work fast and furiously.)

All advice on what needs to be in/out of this document gladly received – send to Felicity Plunkett email – fplunkett@csu.edu.au

Continuous Improvement

The Communication and Creative Industries School embraces a policy of continuous improvement. Your successes and your feedback are vital parts of that ongoing development. Please assist us by keeping us informed and by striving for success in every undertaking.

Enjoy your time with the Communication and Creative Industries School. The people you study with today will be your work colleagues tomorrow.
Academic conduct

The University expects its students to abide by accepted protocols in their studies and research that are designed to ensure the academic integrity and reputation of the University. In particular, students are required to:

- acknowledge their use of another person’s work in essays and other written or presented work;
- not allow others to use their work without acknowledgment;
- honestly report the findings of their study and research; and
- take only approved materials into examinations.

Students who require advice on these matters should refer to the Undergraduate Handbook – http://www.csu.edu.au/handbook.

Breaching these University regulations may incur suspension or exclusion from the University.

Attendance

The School expects all students to be at classes, lectures, tutorials, workshops, production meetings and rehearsals at the appropriate time and place. Punctuality is part of a professional communicator’s life.

Attendance requirements are defined in your Subject Outlines.

In cases of illness or misadventure, documentary evidence must be provided and in these circumstances arrangements may be made for extension of assignment deadlines, or for the completion of substitute work. In most cases, the School of Communication and Creative Industries expects you to make arrangements for extended deadlines before the deadline has passed.


Punctuality is important. The group is diminished by your absence and distracted by late arrivals. When you arrive at your workshop, please initial the box next to your name in the “Sign-In sheet” (where provided).

Includes cooperation to enhance shared aims, engagement of work-in-hand; attention to the work put into workshops, seminar preparation, a character, etc., thoroughness – going the distance.
Facilities – Conditions for usage

Access

Normal access policies

In general, teaching areas are open for class and student use between 9.00am and 5.00pm, Monday to Friday during teaching weeks, excluding listed holidays. For the School of Communication and Creative Industries, teaching weeks in the first and second semester include all external residential weeks. W9 Studios A, B & C are unlocked from 8.30am to 10.00pm during session.

The doors to Cunningham House will be open from 8.30am, Monday to Friday. Make sure assignments are submitted before the due time on the due date.

Restricted access

Access to any area or equipment in the School is dependent on the requirements of the subjects you are enrolled in.

There is no access at any time to Equipment Stores in the Media Centre or W9 unless they are open for normal business.

After hours access

1. Outside of the regular opening hours for teaching areas, you will need to book ahead to reserve your place in the teaching area.

2. Bookings for after hours access must usually be lodged with the Equipment Officer, prior to the booking taking place, in the Media Centre. Some areas are booked through supervisory staff (e.g. Kajulu, Local Newsroom, Ponton Theatre). You will be told of any alternative arrangements in the relevant subjects.

3. There are designated times for bookings. Bookings must be made in person. Bookings outside of these times cannot be made. Please do not telephone Security or members of the academic staff of the School, none of whom have authority to give you access.

4. You cannot substitute or change bookings. Bookings will be made in your name, and only you can accept this booking. W9 Studios can be booked in the names of several students, or a production name.

5. Booking start and finish times must be on the hour.

6. You should ensure that you are at the appropriate teaching area 15 minutes before the time you booked. When you arrive phone Security for access (6338 4999).

7. Security personnel have been instructed not to admit anyone to a teaching area if they are more than 15 minutes late for a booking. Your booking is automatically cancelled and Security personnel will report this to your Subject Coordinator.

8. You are responsible for the teaching area and its equipment until your booking expires.

9. Once admitted to a teaching area you cannot be readmitted if you leave the area during your booked time.

10. Security has the right to eject any person who is not listed on the booking sheet. If your name is on the booking you may be held liable for any loss or damage that occurs. Security may also eject you for allowing unauthorised people access.

11. Please close the door and tell Security when you leave.
Teaching areas: The School operates the following teaching areas:

C7 (Media Centre)
- Control Room
- Equipment Office
- Video Booth
- Studio
- Mac Lab 1.25 (large lab)
- Mac Lab 2, 1.19 (small lab)
- Audio Booth

N2 – 2MCE-FM, NRN& LOCAL NEWSROOM
- Radio Newsroom
- Audio Studio
- National Radio News

N3
- Ponton Theatre

N5 (Cunningham House)
- School Academics
- G7 – School meeting room and video conference facility

N7
- Kajulu - student advertising agency
- Commercial Radio Workroom
- Communication eXchange Workroom (for PR students)

W9
- Bio Box
- Loading Dock
- Theatre/Media / workshop
- Mask and prop making workshop
- Production Offices
- Sewing Room and wardrobe store
- Studio A (Room 01)
- Studio B (Room 02)
- Studio C
- Kitchen
READ AND UNDERSTAND THE DETAILED POLICY DOCUMENTS FOR THE USE OF THE MEDIA CENTRE.
(They are posted online and in the Equipment Office in the Media Centre building). Below are just basic rules and conventions. These rules exist to provide the maximum use of equipment and facilities to benefit everyone.

**Offerings**

- The Media Centre is open for borrowing equipment Monday to Friday, 10.00am to 12:30 and 1:00pm to 3:00pm. The default loan period is 24 hours or over a weekend. Some high use items will attract a shorter loan period of 2 hours. Students are informed of the loan period when borrowing and it is their responsibility to conform to that period.

- You will need your student card to borrow equipment. No card, no borrowing. You don’t need it for returning equipment.

- The Media Centre is open weekdays from 9:00am to 5:00pm. During this time you will have access to all spaces, except where a space is used for classes. You can find out which spaces are available and casual book a space using the white board on the wall outside the Equipment Office.

- You can gain access to Mac Labs outside of these times by placing a booking at the Equipment Office. You can book a Mac Lab space from 5pm to 8pm during weekdays. You cannot book studio or video booth spaces outside normal Media Centre opening hours. Special requests for access of studio or video booth spaces outside normal Media Centre opening hours, can be made to the Media Technical Officer.

- The Centre is full of great stuff. In order to ensure it remains, you may be required to reach certain competencies before you can use certain equipment.

- You can reasonably expect a clean, safe work environment at the Centre. Please help to ensure it is clean and safe when you leave.

**Equipment borrowing – Media Centre**

**Wings tests**

You may be required to pass written and/or practical competency tests before being allowed to access certain resources and equipment.

**Equipment booking**

You need to book ahead to reserve equipment.

1. All media equipment bookings must be lodged with the Equipment Officer, Media Centre.
2. There are designated times for equipment bookings. Bookings outside of these times cannot be made. Please do not telephone Security or members of the academic staff of the School, none of whom have authority to give you equipment.
3. You cannot substitute or change bookings. Bookings will be made in your name, and only you can accept equipment for this booking.
4. Ensure that you pick up the booked equipment on time from the Equipment Store, and that you return it on time. Failure to do so will affect your borrowing rights and may affect your subject assessment.
5. Return all equipment in the same condition as when you borrowed it. Report malfunctions to the Media Technical Officer or Equipment Officers.
6. Please note any contractual agreements you may be party to as part of the process of using School resources or equipment. In other words – read the fine print on the borrowing form. You may be held liable for any loss or damage.

**Alerts**

- You must treat all Media Centre equipment, fixtures and staff with respect. If you are found to be misusing, are unqualified to use or unauthorised to use equipment, you MAY BE BARRED.
- Fines apply if you fail to return equipment on time.
- If you damage equipment, you may be barred from using or borrowing resources, and you may be liable for the replacement cost. SO BE CAREFUL

**TV studio safety**

Covered rubber-soled footwear must be worn at all times when working on the studio floor. Thongs, sandals and bare feet are not acceptable – bring work boots or shoes to change into.

Do not touch equipment you are not familiar with.

Do not touch lighting equipment unless you have been instructed in its use.

Do not use the scissor-lift unless you have been certified to operate it.

Do not attempt to move sets or heavy equipment without permission and help.

**Conditions for Usage - Building N2**

**National Radio News and Local News newsrooms and Studio 4**

The National Radio Newsroom and the Local Newsroom are 2 wings of the one facility.

Approximately 250 students from across the School of Communication and Creative Industries utilize the newsrooms each year, undertaking assessable course related activities.

We provide “real world” training in live radio newsroom situations that are tied to academic direction and aimed at helping to deliver the required course outcomes.

The Local Newsroom puts 5 western region focused bulletins live to air each weekday produced and presented by 2nd and 3rd year journalism students.

This is heard through Bathurst and Orange via the on campus (Bathurst) community radio station 2MCE-FM.

National Radio News (NRN) produces 14 world and national news bulletins per day every day, with many of them produced and presented by 2nd and 3rd year journalism students. These bulletins are sold to about 80 subscriber stations located in all states across Australia distributed by the Community Radio Network. The service is also bought by a corporate client for use in its supermarket chain.

Both the local news bulletins and National Radio News Bulletins are streamed on line around the world, giving CSU students excellent exposure.

Around 100 2nd and 3rd years broadcast journalism students use the newsrooms on an intensive basis each year – with each of these students spending a minimum 5 full weeks undertaking assessable course related activities. But we also encourage students to take advantage of the facilities and staff expertise available in the newsrooms at other times, with many students taking on extra weeks of voluntary commitment over the 2nd and 3rd years of their studies.
The staff structure of the newsrooms is – Manager, Ross Larsen. This is a shared managerial role taking in 2MCE. He is responsible for overall staff management across both facilities.

News Director, Rod Bloomfield. Responsible for directing staff activity on a day to day basis. Editorial duties, mentoring, and ensuring the students are undertaking the prescribed course related assessable activity in the newsrooms.

Senior Journalists – Amy Whittaker, Elizabeth (Libby) Dreyer, and Shannon Kirkwood, rotate between full news producing and presenting shifts and student mentoring shifts.

Student Cadets – a large number of 2nd year/3rd year students are appointed annually (after undergoing an application process) for a period of 1 year to take part in a cadet or contributor program at NRN and Local News. During their time within the program, the appointed students are trained to a high level of competency allowing them to produce and present bulletins.

It is this experience that is integral to maintaining the high regard CSU’s journalism course is held within the industry itself.

Conditions for Usage - Building N3 (Ponton Theatre)

The theatre rules.

Theatres have their own set of customised “rules” that govern and guide the use of the venue by practitioners working within.

THEATRE RULES

General
- Covered shoes must be worn in the theatre at all times.
- There is to be no eating or drinking in the auditorium or foyer at any time, except where refreshments are being served pre-show and interval, during the run.
- The Ponton Theatre is a non-smoking venue
- Persons who are not cast and crew of the production currently running are not permitted backstage before, during or after the performance. If family or friends wish to pass a message to a cast or crew member, they can do so by contacting a member of FOH
- All cast and crew must sign in on call sheets, which are to be administered by the SM
- There should be no smoking, alcohol or drugs backstage before, during or after a performance. Those wishing to smoke should do so outside of the theatre
- Any problems/breakages/damage etc needs to be reported to the venue manager as soon as possible. Cast, crew and FOH members who notice any issues should report them to the stage manager
- Security cannot be guaranteed in the theatre so it is recommended that valuables including computers, stereos and large sums of money are not brought into the theatre

Pre-show procedure (cast and crew)
- Cast and crew should arrive one hour before the scheduled performance time.
- Cast and crew will sign in on the call sheets
- From the fifteen minute call, dressing rooms are to be closed and work lights turned on
- The stage manager will give calls at the half hour (7.25) and fifteen minutes prior to the performance (7.40). These calls are a courtesy only, performers must be aware of the time so that they are prepared for the performance in the event that the SM is unable to give these calls. At five minutes to performance time, the SM will give the 5 minute call, and at a minute or so before the performance, the SM will give the “beginners” call meaning that all performers and crew should move to their starting positions ready for the start of the performance
- The audience should be seated by 8.00 p.m. The performance will begin 3-4 minutes after the hour. Latecomers will be directed to their seats by FOH members at a suitable, predetermined moment through the back doors of the theatre
When all audience are in and seated, FOH will give house clearance to the SM with a pre-arranged signal.
- If there is an interval, it should be of twenty minutes duration, with a warning bell given at fifteen minutes. SM will give calls to the cast and crew, 15 minutes, 5 minutes and beginners.
- Cast and crew should take their positions five minutes prior to the end of the interval.
- Once audience is seated, FOH will give house clearance signal to the SM.

During runs and performances
- Never touch someone else’s props or costumes, or move them without letting the person know.
- Cast and crew are to keep backstage noise to an absolute minimum. Taps and kettles are not to be used during performances as the noise can be heard in the auditorium.
- Remember, if you can see the audience, then they can see you.
- Know your environment, thoroughly familiarise yourself with set, theatre, props and costumes with which you will be working.
- No cast or crew member is to leave the theatre after the half hour call without the express permission of the SM.

Post show
- Crew should preset props, set etc back to the first cue ready for the next performance.
- Any rubbish should be cleaned up and disposed off.
- Any liquids, food etc that have been spilled on stage as part of the performance should be cleaned up immediately following the performance.
- Stage manager will supervise, and assist in, the setting back/cleaning of stage and backstage areas.
- Last person out of the theatre, which is usually the SM, needs to ensure that all appliances are switched off, the three phase power is switched off, the lights are off and the main doors and bio box doors are locked.

Dressing rooms and costume
- Performers are to keep dressing room areas clean and tidy during bump-in and the run of the show.
- Performers should provide their own make-up, make-up cleansers and tissues etc.
- Costumes must be hung up at the end of each performance.
- At no time will a performer leave the theatre whilst wearing their costume or make-up.
- Performers are not to smoke, eat or drink whilst wearing their costume.
- At the end of the run, stage management is to collect costumes in preparation for their cleaning and return.
- At the end of the run, the fridge is to be cleaned out of ALL items, and all spills are to be cleaned up. The sinks are to be cleaned.
- The dressing room sink is NOT to be used for the washing of brushes or rollers.
- There is no smoking in the dressing rooms.
- Performers are to return any personal props to the stage manager.

Auditorium
- There is to be no eating or drinking in the auditorium at any time.
- Do not put feet on the seats.
- Refrain from placing tools or lanterns on the seats.
- Use the production desk available for the setting up of plotting sessions etc.
**Bio-box**

- Leave the bio-box in a clean and tidy condition at the end of each performance and at the end of the run.
- Turn off all electrical equipment, including desks and three phase power, before leaving the bio-box at the end of the night.

**At the end of the run**

- Theatre must be left in a clean and tidy condition at the end of the bump-out.
- Floor is to painted back to black.
- All lights are to be re-rigged and the standard rig put back in place. Lights are to be stripped of all accessories and stowed in their racks. LX shelves are to be left organised and clean.
- There is to be no alcohol present onstage or in the auditorium during the bump-out. No crew member is to be drinking before or during the bump-out.
- Rubbish bins are to be emptied.
- All bits of tape, notices etc must be removed from the theatre walls.
- Last person out of the theatre needs to ensure that all appliances are switched off, the three phase power is switched off, the lights are off and the main doors and bio box doors are locked.
- Keys are to be returned to the venue manager on the next working day. The SM will notify the venue manager of any repairs etc that need attention.
- All scenic elements sourced from N8 are to be returned there during the night of the bump-out. Any tools, equipment and materials that cannot be returned on the night of the bump-out should be returned on the next working day.

**In case of emergency**

- Stage managers will enact their emergency evacuation plan.
- If ambulance, fire or police are called, tell them to access the university where security will be waiting for them.
- Contact security (84999 or 84688) and direct them to the main university entrance to wait for the service that has been called and direct them to the theatre.
- In the event of such an incident, or any type of accident, an incident report form must be filled in. Contact Karl Shead at W9 or on 6338 4540 if required. The Form must be filled in and handed to human resources within 24 hours of the incident.

**Conditions for Usage - Building N5 (Cunningham House)**

The doors to Cunningham House will be opened from 8.30am and locked at 5pm Monday – Friday.

Occasionally mail comes for students to the School. The School Secretary will email you and you can collect from her.

Assignment cover sheets are available from Front Reception at the School.

Assignments can be placed in the lecturer/tutor pigeonhole located in the pigeonhole room located on the ground floor of the School.

- **G7 – School meeting room and video conferencing facility (VC Arts SCCI Ba 842)**
  - You must make a booking to use the room through the School Secretary (Felicity Plunkett)
  - You need to arrange entry by contacting either the School Secretary, Felicity Plunkett (available Mon – Fri, 9.00am –3:00pm)

  Remember Cunningham House is locked at 5pm so a special arrangement will need to be made with your supervising lecturer outside the hours of 9–5.
  Please leave the room tidier than you find it.
  Do not remove anything that does not belong to you.

**Conditions for Usage - Building N7 (Kajulu) Kajulu Communications**
About Kajulu

Kajulu Communications is the on-campus student Agency of CSU. Final year Advertising student spend much of their time in the Kajulu Agency environment working on the development of communication programs for their clients.

Since its inception, Kajulu has become a model and a benchmark for communication learning strategies. However, whilst other institutions have attempted to emulate the concept, none has enjoyed the success or earned the accolades that Kajulu has.

Access to Kajulu and the use of Kajulu resources and equipment is not permitted for any other reason than the following:

- During specified Tutorial/Workshop periods, as detailed in the Subject Outline/s.
- For preparation of work for these subject-related assignments.

Working in Kajulu

Working in Kajulu is a privilege – don’t abuse it. Kajulu is something to be proud of, to value and to respect. It is a professional work environment and must be treated accordingly.

Some Simple Rules:

- Leave Kajulu as you found it – neat and tidy.
- Do not remove anything that is not yours from the fridge.
- Ensure you log out and that all computers are turned off when you leave.
- Ensure all equipment is packed and put away in its place.
- Ensure all kitchen items and utensils are left clean and put away.
- Ensure all lights are turned off and the doors securely locked.

Access to Kajulu

Your Lecturer has the front door key. Kajulu will be opened for all Tutorial sessions and other specified teaching/learning periods (guest lectures etc). To gain access to Kajulu outside these formal learning periods, you must:

- Gain the approval of your Lecturer / Subject Coordinator.
- Fill out a Kajulu booking form (available from the School Secretary in N5) and include all details of all students that will be in Kajulu.
- Obtain and return the key to the School Secretary. To do this, you will be required to leave your Student Card with the School Secretary. You can reclaim your card when you return the key.

To gain access to Kajulu outside normal University hours, you must:

- Gain the approval of your Lecturer / Subject Coordinator, nominating the hours you intend to be in Kajulu.
- Fill out a Kajulu booking form and ask the School Secretary or Administration Officer to email Security with your requested times to work in Kajulu. You must supply a start time, end time and a list of who will be in Kajulu and a mobile phone contact number list of all who will be in Kajulu and mobile phone contact numbers for everyone in your group. Security will let you in at the appointed time.
- You must call Security at your appointed end time when you are leaving and they will lock up after you.

Conditions for Usage - Building W9 – Studios A, B & C.
Book after-hours rehearsals on the timetables outside W9-Room 15  

Plan Ahead.

Studios A (Rm-101) and B (Rm-102) and C in Building W9 are open between 8.00am and 10.00pm Monday to Friday, and 9.00am until 6.00pm on weekends

The internal W9 timetable is located between Rooms 15 and 16 in the main pedestrian corridor. Bookings for rooms can be made on the timetable for activities during normal working hours (8.00am – 6.00pm). When writing your name in for a booking, include a phone number. DO NOT write over someone else’s pre-existing booking. For out of hours bookings, use the following procedure.

**Studio Booking Procedure:**

Booking forms for Studios A, B and C (1, 2 and 3) or located near the W9 timetable, between rooms 15 and 16 in the main pedestrian corridor. On the form, you will be asked to provide to the following details:

- Your name and phone number.
- The date of the booking
- The time the booking is to commence
- The time the booking is to finish
- The reason for the booking (rehearsal, group exercise etc)
- Signature of authorising staff member.

At the completion of your evening or weekend booking, contact security on 63384999 to advise them that you are done.

Only Equipment Officers can authorise out of hours forms.

**W9 – Workshops:**

There is **NO** unsupervised access to the Technical Officer’s Workshop.

Please see Karl Shead if you need to borrow tools, paints, or other consumables. See him before 3pm on the day that you require them for the after-hours production work.

After-hours production work can be conducted in any of the other workshop spaces in W9. Organise your booking on the timetable located outside W9-Room 15

**Wardrobe, Props and Equipment Stores:**

Security Officers are **not permitted** to open these under any circumstance.

**W9 Equipment Store:**

- Open from 9.30am – 12.30pm DAILY.
- You will need your student card to book equipment.
- Heavy penalties exist for late return of equipment.
- Out of hours room bookings to be made here.
- Unless in exceptional circumstances, no bookings can be made outside these times - ORGANISE YOURSELF.

**Standard practice and courtesy:**

Rehearsal and workshop times are precious. Plan ahead. Arrive early, especially if the room has to be unlocked.

Security Officers and all other staff assist you during the midst of their workday responsibilities and deadlines. When they help you be courteous and considerate. Respect their effort and their time.
Clear communication and advance planning is essential for enjoyable and effective engagement with processes and products.

**W9 Maclab**

The Mac lab in W9 is open between 8.00am and 10.00pm, Monday to Friday. It is available for general student use at all times. If a class is in progress, a tutor or lecturer may ask you to vacate the room, or limit access to the room. Please follow their direction as required.
### Off-campus assignment agreement forms

If a subject requires you to participate in off-campus activities you must complete an Off Campus Assignment Agreement Form (OCAA) and hand it to the lecturer involved. Forms are available from the Foyer of N5 or your lecturer.

### Professional behaviour

1. Observe all notices, especially as they relate to occupational health and safety.
2. At all times, act in a responsible manner when handling equipment or using the facilities. In particular, treat Technical and other Support Staff, including Security personnel, in a professional and courteous manner.
3. The School's technical and other support staff including University Security personnel, have the right to see your student identification upon request.
4. Eating or drinking is prohibited in all teaching, workshop and store areas.
5. University policy prohibits smoking in all buildings, including teaching areas.
6. Pets are not permitted in teaching areas or on University grounds.
7. Personal portable audio devices eg iPods are not permitted in teaching areas, except in the Media Centre when required for the teaching program.
8. Unacceptable noise levels from any area will result in the booking being cancelled by the University staff or Security.
9. Mobile phones must be switched off in teaching areas, including tutorials and workshops, during class times.

### Breach of policy

Security personnel and the School's academic and support staff have been instructed to report breaches of these policies to the Associate Head of School and/or the appropriate subject coordinator.

In all cases, the School's Assessment will take into account the nature of the incident when awarding student grades for the subject. Professional behaviour, especially adherence to these policies, is an integral component of all subjects taught within the School.

### Environmental Health, Security and Safety

The safekeeping of equipment and spaces is in everyone’s best interests. Please keep all equipment as safe and secure as you can without risking your own safety.

Access to the School’s facilities and teaching areas is reserved for students enrolled in communication classes designed to use these facilities. No other students or staff can use the teaching areas without permission from the Head, School of Communication and Creative Industries.

Access to the facilities and equipment of the School after hours is a privilege, and not a right. You must follow the directions of Security staff.

Security Officers and all other staff assist you during the midst of their workday responsibilities and deadlines. When they help you be courteous and considerate. Respect their effort and their time.

Students should be aware at all times of health and safety issues associated with their subjects.

At no time should you engage in any activity you feel may be dangerous or harmful to you or to others.

More than anyone else, you play the most important part in your own health and safety.

Because you have an intimate knowledge of your workspaces you can identify, reduce, and report actual and potential hazards. Please report it immediately to the person in charge of the facility or activity.

At all times, be aware of health and safety issues associated with practical performance subjects in theatre, drama and video production.

Follow all safe work policies and practices at all times.

It is your responsibility to be aware of the University’s policy in relation to Health and Safety. Consult the University Undergraduate Handbook.
University policies and associated resources – Health, Safety and Wellbeing can be found online at http://www.csu.edu.au/division/hr

To maximise safety

The following actions and behaviours are to be observed:

Ponton Theatre, W9 Studios and Workshops:

- Know where the fire extinguishers are located.
- Familiarise yourself with the positions and types of all fire extinguishers in each of your work areas.
- Make sure all exits are left clear of any obstructions.
- Keep all flammable liquids sealed and stored in the flammable liquids cupboard in the W9 mask and prop workshop.
- Know where all First Aid Kits are and who the nearest First Aid Officers are.
- Keep wet areas dry – never run in there at anytime.
- Never rig lights alone.
- Always use the safety chains on the lights.
- Do not use power tools without express approval from Karl Shead – and then only if you know how to use them.
- Wear protective clothing and/or equipment where appropriate, including covered shoes in all workshop areas and the Ponton Theatre (when undertaking production tasks).
- Use all equipment with due care and report all damage or malfunction.
- Always wear closed shoes in the workshop, loading bay and Ponton Theatre.
- Always wear closed shoes in the workshop, loading bay and Ponton Theatre.
- Always use tumbling and/or crash mats where acrobatics, combat or balance is being learnt.
- Never attempt tumbling, aerial work or inverted/stack balances without a competent spotter.
- Never use the trapeze without a crash-mat beneath it, and a competent spotter.
- If you notice that you are becoming tired – or inattentive – take a break.
- Please advise supervisory staff if you have a pre-existing conditions that may affect your ability to undertake physical theatre activities.

Body in Motion: Acrobatics, Unarmed Combat, Circus, Dance:

- Always warm-up your body before any physical classes or rehearsals.
- Always use tumbling and/or crash mats where acrobatics, combat or balance is being learnt.
- Never attempt tumbling, aerial work or inverted/stack balances without a competent spotter.
- Never use the trapeze without a crash-mat beneath it, and a competent spotter.
- If you notice that you are becoming tired – or inattentive – take a break.
- Please advise supervisory staff if you have a pre-existing conditions that may affect your ability to undertake physical theatre activities.

General safety

- Follow all safe work policies and practices at all times.
- Put safety first for yourself and others at all times.
- Report any hazardous situations to the officer in charge of the area or activity.
- Report any near misses in the same way.

Report any accidents to:

- The lecturer(s) & technical staff concerned
- Security (if necessary) extension 84999

In the event of life threatening injury or fire:

Ring EMERGENCY Phone 000
Your location = e.g. ‘Far end Research Station Drive’
- stay calm and speak clearly,
- post someone to guide emergency personnel and their vehicles