Information for New Students in the:

Associate Degree in Applied Business
Associate Degree in Applied Business (Specialisation)
Associate Degree in Agribusiness
Associate Degree in Applied Design
Associate Degree in Applied Science
Associate Degree in Applied Technologies

Hobart:
University of Tasmania
Old IMAS Building, Grosvenor Street
Sandy Bay, 7005.

Launceston:
University of Tasmania
Upstairs TUU Building Z, Maritime Way Newnham, 7250.

Cradle Coast:
University of Tasmania
16-20 Mooreville Road
Burnie, 7320.

Telephone: 03 6226 5740
Email: University.College@utas.edu.au
Web: www.utas.edu.au/college
Welcome to the University College!

Congratulations on taking the first step in your educational journey. By choosing to study at University College, you are creating opportunities for an exciting and rewarding future.

Studying at University College provides you with a range of options. You can go on to further study at the University of Tasmania. You can enter an industry you have not worked in before. And you can up-skill and gain a formal qualification in your chosen field. All of this being in a supportive and innovative learning environment.

University College is passionate about providing a high quality educational experience. By embedding hands-on and work integrated learning opportunities in many of our programs, we are ensuring that you are work-ready when you graduate, or ready to take the next step in achieving your educational goals.

I look forward to welcoming you to University College in Term 3, 2018.

Lee Whiteley
Chief Executive, University College

To access the Mid Year Entry Induction Guide on the University College Website, please visit www.utas.edu.au/college/student-resources/mid-year-entry-guide.
Introduction

Welcome to the information booklet for the University College Associate Degrees. The aim of this booklet is to introduce you to the courses, people, processes and facilities available to you in the Associate Degrees and at the University of Tasmania, and to outline how the course and university operates. Not everything can be included in this brief guide; you should feel free to ask about anything else, and we will try to help you.

Contacts

For general enquiries:

University College Reception – Launceston Campus
Simon Schorn
Building Z- First Floor TUU Building (above the Walk Cafe)
(03) 6226 5740
Email: University.College@utas.edu.au

University College Reception – Cradle Coast Campus
Brett Duncan
Cradle Coast Campus Library
6-20 Mooreville Road, Burnie
(03) 6226 5740
Email: University.College@utas.edu.au

University College Reception – Sandy Bay Campus:
Meredith Ransley
Old IMAS Building
Building 49, Room 230
(03) 6226 5740
Email: University.College@utas.edu.au

Teaching staff:

Please refer to your unit outlines for each unit for contact details of lecturers, distance tutors and unit coordinators.

For administrative enquiries relating to enrolment, study plans, credit, graduation etc.:

University College Academic Administration - Launceston Campus:
Sharon Tristram
Student Centre, Building Y
Predegree.Enquiries@utas.edu.au
(03) 6324 3391

University College Academic Administration - Sandy Bay campus:
Allison Lonergan and Fiona Latimer
ARTS Student Central reception, Level 2, Social Sciences building
(03) 6226 1045

Practice & Portfolio Coaches:

Practice & Portfolio - Launceston Campus
Rob Lewis
Email: UC.P&PCoach@utas.edu.au

Practice & Portfolio - Cradle Coast Campus:
Dr Cherie Hawkins/Dr Christine Angel/Melissa Finnen
Email: UC.P&PCoach@utas.edu.au

Practice & Portfolio - Hobart Campus:
Jennifer Kemp-Smith
Email: UC.P&PCoach@utas.edu.au

Please do not hesitate to contact any member of staff when you require advice or help.
First Year Checklist

Pre Term Checklist

1. Are you Ready for Uni? – sessions
   □ Ready for Uni sessions and Enrolment Help will be provided during the orientation program. These sessions will help you to better understand the administrative stuff you need to know to get started at university.

   □ Attend, or access, Orientation. For the full program and access to the online version go to www.utas.edu.au/orientation and follow the links. We recommend all commencing students attend orientation at their closest campus.

2. Getting online
   □ Log in to your UTAS webmail account (www.utas.edu.au/students) using the username and password given when you accepted your offer.

   □ Check your webmail regularly (daily when uni starts) and use your UTAS email address to communicate with the Uni and its staff. Lost your password or want to personalise your password?--go to www.utas.edu.au/service-desk

   □ Familiarise yourself with your UTAS Office 365 email and personal cloud storage system. This is a safe a secure place to save your assignments as you work on them: www.utas.edu.au/office-365

   □ Log on to MyLO (www.utas.edu.au/students) using your username and password. Familiarise yourself with what is available and access MyLO advice sheets at www.utas.edu.au/students/learning/resources. Your subjects may not show in your MyLO yet. They will be there by week 1 of term.

   □ Familiarise yourself with the info, tools and resources on the Student Advisers webpages www.utas.edu.au/students/learning/advisers

   □ Not confident about your computer skills? To self-test and seek advice see Computer Skills for uni at www.utas.edu.au/students/learning
3. Enrolment in subjects

- Can’t make it to an orientation session? Contact University College for enrolment advice: UC.enquiries@utas.edu.au.
- Visit the Course and Unit Handbook to familiarise yourself with the details of your course before enrolling in your subjects: www.utas.edu.au/courses
- Log in to your eStudent from the students homepage (www.utas.edu.au/students) using your username and password.
- Add or update your contact details – you must provide the address you live at while studying and an Australian contact phone number if you are studying at an Australian campus.
- If you are a domestic student you will need to fill in an eCAF (this will require your tax file number or TFN) and you must do this before eStudent will let you enrol in units. If you don’t have a TFN go to ATO website: www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN
- Complete your enrolment in the “Study Plan” tab in your eStudent. Look under Help to access the Help sheets.

4. Preparing to start—do this before Week 1

- Make contact early with any services that will help to make your start at UTAS run more smoothly (Counselling, Careers, Disability Services, Student Advisers). Go to www.utas.edu.au/students/shw
- Get your Student ID card by providing photo ID (e.g. passport or drivers license) and any document with your UTAS applicant/Student ID number on it (e.g., your Letter of Offer or CoE). For info on how to get your ID card go to: www.utas.edu.au/enrolments/student-identity-card
- Put some money on your CAPS account for printing on campus. Insert your Student ID card into one of the CAPS machines located near the photocopiers in the Library, create a PIN no. and insert money to credit your account. For online options go to: www.utas.edu.au/library/libraries/print-copy-scan
- Join the conversation on the UTAS Life Facebook page www.facebook.com/UTASLife. This site contains information about events, services and opportunities that can help you have fun and make the most of your university experience.

5. Practice and Portfolio

Work your way through the mid-year entry guide at www.utas.edu.au/college/student-resources/mid-year-entry-guide.

For more information

Visit Ask Us for answers to all of your questions askus.utas.edu.au

If you have any further questions, please be sure to touch base with your Portfolio Coach at: UC.P&PCoach@utas.edu.au

Want to use a more detailed online tool that goes through these steps and includes referral to a staff member if you identify any issues? Visit the Pre-Uni Checkpoint here: www.utas.edu.au/students/learning/resources
First Year Checklist

Start of Term Checklist

Below is a suggested checklist to help you get off to the right start in your first weeks of term.

1. Carefully read your subject outlines, either handed out in the first lecture or available on MyLO.

2. Make sure your subjects are showing in MyLO (available from 9am on the Monday of week 1) – if not, check that you are correctly enrolled. If yes, then contact the Subject Co-ordinator.

3. Familiarise yourself with your teaching and support staff – know their names, availability and contact details.

4. Access the video modules on How To Prepare For Lectures and Take Good Notes and on Time Management: www.utas.edu.au/students/learning/resources

5. Draw up a weekly schedule of your classes, study and any other regular commitments you have. Allocate set times to work through your weekly learning modules. Weekly planners available here: www.utas.edu.au/students/learning/advisers

6. Write out all of your assessment due dates and uni key dates on your term/wall planner. Term Assessment Planner available here: www.utas.edu.au/students/learning/advisers

7. Access the online orientation if you missed orientation or want to revise the information: www.utas.edu.au/orientation

8. If you need to change your enrolment after week 2 of term you should consult University College especially if adding or changing subjects (and so starting them late). As terms are only 10 weeks long this is not advisable.

9. Familiarise yourself with your UTAS Office 365 email and personal cloud storage system. This is a safe and secure place to save your assignments as you work on them: www.utas.edu.au/office-365

10. Check TV screens around campus, the TUU website (www.tuu.com.au), your UTAS emails, and the New to UTAS Facebook page (www.facebook.com/UTASlife) for start of semester social events and get amongst it! It’s a great way to connect and make friends. Sign up for any TUU Clubs and Societies of interest to you.

Visit Ask Us for answers to all of your questions. askus.utas.edu.au
First Year Checklist

Pre-Census Date Checklist

Below is a suggested checklist to help you get off to the right start in your first weeks of term.

1. Get help now with any subject requirements or content you are finding difficult. Check your subject outlines for your teaching staff’s consultation times and means of contact and get in touch!

2. Check you are correctly enrolled by census date by logging in to your eStudent and checking your details under the “Details” tab.

3. Carefully read any emails from University College regarding your enrolment and act on any advice given.

4. Consult University College if you need to make any changes to your enrolment.

5. Withdraw from any subjects through your eStudent by the census date that you do not intend to complete to avoid any financial liability (incurs fees for the subject) or academic penalties (fail grades for the subject). The census date for Term 3 is Monday, 27th August. For further info on census dates go to www.utas.edu.au/key-dates/key-university-dates-2018, click on the “All Study Periods 2018” tab and scroll down to the “Terms” table.

6. Catch up on any missed classes/modules or self-study if you commenced late. Check your subject outline and MyLO for the subject study schedule and catch up on any lecture recordings, modules, tutorial/self-study questions and required readings, etc.

8. Plan ahead for assignments:

   - Look up your due dates on your term/wall planner, or if you have not yet set up a term/wall planner, these dates can be found in your subject outline.
   - Check out the First Year Skills module on Assessment Task Planning. Go to www.utas.edu.au/students/resources.
   - Familiarise yourself with your library resources, your librarian and spend time researching for your assignments. Go to www.utas.edu.au/library.
   - Access Student Learning services for help developing your academic writing and referencing skills. Check for upcoming workshops, Drop-in times or book a Student Consultation. On campus and online offerings are available. Go to www.utas.edu.au/students/learning.
   - Familiarise yourself with the subject assessment rules regarding extensions/late penalties/etc. by carefully reading your subject outlines.

Visit Ask Us for answers to all of your questions askus.utas.edu.au
Have Access and Know How to Use Computers

In order to get access to your materials you need to make sure you have a reliable computer, up to date software and a good working knowledge of how to use it. It is wise to use good quality hardware and software and have a fast, reliable internet connection. We recommend you use your own computer because it minimises any technical risks, and you’ll have access when you need it. To be able to log into UTAS systems you will need the user name and password sent to you when you were given the offer to your course. If you have any difficulties with your login details, please contact the IT Service Desk by Logging a Job online or by phone on +61 3 6226 1818.

Get to Know the Various Online Systems at UTAS

eStudent focuses on the administration management of your University College studies. Here, you can enrol in your subjects, pay fees, update your contact details and more.

Make a habit of checking your UTAS webmail account regularly, at least once every day or two. It is the main way that the University will communicate vital information to you.

My Learning Online (MyLO) is a system used to deliver online content for your subject or subjects. Once you have enrolled in your subject via eStudent you will receive access to the subject’s MyLO site within 48 hours. Please note that you may not have full access to your subject until the first day of term. You will however have access to two useful modules in MyLO called, Getting Started in MyLO and Turnitin and Academic Honesty. Here you can learn more about navigating your way through MyLO as well as the tool Turnitin which is used when submitting assignments.

When you do have access to your subject/s we recommend first reading any notices in the Announcements section that the teacher may have posted, as this will guide you on how to navigate your subject. The Subject Outline found under the heading Subject Information will tell you everything you need to know about the subject including the subject schedule, reading materials, assessment requirements, referencing guidelines and so on.

It is important that you feel comfortable using MyLO given that you will need to be accessing it regularly. Over time there will be other systems that you will need to use while studying at UTAS, such as Library Databases, MyPassword and Office 365, so allow time to learn these.

Manage Your Time Well

As you won’t be attending physical classes each week you will need to be vigilant with keeping up with your coursework. The best way to do this is to be as consistent as possible. Set aside time for online learning just as you would for attending classes. Give yourself plenty of time to sit down and read through your materials so you understand everything clearly. We recommend that you
assign between 6 hours per week, per subject for study. This includes accessing your online materials, listening to you lecture, participating in tutorial activities and completing tasks on MyLO. All students find that strong **time management skills** are needed to balance the various commitments they have. When planning ahead, identify the time of day you will devote to studying. Ask yourself if you are a morning person or a night owl, if you work best with background noise or in silence and then schedule in your study at a time and location when you are performing at your best.

**Stay Connected**

At times studying online can feel isolating. The best way to combat this is to connect with others who are in the same situation as you. Online subjects in MyLO strongly encourage students to build connections with their peers. This is a great way to make new friends and it can be useful for your academic success to participate in study groups and topic discussions. Other avenues to connect with your peers are via the **UTASLife Facebook page** or the **Distance Students at UTAS** sub-group. Making contact with others early is the best time to do so as your classmates are often in the same situation. You may find that other students in your subjects live nearby, so consider forming a study group.

**Ask for Help**

While your teacher is the best person to contact for subject specific information, there are many other support options for students who are studying online. **Personal Counselling**, **Student Learning Workshops** and **one-to-one consultations**, **Disability Services** as well as others all offer their services by phone or online.

**Library Services for Online Students**

The Library has a huge collection of **online materials** which means you have fast and easy access to all the relevant study resources. There is also the **Flexible Library Service** which can deliver hard copy books and journal articles to your door if you live more than 40km from the Launceston or Hobart campuses.
A student’s guide to

Key resources and referral points

1. Do you have questions?
Visit askus.utas.edu.au 24/7 wherever you are or call 1300 361 928

2. Student administration and course inquiries

Student Services Information Centre

Initial advice and referral for all inquiries is provided at all front counters in Student Centres and Libraries, online and via telephone.
- student ID and access cards
- fees, withdrawal, leave of absence processes
- enrolment and eStudent help and navigation
- navigation of the physical and administrative environments
- referrals to all other services

Help with Enrolment

We can help if you have questions about your course or the subjects you are studying. For example, if you have questions about:
- admission requirements
- how to apply for credit (advanced standing)
- subject/unit pre-requisites, substitutes, overloads
- understanding study plans
- graduation eligibility

No appointment is needed - drop in, phone 1300 361 928 or e-mail student.services@utas.edu.au

Please contact UC.enquiries@utas.edu.au for guidance.
www.utas.edu.au/enrolments/enrolment-advice

3. Advice

Practice and Portfolio Coach

Mentoring students in relation to:
- Developing and maintaining Portfolios of Practice
- Evidencing the application of theory to practice in Portfolios
- Showcasing skills and knowledge development in Portfolios
- Writing and reviewing Student Learning Plans
- Recording and reflecting on career and educational goals
- Referrals if needed e.g. to student learning and/or UPP

Contact: UC.P&PCoach@utas.edu.au

University Preparation Program

Students enrolled in an Associate Degree also have the advantage of concurrent enrolment in University Preparation programs to assist you in additional development of relevant skills. Please see flyer in this folder.

www.facebook.com/UTASLife
4. Specialist services for students – to enhance learning and success

**Student Learning**
www.utas.edu.au/students/learning
Student.Learning@utas.edu.au
facebook.com/StudentLearningDropin

**Student Wellbeing:**
Counselling and Disability
https://careerhub.utas.edu.au/students/login
www.utas.edu.au/students/shw

**Careers, Leadership and Employability**
www.utas.edu.au/students/careers
careers.service@utas.edu.au

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**Student Learning Advisers/Librarians:**
- Academic writing and communication
- Referencing and research strategies
- Study skills development
- Numeracy skills
- English language development

**Peer Programs:**
- Drop In for academic assistance

**Counselling:**
Counselling.Consultancy@utas.edu.au
- Confidential, professional counselling on academic and personal concerns including (but not limited to) anxiety, stress, depression, motivational issues and relationship difficulties

**Disability Advisers:**
Disability.Services@utas.edu.au
- Access to support and services for students with a disability and/or health condition
- Learning Access Plans

**Careers:**
- Career planning and developing links between courses and careers
- Advice on job seeking and job application
- Resume writing
- Job interview skills
- Graduate programs
- Leadership development
- Career Mentoring
- Industry Experiences

Drop in service available in Hobart and Launceston for job application and job search support.

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**Community Friends & Networks**
The Community Friends and Networks Programme (CFNP) provides social activities for students through a range of campus based events.
www.utas.edu.au/cfnp
www.facebook.com/UTASLifeHobart
www.facebook.com/UTASLifeLaunceston
www.facebook.com/UTASLifeCradleCoast

**Riawunna Centre**
Education services and assistance, mentoring and pathway programs for all Aboriginal and Torres Strait Islander students.
www.utas.edu.au/riawunna • riawunna.admin@utas.edu.au

**Accommodation and Unigym**
www.accommodation.utas.edu.au • www.unigym.com.au

**Library and IT Support**
Assistance with accessing library resources and IT support.
www.utas.edu.au/library or phone 1300 304 903

**Student Advocates (TUU)**
Assist students with Academic Progress, Academic Misconduct, General Misconduct and Complaints procedures, Compliance, Fees and other issues that affect their ability to study. They also provide specialist Postgraduate Advocacy and welfare support, including practical financial assistance, applications to the Safety Net Grant Scheme and referrals to appropriate community agencies.
student.advocacy@tuu.utas.edu.au

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CRICOS Provider Code: 00586B
Blended study: benefits and challenges

- an alternative way of accessing study
- flexible and convenient
- greater control over your own learning
- increases your confidence in the online environment

- a greater reliance on technology
- requires more self discipline
- can feel isolating
- requires competent ICT skills
Blended study: checklist

Make sure you:

- have the right equipment and software
- download Office 365 and Skype for Business
- have the correct computer settings
- have the basic skills you will need (if not, do UPP055 Using Technology or an Adult Education course)
- know where to go (call/email) for IT advice if things aren’t working
- schedule regular time weekly to work on your online unit(s)
- learn how to manage online study--http://www.utas.edu.au/first-year/first-year-skills-development
Accessing MyLO

1. Go to the UTAS Home Page www.utas.edu.au and click on the MyLO link at the top of the screen.

2. If you need assistance prior to login, please go to Student Support.

3. You can make sure that your computer and/or browser are set up for MyLO to work properly by ‘running a system check’
4. To become familiar with MyLO, we recommend that you visit the *Getting Started with MyLO* link, and there are also a range of help resources under *Student Resources*

5. Once you are ready to login, return to the MyLO homepage and click on *MyLO Login*

6. Enter your student username (the first part of your email address) and your password and click *Login.*
7. You will be taken to your personal MyLO page, where you will see a list of the units you are enrolled in. You can return to this page at any time by clicking on the “My Home” link. To view the requirements for each of your units, click on the unit title from the list.

8. Each unit has its own homepage which will display Announcements and links to important information such as your unit outline and course content. The Content tab will take you to the content for that unit. Check the Weekly folders regularly to access any required materials.

- For technical assistance, you can contact the University’s IT Service Desk though the Get Help Now link:

Or phone or email the Service Desk on:

1300 304 903 or service.desks@utas.edu.au
Assessment Planner  
Term 3, 2018

Write down the assessment items for each of your subjects, including the word limit, due date and time and percentage value. Think about the sub-tasks (e.g. reading, research) you need to do for each assessment item, and how long they will take. Decide how far ahead of the deadline you’ll need to start each task and put these dates into your planner.

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The University College Approach

The University College approach to teaching involves the integration of a practice and portfolio (P&P) subject (6.25%) and a discipline subject (6.25%), to form an overall unit of study (12.5%). This way students have a more even mix of doing hands on practical learning alongside the theory. The unit coordinators (often teachers) and course coordinators are the first point of call for students for most enquiries related to the study. However, there is also a Practice and Portfolio Team who work alongside them and support students with the P&P side of the unit. The P&P Team have Coaches to support students no matter which Associate Degree they are enrolled in.

Experiential Education

At the University College, practical experiences are placed at the centre of the learning and students have the opportunity to develop work-related skills, knowledge and behaviours. This is often referred to as ‘Experiential Education’ and there are various approaches to this. In fact, at the University College there are many different approaches to Experiential Education. Some of these include:

- Case Studies (local and international)
- Projects (local and international)
- Field trips/site visits
- Data-Driven Decision-Making
- Volunteering
- Fieldwork (or major projects)
- Wicked Problems
- Simulated Work Environments

The hands-on experiences usually start with doing case studies, projects or site visits where students observe practices, meet industry experts and/or work through real world problems. Over time, the practical experience might become more complex, such as using data from an organisation to put forward an argument or proposition, or working on a wicked problem.

These activities are typically scheduled for workshop times – whether the experience is outside of the classroom (e.g. work placements, internships, volunteering, site visits) or not (e.g. wicked problems, simulations, appreciative inquiry, case studies). In the case of practice-based workshops on campus, students generally:

- engage in project work
- pitch ideas or proposals
- meet industry experts
- present posters to industry
- work through problems with industry or community organisations
- ask questions in an industry panel
- work on practical tasks in teams (e.g. simulations, role plays, group activities)

Portfolios of Practice

A key component of the Practice and Portfolio side of the course is capturing student experiences and achievement. Students therefore will keep a Portfolio of Practice. Students will upload evidence to their portfolio throughout the course and write explanatory notes, journal entries and reflections about their experiences. They will also develop a Student Learning Plan that forms part of their portfolio, to record goals and associated actions.

Students will have support with all aspects of the unit from tutors, teachers, course coordinators and members of the Practice and Portfolio Team. However, in terms of portfolio and mentoring, students are encouraged to seek the support of Practice and Portfolio Coaches.

Practice and Portfolio Coaches

Practice and Portfolio Coaches will mentor students in relation to:

- Developing and maintaining Portfolios of Practice
- Evidencing the application of theory to practice in Portfolios
- Showcasing skills and knowledge development in Portfolios
- Writing and reviewing Student Learning Plans
- Recording and reflecting on career and educational goals
- Referrals if needed e.g. to student learning and/or the University Preparation Program

To contact Coaches please email:

UC.P&PCoach@utas.edu.au