

Feature Article

This is the first in a series of articles aimed at providing assistance to students and increasing your understanding of various aspects of student life. Information has been provided by Student Services. Suggestions for future articles are welcome.



Dealing effectively with groupwork

Groupwork can be assigned by lecturers for one of two reasons: it can be assigned as a class activity where students are expected to discuss ideas and share resources; or it can be assigned as an assessment activity where students are required to work effectively as a team. Where it is assigned as an assessment activity, students can often encounter significant difficulties with the group process. Particularly if they have not yet learnt about the roles, responsibilities and processes of working in teams.

Effective groupwork for assignments involves utilising and developing team skills. Teamwork involves people from diverse backgrounds, experience and expertise coming together to work towards a common goal, to complete a specific task often within a particular timeframe. It involves taking responsibility for oneself, managing relationships with other team members and managing the group process itself. It requires maturity, self-awareness, sophisticated interpersonal skills, and strategies for planning and completing the task.

Inherent in teamwork is the concept of leadership. Each team member is expected to provide some form of leadership based on their assigned roles and responsibilities in achieving the task. These roles and responsibilities will be agreed upon according to the individual's expertise and experience, or based on what skills they would like to develop within the group process. For example, a member may have a particular talent for graphic arts or research which they would like to nurture and develop further as a skill. Alternatively, a member may feel he or she has weak organisational skills and might volunteer to be the convenor in order to develop that side of his or her skills base. Agreeing upon the various roles and responsibilities requires considerable negotiation and compromise between the group members.

Interpersonal skills are key to developing successful teams. Negotiation requires diplomacy, active listening, logic and in some cases lengthy discussion to reach a valid and acceptable compromise. It is not always possible to satisfy every team member, but to hear all perspectives is crucial to maintaining a good team climate.

The most successful teams are those where:

- the skills and expertise of each member are harnessed to achieve the assigned task;
- the climate is one of co-operation and encouragement;
- the team actively listens to and considers the ideas of all members;
- the team respects the differences and perspectives of all its members;
- all team members take responsibility for themselves;
- the team reflects upon the process.

To find out more about teamwork, whether you are interested in being a more effective team member or developing strategies to deal with the common issues in teams, go to <http://learning.uow.edu.au/teamwork/Working%20in%20groups.htm>

The Back Page

1. Graduate Skills Assessment – Final Year Students

Identify your mastery of skills that employers value. Enrol in GSA002 to take the free 3hr exam on Fri 8 Nov. See SOLS for more details.

2. Final Year Next Year ?

INCREASE YOUR EMPLOYABILITY through involvement with the national Higher Education Workplace Skills Olympiad. You'll work in teams with students from varied disciplines on a real business problem in late January and most of February next year.

Contact Martin Smith from the UOW Careers Service to discuss (ph 42 213324), but to get more details now go to : <http://www.gradlink.edu.au/gradlink/hewso.htm>

3. Student elections in October

Election of 6 student reps to Academic Senate will be held in late October in conjunction with the SRC elections. Closing date for nominations is 14 Oct. Nomination forms and more info available via SOLS or Administration.

4. Key Dates

Graduation applications close	27 Sept
Final Spring Session personalised exam timetable on web	27 Sept
Last day to withdraw from Intake D subjects via the web without financial penalty	4 Oct
without academic penalty	25 Oct
Spring Session exam period	9-22 Nov
2003 Provisional timetable available & enrolments commence	end Nov 2003
Spring session results on the web	3Dec
Summer Session commences	9 Dec
Last day to add Summer Session subjects via the web	15 Dec
December Graduation Ceremonies	16-20 Dec

5. Need to contact us ?

Student Administration issues:
E-mail: student@uow.edu.au
Ph: (02) 4221 3927

Student academic issues:
Ph: (02) 4221 3555 (switch)
ask to speak to the relevant academic unit or SubDean of the Faculty

The International Exchange Program-Your Passport to an Educational Adventure!

September 2002
Issue 4

Here's what a few of our past exchange students had to say about the program...

"Possibly the main benefit of living in another country is the sense of achievement and confidence that can be gained from surviving the experience."

"My academic program was very challenging, but at the same time extremely rewarding. The amazing thing about studying in Sweden is the fluency and aptitude the Swedes had for English (sometimes I found my essays returned with my grammar corrected)."

"I found that the French classes I had taken at Wollongong an excellent basis for the 'French for the Foreign Student' classes. The fact that you are working on your French both inside and outside the class makes things easier in terms of learning."

"While business connections are important, the personal connections that you make in your journey overseas are what make your trip both fulfilling and enriching."

"My only regret was that I only went for six months..."

If you would like to have the experience of a lifetime, whilst adding an international dimension to your resume, don't let this opportunity pass you by...apply now.

Places may still be available for some programs commencing in January, 2003 so if you are interested contact us immediately. Most applications for study commencing in August 2003 close in February or March, however some programs close as early as December 16th, 2002.

You can find more information on our program at www.uow.edu.au/discover/exchange. Alternatively, you can visit us in the UniAdvice office in Building 36 and schedule an appointment to speak with a Study Abroad Adviser.

Up and Coming Events: Don't miss the information session on October 16th in room 20.3 or the Study Abroad Fair on October 23rd on the Duck Pond Lawn.

This publication is produced by the Academic Registrar's Division, University of Wollongong. The information contained was correct at the time of printing but may be subject to change.

News In Brief

1. Student Service Centre

The Student Service Centre, located in the shop front of Bldg 17, has implemented a "take a number and take a seat" system to prevent students standing in queues during peak times. Students can now take a number and have coffee in the coffee shop where the numbers are visible. During the first 3 weeks of session, approx 300 students visited the Centre – many more used the SOLS facilities. In view of the higher take up rate by students the trial will continue until the end of the year.

2. Foreign Language Speaker on Staff

ARD has employed a staff member who speaks Cantonese, Mandarin, Malay and Indonesian. Complex or serious administrative problems may more easily be discussed in a familiar language. Students wishing to use this facility are encouraged to see Jared who is based in the Student Centre in Building 17, daily from 10 am to 3 pm.

3. Re-enrolments for 2003

The provisional timetable for subjects on offer in 2003 will be able to be viewed from the end of November. Students re-enrolling for next year will be able to do so on-line from that time by logging on to SOLS and selecting variation to enrolments. Please note that some minor variations to subject availability may occur until the start of Autumn Session.

4. Enrol now for Summer Session

Summer session commences on 9 December. Subject options and timetable available on-line.

Student Matters

In this month's edition....

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UOW

University of Wollongong



Welcome to New Students commencing mid year



We would like to welcome new students who commenced in July. Over 1,000 students were enrolled and provided with orientation information on 16 and 17 July. This year the SRC provided valuable assistance to students via three information stalls, providing information on issues of general interest to students. Any feedback from students on orientation or enrolments is appreciated.

Gillian Luck
Academic Registrar

University secures refund on GST for Compulsory Student Charges

We are pleased to announce, that in response to the University mounting a case to the Tax Office, a ruling has been made that students are not required to pay GST on Compulsory Student Charges. Since the implementation of GST, the University, on Government advice, has charged GST on Compulsory Student Charges. As a result of the Tax Office ruling, the University will take the following action:

1. The University will cease charging GST on our student body fees effective from 20 September 2002.
2. All existing and previous students who have paid GST on student body fees between 1 July 2000 and 19 September 2002 are entitled to a refund of the GST component.
3. Continuing students will be contacted directly from 20 September 2002 with details regarding to the amount involved, and how to obtain the GST refund. We intend to do this by way of our Student Online System (SOLS).
4. Domestic students who have completed or ceased their studies will be given the choice of a refund or a free copy of their academic transcript.
5. International students who have completed or ceased their studies will be provided with the option of receiving a free copy of their academic transcript.

Please ensure you check your SOLS mail regularly for more information.

News for International Students – Visa holders and OSHC

Student Visa holders are reminded that your visa conditions require you to maintain full-time enrolment in your degree. The University is required by law to monitor your progress and report to DIMIA when breaches occur.

Medibank has advised that there will be an increase in the Overseas Health Cover rates for next year. The single rate for 2003 is \$312.

New Courses to be introduced in 2003

Undergraduate Courses

- **Bachelor of Mathematics Education**
- **Bachelor of Science Education**
These two courses are to be offered at the Southern Sydney campus (Loftus) and will provide students with opportunities to complete degrees with the main prospect of employment being a mathematics or science teacher in secondary schools.
- **Bachelor of Communication and Media Studies***
This course focuses on global media with several specialist streams built around this: Journalism, Screen Studies, Advertising and Marketing, Media Technology and Educational Multimedia at undergraduate level.
- **Bachelor of Computer Geoinformatics**
- **Bachelor of Computer Geoinformatics (Hons)**
These courses will provide students with computer programming and information analysis skills that allow students to process and manage spatial data in Geographical Information Systems.
- **Bachelor of Engineering – Bachelor of Science**
This is a new double degree course that allows students to undertake a major study in Exercise Science with a major in Mechanical Engineering or Mechatronics Engineering.

- **Bachelor of Science (Photonics)**
This course provides students with training that combines skills in experimental and theoretical physics and electronics with a strong background in optics, electronics and computing necessary to enter a career in the photonics industry.

Postgraduate Courses

- **Master of Economics (Advanced)**
This course will allow students who wish to undertake a more advanced program of study than provided by the coursework Masters degree, but do not wish to undertake a Masters by Research degree.
- **Doctor of Business Administration***
This is an advanced postgraduate research degree that focuses on professional business practice, providing managers with the necessary research skills that can be applied to issues of organisational leadership concern. The course is designed to provide a framework that will enable participants to expand their knowledge in one or more business areas.
- **Master of Creative Arts – Research**
This postgraduate research degree will offer another option for creative arts practitioners wishing to study at postgraduate level.

OFFICE OF RESEARCH NEWS

Postgraduate Research Scholarships for 2003

Are you interested in doing a postgraduate research degree in 2003? If so, you should apply for a Postgraduate Research Scholarship. The closing date for applications is the 31 October 2002. Australian citizens and permanent residents are eligible to apply for an Australian Postgraduate Award (APA) and University Postgraduate Award (UPA). These scholarships provide a tax-free living allowance (\$17,609 in 2002) and other benefits such as thesis binding allowance. International students can also apply for the International Postgraduate Research Scholarship (IPRS) which covers tuition fees and overseas student health cover for Masters by research and Doctoral programs.

Application forms are available from the Research Student Centre, located on the ground floor (Eastern side) of Building 20. For further details, please contact Tim McDonald on (02) 4221 4323 or email: tim_mcdonald@uow.edu.au

Are you a postgraduate research student?
Are you an Australian citizen or permanent resident?
Have you received a HECS liability notice?

All postgraduate research students who are Australian citizens or permanent residents are HECS exempt and therefore should not have received a HECS liability notice. If you have received a liability notice, please contact the Research Student Centre on tel: 02 4221 5452 or by e-mail: research_student_centre@uow.edu.au to have your record amended.

- **Graduate Certificate in Advanced Training in Clinical Psychology**
- **Graduate Diploma in Advanced Training in Clinical Psychology**
These courses provide clinical psychologists in the workforce an opportunity to upgrade skills without undertaking a large research project.
- **Master of Health Informatics***
- **Graduate Certificate in Health Informatics***
These two courses will equip graduates and existing health industry professionals to work in the growing field of Health Informatics.
- **Master of Multimedia***
At completion of this degree students will have the skills to provide the IT support for a team of mainly creative people who are creating and distributing multimedia.

* Courses which are awaiting final approval

APAI Progress Reports

Under the ARC Conditions of Grant, all students in receipt of an Australian Postgraduate Award – Industry (APAI) must complete a Progress Report. This report pertains to the APAI scholarship only and is in addition to the annual enrolment progress report, which will be forwarded to all students later in the year.

All APAI students who commenced their scholarship prior to 2002 were sent a copy of the APAI Progress Report in the mail in August. These reports must be submitted to the Research Student Centre by 27th September 2002. Students who commenced their award in 2002 do not need to complete a progress report this year.

If you have any questions about this process, please contact Jenny Sheridan, tel: 02 4221 5454 in the Research Student Centre.

Contacting staff in the Research Student Centre

The Research Student Centre is located on the ground floor (eastern side) of the Communication Centre (Building 20). If you have any enquiries regarding postgraduate research enrolment, scholarships or thesis submission, please call into the centre to discuss your enquiry with a member of the Research Student Centre staff. Alternatively, you may contact them by telephone on 02 4221 5452 or via email: research_student_centre@uow.edu.au

Attention Commerce Students - Changes to Subject Codes for 2003

If you are majoring in Accounting, Finance, Employment Relations, Industrial Relations, Human Resource Management or Management, subjects codes for subjects currently starting with COMM will change to a new prefix from 2003.

Visit the School of Accounting & Finance or School of Management, Marketing & Employment Relations website to view the subjects. These new codes will be required for re-enrolment next year.

If you have any questions contact the Commerce Student Enquiries telephone number 42215773.

For those who have Information Systems as a major in their Faculty please note that BUSS211 will be called Requirements Determination and System Analysis from 2003.

LIBRARY NEWS

Receive Library notices via email!

Did you know that you can receive your hold pickup, recall and overdue notices faster and without the risk of postal delays? If you would like to receive your Library notices by email, please inform the Loans staff on your next visit to the Library. You will need to know your email address so that Loans staff can record it in your patron record. Fine and Statement of charges notices will still be sent via Australia Post.

New Information Skills Tutorial available

Visit the Library's Help/Training web page and click on Online Tutorials to view the latest learning tool developed by Library staff. The Research Edge: Postgraduate Information Skills is a self-paced alternative to face-to-face workshops offering you the opportunity to acquire skills in finding information effectively. Modules include finding journal articles, accessing government information and searching the Internet. The tutorial is suitable for both undergraduate and postgraduate students.

LEARN today EARN tomorrow

"...the demand for multi-skilling has meant that many workers are returning to university to complete postgraduate courses."
Business Review Weekly (13/09/01)
A postgraduate program from the University of Wollongong will give you a distinct advantage. Our strong links with industry mean you'll develop market-relevant skills that are immediately applicable to your work environment.

to find out more about...

- how postgraduate study will benefit you in your career
- the Postgraduate Education Loans Scheme (PELS)
- what support you'll receive as a postgraduate student

come to our Postgraduate information evening: Wednesday 23 October at 6.30pm

Call us on 1300 367 869 before Wednesday 16 October to reserve your place and for more details.

EndNote Site Licence – A New Research Resource

The University has recently entered a licensing agreement permitting EndNote software to be made available to all University of Wollongong students and staff who wish to use it for academic purposes. EndNote is a bibliographic management software package that enables users to store references, search and download citations from electronic sources, insert citations into Word documents, and create bibliographies automatically in a wide range of referencing styles. The current site licence version of EndNote is 5.0.

Faculty IT support staff are responsible for loading the software onto computers in labs under their supervision. EndNote software is also available on Study Access computers in the Library. The EndNote software is available for home use to students and staff of the University. Copies of the software on CD ROM can be borrowed from the Reserve Collection in the Library. An overview and brief installation instructions are included with the software. EndNote manuals for both Macintosh and Windows platforms are available in the Library Reference and Reserve Collections.

Further information on EndNote is available on the Library web site at:
www.library.uow.edu.au/helpttraining/endnote/index.html