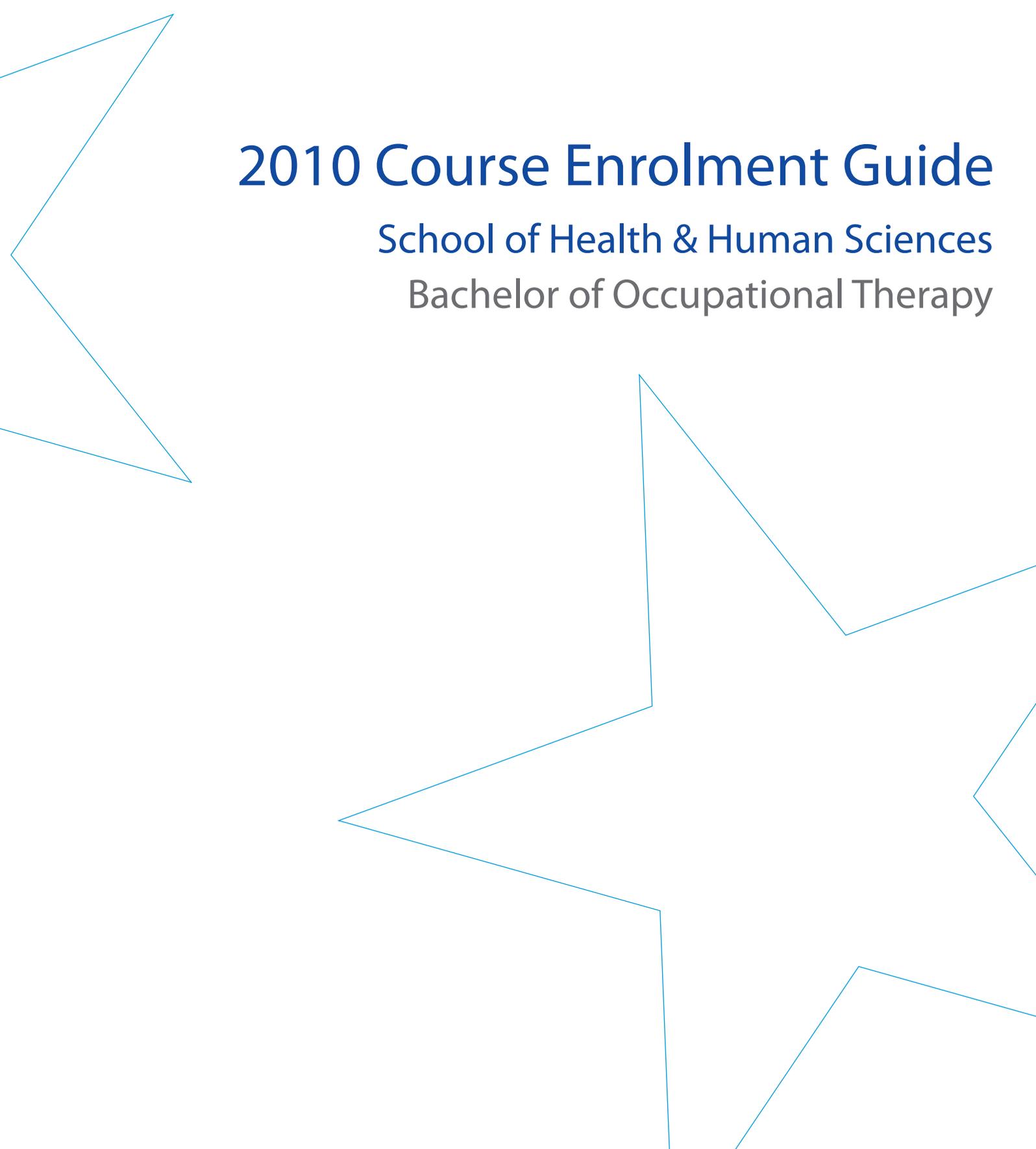


2010 Course Enrolment Guide

School of Health & Human Sciences

Bachelor of Occupational Therapy



School of Health and Human Sciences
Southern Cross University
Email: healthscience@scu.edu.au
Web: www.scu.edu.au/healthscience

Published September 2009

Contents

How to use this guide	iii
About the School.....	iv
Part One Course and Enrolment Information	1.1
Course Overview.....	1.1
Bachelor of Occupational Therapy.....	1.1
Accreditation with professional bodies.....	1.1
2010 Course Rules.....	1.2
Course Structure.....	1.2
Full-time course structure.....	1.3
Part-time course structure.....	1.4
Unit Availability Table.....	1.5
Unit Descriptions.....	1.7
Other Important Information.....	1.13
Clinical Placements.....	1.13
Student responsibilities.....	1.13
Working With Children Check.....	1.13
National Police Record Check.....	1.13
Immunity / Vaccination.....	1.13
Fitness for Practice Certificate.....	1.14
Uniforms / Dress Regulations and Equipment.....	1.14
First Aid / CPR.....	1.14
Name badge requirements.....	1.15
School Contacts.....	1.15
Student Liaison Team.....	1.15
Academic staff.....	1.16
Part Two Administrative and General Information	2.1
Online enrolment.....	2.1
Fees.....	2.1
Other related costs.....	2.3
Census dates.....	2.3
Advanced standing.....	2.3
Cross-institutional studies.....	2.4
Variation to enrolment.....	2.4
Class timetabling.....	2.5

Class registration	2.5
Staying in touch with SCU	2.5
Withdrawing from a course or unit	2.6
Leave of absence	2.6
Further information about enrolment issues.....	2.6
Orientation and transition	2.6
'Beat the Stress Week'	2.7
FirstYear@SCU – Support for first year students.....	2.7
Student support services	2.7
Textbooks	2.8
Study resources	2.8
MySCU.....	2.8
Online student centre	2.9
University Library	2.9
Academic Skills Development Unit	2.10
Services for distance education students.....	2.11
Information technology and technical support.....	2.11
Early engagement and intervention support.....	2.12
Examinations	2.12
Special consideration/special exam	2.12
Grades and academic standing.....	2.13
General Information	2.14
Key Dates for 2010	2.14
Useful University Websites	2.15
Getting started	2.15
About the University.....	2.16
Schools and Colleges.....	2.16
Southern Cross University Orientation Program.....	2.17

How to use this guide

This course enrolment guide has been developed by the Faculty of Arts and Sciences to assist students with unit selection and to facilitate online enrolment. It is also a valuable resource containing easily referenced material that no student should be without.

- **Part One** sets out the University Award Rules and structure of the course. The Course Structure and Unit Availability Tables provide students with information regarding the study periods and location (Coffs Harbour, Lismore, Tweed, Gold Coast) where each of the units can be undertaken. The Unit Availability Table indicates if the units are available by distance education. A short description about the available Majors (If applicable to your course) and units is also provided.
- **Part Two** provides helpful information in relation to important dates, useful websites and relevant administrative information including the contact details of specialist staff within the University who are available to assist with specific enquiries.

We encourage you to become familiar with the information in the guide and the resources available to you within the School and the University.

What to do next:

1. Print or download this guide onto your computer and retain it for reference throughout the duration of your degree/course.
2. Become familiar with the Award Rules and course structure requirements.
3. Choose the units you will study this year in each study period using the Course Structure and Unit Availability Tables.
4. Enrol in units for the **whole year** online through MyEnrolment at www.scu.edu.au/myenrolment
5. Register for your internal classes online through MyEnrolment at www.scu.edu.au/myenrolment once the Online Class Registration notification email from Student Services is sent to your SCU webmail account [not applicable to students studying by distance education].
6. If you require assistance with MyEnrolment visit the Student Enrolment and Support Services site at www.scu.edu.au/studentsservices or contact your School Student Liaison or Student Support Team.

Note:

As course structure changes may occur during any study period, it is important that all students retain a copy of the Course Enrolment Guide for the year in which they commenced study. If a student is unable to adhere to the structure in place when study commenced, they must consult with a School Student Liaison or Support Officer.

Course Enrolment Guides are revised each study period. Current guides can be downloaded from www.scu.edu.au/enrol

About the School

The School of Health & Human Sciences provides a comprehensive range of award programs in the field of health and human sciences, and aims to advance and disseminate knowledge through the conduct of scholarly research and the provision of quality professional development opportunities in the region. By choosing to study a Health & Human Science degree at Southern Cross University you will have the opportunity to be part of a growing industry, with options in nursing, psychology, behavioural science, natural and complementary medicine, exercise science and more.

The School works with professional associations to design and deliver courses and experiences that enable graduates to take up positions in the health and human sciences workforce. A strong focus of the School is to ensure that students undertake professional placements in the industry to enable them a practical understanding of their chosen field and the opportunity to work with professionals. As well as offering a learning environment that provides simulated experiences in specialty laboratories and advanced facilities, the courses offered by the School recognise the needs of students to study flexibly, with many courses and units designed to be available via external or online delivery.

The School has over 1800 students, taught by and supported by around 150 dedicated staff aiming to bring the highest quality learning experiences to our students.

Course and Enrolment Information

Course Overview

Bachelor of Occupational Therapy

This program aims to develop an understanding of the theoretical and practical components of occupational therapy, with a focus on both general and specialist knowledge skills. The course is taught by dedicated professionals, both academic and clinical, who have a wide range of work experience.

Southern Cross University's Occupational Therapy degree provides a combination of both coursework and clinical experiences to prepare you to commence employment in the health and human services sectors.

Teaching facilities comprise computer assisted technologies, simulation and clinical laboratories. Clinical experience is gained at hospitals, community and health agencies both in Queensland and NSW, providing you with hands-on experience in a variety of areas.

Accreditation with professional bodies

OT AUSTRALIA is responsible for monitoring standards of ethical behaviour for occupational therapists who are members of the Association. The OT AUSTRALIA Code of Ethics promotes excellence in occupational therapy practice.

This course is being developed in consultation with occupational therapy professionals and other relevant stakeholders, including OT AUSTRALIA to ensure the program meets the requirements of both the World Federation of Occupational Therapists (WFOT) and OT AUSTRALIA. The University will be seeking full accreditation for the program from OT AUSTRALIA.

When accredited by OT AUSTRALIA, this degree will provide the necessary qualification for graduates to be eligible for membership of OT AUSTRALIA (Australian Association of Occupational Therapists), and eligible for registration in Queensland.

2010 Course Rules

The Award Rules for each course are published in the *Student Handbook*. Hardcopies of the Handbook are available for purchase at the Coop Bookshop in the Plaza. An online version of the Handbook is available from the Southern Cross University website at www.scu.edu.au/handbook

Level of Award:	Undergraduate Degree
Faculty:	Arts and Sciences
Academic Organisational Unit:	School of Health and Human Sciences
Campus:	Tweed Gold Coast
Course Mode:	Internal
Duration:	4years F/T, 8 years P/T
Total Units:	Equivalent to 32

Specific Award Rules

See the University's *Rules Relating to Awards*, in conjunction with the Specific Award Rules listed below.

4.1 Requirements for an Award

To be eligible for the award of Bachelor of Occupational Therapy a candidate shall successfully complete the equivalent of thirty two (32) units (or 384 credit points comprising:

- a. all units listed in Part A of the Schedule of Units attached to these Rules; plus
- b. one (1) unit from Part B; and
- c. one (1) elective unit selected from Part C of the Schedule of Units

4.2 Exclusion

- a. A students can be excluded under Rule 2.10
- b. A student who has twice received a fail grade in one of the following fieldwork placement units: (HLT10582 Introduction to Occupational Therapy and Human Occupations; HLT10583 Communication Skills in Occupational Therapy; HLT10590 Home and Community Occupations; HLT10591 Regional Rural Remote Fieldwork; HLT10599 Health Promotion and Primary Health Care; HLT10600 Advanced Fieldwork) may be excluded by the Head of School unit they can demonstrate professional suitability to undertake the course.

Course Structure

This table maps out the unit progressions in the Bachelor of Occupational Therapy, which will assist you with your unit selection. Students must complete all units below to satisfy requirements for the Bachelor of Occupational Therapy award.

Full-time students normally complete four units each study period. The units you should enrol in each year/session can be found in the table below.

Part-time students normally complete two units each study period. The units you should enrol in each year/session can be found in the table below.

Due to the requisites in the course, it is suggested that students follow the unit progressions outlined in the tables below. If there is a reason you are unable to do so, please contact your Student Liaison Officer for advice (contact details at the end of Part One of this document).

Full-time course structure

Year 1			
Session 1		Session 2	
BHS10581	Psychology and Sociology for Health Sciences	BIO00307	Human Physiology
BIO01302	Human Anatomy	HLT10583	Communication Skills in Occupational Therapy
CMM10580	The Australian Health Care System	HLT10584	Mobility and Personal Care Occupations
HLT10582	Introduction to Occupational Therapy and Human Occupations	MAT00330	Research and Analysis in Health
Year 2			
Session 1		Session 2	
BIO10493	Motor Control	BIO10587	Functional Kinesiology
CUL00408	Health and Australian Indigenous Peoples	HLT10588	Musculoskeletal and Reduced Energy Assessments and Interventions
HLT10585	Sensory Motor Assessments and Interventions	HLT10589	Lifespan Development and Occupational Transitions
HLT10586	Learning and Applying Knowledge for Individuals and Groups	HLT10590	Home and Community Occupations
Year 3			
Session 1		Session 2	
HLT10591	Regional Rural Remote Fieldwork	HLT10595	Education Leisure and Play Occupations
HLT10592	Occupational Therapy Theory and Practice	HLT10596	Work and Employment Occupations
HLT10593	Mental Function (Cognition) Assessments and Interventions	HLT10597	Mental Function (Psychosocial) Assessments and Interventions
HLT10594	Evaluation of Occupational Therapy Programs		Part C Elective (any unit in the University)
Year 4			
Session 1		Session 2	
HLT10598	Introduction to Complementary Medicine	HLT10600	Advanced Fieldwork (triple-weighted unit)
HLT10599	Health Promotion and Primary Health Care (double-weighted unit) Part B Elective (select 1 of the following):	HLT10601	Transition to Professional Practice
CUL00409	The Mental Health of Australian Indigenous Peoples OR		
HEA10200	Trans- and Intergenerational Trauma		

Part-time course structure

Year 1			
Session 1		Session 2	
BIO01302	Human Anatomy	BIO00307	Human Physiology
HLT10582	Introduction to Occupational Therapy and Human Occupations	MAT00330	Research and Analysis in Health
Year 2			
Session 1		Session 2	
BHS10581	Psychology and Sociology for Health Sciences	HLT10583	Communication Skills in Occupational Therapy
CMM10580	The Australian Health Care System	HLT10584	Mobility and Personal Care Occupations
Year 3			
Session 1		Session 2	
CUL00408	Health and Australian Indigenous Peoples	BIO10587	Functional Kinesiology
HLT10586	Learning and Applying Knowledge for Individuals and Groups	HLT10588	Musculoskeletal and Reduced Energy Assessments and Interventions
Year 4			
Session 1		Session 2	
BIO10493	Motor Control	HLT10589	Lifespan Development and Occupational Transitions
HLT10585	Sensory Motor Assessments and Interventions	HLT10590	Home and Community Occupations
Year 5			
Session 1		Session 2	
HLT10593	Mental Function (Cognition) Assessments and Interventions	HLT10595	Education Leisure and Play Occupations
HLT10592	Occupational Therapy Theory and Practice	HLT10597	Mental Function (Psychosocial) Assessments and Interventions
Year 6			
Session 1		Session 2	
HLT10591	Regional Rural Remote Fieldwork	HLT10596	Work and Employment Occupations Part C Elective (any unit in the University)
HLT10594	Evaluation of Occupational Therapy Programs		
Year 7			
Session 1		Session 2	
HLT10598	Introduction to Complementary Medicine Part B Elective (select 1 of the following):	HLT10600	Advanced Fieldwork (triple-weighted unit)
CUL00409	The Mental Health of Australian Indigenous Peoples OR		
HEA10200	Trans- and Intergenerational Trauma		
Year 8			
Session 1		Session 2	
HLT10599	Health Promotion and Primary Health Care (double-weighted unit)	HLT10601	Transition to Professional Practice

Unit Availability Table

This information is derived from the *Schedule of Units* and is correct at the time of printing. For the most up to date version please visit www.scu.edu.au/scheduleofunits

The units listed below are units that are on offer in 2010 and are listed alphabetically by unit name.

Unit Code	Unit Name	Pre-requisite/s, Anti-requisite/s Co-requisite/s	Campus	Session
HLT10583	Communication Skills in Occupational Therapy	HLT10582 (pre-req)	THL	S2
BIO10587	Functional Kinesiology	BIO01302, BIO00307 (pre-req's); HLT10588 (co-req)	THL	S2
CUL00408	Health and Australian Indigenous Peoples		L, THL, DE	S1, S2
HLT10590	Home and Community Occupations	HLT10582, HLT10583 (pre-req's)	THL	S1
BIO01302	Human Anatomy		L, THL	S1
BIO00307	Human Physiology		L, THL	S2
HLT10582	Introduction to Occupational Therapy and Human Occupations		THL	S1
HLT10586	Learning and Applying Knowledge for Individuals and Groups	HLT10582 (pre-req)	THL	S1
HLT10589	Lifespan Development and Occupational Transitions	HLT10582 (pre-req)	THL	S2
HLT10584	Mobility and Personal Care Occupations	HLT10582 (pre-req)	THL	S2
BIO10493	Motor Control	BIO01302, BIO00307 (pre-req's)	L, THL	S1
HLT10588	Musculoskeletal and Reduced Energy Assessments and Interventions	BIO01302, BIO00307, HLT10582 (pre-req's); BIO10587 (co-req)	THL	S2
BHS10581	Psychology and Sociology for Health Sciences		THL	S1
MAT00330	Research and Analysis in Health		L, THL	S2
HLT10585	Sensory Motor Assessments and Interventions	HLT10582 (pre-req) BIO10493 (co-req)	THL	S1
CMM10580	The Australian Health Care System		THL	S1

Key

CH	Coffs Harbour Campus	THL	Tweed Heads – Lakeside Campus
GCB	Gold Coast – Beachside Campus	THR	Tweed Heads – Riverside Campus
L	Lismore Campus	EXT	External (Distance Education)
		ONL	Online

Definitions

Internal is a lecture-based course of study at a physical location e.g. Coffs Harbour, Lismore, Singapore, etc. Such a course may be web enhanced e.g. MySCU.

External (EXT) is an externally delivered course of study with study guides and course materials delivered via the post or made available online. Also called distance education or study via correspondence. It is typically web enhanced.

Online (ONL) is a course of study delivered exclusively online. All material for the unit is delivered online via the web.

Pre requisite study package (“Pre”) means a study package (unit or course) which must have been completed with a grade of Pass or above before enrolling in another specified study package.

Co requisite study package (“Co”) means a study package (unit or course) in which a student must be concurrently enrolled (or have satisfactorily completed) prior to enrolment in another specified study package.

Anti requisite study package (“Anti”) means a study package (unit or course) that if satisfactorily completed will not allow enrolment in another specified study package, normally because they are equivalent or overlapping in content.

Study Year indicated in the Unit Availability Table relates to full-time study.

Enrolment Restrictions are the enrolment conditions for the particular study package (unit or course) that if relevant are found directly under any requisites for the relevant study package in the Unit Availability Table.

Double-weighted units are units which are equivalent to two single-weighted units. Single-weighted units are 12 credits point and double weighted units are 24 credit points in value.

Unit Descriptions

The units listed below are listed alphabetically by unit name.

HLT10600 Advanced Fieldwork (triple-weighted unit)

Pre-requisite/s: HLT10591 Regional Rural Remote Fieldwork

Provides a 10 week (400 hr) Advanced Fieldwork Placement under the supervision of one or more occupational therapy clinicians. Students undertake, with supervision, learning experiences to consolidate and further develop professional behaviours and competencies, and integrate and apply theory and skills at an advanced level. Clinical reasoning and reflective practice are demonstrated at more advanced and complex levels than in previous placements

HLT10583 Communication Skills in Occupational Therapy

Pre-requisite/s: HLT10582 Introduction to Occupational Therapy and Human Occupations

Introduces inter- and intrapersonal communication skills for clinical and academic contexts. This includes development of verbal and non-verbal communication skills suitable for clinical contexts, and academic communication skills (verbal and written). A range of communication theories are presented and basic counselling skills introduced. Cross cultural communication and the needs of clients with specific communication limitations will be examined. Collaboration with other professionals including interpreters, trans-cultural workers and community representatives will be highlighted.

Includes interview skills, professional communication (written & verbal); library skills associated with professional communication.

Includes a 2 week (80 hr) Fieldwork Placement with emphasis on demonstrating the communication skills learnt in the unit

HLT10595 Education Leisure and Play Occupations

Pre-requisite/s: HLT10589 Lifespan Development and Occupational Transitions

Examines the impact of occupational performance limitations on education, leisure and play in children and adolescents due to physical, cognitive and psychosocial dysfunction and environmental constraints. Provides the opportunity to develop skills in methods used to assess, maintain, restore and enhance education, leisure and play roles.

Includes understanding school/education systems; issues with participation on education and leisure/play; activities related to pre-school, school, school-to-work transitions.

HLT10594 Evaluation of Occupational Therapy Programs

Pre-requisite/s: MAT00330 Research and Analysis in Health

Co-requisite/s: HLT10591 Regional Rural Remote Fieldwork

Develops knowledge and beginning skills to conceptualise and write a proposal to evaluate the quality and/or outcomes of occupational therapy programs and general service provision identified from a real world context.

Includes development of a proposal to evaluate an aspect of OT practice identified on FW placement; unit covers relevant methods for evaluation (qualitative and quantitative).

BIO10587 Functional Kinesiology

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology

Co-requisite/s: HLT10588 Musculoskeletal and Reduced Energy Assessments and Interventions

Focuses on concepts of biomechanics and kinesiology applied to situations that have specific implications for occupational therapy practice and intervention in activities of daily living and the workplace. Included in these applications are the biomechanics of lifting techniques and manual handling as well as kinesiology of the trunk and upper limb.

CUL00408 Health and Australian Indigenous Peoples

Examines the conflicts between Indigenous healing practices and the mainstream health industry. The concepts of Indigenous wellbeing, spiritual integrity and community cohesion are explored, and the impact of invasion on the health status of Indigenous peoples is analysed from historic and contemporary points of view. Aims to provide students with understanding and awareness of the socio-economic issues and cultural sensitivities required for delivery of effective and appropriate care by health workers and allied personnel.

HLT10599 Health Promotion and Primary Health Care (double-weighted unit)

Pre-requisite/s: CMM10580 The Australian Health Care System, BHS10581 Psychology and Sociology for Health Sciences, HLT10586 Learning and Applying Knowledge for Individuals and Groups, HLT10591 Regional Rural Remote Fieldwork.

Introduces students to the theory and practice of health promotion and primary health care for community/population health, providing the foundation for planning, implementing and evaluating health, social and environmental change programs to prevent illness and promote health. The Fieldwork component of this double-weighted unit enables students to work with a community agency to address a community/ population health based issue identified in collaboration with the agency.

Double weighted unit (24 credit points) with Fieldwork component equivalent to 1 unit (12 credit points) (2 days x 10 weeks = 160 hrs)

HLT10590 Home and Community Occupations

Pre-requisite/s: HLT10582 Introduction to Occupational Therapy, HLT10583 Communication Skills in Occupational Therapy

Extends mobility and personal care occupations to home and community environments. Students will explore the concepts of what are "home" & "community" from different cultural perspectives, and the effects of physical, cognitive and psychosocial dysfunction and environmental constraints on occupational performance within the home and community. Occupational therapy assessment of the accessibility of home and public environments, and the development of culturally appropriate interventions, including the use of appropriate assistive devices/technology, will be examined.

Includes 3 week (120 hr) Fieldwork Placement with an emphasis on content learnt in this and previous units. Students will have opportunities to demonstrate professional behaviour, integrate and apply theory and skills learned in the previous semesters to occupational therapy practice with guidance/supervision from one or more fieldwork educators. Students will be required to consolidate and expand on previous knowledge and skills.

BIO01302 Human Anatomy

Examines cellular and tissue organisation, the integument, osteology, arthrology, mycology, the nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems and the sensory organs. Students explore anatomical structures on human cadaveric specimens, models and computers to provide a basis for understanding the structure and function of the human body.

BIO00307 Human Physiology

The areas to be studied include basic cellular functions, the functions of the nervous and endocrine systems, muscle contraction, circulation, respiration, renal system and body fluid and electrolytes homeostasis, digestion and absorption, metabolism, reproduction, and defence mechanisms of the body.

HLT10598 Introduction to Complementary Medicine

Examines the role of natural and complementary therapies in Australia and internationally from a sociological and public health perspective, who utilises these therapies and why. Includes an introduction to the main therapies and the evidence supporting them, in order to give students a basic understanding of what natural and complementary therapies are, and what they have to offer.

HLT10582 Introduction to Occupational Therapy and Human Occupations

Introduces students to the profession of occupational therapy, including: an overview of the evolution of the profession, underpinning values and beliefs, philosophical bases, models of practice, scope of current occupational therapy practice and intervention process. Humans as occupational beings and the importance of occupation to health are introduced. Fieldwork (40 hours) focused on developing professional behaviours will occur.

HLT10586 Learning and Applying Knowledge for Individuals and Groups

Pre-requisite/s: HLT10582 Introduction to Occupational Therapy and Human Occupations

Principles of learning and systematic instruction that underpin occupational therapy assessment and intervention in all areas of practice are presented. This includes understanding how people learn (individually and in groups); understanding behavioural change and how this can be influenced; and developing skills in teaching/instructional strategies used by occupational therapists (for individuals and groups).

Theories of group work will be covered, as well as experiential learning in groups. As part of the unit various approaches to occupational and task analysis and the therapeutic use of activities are covered.

HLT10589 Lifespan Development and Occupational Transitions

Pre-requisite/s: HLT10582 Introduction to Occupational Therapy and Human Occupations

Introduces lifespan development concepts and occupational role development; also the development of, and transitions through occupational roles in infancy, childhood, adolescence, adulthood, and in the elderly. The range of personal, social and developmental issues occurring at these stages will be examined as they influence the acquisition of occupational roles and vice versa. Development of skills and abilities necessary for performance of occupations during the lifespan will be examined from various theoretical perspectives.

HLT1059 Mental Function (Cognition) Assessments and Interventions

Pre-requisite/s: HLT10586 Learning and Applying Knowledge for Individuals and Groups

Examines occupational performance limitations as a result of impairments impacting on cognitive mental functions. Theory and practice of occupational therapy assessment and intervention for occupational performance limitations associated with cognitive and perceptual impairments are presented.

Includes assessments for cognitive/perceptual impairments (children & adults); acquired brain injury; intellectual/developmental disability; dementias; intervention approaches (theory & practice).

HLT10597 Mental Function (Psychosocial) Assessments and Interventions

Pre-requisite/s: HLT10583 Communication Skills in Occupational Therapy, HLT10586 Learning and Applying Knowledge for Individuals and Groups

Examines occupational performance limitations as a result of conditions impacting on psychosocial mental functions. Theory and practice of occupational therapy assessment and intervention for occupational performance limitations associated with mental health and psychosocial impairments are presented.

Includes assessments for psychosocial/mental health impairments; intervention approaches (theory & practice) – individual & group approaches. National Practice Standards for the Mental Health Workforce (2002) are addressed. In line with current directions, this unit will be guided by principles of wellness and recovery.

HLT10584 Mobility and Personal Care Occupations

Pre-requisite/s: HLT10582 Introduction to Occupational Therapy and Human Occupations

Examines the impact of occupational performance limitations in mobility and personal care (eating, dressing, bathing, toileting, grooming, etc) due to physical, cognitive and psychosocial dysfunction and environmental constraints. Provides the opportunity to develop skills in methods used to assess, maintain, restore and enhance mobility and personal care.

Includes skill development in assisting people with mobility impairments (bed mobility, transfers, wheelchair prescription & use; assistive devices for walking, sighted guide); assessments & interventions associated with personal care (eating, dressing, bathing, toileting, grooming); appropriate use of assistive devices/technology; focus on activity limitations (problem-based) with case studies.

BIO10493 Motor Control

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology

Provides students with the knowledge basis for the understanding of neural processes involved in the control of movement and of issues involved in cerebral organisation of goal-directed movement. It also provides background to neurological and movement disorders.

HLT10588 Musculoskeletal and Reduced Energy Assessments and Interventions

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology, HLT10582 Introduction to Occupational Therapy and Human Occupations

Examines occupational performance limitations as a result of musculoskeletal and systemic impairments impacting on biomechanical performance and energy levels. Theory and practice of occupational therapy assessment and intervention for occupational performance limitations associated with musculoskeletal impairments and those resulting in reduced energy are presented.

Includes assessments for musculoskeletal/movement impairments & those affecting energy capacity (i.e. ROM, MMT, reduced energy, hand/UL function); intervention approaches (i.e. splinting/orthotics, management of reduced energy, strengthening, increasing ROM, etc).

HLT10592 Occupational Therapy Theory and Practice

Pre-requisite/s: HLT10582 Introduction to Occupational Therapy and Human Occupations

Expand students' understanding of occupational therapy theory and process through the exploration of clinical reasoning and decision-making processes. Enable students to objectively compare and contrast approaches to practice using occupational therapy theories and frameworks to guide clinical reasoning.

Includes in-depth study of OT theories & frameworks (e.g. Occupational Performance Model (Australia), Model of Human Occupations, Canadian Occupational Performance Model, Person-Environment-Occupation Model, Kawa (River) model, etc); clinical reasoning; application to cases; compare & contrast theoretical approaches.

BHS10581 Psychology and Sociology for Health Sciences

Introduces areas of psychology and sociology relevant to health and wellbeing. Provides the theoretical underpinning required to achieve social literacy in the domains of health and wellbeing as well as an introduction to the principles and applications of psychology as they pertain to these areas.

HLT10591 Regional Rural Remote Fieldwork

Pre-requisite/s: HLT10590 Home and Community Occupations

Provides a 6 week (240 hr) Fieldwork Placement in a Regional, Rural or Remote setting under the supervision of one or more occupational therapy clinicians. Students undertake learning experiences to develop professional behaviours and competencies, and integrate and apply theory and skills learned in previous units. Reflective practice and the development of clinical reasoning are key components of this unit.

Placement will require students to be engaged in occupational therapy service provision; including assessing, determining goals, planning, implementing, evaluating, reporting and documenting. The placement will provide the opportunity for students to develop professional practice skills through involvement in delivering services to occupational therapy consumers in regional, rural or remote practice settings. Students will be required to keep a reflective journal in addition to other placement requirements to enable them to reflect on and analyse their clinical reasoning and fieldwork experiences.

MAT00330 Research and Analysis in Health

This unit will provide students with an understanding of research methods and design so that they can be applied to the study of the science and management of sport and exercise. Students will analyse relevant statistical data and gain an understanding of the research process and ethical issues. Computing skills and appropriate software packages will be introduced that aid with report and presentation and analysis.

HLT10585 Sensory Motor Assessments and Interventions

Pre-requisite/s: HLT10582 Introduction to Occupational Therapy

Co-requisite/s: BIO10493 Motor Control

Examines occupational performance limitations as a result of neurodevelopmental, and neurological impairments impacting on sensory-motor performance. Theory and practice of occupational therapy assessment and intervention for occupational performance limitations associated with sensory-motor impairments across the lifespan are presented.

CMM10580 The Australian Health Care System

Provides students with an overview of the Australian Health Care system and the factors that influence the way it functions. There is no presumed knowledge required for students to undertake this unit.

CMM10580 The Mental Health of Australian Indigenous Peoples

Pre-requisite/s: CUL00408 Health and Australian Indigenous Peoples

Explores aspects of Indigenous mental and spiritual care in relation to terms, definitions and diagnoses used in the area of Australia's mental health services. Personal, social, and political issues impacting on the psychological wellbeing of Indigenous people will be examined with special emphasis on appropriate health worker responses to recognised mental illnesses, trauma, substance and physical abuse patterns within Indigenous families, communities and mainstream society.

HEA10200 Trans- and Intergenerational Trauma

Introduces and develops critical analysis of the themes: World populations - violence - trauma and health. Students will consider human societies, violence in wars, colonisations and natural disasters; the anthropology of violence in relationship to trauma; the trauma in violence and transgenerational aspects of trauma. A public health model in working with individuals, families and communities for recovery from trauma will be examined.

HLT10601 Transition to Professional Practice

Pre-requisite/s: Successful Completion of the equivalent of 28 units (336 credit points)

Explores issues of leadership, management and professional development to facilitate the transition from student to competent beginning practitioner. Includes issues identified by students.

Includes awareness of OT Australia, SARRAH (Services for Australian Rural & Remote Allied Health), and other professional bodies; registration issues (Qld); AccOT program; mentoring and other supports; working as a sole therapist; post-graduate education opportunities; presentations from potential employers/recruiters, etc. Workshops and papers presented in a conference format to colleagues, staff and invited guests.

HLT10596 Work and Employment Occupations

Pre-requisite/s: BIO10587 Functional Kinesiology, HLT10569 Lifespan Development and Occupational Transitions

Examines the impact of occupational performance limitations on productivity and employment due to physical, cognitive and psychosocial dysfunction and environmental constraints.

Provides the opportunity to develop skills in methods used to assess, maintain, restore and enhance productivity roles.

Includes paid & unpaid work; occupational choice; career development; relevant legislation; workplace assessments; RTW plans; pre-vocational training; supported employment options; retirement planning; volunteering/non-paid options; prevention of work-related injury/illness (OH&S)

Other Important Information

Clinical Placements

Student responsibilities

A number of Southern Cross University's health undergraduate courses **require** students to undertake Clinical Placements in NSW and/or Queensland Health facilities. Clinical Placements may not always fall during teaching sessions, and may be undertaken during University breaks; placements are arranged across a wide geographical area.

There are a number of specific requirements which must be addressed before any student undertakes a placement and students who do not fulfil the requirements will not be able to undertake Clinical Placements and will therefore be unable to complete their chosen course of study.

For **Bachelor of Occupational Therapy** students, these requirements are as follows:

Working With Children Check

All students will need to meet the requirements of **both** NSW and Queensland Health facilities by signing a Prohibited Employment Declaration form (NSW), **and** undergoing a Working With Children check and applying for a Blue Card (Qld). Further information and forms are available from <http://www.ccyipcq.qld.gov.au/employment/index.html> or collected from one of the Clinical Placement Coordinators (see below).

National Police Record Check

Students will need to undergo a criminal record check. Students may not be able to undertake placements if they have a criminal history that will preclude them from doing so.

Students should complete these **three** forms **ASAP** and submit them to their local Clinical Placement Coordinator for processing.

Forms can be downloaded at <http://www.scu.edu.au/schools/hahs/index.php/37/> or collected from one of the Clinical Placement Coordinators. Details as follows:

Coffs Harbour campus	Lismore campus	Tweed Gold Coast campus
Melinda Russell Room M.1.31a Ph: 02 6659 3914	Paul Wardrop Room Z2.22 Ph: 02 6620 3302	TBA Room: Ph:

Immunity / Vaccination

Students undertaking placements in NSW and Queensland must comply with the New South Wales Policy Directive for Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases and the Queensland Health Policy for Immunisation of Health Care Workers. It may take several months to complete a full course of vaccinations, so you will need to contact your GP at least six months in advance of the commencement of your clinical placements in order to arrange timely vaccinations.

If requested by NSW or Qld Health, you will need to provide evidence of vaccination / immunity in relation to:

- Hepatitis B (vaccination will take up to 6 months for a series of 3 injections; you will also need to undertake a blood test to confirm sero-conversion)
- Diphtheria, Tetanus and Pertussis

- Measles / Mumps / Rubella
- Varicella Zoster virus (Chicken Pox)
- Tuberculosis screening

Fitness for Practice Certificate

You must provide a certificate from your General Practitioner or doctor located on campus that will identify that you are medically fit to participate in fieldwork. Students will also be responsible for disclosing chronic health problems that might impede their performance on placements. Some chronic health problems (e.g. injuries, skin allergies) can be seriously exacerbated in some environments and can affect the safety of students or patients.

Uniforms / Dress Regulations and Equipment

It is expected, unless otherwise specified, that students will wear a uniform during clinical placement. The dress code is as follows:

- Navy blue long pants, culottes, dress shorts (i.e. shorts must be to the knees) or modest length skirt;
- White polo shirt or white blouse with SCU logo;
- Closed in flat shoes (navy or black).

Should a uniform not be appropriate to the setting, then students are advised to be mindful of the following dress standards:

- Clothing should be neat, tidy and modest;
- Clothing should be more anonymous than excessively individual;
- Not so casual as to imply disrespect for patients / clients or centre (e.g. brief shorts/skirts, midriffs or revealing clothes are not acceptable).

For example: if working with children, then t-shirts, pants or shorts may be the most practical dress, if working in a mining setting long pants, long sleeved shirts and steel capped boots may be required, if working in a private practice long pants / skirt may be appropriate.

Please note the following suggestions:

- Clothes must be clean and ironed;
- Shoes must be clean and polished;
- Hair must be clean and tied back if long;
- Nails must be clean and short and no jewelry is to be worn other than a wedding band and single small ear studs;
- Body piercings and tattoos must be covered;
- Absolutely no hipsters, short skirts or short shorts are allowed;
- Shirts should be long enough so that no skin shows when arms are fully extended above head or when squatting or bending over;
- In cold weather plain navy or black vests or jumpers may be worn. Leggings are not acceptable.

First Aid / CPR

Students will be required to provide a copy of a certificate of completion of a nationally accredited Apply First Aid (Senior First Aid) course which includes the Perform CPR component. It is expected you will continue your CPR and First Aid competency throughout your course. Your Clinical Placement Coordinator will be able to provide advice regarding appropriate courses in your area.

Name badge requirements

You must wear an identification badge when on clinical placement. You will need to have complied with a number of statutory checks and provide the Clinical Placement Unit with a Medical Fitness Certificate, Blue Card and Criminal Record check approval number before this badge can be issued. Student ID badges are issued from the main Tweed Gold Coast reception with all appropriate information provided.

School Contacts

Student Liaison Team

The Student Liaison Team aims to provide you with a high level of friendly, efficient and professional service and can be used as the first point of contact for enquiries you may have regarding your course. If the Student Liaison Team does not have the answer to your question, they will be able to refer you to the relevant area within the University or to the appropriate staff member.

Staff in the Student Liaison Team can provide you with assistance during the course of your studies in relation to the following types of enquiries:

- enrolment advice
- course structure and planning
- unit selection
- assignment administration
- advanced standing
- special consideration
- general course administration
- support for Distance Education students.

Location: Student Liaison Staff are located on each campus.

Hours: 9am – 5pm Monday to Friday.

Campus	Location	Contact Details
Coffs Harbour Campus	M Block, Level 1	02 6659 3377 healthscience@scu.edu.au
Lismore Campus	Z Block, Level 1, Room Z1.08	02 6626 9585 healthscience@scu.edu.au
Tweed Gold Coast (Lakeside) Campus	B Block, Level 1, Room B1.06	07 5506 9251 healthscience@scu.edu.au

The designated Student Liaison Officer for the Bachelor of Occupational Therapy is Renee Parker. Renee can be contacted at the Tweed Gold Coast (Lakeside) campus, contact details listed above.

Academic staff

Academic staff are available to discuss any questions or issues you may have regarding specific unit or course content.

- **Course Coordinators** have responsibility for the overall coordination, development, review and administration of a course. Please familiarise yourself with the name of your Course Coordinator.
- **Unit Assessors** have responsibility for the overall coordination, development, review and administration of a unit. Not all unit assessors are listed below. Please familiarise yourself with the name of your Unit Assessor during each session.
- **Lecturers and Tutors** have responsibility for conducting lectures and tutorials/workshops.

Course Coordinator – Bachelor of Occupational Therapy		
Associate Professor Ev Innes	07 5506 9252 ev.innes@scu.edu.au	Tweed Gold Coast (Lakeside) Campus Room: B1.03

Unit assessor, lecturer and tutor details will be made available through unit materials each session.

Part Two

Administrative and General Information

This section of the guide is a summary of administrative and general information relative to students and their studies. Wherever possible you will be directed to sources of further information and assistance. A comprehensive list of useful websites is located at the end of this guide.

Online enrolment

To assist students to enrol online Students Services have developed an easy reference guide called 'Getting started at SCU'. This guide outlines the nine easy steps to online enrolment. Students can download a copy of 'Getting started at SCU' at www.scu.edu.au/enrol/index.php/3.

Fees

The cost of attending university will vary and much depends on your program of study. Expenses can generally be broken into three groups: study costs, living expenses and other expenses. This section focuses on study costs or fees and includes important information to remember when enrolling into units of study in a course.

At SCU a student is either a Commonwealth supported student or a fee-paying student, also known as a non-Commonwealth supported student.

Fee-paying students are required to pay full tuition fees for each unit of study.

The University offers very few Undergraduate fee-paying courses; the majority of SCU fee-paying courses are available for postgraduate study.

Commonwealth-supported students

A Commonwealth-supported place (formerly known as a HECS place), entitles all eligible students in an undergraduate degree (and some postgraduate degrees) to a Student Learning Entitlement (SLE), with access to seven years of equivalent full-time study. Every unit of study undertaken under Commonwealth support has a cost. The Commonwealth Government meets part of that cost and the student pays the other part. This student cost is called the Student Contribution Amount.

At SCU the Student Contribution varies and is determined by the units selected by the students, the discipline category or 'band' of the units studied and the year the student commenced their course of study or degree. To find out exactly which band(s) your unit(s) of study belong to visit the University's Fees Website (located at the end of this guide).

Before enrolling in units for the first time, new students must read the 'Information for Commonwealth supported students booklet' available from SCU Student Services or at www.goingtouni.gov.au

Students complete the request for Commonwealth Support Form (and HECS-Help) from SCU. This is known as an electronic 'Commonwealth Assistance Form' (eCAF), which is completed and submitted electronically via 'MyEnrolment'.

The deadline for finalising payment arrangements for each unit of study is the census date.

Commonwealth supported students can pay for all or part of their Student Contribution upfront or defer payment to the Australian Tax Office (ATO) and repay it later through the Australian tax system when their income is above the nominated minimum threshold.

If the Student Contribution is paid on or before the census date a 20% discount applies for payment of \$500 or more.

Domestic fee paying students

A fee-paying student, also known as a non-Commonwealth supported student, is required to pay full tuition fees for each unit of study in a study period. Eligible fee paying students can either:

- Pay some or all of their tuition fees up front on or before two weeks prior to the start of the study period; and/or
- Apply for an Australian Government FEE-HELP loan for some or all of their tuition fees by submitting a 'Request for FEE-HELP assistance form' (eCAF). The Australian Government will pay the amount of the loan to SCU on the student's behalf. A loan fee of 20% applies for undergraduate courses of study. There is no loan fee to a FEE-HELP loan for, postgraduate study, enabling courses, units of study with Open Universities Australia and bridging study for overseas trained professionals.

The deadline for finalising payment arrangements via a FEE-Help loan is the census date.

To be eligible to receive a FEE-HELP loan the student must be an Australian citizen or holder of a Humanitarian visa. FEE-HELP is not available to New Zealand citizens or permanent residents.

Students, who wish to access a FEE-HELP loan, must read the 'FEE-HELP information booklet' available from Student Services or at www.goingtouni.gov.au. They must also complete and submit an eCAF via 'MyEnrolment' and provide their Tax File Number.

Payment of a FEE-HELP loan is deferred to the Australian Tax Office (ATO) and is repaid later through the Australian tax system when their income is above the nominated minimum threshold.

International on-shore and miscellaneous fee paying students

International onshore students and miscellaneous fee paying students are required to ensure that their fees are paid on or before two weeks prior to the start of the study period.

International tuition fee information, including information about unit withdrawal impacts, due dates for student fees and refund rules, is available from the International Office and Fees websites (located at the end of this guide).

To contact the International Office:

Phone: +61 2 6620 3876
Email: intoff@scu.edu.au

More information

For more information on University fees or Commonwealth supported places go to the University's Fee website and www.goingtouni.gov.au

To contact Student Services:

Phone: 1800 626 481
Email: enrol@scu.edu.au

Other related costs

There are a number of other administrative fees that students may be required to pay at some time during their University life. These may include such things as textbooks, field trips, student services and amenities fee, penalty charges (sanctions) and costs associated with graduation etc.

For further information see Administrative Charges in the *Student Handbook*.

Census dates

Each unit of study in a study period at SCU has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes fixed and final. After the census date a student cannot enrol or withdraw from units without significant financial and/or academic liability.

If using the HECS-HELP or FEE-HELP Government loan schemes, the debt for units in the study period is deferred on the census date.

Census dates may differ for different units within a study period. Therefore, it is important that students are aware of the census date for each enrolled unit for a particular study period.

To check the census date applicable to a unit within a study period, go to 'MyEnrolment' and select 'Current Enrolment' from the menu item called 'My Study Plans'. Each unit in which a student is enrolled will be displayed with the census date clearly identified.

Advanced standing

Southern Cross University *Academic Policy* allows for the granting of advanced standing, credit transfer and recognition of prior learning (RPL) as mechanisms for recognising the prior learning and professional experience and/or the prior formal education of students enrolling in SCU award courses.

There are two ways in which a student may be granted credit towards a qualification at SCU:

Recognition of prior learning (RPL) – a process that recognises a person's non formal learning; and

Credit transfer from prior formal studies – a process where prior formal studies is used to claim access to, or the award of credit in, a course of study at SCU.

A student may apply for advanced standing at any time from the date of their application. However, all applications for advanced standing must be made prior to the commencement of a student's last study period. All applications for advanced standing must be accompanied by supporting documentation, examples include:

- Statement of Attainment for a partially completed qualification
- Certification of a previous qualification or award
- Transcript displaying grades relevant to a completed qualification or award
- A detailed Course Outline and/or relevant Unit Statements for previously completed qualifications or awards

Where an application is submitted on the basis of non-formal learning:

- Cover letter stating why advanced standing should be granted
- Up to date Curriculum Vitae/Resume
- Duty Statements and Performance Reviews listing key performance and achievements
- Records of workplace training in a diary or professional development register
- Detailed third party reports/statement of service from current and previous employers or trainers (this is not a reference and should detail length of service, full or part time capacity and list primary responsibilities and duties)

- Confirmation of relevant unpaid or volunteer experience (list years of full time experience or equivalent part-time)
- Work samples e.g., creative portfolio or project evidence

HINT: if commencing/first year students intend to submit an application for Advanced Standing they should do so prior to the commencement of the study period as approved advanced standing may affect a student's study plan planned unit enrolment and course progression.

Students will be notified in writing of the decision regarding their advanced standing application.

An application form for Advanced Standing is available from the University's Document Downloads website (located at the end of this guide).

For further information please contact your School/College Student Liaison or Support Team.

Cross-institutional studies

It may be possible for SCU students to undertake a unit(s) of study at another university and have the unit(s) credited to their award (course, degree or program).

Students interested in applying for approval to study cross-institutionally at another institution should first discuss their intention with their school. The School may require the application be in writing and accompanied by the unit statement(s) for the unit(s) you wish to study.

Where the request is approved, the School will provide written approval, which will be required by the university that you wish to study at. It is the student's responsibility to organise enrolment at that university. As each university will have different requirements and deadlines, students will need to check these carefully.

On completion of cross-institutional study, the student will need to provide their School with their academic transcript, or a certified copy, attached to a completed 'Advanced Standing Application Form' to have the unit(s) credited towards their SCU degree. To avoid delays with graduation, please make sure that all applications for advanced standing are submitted as soon as possible after the completion of cross-institutional study.

Students studying at other universities may apply to study cross-institutionally at SCU. Application is made direct to SCU using the University's 'Direct Application Form'. Normal admission deadlines apply.

For more information about cross-institutional study please contact Student Services:

Phone:	1800 626 481
Email:	stusadmin@scu.edu.au

Variation to enrolment

A student may vary their original unit enrolment details through 'MyEnrolment'. Please note that deadlines exist for enrolment variation and course/unit withdrawals. These dates are set out in the Principal Dates section of the *Student Handbook* and can affect a student's academic record and financial liability.

Please Note: changing the mode of study, for example internal/on-campus to external study/distance education/university wide, and unit substitutions are enrolment variation requests and are subject to the same deadlines – refer to the section in this guide 'Withdrawing From a Course or Unit'.

Class timetabling

Information about class timetables is available from the University's Class and Exam Timetables website (listed at the end of this guide). This represents the most up-to-date timetable information for SCU on-campus students and does not apply to external studies.

Please continue to check timetables periodically as times may change. Coffs Harbour campus timetable enquiries should be directed to the relevant School/College.

Class registration

Students will receive an email from Student Services advising when class registration is open. Students can then register for classes through 'MyEnrolment' by clicking on 'Timetable/Class Registration' under the menu 'My Classes'. Students may also swap classes using 'MyEnrolment'.

Please note: some students do not register for classes, for example, external/university wide students.

It is advisable for students to review the class timetables for their enrolled units prior to class registration opening and to have alternative classes selected in case their preferred class is already full.

A student may be required to attend one or more activities to meet the requirements of a particular enrolled unit. Registration into a class for each activity is necessary (such as a lecture, tutorial, practical, workshop or lab session).

Where an activity is scheduled more than once, a student may have a choice of class attendance and will need to select their preferred class. HINT: the earlier a student registers for classes, the greater chance they have of gaining their first preference of class.

For activities where only one class exists a student may have already been registered.

For more information about class registration please visit www.scu.edu.au/services/student-services/index.php/dds/ and download the student support documentation: My Classes – Registering in Classes; and My Classes – Swapping Classes.

Staying in touch with SCU

Students should ensure that they keep their contact details up to date in 'MyEnrolment', including work, home and mobile telephone numbers and residential, postal and delivery addresses.

Students should also regularly access 'MySCU', (the University's on-line learning portal). Most lecturers make use of MySCU for announcements to all students regarding unit related matters, to answer individual or commonly asked questions and to offer assistance, tips or feedback with assignments. In MySCU students can also participate in discussion groups, upload assignments, access study materials and participate in on-line assessments.

The University encourages the use of electronic mail (e-mail) to enhance communications and the sharing of knowledge and ideas. University e-mail services are intended to allow greater efficiency and support teaching, learning, research and administration activities. The University student e-mail address is viewed and used as the University's primary form of written communication with students. Students should access their SCU webmail weekly (even during University vacation periods) as changes to enrolment details, all-student notices and important reminders relating to University studies are sent to student SCU email accounts. Forwarding of SCU student e-mail to a private e-mail address is permitted.

Forwarding instructions are detailed in MyEnrolment under 'Email Forwards' – click on the 'Webmail Forward' link.

For further information please refer to the IT&TS *Email Policy, 2.2.1. Access and Availability – Student E-mail Accounts*.

Withdrawing from a course or unit

A student may withdraw from their course or unit(s) through MyEnrolment.

After certain dates in the academic calendar have passed (census date, final date for withdrawal without failure), withdrawing from a unit can have a serious impact on a student's financial liability and/or academic record. It is the responsibility of a student to be aware of these dates and consequences before withdrawing from a course or unit.

Regulations relating to a course or unit withdrawal are set out in the Enrolment Rules, which are printed in the Rules section of the *Student Handbook* (see Rules 2.6–2.8). Students should be familiar with these rules.

If you are enrolled in a fee-paying course and you withdraw from your course or unit(s) after the start of the study period you may be liable for a partial fee. Refer to the University Refund Policy set out in the Rules Relating to Student Fees and Charges in the *Student Handbook*.

Unit withdrawal impacts for International students are detailed at www.scu.edu.au/students/fees/index.php/14/ International on-shore students should contact the International Office if they intend to withdraw from their course.

Phone: +61 2 6620 3876

Email: intoff@scu.edu.au

All other students who require further information or assistance should contact Student Services on:

Phone: 1800 626 481

Email: stuadmin@scu.edu.au

Leave of absence

To be eligible to take a leave of absence for up to 12 months a student must have remained enrolled in at least one unit of study past a census date. Please refer to Rules Relating to Awards in the *Student Handbook* (see Rule 2.7(a–f)).

An application for leave is submitted through MyEnrolment.

A leave of absence for a further 12 months may be taken with written approval from the Head of School/College.

Further information about enrolment issues

Further information or assistance regarding enrolment issues is available by consulting:

- the relevant course and unit entries in the *Student Handbook*
- the relevant Enrolment Rules in the Rules section of the *Student Handbook*
- the School/College's Student Liaison or Support Team
- a Student Services Enrolment Officer:

Phone: 1800 626 481

Email: enrol@scu.edu.au

Orientation and transition

The orientation program at Southern Cross University is a four week program welcoming first year and returning students to SCU. The program offers essential information to help students start and recommence their university life. This essential information includes, course information sessions, academic support sessions and student support information. There is also a comprehensive sport and cultural program and opportunities to meet other students and staff in a supportive environment.

To find out more go to www.scu.edu.au/orientation

'Beat the Stress Week'

'Beat the Stress Week' is an integral part of the Southern Cross University Orientation Program. It showcases support services and associated staff and puts a face to a name. The Beat the Stress Week program includes, a festival day, clubs and society's day, informative sessions and workshops, entertainment and much more.

To find out more go to www.scu.edu.au/orientation

FirstYear@SCU – Support for first year students

Southern Cross University understands that the transition to University life and culture can be a challenging experience particularly for first time or first year students. Southern Cross University has developed a website to assist students successfully make the transition from their previous educational experience to learning within a higher education environment. The FirstYear@SCU website contains a wealth of information, resources and support services designed to enhance a student's experience during their first year at SCU. Students can access the First Year@SCU site at: www.scu.edu.au/firstyear

Student support services

Southern Cross University has a Student Health and Support Service (SHSS) that offers a range of services to encourage academic success and increase a student's enjoyment of study and university life. The SHSS provides students with personal assistance including medical, dental, counselling, disability, equity and pastoral care services.

The contact details for Student Health and Support Services are:

Counselling

Lismore & Distance Education students	+61 2 6620 3943
Coffs Harbour	+61 2 6659 3263
Tweed, Gold Coast	+61 2 6620 3943
Email	counselling@scu.edu.au
After Hours	1300 369 968 (Mental Health Access Line)

Medical

Lismore	+61 2 6620 3943
Coffs Harbour	+61 2 6659 3263

Disability Support

Lismore, Tweed, Gold Coast & Distance Ed	+61 2 6620 3943
Coffs Harbour	+61 2 6659 3263

Chaplaincy

Lismore, Tweed, Gold Coast & Coffs Harbour	+61 2 6620 3943
--	-----------------

Student Mentoring

Lismore, Tweed, Gold Coast	+61 2 6620 3419
Email	rob.cumings@scu.edu.au
Coffs Harbour & Distance Education	+61 2 6659 3643
Email	jo.mason@scu.edu.au

For more information visit www.scu.edu.au/studentsupportservices

Textbooks

Textbook lists are included in all unit statements and on the Co-op Bookshop's website. Textbooks can be purchased from the Co-op Bookshop. Limited copies of required texts are also held in the University Library. Books of Readings are sometimes produced by Schools/Colleges to either supplement or replace textbooks and are also available in the University Library.

The Co-Op Bookshop contact details are:

Lismore campus

Phone: +61 2 6621 4484
 Fax: +61 2 6622 2960
 Email: lismore@coop-bookshop.com.au

Coffs Harbour campus

Phone: +61 2 6659 3225
 Fax: +61 2 6659 3226
 Email: coffs@coop-bookshop.com.au

Tweed campus

Phone: +61 7 5536 8566

For further information visit the website: www.coop-bookshop.com.au

Study resources

Distance education students

Distance education students (external, university wide) will be forwarded the relevant study materials for external units, including study guides and books of readings, either on CD or in hard copy. These will be forwarded to the 'courier' address listed in the student contact details. Please ensure that this address is kept up to date at all times. Study materials are also available on-line in MySCU.

If study materials are not received by the commencement of the study period, the student should immediately contact their School/College's External Studies Dispatch Officer by email or telephone.

Internal (on-campus) students

Internal (on-campus) students are required to access the Book of Readings for each unit and may also be required to obtain a copy of the unit Study Guide' (where applicable). These documents can be accessed electronically from the eReserve website. Some material will not be available to view online due to copyright restrictions.

To access eReserve, visit ereserve.scu.edu.au

Study materials can be printed as required through RapidPrint at rapidprint.scu.edu.au. Your SCU username and password is required.

MySCU

'MySCU' is a student's personalised learning portal giving access to a unit 'Learning Site' for each enrolled unit.

It is important that students log into MySCU regularly as these learning sites will be a primary source of information throughout the study period. Through these sites students can access unit and assessment information, study materials and resources, including the Study Guide and Unit Information Guide. They also contain on-line assessment activities, Elluminate sessions, notice boards, on-line discussions, blogs and wikis. MySCU facilitates communication between other students and the Unit Assessor.

HINT: Commencing/first year students should check MySCU as soon as possible as it will assist their preparedness for university studies.

To access MySCU:

<http://study.scu.edu.au>

Username: John citizen

Password: D.O.B (ddmmyyyy)

(N.B. When you first log in you will be asked to change your password.) Remember your new one!

Links are provided to:

- MyEnrolment
- Timetables
- Webmail
- Library
- Academic Skills Development Unit

If a student is unable to gain access to a particular unit site they should check their enrolment status through MyEnrolment.

Online student centre

Most Schools/Colleges have a 'Student Centre' site (similar to a unit learning site) where School and course information, announcements, enrolment information, referencing guidelines, support materials, textbook lists, forms and coversheets can be accessed.

To find out if the School/College has a Student Centre, go to MySCU:

<http://study.scu.edu.au>

Enter student Username

Enter 'MySCU' Password

Scroll down to the heading 'Information Sites', click on the appropriate link

Where applicable, students should check this site on a regular basis.

University Library

The library provides a wide range of services, print and electronic resources to support students in their study and assessment tasks, including distance education students and students with special needs.

To discover what library services are available, online resources and the various ways to get help download the Library Guide to Website Services. Distance education students can also download the Distance Education Services Brochure (website: <http://www.scu.edu.au/library>).

Library services and resources include:

- **Getting Help:** librarian assistance, finding information, referencing, EndNote and Copyright.
- **Online Resources:** catalogue, databases, journals, electronic books, past examination papers, search tools, useful websites, eReserve, ePublications and Theses
- **Library Services:** borrowing, document supply and podcasts
- **Subject Guides:** subject guides and database guides.

Southern Cross University Library contact details are:

Lismore campus

Freecall: 1800 659 460 or 6620 3752
 Fax: +61 2 6620 3875
 Email: libdesk@scu.edu.au

Coffs Harbour campus

Phone: +61 2 6659 3232
 Fax: +61 2 6659 3234
 Email: coffslibrary@scu.edu.au

Tweed, Gold Coast campuses

Phone: +61 7 5506 9205
 Fax: +61 7 5506 9332
 Email: goldcoastlibrary@scu.edu.au

Academic Skills Development Unit

The Academic Skills Development Unit provides educational support by developing students' critical thinking, academic language and learning skills as well as providing strategies for effective study and time management.

The Academic Skills Development Unit offers a free SCU service to support on-campus and distance education students. On-campus students can make an appointment to see one of the Academic Skills Development Unit staff and/or to attend workshops. Academic Skills Development Unit staff work with distance education students on an individual basis via the telephone, fax or email.

The Academic Skills Development Unit provides:

- Academic Skills CD: developed by and available from the Academic Skills Development Unit. This CD, titled '*What's Expected of Me at University?*' helps students understand and develop the academic skills required to succeed at university.
- Topic specific workshops: effective reading, referencing, writing paragraphs and essays, maths and science. Workshops are also available via podcasts or Elluminate. The Academic Skills Development Unit Calendar is available at www.scu.edu.au/academicskills
- Individual consultations: analysing assignment questions, assignment writing, assignment review, preparing for exams, reading, note-taking and time management.

Specific learning assistance for International Students is also provided through the Academic Skills Development Unit at Southern Cross University. International students who need to consult with an Academic Skills adviser should contact Susan Fryer at Lismore and Tweed campuses academicskills-intlis@scu.edu.au or academicskills-inttgc@scu.edu.au, and Clare Heesom at Coffs Harbour academicskills-intcoffs@scu.edu.au. Students may self-refer or be referred by lecturers.

International students at SCBIT are supported by Rhonda Munro rmunro@academic.scbrit.edu.au

International students at Coffs Harbour, Lismore and Tweed Heads are also encouraged to attend generic and discipline specific workshops advertised on the ASDU website and the International Office blackboards.

The contact details for Academic Skills Development are:

Lismore Campus in the Library, Level 3

Phone: +61 2 6620 3386
 Email: academicskills@scu.edu.au

Coffs Harbour Campus

Phone: +61 2 6659 3323
 Email: academicskills-coffs@scu.edu.au

Tweed Heads Campus

Phone: +61 7 5506 9200
 Email: academicskills-tgc@scu.edu.au

International Office

Phone: +61 2 6620 3876
 Email: intoff@scu.edu.au

For further information visit the website: www.scu.edu.au/academicskills

Services for distance education students

Distance education students (external, university-wide) can access all Southern Cross University services in-person at any one of the SCU campus locations. Distance education students can also access SCU information and services via the telephone, email, instant messaging, SCU Connect and MySCU.

The University has also established a Student Services freecall number for external students – 1800 111 890.

Information technology and technical support

Information Technology and Technical Support (IT&TS) provide technology, Internet connectivity and information systems services, training and support to students to support teaching, learning, research and administrative activities.

These services include:

- **SCU Connect** provides staff and students with access to a range of computing services including internet access, dial-up (modem) access, email, on-campus computing labs, website support, and online services, including MySCU, MyEnrolment and Webmail.
- **IT Support:** The helpdesk allows students to log a call for assistance as well as view open and archived calls.

The contact details for IT&TS are:

Freecall: 1800 111 890, 9am–5pm weekdays (the call will be directed to the relevant Helpdesk).

Lismore, Tweed Heads and Gold Coast campuses

Phone: +61 2 6620 3698
 Email: helpdesk@scu.edu.au
 Website: www.scu.edu.au/it

Coffs Harbour campus

Phone: +61 2 6659 3080
 Email: chec.helpdesk@scu.edu.au
 Website: <http://checit.scu.edu.au>

Early engagement and intervention support

Southern Cross University has a whole-of-university approach and *Academic Policy* dedicated to improving student retention and supporting students to successfully complete their studies.

Students should familiarise themselves with this policy, in particular Part 3, Student retention and standing. Students can access this policy via a policy link in MyEnrolment by selecting 'Grades' under 'MyGrades'.

Most Schools/Colleges undertake an early on-line orientation assessment or activity that is associated with at least one core unit during the first year. Students enrolled in this unit are required to participate in this on-line assessment as advised in the Unit Information Guide. If further information is required please contact your School/College.

Examinations

Final examinations are held at the end of each study period. Not all units require examinations so students should carefully check the assessment requirements of all the units in which they are enrolled.

Exams are held in many cities and towns throughout Australia and in some countries overseas. If a student is living within 120km of an established Exam Centre they are expected to attend that centre. Examinations can be arranged outside of Australia, however they attract a fee.

Distance education students (external, university wide) will receive a letter from the Examinations and Progression Unit, Student Services detailing the exam timetable, the exam location, the exam supervisor and any special instructions regarding the centre. Distance education students should ensure that they check their examination centre immediately. Changes to an examination centre are made in MyEnrolment. Select the 'Change External Exam Centre Details' link under 'My Details'. Changes less than four (4) weeks prior to the commencement of an examination period attract an additional administrative charge.

All students will receive two emails to their SCU email regarding the examination timetable. The first is to notify that the 'Draft Exam Timetable' is available. The second is to notify that the 'Final Exam Timetable' is available. Please read all information carefully and follow all instructions.

The 'Draft Exam Timetable' and the 'Final Exam Timetable' are published on the SCU website and in MyEnrolment. To view, select 'Exam Timetable' under 'My Exams'.

It is a student's responsibility to check their Final Exam Timetable, exam centre details and to complete all required examinations. Details will not be given out by telephone.

The University's rules governing Student Assessment and Examinations are set out in the Rules section of the *Student Handbook*.

For assistance please contact the Examinations and Progressions Unit:

Phone:	+61 2 6620 3431 or 1800 626 481
Email:	exams@scu.edu.au

Special consideration/special exam

The Student Assessment and Examination rules provide for students to be granted a special examination or special consideration in appropriate circumstances.

A student may apply for special consideration to vary the deadline for an assignment assessment task (extension). This does not apply to an end of unit examination.

Where a student completes an assessment task (examination or assignment) and they believe their preparation or performance was adversely affected by medical or other extenuating circumstances, the student may apply for special consideration regarding the marking of the assessment.

If a student is unable to sit for an examination due to medical or other exceptional circumstances they may apply for a special examination. Except in exceptional circumstances, a special examination will not be granted once a student sits for an examination. Misreading the exam timetable is not grounds for a special examination.

An application form for Special Consideration is available from the Student Centre, from your School/College and on the Student Services website. All applications for special consideration/special exam must be accompanied by supporting documentation and/or corroborative evidence as follows:

Health grounds

- A health certificate from a registered health practitioner that must include the date of consultation and a specific statement of effect of medical complaint and/or treatment on your ability to complete any relevant task

Compassionate circumstances

- Factual details of the circumstances or event and corroborative evidence that may support your claim e.g., health certificate, newspaper death notice.

State, National or International sporting or cultural events

- A statement signed by an authorised officer of the appropriate organisation which validates a conflict with the University's timetable.

Grades and academic standing

At the end of each study period upon the release of grades a student can check their grades for each unit, print a copy of their grades and identify their academic standing for that study period.

There are four categories of standing:

GPA 3.0 or above: The student will commence their studies in this category, and once they have obtained final grades in units will then obtain a GPA for that study period.

Seek Help: The student has a GPA greater than or equal to 2.50 and below 3.00 in their units for that study period.

Must Get Help: The student has a GPA below 2.50 in their units for that study period.

Excluded: The student has obtained a GPA below 2.50 in their units for two consecutive study periods.

Students can access their grades and academic standing in MyEnrolment by selecting 'My Grades'. Here they will also find a link to the relevant policy – *Academic Policy, Part 3, Student retention and standing*.

General Information

Key Dates for 2010

	Session 1, 2010	Trimester A, 2010
Orientation and transition	Monday, 15 February – Friday, 19 February	
Commence date	Monday, 22 February	Monday, 18 January
Beat the Stress Week (showcasing Support Services)	Monday, 8 March– Friday, 12 March	
Census Date	Tuesday, 16 March	Tuesday, 9 February
Last withdrawal without fail	Thursday, 29 April	Saturday, 27 March
Exam period	Monday, 24 May – Friday, 4 June	Monday, 19 April – Friday, 30 April
Grade publication	Monday, 21 June	Monday, 10 May
	Session 2, 2010	Trimester B, 2010
Orientation and transition	Monday, 21 June – Friday, 25 June	
Commence date	Monday, 28 June	Monday, 10 May
Beat the Stress Week (showcasing Support Services)	Monday, 12 July – Friday, 16 July	
Census date	Tuesday, 20 July	Tuesday, 1 June
Last withdrawal without fail	Saturday, 4 September	Saturday, 17 July
Exam period	Monday, 27 September – Monday, 11 October	Monday, 9 August – Friday, 20 August
Grade publication	Monday, 25 October	Monday, 30 August
	Session 3, 2010–2011	Trimester C, 2010
Orientation and transition	Monday, 25 October – Friday, 29 October	
Commence date	Monday, 1 November	Monday, 30 August
Census date	Tuesday, 23 November	Tuesday, 21 September
Last withdrawal without fail	Thursday, 6 January	Saturday, 6 November
Exam period	Monday, 7 February – Friday, 11 February	Monday, 29 November – Friday, 10 December
Grade publication	Monday, 21 February	Monday, 17 January

For further enquires please telephone 1800 626 481

Useful University Websites

Getting started

New and re-enrolling student information – ‘Getting Started at SCU’ brochure	www.scu.edu.au/enrol www.scu.edu.au/enrol/index.php/3
Academic Skills Development Unit	www.scu.edu.au/academicskills
Accommodation	www.scu.edu.au/accommodation
Administrative charges	www.scu.edu.au/docs/handbook/index.php/36/
Campus maps	www.scu.edu.au/about/maps
Key dates	www.scu.edu.au/services/student-services
Change your password	www.scu.edu.au/changepassword
eReserve	ereserve.scu.edu.au
Fee information	www.scu.edu.au/fees
Fees and financial assistance – document downloads	www.scu.edu.au/students/fees/index.php/dds
First year student support	www.scu.edu.au/students/firstyear
Future students – document downloads	http://www.scu.edu.au/students/prospective/index.php/dds
International students – unit withdrawal impacts	www.scu.edu.au/students/fees/index.php/14/
International on-shore students – document downloads	www.scu.edu.au/international/office/index.php/dds
Library	www.scu.edu.au/library
MyEnrolment	www.scu.edu.au/myenrolment
MySCU	http://study.scu.edu.au
Orientation and transition	www.scu.edu.au/orientation
Policy – Student retention and standing	www.scu.edu.au/governance/academicboard/policy/index.php/8/
Principal teaching dates	www.scu.edu.au/about/dates
RapidPrint	rapidprint.scu.edu.au
Schedule of units	www.scu.edu.au/scheduleofunits
SCU Connect	www.scu.edu.au/scuconnect
Student associations	www.scu.edu.au/studentassociations
Student Mentoring Program	www.scu.edu.au/equity/index.php/3/
Student Handbook	www.scu.edu.au/handbook
Student life [OASIS]	www.scu.edu.au/studentlife
Student Services	www.scu.edu.au/student-services
Student Support Services	www.scu.edu.au/student-support-services
Test your browser	www.scu.edu.au/help/browser
Textbooks	www.coop-bookshop.com.au
Timetables	www.scu.edu.au/timetables
Webmail	http://webmail.scu.edu.au

About the University

About the University	www.scu.edu.au/about
Academic faculties	www.scu.edu.au/about/index.php/15/
General contact details	www.scu.edu.au/contact
International Office	www.scu.edu.au/international
Virtual tour	www.scu.edu.au/virtualtour

Schools and Colleges

Arts and Social Sciences	www.scu.edu.au/sass
Commerce and Management	www.scu.edu.au/business
Education	www.scu.edu.au/education
Environmental Science and Management	www.scu.edu.au/enviroscience
Gnibi – College of Indigenous Australian Peoples	www.scu.edu.au/gnibi
Graduate College of Management	www.scu.edu.au/gcm
Graduate Research College	www.scu.edu.au/research/college
Health and Human Sciences	www.scu.edu.au/healthscience
Law and Justice	www.scu.edu.au/law
Tourism and Hospitality Management	www.scu.edu.au/tourism
The Hotel School Sydney	www.hotelschool.scu.edu.au

Southern Cross University Orientation Program

ALL WELCOME

The **Orientation Program** at Southern Cross University marks the beginning of university life for our new students and a big welcome back to our returning students.

The Orientation Program provides new and returning students with the must have knowledge to start university life. The program includes important orientation sessions such as;

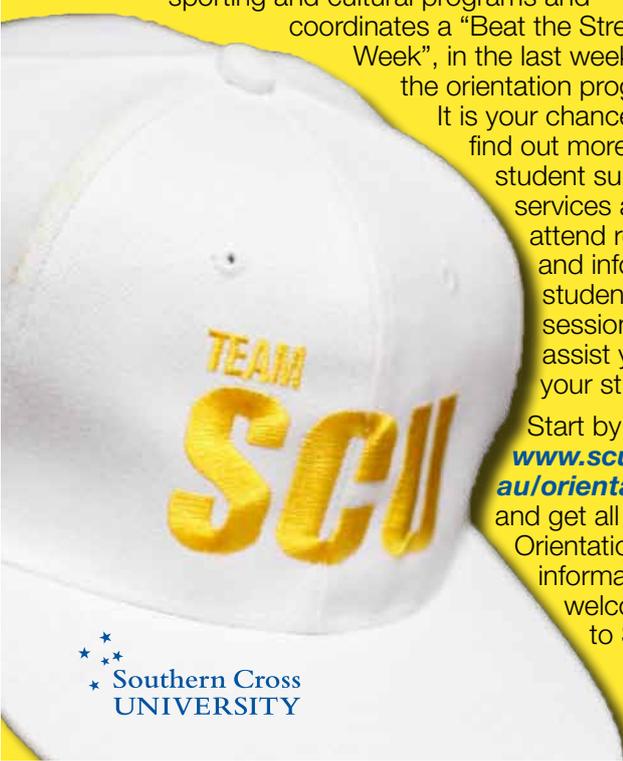
- essential course information sessions,
- academic skills development sessions,
- library and campus tours and
- IT essentials.

The Office of Sport and Cultural Activities, (OSCA), in conjunction with the SCU Student Associations, also offer a variety of social, sporting and cultural programs and

coordinates a “Beat the Stress Week”, in the last week of the orientation program.

It is your chance to find out more about student support services and attend relevant and informative student support sessions to assist you in your studies.

Start by going to www.scu.edu.au/orientation and get all your Orientation information – we welcome you to SCU!




Southern Cross
UNIVERSITY



www.scu.edu.au/orientation

SCU2943

