
Science, Technology and Engineering

First Year Guide 2009

Bendigo Campus

www.latrobe.edu.au/scitecheng

Welcome to our Faculty

Welcome to the Faculty of Science, Technology and Engineering at La Trobe University's Bendigo campus.

You will find in this guide the basic information you need to know about being a science, IT, engineering or pharmacy student at La Trobe. It is a form of survival guide and, together with your Faculty Policy and Administration Guide, Bendigo Student Association Student Diary and La Trobe University Handbook, it provides information to help you through your first year. This guide contains information relating to your course structure, making unit changes, finding the staff to contact if you have questions or problems and how to access the many services available to you on campus.

The University's Orientation Program will also help you meet people, find your way around, discover the library and computer study halls, and explore the sporting and other facilities on campus. You should also access our web site "Orientation and Transition..." to assist you to settle in successfully.

Rest assured that you have made an excellent choice in choosing to study at La Trobe. Our undergraduate programs are supported by staff who are committed to excellence in both teaching and research. You may have the opportunity to participate in our Industry Cadetship Program to gain relevant work experience, and your courses include extensive practical as well as theoretical classes. Our facilities are excellent and our campus environment is one of the best in Australia.

I hope you enjoy your time with us.



Professor David Finlay
Dean
Faculty of Science, Technology and Engineering

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Science, Technology and Engineering - Faculty Office

The Faculty office is located on Level 3, Applied Science 2 building, room 3.01.

Contact details are: Faculty of Science, Technology and Engineering
La Trobe University
PO Box 199
Edwards Road
BENDIGO, VIC., 3552
Ph: (03) 5444 7351 Fax: (03) 5444 7878 Email: bendigo.sci.tech@latrobe.edu.au

Office Hours are Monday to Friday 8.45am – 4.45pm

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Managing the Enrolment Process

Understanding your course:

Congratulations, you have received your offer from VTAC, and you're ready to enrol.

Your course of study will comprise units that you will take each semester. Some units are mandatory and are called Core units. You may also have some elective units that you will need to choose. Faculty staff will assist you with the final decisions when you attend your enrolment session.

It will assist your decision to choose electives if you read the Handbook information on the university Web pages and give it some thought prior to your enrolment session. Detailed course information is available at the website www.latrobe.edu.au/handbook

Please arrange to attend the allocated enrolment session advised by VTAC, and be on time. You will need to bring with you on the day:

- A pen
- Your tax file number
- Proof of your Australian citizenship (where applicable). This may be a **certified copy of your birth certificate or your current Australian passport.**

I can't attend the Enrolment Session: What do I do?

It is vital that you do attend the enrolment session allocated to you. If there is a compelling reason why you cannot attend the allocated session, please ring us and let us know. The contact number for this is the Faculty Office on (03) 5444 7351 or email bendigo.sci.tech@latrobe.edu.au

If you cannot come on the day and time on the letter of offer, there are two things you can do – arrange to come at a different time or arrange for someone to enrol for you.

1. If you can attend on the day specified on your VTAC offer letter, but not at the designated time, call to arrange to attend at a different session. You must arrange this prior to the day of your scheduled enrolment.

OR

2. Authorise someone to attend on enrolment day for you. This person is known as your proxy and will need to verify the data you previously gave to VTAC and select your units. For someone to be authorised to act as your proxy, they will need to have a letter or fax signed by you stating that they have such authority. Your letter should state your name, address, La Trobe Student ID number (as shown on your Enrolment Form) and include your proxy's name and signature. It is important to note that your proxy cannot sign your 'Request for Commonwealth support and HECS-HELP' form. Please make sure that you complete and sign the form.

Remember, if you do not enrol, or if you do not have a proxy enrol for you, we will assume that you are not taking up your place and it will be given to another student.

Choosing Elective Units

Each course contains guidelines on your enrolment. For example, the first year of the Information Technology course requires 90 credit points of core units, and 30 credit points of non-IT electives.

Look carefully at the instructions for your course, and choose your electives so that you create a meaningful structure within your degree e.g. maths, language, business studies etc. Consider the units you may wish to do in second year, ensuring that you choose first year units which will meet the pre-requisite requirements. Use the web to look at the range of units available and choose units you think you will enjoy. In some degrees electives may be chosen only from science units; in other degrees units can be chosen from units offered by other faculties within the university. It is also important to make sure that your elective choices do not have timetable clashes with core units for your degree or other electives.

The staff will be able to assist you further on the day of the enrolment, but it will be of considerable help if you have had a think about this first.

For those courses which provide an extensive choice of units, you should spend more time researching your options.

Understanding the Timetable

Core units for your course will not have classes that clash, but if you need to choose elective units, ensure that they do not clash with core units or other electives.

Begin by allocating the lectures for each unit. There are sometimes multiple choices for lecture and tutorial times, allowing you to choose the one that best fits your timetable. Laboratory classes will be allocated by the university and you will be advised in the first week of classes. The Undergraduate Handbook (available on the web) has unit descriptions which outline the class requirements for each unit, i.e. the number of lectures, lab classes and tutorials for each unit.

During Orientation week, there will be tours to show you where your lectures will be held.

Applying for Advanced Standing for Previous Study

If you have studied at another University or TAFE and believe that you may be exempt from a unit in your course, you must bring **original or certified copies** of your academic transcript and the handbook or syllabus information from your previous institution.

New *Higher Education Support Act* regulations do not allow for partial credit of a Unit.

Changing Your Unit Choices

It is important to have your enrolment accurate at the beginning of the year, but sometimes students need to make changes to their unit choices. Remember, this applies only to elective subjects, and not core units.

Any changes to your units, or to your enrolment, including transferring to another course, discontinuation or advanced standing application, must come through the Faculty Office.

Deferral

If you do not want to study in 2009 (but you do want to study in 2010)

For a variety of reasons you may not wish to take up your place at La Trobe University in 2009. If so, you should request to have your place deferred – that is, have the University hold a place in your course for you until 2010. Please refer to the University Enrolment Guide for the process and form you must use to defer your place.

If you decide to defer your studies in 2009, any La Trobe University Scholarship that was offered will lapse.

Orientation Week

Why is attending Orientation important?

You will receive a detailed Orientation week program when you enrol, giving you times and dates for the events. Valuable aspects of Orientation include the opportunity to learn to find your way around the campus prior to classes commencing, meeting fellow students and information with regard to academic expectations.

During the Orientation, you will be given the opportunity to attend sessions which explain the different types of classes you will experience. There are also sessions on learning about effective study techniques to be successful at University.

During Orientation you also have the opportunity to do a library tour, attend a course information session and participate in an Online IT workshop. There are lots of social activities as well!!

Classes

What kinds of classes will I attend?

Lectures

In your very first week, you may find yourself in large lecture rooms with a large number of other students. You will need to develop good note-taking skills to enable you to take meaningful notes whilst still listening to what the lecturer is explaining. This takes a little practice, but don't panic because most students develop their own effective individual style pretty quickly.

It is important that you do NOT try to write down every word that the lecturer says. What is important in a lecture is that you understand what is being said to you and that you are recording the main points only, together with any necessary formulas, graphs, etc. Often, there are pre-printed notes to accompany the lecture, and it can be helpful to write on these as you go through them. Many students find it particularly helpful to write in dot point style, such as:

- record the main point, then
 - use sub-points for related explanations.

Many lecturers provide back-up information on the web, and you will be advised about this for each unit. In some cases, notes are available on the web prior to the class which can be of assistance to your note-taking. In other cases, notes are provided on the web after the lecture.

It is very important that students attend lectures and not rely on the web notes to pass the unit. The notes will not cover everything presented at the lecture. Past experience has shown that students, who do not regularly attend lectures, often fail.

Whichever of the note-taking styles that work for you, it is a good practice to review your notes at the end of each day, preferably as soon as possible after the lecture. Remember that lectures are usually only one of the resources for your unit topics. Generally students are expected to undertake additional reading to supplement the knowledge provided in lectures.

Tutorials

Tutorials are generally small work groups that require you to work through some exercises and are designed so that you have good access to staff in order to ask questions and clarify lecture topics. They are one of the most valuable learning tools offered to you and you should attend them whenever they are run.

Practical classes

Practical laboratory classes are an essential part of your science course and are a mandatory requirement. They can also be a rewarding learning experience and give you an excellent opportunity to work with fellow students and staff on actual science applications. The numbers of students working in a laboratory class vary but will generally be larger than the tutorial groups. Usually, students work with one or two others in a practical team. The communication, negotiation and team building skills you can learn in these classes are highly valued by employers.

Some of you will also participate in field trips which can involve one or more days at off-campus locations. These can be educationally enriching experiences and form a valuable part of your degree. Despite busy work schedules, the social side is usually one of the highlights of these trips!

Where are they held?

Your classes can be held at various locations around the University, not just within the science buildings, so doing a host tour during Orientation is particularly valuable. This will help you to locate the main lecture theatres and tutorial rooms. Your practical classes will be held in laboratories within the science buildings. Make sure you have visited these venues prior to the beginning of classes.

How is studying at University different from School?

Generally, the first thing that students find is that studying at a University is different from studying at school. Subjects can have several components – lectures, tutorials, laboratory sessions, self-directed learning activities etc. It is useful to determine the workload for each subject, particularly as it relates to assessment tasks. You will also find that science courses use examinations extensively as one of the main methods of assessment, perhaps more so than you are used to. In addition, a variety of personal factors can also make demands upon you during the academic year – family commitments, employment needs, financial considerations, leaving home, making new friends, health and fitness, recreational pursuits and so on.

So, how do you learn to manage all these changes? Well, it isn't always easy, and some will adjust to the changes more easily than others. The following are some useful tips that may help you to develop the skills necessary for a successful first year.

It's up to you

Effective self management is considered to be one of the most important factors related to academic success at university. An important first step is to make sure you understand the requirements and demands of your course. Also important is that you ask questions. If you have any problems, concerns, queries, etc, the onus is on you to ask. You are responsible for the progress of your enrolment and your study. Nobody is going to chase you to get your work done, clarify a lecture point, or complete a laboratory class. You must take responsibility for your own progress and your own learning. Students find this one of the hardest changes to make, but when you learn to manage your own time, and you motivate yourself to actively participate in the learning process, it can be a very rewarding experience.

To a considerable extent, excellent grades will reflect your good time management abilities, especially for those students completing double degree programs. The University offers classes on time management during the year and you may like to register for one. Otherwise there are some excellent books available on how to manage your time at University. These, and other very good study skills books, are available from the library, the Bookshop or on the web.

Industry Cadetship Program

What is it?

Employers prefer students with experience, and finding ways to get relevant work experience can be very challenging. We have an Industry Cadetship Program, which will offer you the opportunity to complete a cadetship during your course with an employer within your field of study. Student feedback indicates that, for those who have completed cadetships, the experience has been a positive experience with many securing either full or part-time employment as a direct consequence. In some cases, the cadetship has confirmed their desire to go on to postgraduate work, but in every case, the experience has been both valuable and rewarding.

These cadetships are run either during the winter or summer breaks, or as full-year programs. More detailed information about the Program is on our web site, and we encourage you to check it out and get involved.

How do I get involved?

It's as simple as checking the web site, registering your email address and then applying! If you would like to discuss the Program, the Program Manager's contact details are also on the web. You do have to be an enrolled student at La Trobe University, however, as the scheme is not available to people outside our Faculty.

Getting Help

What are my responsibilities?

Students are responsible for monitoring their own progress within the teaching-learning environment and the academic program. However, students sometimes miss out on the help they need because they don't know who to ask. Subjects can be taught by lecturers, tutors and practical demonstrators, and it can be a confusing process trying to find out who you should talk to about a problem. The following information will assist you to know who to contact:

Unit Co-ordinator: Every unit has an academic staff member who co-ordinates the unit and is available to assist you with questions relevant to that particular unit. For example, this is the person you would ask if you have missed handouts, or if you require further reading. You would also ask this person about assessment details and work.

Course Adviser: Every course has an adviser to whom you will speak when you enrol. You can speak to your adviser if you have questions about the structure of your course, the electives you have chosen within your course, or even about changing your course.

If you are in any doubt about who you should talk to, ask at the Faculty Office. We will be able to redirect you to the right person.

Contacting Academic Staff

It is always best to phone or email to make an appointment. Alternatively, instructions for contact will be provided to you at the beginning of the unit. Academic staff are usually responsible for groups of both undergraduate and postgraduate students, research teams and multiple units. For this reason, they can be hard to find at a time that might suit you. Many academic staff will place notices on their office doors specifying the times that they are available for consultation. Our staff are very busy, and appreciate your co-operation with this structure.

What services are available to support me at University?

Faculty Office

Staff in the Faculty Office can assist with many of your general queries and many pertaining to your particular course. A Faculty Office staff member administers each course and you should discuss any changes to your course with them in the first instance.

For course assistance please contact your nominated Course Administrator at the Faculty Office, room 3.01 located on Level 3, Applied Science 2 Building. The School of Psychological Sciences also has an enquiry desk located on level 4 Arts Building opposite the lifts.

Academic Skills Unit

The Academic Skills Unit (ASU) offers students the opportunity to improve their language and learning skills. In particular, students are provided with help in their writing of essays and reports and their understanding of critical and analytical texts. The Unit also offers specialist assistance in mathematics and English as a Second Language (ESL).

Subject to approval, students may also enrol in a credit-bearing, one-semester unit, Academic Skills for Tertiary Study (ENG1ASA), attend academic skills workshops, or seek one-to-one assistance. ASU can be contacted on (03) 5444 7223 and more information is available at <http://www.latrobe.edu.au/asu/>

Library

In your first week, you should make sure you know where the library is, and how it works. The library provides a full range of library services including access to an extensive collection of electronic databases and electronic journals. Guided tours are available and it is recommended that you should take advantage of these.

Student Administration

Student Administration is where the central student administration is carried out for the Bendigo campus. Change of address, general enrolment queries, Commonwealth Supported Place/FEE-HELP are examples of queries which should be directed to Student Administration. Student Administration is located in the Engineering wing.

Residential Services

Bendigo campus has developed a variety of high quality residences for accommodating over 600 students and visiting scholars. Residences are well reputed for facilities and service and offer excellent value for money. The Residential Services office is located in the Student Services Centre phone (03) 5444 7425.

Student Services

Student Services provides a variety of support services designed to enable students to optimise their tertiary study experience. Services are provided in the areas of personal counselling, financial assistance, academic matters, health concerns, career planning and graduate employment. These services are provided by a team of professionals including the campus nurse and doctor, chaplains, careers officer, and counsellors. Other than making appointments, the administrative staff, at Student Services can provide assistance with locating information and resources. This includes careers information, handbooks from other institutions, reference materials and scholarships and awards. Representatives from agencies such as Centrelink are also regular visitors to the Centre. Appointments for Student Services, Academic Skills and the Equity and Access Coordinator can be made at the Student Services Reception between 9.00 am and 5.00 pm, Monday to Friday, phone (03) 5444 7223.

Child Care

A privately owned and operated Childcare Centre is located in Sharon Street, adjacent to the campus, phone (03) 5444 7215. The Childcare Centre provides services to a wide community with children of students, staff and local Bendigo residents attending.

Other Useful Links

There is a lot of campus information available on the web at <http://www.latrobe.edu.au/bendigo/>

Health and Safety Requirements in our classes

The University is committed to providing a work and study environment which is safe and without risk to health. Students undertaking laboratory classes will be fully informed on all potential hazards involved in laboratory work and the appropriate risk control measures. Where specific safety instruction is provided, you may be asked to sign an acknowledgment that you have understood and agree to work in accordance with instructions provided.

Students are expected to wear laboratory coats and shoes that adequately protect their feet to all classes unless otherwise specified. In chemistry laboratories, students must also wear safety glasses.

If you have concerns about any aspect of Health and Safety in your coursework you should discuss this with your unit coordinator or the laboratory manager (Jo Wedgwood (03) 5444 7400).

Safety concerns which are not related to a specific area of study should be reported to the Campus OHS officer David Melhuish on (03) 5444 7901.

The University recommends that agricultural science undergraduate and postgraduate students who will have contact with animals should be immunised against tetanus and in some cases Q fever - as advised by the Department of Agricultural Sciences.

Change of address and contact details

If you change your address or contact details, including an email address, it is essential that you lodge this information at the Student Centre immediately. You can do this by:

- completing an Amendment to Personal Details form available from the Student Administration Centre or Faculty Office.
- via StudentOnLine at www.latrobe.edu.au/acadserv/current/studentonline (Note only certain types of changes can be made online).

Please note that it is University policy that any communication directed to the last known address of a student is deemed to have been delivered to the student. It is your responsibility to ensure that the University has a current address at all times.

COURSE CONTACTS

Undergraduate Course	Course Coordinator	Course Administrator
Bachelor of Agricultural Science (1 st year) - SBASB	Dr Sabine Wilkens	Rhonda Jewell
Bachelor of Chemical Sciences – RBSCS	Dr Sabine Wilkens	Rhonda Jewell
Bachelor of Civil Engineering – RBE	Prof. Joe Petrolito	Kerry Qualtrough
Bachelor of Information Technology – RBC	Belinda Choi	Kerry Qualtrough
Bachelor of Information Technology (Professional) – SBITL	Belinda Choi	Kerry Qualtrough
Bachelor of Pharmacy – RBP	Joy Spark	Rhonda Jewell
Bachelor of Psychological Science – RBBS	Dr Anna Kokavec	Debbie Gallagher
Bachelor of Science – SBSS	Dr Sabine Wilkens	Rhonda Jewell
Double Degrees		
Bachelor of Business/Bachelor of Information Technology – RZBC	Belinda Choi John Griffiths (Business)	Kerry Qualtrough
Bachelor of Accounting/ Bachelor of Information Technology – SZCITB	Belinda Choi Dianne Harvey (Accounting)	Kerry Qualtrough
Bachelor of Civil Engineering/ Bachelor of Science – RZASE	Prof. Joe Petrolito Dr Sabine Wilkens (Science)	Kerry Qualtrough
Bachelor of Civil Engineering/ Bachelor of Business – RZBE	Prof. Joe Petrolito John Griffiths (Business)	Kerry Qualtrough
Bachelor of Science/ Bachelor of Accounting – SZSCB	Dr Sabine Wilkens Dianne Harvey (Accounting)	Rhonda Jewell
Bachelor of Science/ Bachelor of Science Education – SZSSEB	Dr Sabine Wilkens	Rhonda Jewell
Bachelor of Science Double Degree program - SZSSB	Dr Sabine Wilkens	Rhonda Jewell

	Location	Phone
Belinda Choi	Business Building: room 1.21	5444 7272
Debbie Gallagher	Applied Science 2: room 3.01	5444 7381
John Griffiths	Business Building: room 1.37	5444 7250
Dianne Harvey	Business Building: room 2.50	5444 7352
Rhonda Jewell	Applied Science 2: room 3.01	5444 7537
Dr Anna Kokavec	Arts Building: room 4.11	5444 7334
Prof. Joe Petrolito	Applied Science 2: room 4.02	5444 7372
Kerry Qualtrough	Applied Science 2: room 3.01	5444 7805
Joy Spark	Applied Science 2: room 3.15	5444 7551
Dr Sabine Wilkens	Applied Science 1: room 3.02	5444 7370

Contact

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www.latrobe.edu.au/scitecheng



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DisclaimerThe information contained in this booklet is indicative only and is designed as an aid to students contemplating enrolment. While every effort is made to provide full and accurate information at the time of publication, the University does not give any warranties in relation to the accuracy and completeness of the contents. The University does not accept responsibility for any loss or damage occasioned by use of the information contained in this publication. The University also reserves the right to discontinue or vary arrangements, courses, subjects (units), assessment requirements and admission requirements. While the University will try to avoid or minimise any inconvenience, changes may also be made to courses, subjects (units), assessment requirements and staff after enrolment. The University may also set limits on the number of students in a course or subject (unit). For course information updates, please visit: www.latrobe.edu.au/coursefinder