

Orientation Program Mackay Study Centre

STUDY PERIOD 2, 2018

Prepare for success

Welcome to James Cook University



As you'll discover, it is an exciting place to be – whether you are studying on campus, by distance or on-line.

With an international reputation among the world's top tertiary institutions – JCU is ranked in the top 2% of universities in the world –

you can be confident about choosing JCU as your university.

During your time with us you will discover and explore new ideas, subjects, people and possibilities. You will learn how to build on the core expertise you acquire to adapt to the demands of a changing world while meeting students from all over the world and interacting with JCU's world renowned researchers dedicated to creating a brighter future for life in the tropics, locally and world-wide through graduates and discoveries that make a difference.

As well as being in Mackay, JCU has campuses in the tropical cities of Cairns, Townsville and Singapore, and many exchange partners around the world, so there are opportunities for you to choose to do part of your studies on campuses other than your home campus.

In fact, over the next three years more than 400 JCU students will be travelling in the Asia-Pacific as part of their studies to learn more about the Asia-Pacific region thanks to nearly \$1.4 million awarded to JCU through the Australian Government's New Colombo Plan.

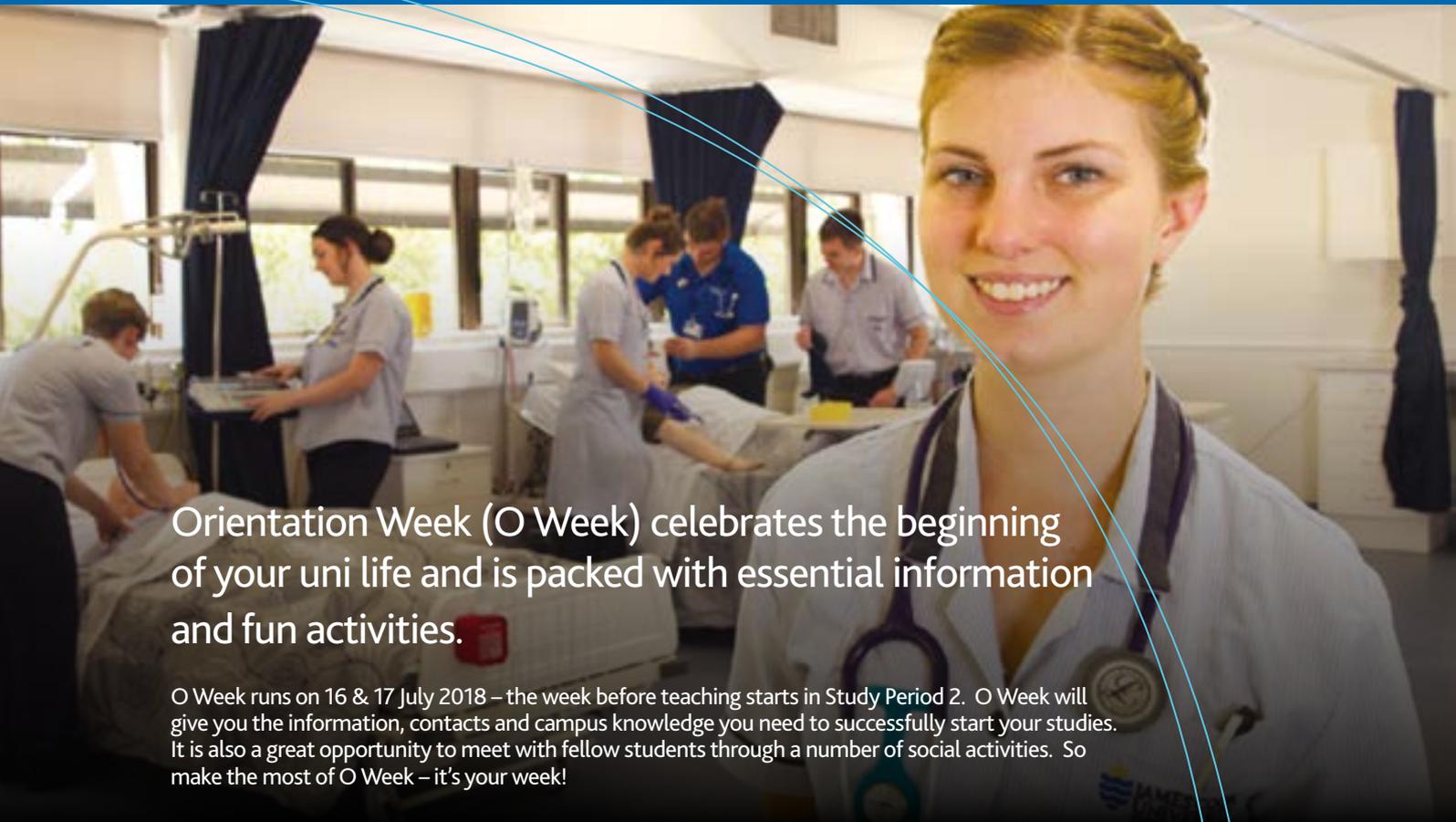
Our Work Integrated Learning program has extended the opportunities for you to experience what it will be like in the workplace of your chosen career.

And it all begins with Orientation. The Orientation program is designed to help you learn about JCU and all that it has to offer so that you can reap the full benefits of your university experience from the very first day. Regardless of where you study you will enjoy the same access to support, resources and guidance. Our staff are here to assist you to reach your personal academic goals during your time at JCU, and your professional goals once you graduate.

Enjoy your time at JCU and make the most of the opportunities that a fine university education can provide.

I wish you every success in your studies in 2018.

Professor Sandra Harding
Vice Chancellor and President



Orientation Week (O Week) celebrates the beginning of your uni life and is packed with essential information and fun activities.

O Week runs on 16 & 17 July 2018 – the week before teaching starts in Study Period 2. O Week will give you the information, contacts and campus knowledge you need to successfully start your studies. It is also a great opportunity to meet with fellow students through a number of social activities. So make the most of O Week – it's your week!

At James Cook University we acknowledge Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the traditional custodians of the lands on which our campuses are located and where we conduct our business. We pay our respects to ancestors and Elders, past, present and future. JCU is committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to the University and society.



New Student Checklist

At university, you will further develop your skills in organising and prioritising a number of competing and difficult tasks. Start managing your time now to help with your success.

BEFORE O WEEK

- Visit the New Students website, jcu.edu.au/new-students, and follow the six steps under the 'Activate' button to finalise your enrolment at JCU – email enrolmenthelp@jcu.edu.au if you require assistance
- Check your 'Current Enrolment' is correct in eStudent under 'My Study Plans' – jcu.edu.au/eStudent
- Investigate scholarship options at JCU – jcu.edu.au/scholarships
- Visit The Learning Centre online for resources on Academic Writing, English and Maths Skills, Referencing and more – jcu.edu.au/learning-centre
- Log into your JCU student email account and read your emails and online Student Bulletins
- Explore GetReady4Uni on the New Students website – jcu.edu.au/getready4uni/off-campus-students

DURING O WEEK

- Attend Orientation Week information sessions and activities and get to know your lecturers, your classmates and your campus
- Check your fees and charges in eStudent under 'My Finances' and make a note of payment due dates and how you can make or defer payments. For more information visit jcu.edu.au/fees and watch the 'Costs of going to University' presentation under 'More help?'
- Organise your Student Identification Card – jcu.edu.au/student-id-card
- Log onto LearnJCU to find out information from your lecturers about your subjects, including text book lists, assessment topics, deadlines and grading information – jcu.edu.au/learnjcu
- Get connected to the JCU network at the 'IT Essentials' session
- Download the JCU Mobile App to access everything at your fingertips and become part of our virtual community through JCU Facebook, Twitter, Instagram, Snapchat and LinkedIn
- Register for AccessAbility services if you have a disability, health condition or injury that might impact your studies – jcu.edu.au/accessability
- Familiarise yourself with free student services at JCU – Student Centre, Library, Counselling, Student Wellbeing, AccessAbility, Careers and Employment, The Learning Centre and Student Mentor Program
- Ask for help - if you have any queries access 'Ask Us' on the JCU website to find out answers to commonly asked questions, contact Infohelp for IT assistance, or contact the Student Centre for general enquiries – jcu.custhelp.com

AFTER O WEEK

- Download the Week 1 to Week 4 checklist at the New Students website to help you stay on track and succeed in your studies – jcu.edu.au/new-students/your-essential-checklists



Free JCU App

The new app has been developed to help you make the most out of your university experience both on and off campus.



Like our Facebook page
facebook.com/jamescookuniversity



Follow us on Twitter
[@jcu](https://twitter.com/jcu)



Follow us on Instagram
[@jamescookuniversity](https://instagram.com/jamescookuniversity)



Follow us on Snapchat
[@jculife](https://snapchat.com/add/jculife)

Prepare for Study



Unlock your potential and join The Learning Centre's "Keys to Academic Success" live webinar, designed to guide you through your first semester of study.

Date: Thursday 19 July 2018

Time: 6.30pm - 8.00pm

Location: Online session; Blackboard Collaborate

There will also be a series of live webinars in Week 1 (23 - 25 July) on Academic Writing. Please refer to the enclosed flyers for all session details, including how to register.

The Library will also be running an "Academic Bootcamp" on campus in Week 2 (1 - 2 August). Look out for more details in your email.



Enrolment help

Need help to plan or enrol in your subjects? Simply email enrolmenthelp@jcu.edu.au or call 07 4781 5255 and press option '3'. For enrolment steps and help videos go online to jcu.edu.au/new-students



Get Ready 4Uni

This online orientation website is designed to be user-friendly for new students and contains helpful modules about commencing university study and tips on how to succeed. Kickstart your studies with vital information about Student Essentials, Academic Success, Student Support, and Orientation. jcu.edu.au/getready4uni



Student ID cards

A student identification (ID) card is a must for all students. To order your ID card, simply log into the Student ID Card webpage, upload your photo and select your campus for pick-up. Your ID card will then be posted to the campus for collection. For full instructions, go to jcu.edu.au/student-id-card. A Student ID card is required before you can apply for a Clinical ID card for placement.



Your email account

Your JCU email account is your primary source of communication. You must check it at least twice a week (as per your Student Contract) to ensure you receive official communications regarding your classes, enrolment, fees or academic progression. You should already have your JCU email address. If not, log into **eStudent** and click on the **My Details** tab. Go to **Contact Details** and scroll down to **My Email Addresses**.

Monday 16 July

Come along for your official JCU welcome and learn about all of the support services available to JCU students – including Student Equity & Wellbeing, Careers & Employment, Student Centre, IT Help Desk, Library and The Learning Centre.

TIME	ACTIVITY	LOCATION – LECTURE ROOM 3
9.00am – 9.30am	Welcome to JCU Mackay Clinical Training Centre (CTC) Meet your lecturers, tutors and friendly support staff, and find out more about your orientation activities.	
9.30am – 9.50am	Official Welcome to JCU	
9.50am – 10.20am	Balancing Life & Uni Meet our friendly Student Equity and Wellbeing staff and learn about the range of support services to help you get started and succeed in your studies. Find out how to successfully manage transition and build strategies to overcome obstacles.	
10.20am – 10.40am	 Morning Tea	
10.40am – 11.10am	Career Advice for First Year Students Learn what you can do to kickstart your career from your first day at university and how we can help.	
11.10am – 11.40am	Student Essentials Covers the essentials you need before lectures start. You will be introduced to online student portals, important dates, study plans, timetables and ID cards, as well as your financial obligations and where to go for help.	
11.40am – 12.00pm	IT Essentials This session will introduce you to the IT Services available to you as a student of JCU. Learn how to use JCU computers, access printers, free software, email and the wireless network, and where to go for help if you need it.	
12.00pm – 12.40pm	 Lunch	
12.40pm – 1.20pm	Top Assignment Tips Learn how to successfully find information for your assignments. You will be shown how to 'unpack' your assignment topic, use library resources to find reliable information sources and how to apply correct referencing to impress your lecturers.	
1.20pm – 1.50pm	Successful Students Connect This session will highlight key strategies for a successful start to your studies, and provide information about services available to assist you in developing your academic skills throughout your time at JCU.	
1.50pm – 2.00pm	Conclusion Find out about what's in store for the rest of the week.	

**RESPECT.
NOW.
ALWAYS.**



James Cook University values and celebrates the diversity of our community and is committed to ensuring our learning and working environment are safe and welcoming.

JCU is proud to be part of the **Respect. Now. Always.** campaign – a national initiative led by Universities Australia to highlight our determination to ensure our students and staff are safe from discrimination and sexual harassment. Further information about the campaign and free services available for students can be found at jcu.edu.au/sew

Tuesday 17 July

Today is all about getting to know about your course, fellow students, lecturers, staff and exploring your campus.

TIME	ACTIVITY	LOCATION – LECTURE ROOM 3
9.00am – 10.40am	JCU Mater Mackay Induction Explore the JCU Clinical Training Centre and Mater Mackay campus.	
10.40am – 11.00am	 Morning Tea	
11.00am – 11.30am	Your Course Introduction Everything you need to know about studying a Bachelor of Nursing Science at JCU. This session includes information about class registration, how to access your timetable, and clinical ladders.	
11.30am – 12.00pm	Student ID Cards, PEP Requirements and Textbooks Find out how to organise your JCU Student ID card, go through the requirements for your Professional Experience Placements (PEP) and determine which textbooks you will need for your subjects.	
12.00pm – 12.45pm	Up and Running with LearnJCU Your study at JCU will include a mix of face-to-face and online activities. Take a tour of LearnJCU, your online subject portal for accessing learning resources, interacting with peers and submitting assessments. You will also be shown how to navigate the library website and libguides.	
12.45pm – 1.15pm	 Meet and Mingle During lunch take the opportunity to meet and mingle with new and current students and your Student Mentors - experienced students who volunteer their time to help new students settle into university.	
1.15pm – 1.45pm	Navigating Subject Outlines Subject Outlines are a critical resource for students and detail subject descriptions and learning outcomes, staff contacts, learning resources, assessment details and more.	
1.45pm – 2.15pm	Planning for Assessment Staff will take you through the available resources to develop your subject study plans.	
2.15pm – 3.00pm	Introduction to Academic Writing and Referencing This session will introduce you to the concepts of academic writing and referencing in preparation for the upcoming Academic Bootcamp in Week Two.	
3.00pm – 3.15pm	Orientation Wrap-Up An open forum discussion about everything you've learned so far, as well as details about what to expect when classes start in Week One.	



Top Library Tips Video Series

Your assignment is only as good as your research. Discover the top tips to build some serious research muscle.

Check out <https://libguides.jcu.edu.au/top-library-tips>



Info Skills Road Trip

Go on a guided tour of how to find and use information at university. Designed for everyone new or returning to university study. Info Skills Road Trip:

libguides.jcu.edu.au/roadtrip



Costs of going to University

A must watch for all domestic students. This online presentation will help you understand the cost of your studies, payment options, how to pay, key dates to know and financial assistance available to you.

Log onto jcu.edu.au/fees and click on 'More help' to view presentation.



Contacts

JCU Clinical Training Centre

Mater Misericordiae Hospital
76 Willets Road, North Mackay
07 4965 5771
jcu.edu.au/mackay

Key Staff

Maude Chapman
*Site Coordinator & Senior Lecturer - Nursing
Midwifery & Nutrition*
07 4965 5777
maude.chapman@jcu.edu.au

Kirstina Hansen
Professional Services Assistant
07 4965 5771
kirstina.hansen@jcu.edu.au

Student Centre

Contact the Student Centre for general enquiries including enrolment, fees, scholarships, course and subject information and timetable issues.

1800 246 446
enquiries@jcu.edu.au
jcu.edu.au/contacts

The Learning Centre

Your one-stop-shop for academic assistance. See our website for advice about any aspect of university study - from getting organised to assignment help. You can also use our 'Contact Us' form on the website to ask a question.

learning@jcu.edu.au
jcu.edu.au/learning-centre

Student Equity & Wellbeing

Provides free and confidential AccessAbility (for students with a disability, illness or health condition), Counselling, Equity and Wellbeing, and Chaplaincy services for students.

07 4781 4711
studentwellbeing@jcu.edu.au
jcu.edu.au/sew

Library

JCU Library services including InfoHelp can assist with assignment research & referencing help and provide access to print & online information resources. Get in touch using our Chat Service or contact us at:

07 4781 4380
offcampus@jcu.edu.au
jcu.edu.au/library

IT Help Desk

Provides a quality first level support service to the JCU community in relation to all IT Services delivered by Information and Communications Technology.

07 4781 5500 (option 1)
ithelpdesk@jcu.edu.au
jcu.edu.au/helpdesk

Careers and Employment

Our friendly service staff can help you with career advice and action plans, job search strategies, resume checking and LinkedIn profile development. Students can also find casual employment, volunteer opportunities or graduate positions on CareerHub.

07 4781 4711
careers@jcu.edu.au
jcu.edu.au/careers

Indigenous Education and Research Centre

The Centre's staff are here to support you through your whole journey while at University by providing assistance with your studies, develop strategies for time management and planning, access to free coaching to help with assignments, or exam preparation.

07 4781 4676
IERC@jcu.edu.au
jcu.edu.au/ierc

JCU Student Association (JCUSA)

Elected students that represent the interests of students at JCU. Student Advocacy Officers offer independent, non-judgemental advice and representation for all JCU students..

1800 330 021
studentassociation@jcu.edu.au
jcusa.edu.au



Ask Us provides answers to commonly asked questions at any time of the day or night. These answers are designed especially to help future and current students.

jcu.custhelp.com



The Co-op

The Co-op is your go-to place for textbooks, stationery, JCU apparel and other study essentials. Join the Co-op for Member discounts. Search and find everything you need for your studies online at coop.com.au



Off-Campus Students Website

Visit the Off-Campus Students website for more information about services available to students studying outside of Townsville and Cairns.
jcu.edu.au/off-campus-students

Top Tips for Success



Study, Stop and Revive

Plan university in "shifts". Let your brain and body have a complete break between shifts to recharge.



Super-Sized Study Sessions

Form study groups – they will help you study more effectively and efficiently, and are enjoyable.



The Learning Centre

Visit jcu.edu.au/learning-centre for resources to help you develop your academic writing, learning, language and mathematic skills.



Helpful Habits

Aim to stick to a healthy routine with regular sleep patterns, exercise and eating. Study regularly and start assessments early – they often take longer than you think!



Stay Ahead

Read all the set materials and complete any tutorial/workshop activities before classes start each week to help give context for the information you are learning.



Subject Guidelines

Read all your subject outlines multiple times throughout the study period – they contain vital information about how to succeed in your subject and academic expectations.



Study Strategically

Summarise your notes and readings each week into a one-page typed sheet – it will help consolidate your learning and these will become your exam prep notes (win-win)!



Life Lessons

Step out of your comfort zone. Gaining a higher education means being open to new experiences, perspectives, concepts and people – embrace your brave new world at JCU.



Regular Rewards

Celebrate your achievements (big and small) and reward yourself regularly for your hard work and efforts. Remind yourself regularly of your strengths and long-term goals.



Independent Learner

JCU is an adult learning environment and students are expected to become self-directed learners and access online learning resources, such as The Learning Centre, Library, LearnJCU and Lynda.com.



Plan for Success

Create a weekly and a semester planner and stick to them – templates are on The Learning Centre website. Allow extra time for each activity in your first study period as things often take longer than you expect first time around.



Timely Tips

Treat university like a job and commit to your 'weekly roster' of study like you would paid employment – after all, it is an investment in your future. Set your phone timer and dive into your study session, and then relax and reward yourself when time is up.



Mindfulness

Regularly take the time to stop and be in the present moment and take a few deep breaths. Challenge negative, critical thoughts that may creep in and replace them with positive, encouraging ones. Treat yourself the way you would treat a friend.



Drop Down – Not Out

Review your study load before Census Date and decide whether you need to drop a subject (or two) in order to be successful and remain at university. Always seek advice about which subject/s to drop and impact on financial assistance payments.



Academic Health Check

Give yourself a weekly check-up each Friday and reflect on how you are coping with different elements of your study and life. Seek out friendly JCU academic and professional staff if you need some helpful fine tuning in any area.



Practice Period

Give yourself one full study period to settle into university – you have to invest a lot of time initially learning about academic expectations, researching, writing and technologies, as well as your course content. Be kind and cut yourself some slack if you have a few hiccups.



Procrastinations and Distractions

Have a quiet, designated study space at home to help you study undisturbed. To overcome road blocks in motivation, try setting your phone timer to 10 minutes and start a task – quite often you will keep going after the timer sounds.



Create Connections

Be brave and introduce yourself to people around you. Find some like-minded peers and form informal study groups – help each other to succeed and feel a sense of belonging at university. Also, schedule regular time with friends and family to stay connected.



The Learning Centre
UNLOCK YOUR POTENTIAL



ACADEMIC WRITING

ONLINE WEBINARS 23/7 - 25/7

6:00PM - 7:00PM

Academic Writing Part 1: Unpacking the essay question & critical note-taking 23/07

Learn effective strategies for understanding your essay question and taking effective notes. Have a copy of your subject outline and one of your subject readings on hand for this active learning session.

Academic Writing Part 2: Planning your assignment 24/07

Learn how to structure and organize your first academic assignment and explore live student assignment samples.

Academic Writing Part 3: Summarising & Paraphrasing 25/07

One of the most important learning and assessment tools at university is the writing of essays. These essays differ from the essays you wrote at school. Firstly, they are written in an academic style, and secondly, the content is often a synthesis of ideas you have collected from a wide variety of readings. Learn how to summarise and paraphrase research and readings.

Register from the 22nd of June at:

<http://careerhub.jcu.edu.au>

- ▶ Upon registration, you will receive a link to participate in the online session.
- ▶ You will also receive a reminder email closer to the actual time of the online session.
- ▶ Blackboard Collaborate will be used to facilitate the live online sessions.

Follow us:



More info: <http://www.jcu.edu.au/learning-centre>



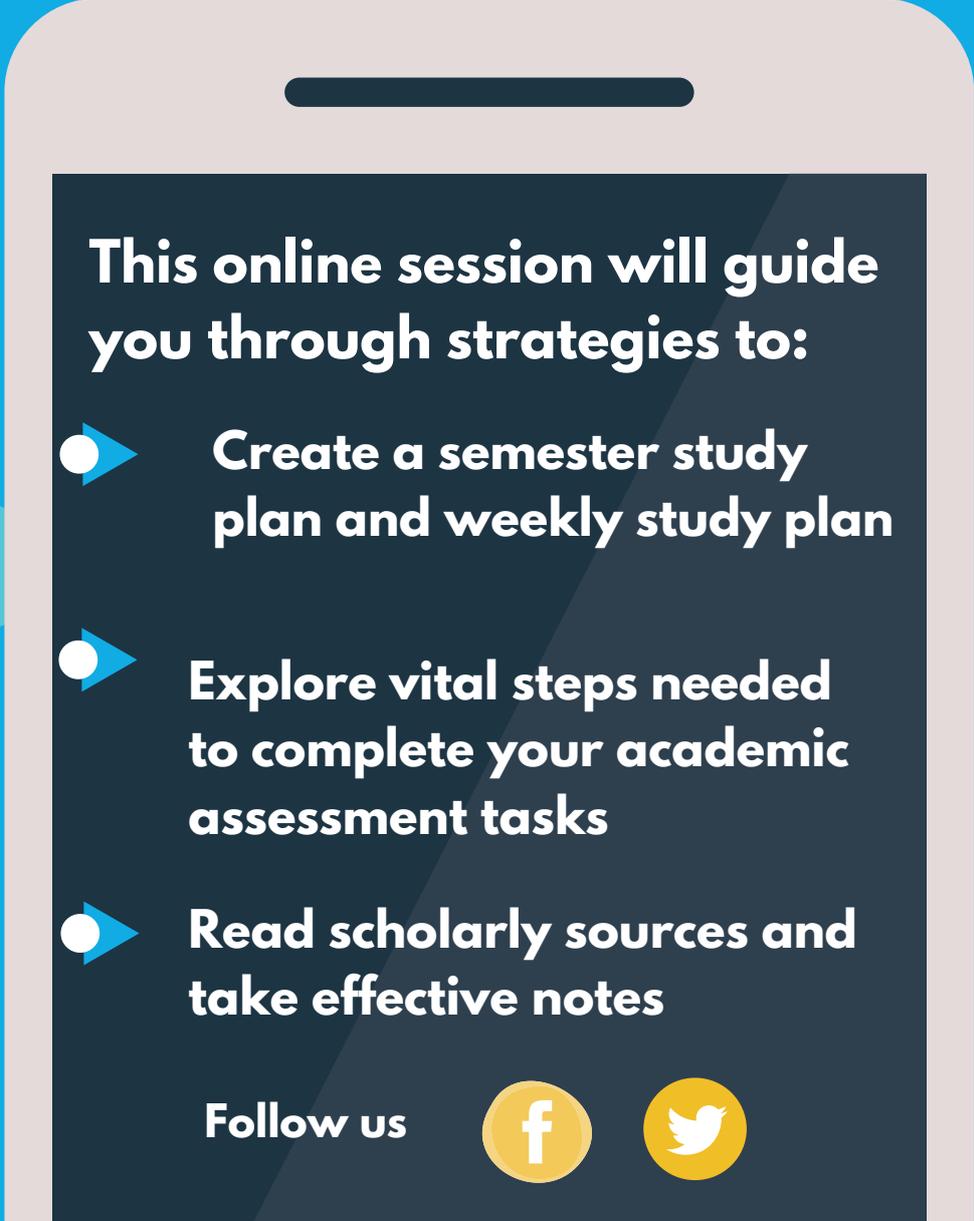
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UNLOCK YOUR POTENTIAL

Keys to Academic Success

Thu 19 July 2018, 6:30 PM to 8:00 PM

Live online sessions; Blackboard Collaborate

Register at: <http://careerhub.jcu.edu.au>



This online session will guide you through strategies to:

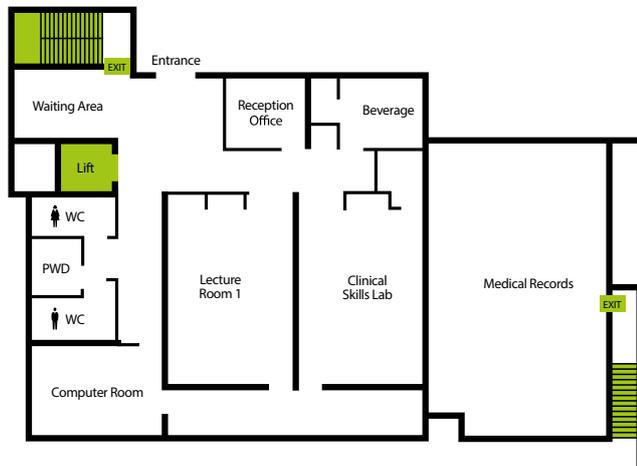
- ▶ **Create a semester study plan and weekly study plan**
- ▶ **Explore vital steps needed to complete your academic assessment tasks**
- ▶ **Read scholarly sources and take effective notes**

Follow us



Mackay Study Centre – Mater Hospital

Ground Floor



First Floor



Parking

