Student Guide

2016

Building critical 21st century skills

 Imagining with technology

http://www.facebook.com/ICTGriffith
“Learn from yesterday, live for today, hope for tomorrow. The important thing is to not stop questioning.”
Albert Einstein

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Reconciliation Action Plan
(2012-2015)

Griffith University acknowledges the people who are the traditional custodians of the land, pays respect to Elders, past and present, and extends that respect to other Indigenous Australians.
Welcome to the
School of Information and Communication Technology

Associate Professor Bela Stantic
Acting Head of School

Associate Professor Bela Stantic
Deputy Head of School (Academic)

Dr Vallipuram Muthu
Deputy Head of School (Learning & Teaching)

Dr David Tuffley
First Year Coordinator

Dr Larry Wen
International Student Coordinator

Ms Jessica So
Student Success Advisor
School Executive

Acting Head of School
Associate Professor
Bela Static

Research Expertise
- Database Systems
- Bioinformatics
- Computational Modelling
- Spatio-Temporal databases
- Multidimensional data management

Deputy Head of School (Learning & Teaching)
Dr Vallipuram Muthu

Research expertise
- Security in Wireless Networks
- Intrusion Detection and Prevention Systems
- Sensor Network Security
- Information Assurance in e-Government Models
First Year Coordinator

Dr David Tuffley  
PhD (Software Engineering), M Phil (Information Systems), Grad Cert in Higher Ed, BA
Telephone (07) 373 55045  
Griffith Location Technology (N44) 2.22  
Email Address: d.tuffley@griffith.edu.au  

Research Expertise
- Applied ethics  
- Sociotechnical issues in computing

Current teaching areas
- 1012ICT Communications for ICT  
- 3410ICT/7101ICT Professional Issues in Computing  
- Honours and Higher Research Students Supervision

David is here help you settle in to life at university and give you some pointers on how to get through your first year. We know from experience that if a student gets through their first year, their chances of finishing their degree improves.

The First Year Coordinator can assist students during their first year of study to engage successfully with their study program and their fellow students. The First Year Coordinator is an important point of contact for students with questions or experiencing difficulties, and is able to direct students to relevant support services.

International Student Coordinator

Dr Larry Wen  
Telephone (07) 373 55042  
Griffith Location Technology (N44) 2.39  
Email Address: l.wen@griffith.edu.au  

Larry is here to help international students settle in to life at university and give you some pointers on how to get through your first year.

International students can see Larry if you have questions about your courses, the university or any other issues relating to your studies.
**Student Success Advisor**

**Helping you to prepare for success at university**

University can be both an exciting and a daunting experience for many students. It is perfectly normal to take a while to adjust to being a university student. This does not in any way mean that completing a degree is too hard. Our research shows that students who commit time and space to studying, and who know when and where to ask for help, are the most successful in their studies.

At Griffith, we have a culture of student success and a wealth of resources and services to support you to successfully navigate your way through university. One of the most important people for you to get to know is your Student Success Advisor (SSA). SSAs are experts in the first year experience and supporting all students to achieve their goals. Your SSA will be able to assist you directly with any issue you might have, or refer you to the best person who can assist you. Some examples of the types of issues you might want to ask your SSA about include:

- How to give yourself the best chance of belonging and succeeding at university
- Find out what is expected of you in your new role as a university student
- How to access the resources you will need to be successful
- Identify and develop the academic skills you will need to be successful
- Get advice about how to become a more strategic learner

**Meet your Student Success Advisor during Orientation**

Your SSA: Jessica So  
Office: N44_1.12  
Email: ssa-seet@griffith.edu.au  
Phone: 373 53601

Your SSA is available to help you adjust to life at university, but it is also important to know that there are a number of things you can do that will greatly increase your chances of being successful in your studies. These include:

- Attend orientation week
- Balance your commitments and make time to study
- Attend lectures and tutorials/labs
- Make an effort to get to know other students in your class
- Remind yourself why you came to Uni and seek advice if you aren’t sure
- Make sure you have access to a place to study
- Have a plan for success and ask for help when you need it

**Your success starts with YOU and your SSA is here to support you to achieve YOUR goals**
Program Directors

A Program Director ensures that the program provides an effective learning experience for students. The Program Director counsels students on program related matters such as elective choices, career paths, specialisations; they also make decisions on specific aspects of a student’s study program, student progress, credit applications and eligibility to graduate.

If you need to contact a program director there are various ways to do so:

1. Knock on the Director’s room door. Often the Director has a timetable on their door to advise when they are next in their office for student consultation, please be aware that our Directors have obligations to teaching and research as well as communicating with students.

2. E-mail or phone and leave a message.

Our directors are caring human beings and they will arrange to talk to you on the phone or via an appointment as soon as they can. Please give two to three working days for a response.

Course Convenors

The Course Convenor is the academic responsible for the course – not necessarily the lecturer. While each course may have several lecturers and tutors teaching you, the course convenor is responsible for the management, conduct, teaching and assessment of a course. Be sure to attend the first lecture of each course, this is critical for getting oriented. It is in this first lecture that the convenor will give you contact details, and describe the themes, assessment and structure of the course. They will clarify exactly what is expected from you during the semester. Convenors will help you with specific queries concerning the course(s) they convene and will post consultation venues and times by which you can see them outside of class hours.

Tutors

Tutors are usually postgraduate students who assist a course convenor in teaching duties (including marking). They are usually only contactable for formal academic advice within tutorials or workshops.
Nathan Campus Program Directors

Bachelor of Multimedia (1046) and Bachelor of IT/Bachelor of Multimedia (1236/1461)

Dr Geraldine Torrisi-Steele  
Office: L08_2.08  
Ph: 338 21087 or email: g.torrisi@griffith.edu.au

Bachelor of Information Technology (1538, 1042)

Dr David Chen  
Office: N44_2.18  
Ph: 373 53675 or email: d.chen@griffith.edu.au

Bachelor of Business Information Systems (1360)

Dr Bruce Rowlands  
Office: N44_2.29  
Ph: 373 53681 or email: b.rowlands@griffith.edu.au

Bachelor of Information Technology with Honours (2011)  
Bachelor of Multimedia with Honours (2013)

Dr Jarrod Trevathan  
Office: N44_2.12  
Ph: 373 55046 or email: j.trevathan@griffith.edu.au

Master of Information Technology (5612, 5658)

Dr Larry Wen  
Office: N44 2.39  
Ph: 338 55042 or email: l.wen@griffith.edu.au

Master of Enterprise Architecture (5461)

Dr Ovidiu Noran  
Office: N44_2.32  
Ph: 373 55382 or email: o.noran@griffith.edu.au
Student Administration

Student Administration is your first point of contact for any administrative issues. They are able to provide services in the areas of:

- Enrolments and Timetable
- Program and course information and planning
- Student forms and policies (special consideration, review of grades, deferred examination)
- Applying for enrolment in Restricted Access courses
- Provision of Student ID Cards
- Applying for Credit for prior study
- Official Academic Records and Official Statements
- Fees and Charges
- Graduations

Student Centre, Nathan Campus
Open 8:30am-5:00pm
Location N53 Willett Centre
Phone (07) 373 57700 or toll-free 1800 154 055

For 24/7 answers to commonly asked questions go to:
www.griffith.edu.au > current students > Ask us

Applying for credit for prior study

Lodge a complete Credit Transfer Application Form at Student Administration as soon as possible!

For more information visit
http://www.griffith.edu.au/admissions/credit-transfer-articulation
ICT School Administration Officer

The ICT School Administration Officers (SAO’s) handle student problems or enquiries of an administrative nature.

Mrs Kylie Higgins
Telephone (07) 373 55013
Griffith Location Technology (N44) 1.08
Email Address ict-schooladminofficer-na@griffith.edu.au

How can the SAO assist you?

- Help you with enrolment issues (full classes and clashes)
- If you need to contact a course convenor and you are unsure who it is
- Matching students with Leaders
- Information about school events and social activities

ICT School Secretary

See the ICT School Secretary if you need an appointment to meet with the Head of School, or if you need help finding your way around the University.

Ms Vicki Ward
Telephone (07) 373 55002
Griffith Location Technology (N44) 1.02
Email Address vicki.ward@griffith.edu.au
Very Important Dates

13 March, 2016
_Last date to add a course for Semester 1_
Students will only be allowed to add a course after this date where they have documented exceptional circumstances. A charge of $50 for each additional course will apply where permission is granted.

27 March, 2016
_Census date_
_Last date to drop a course for Semester 1 without being liable for fees_
If you withdraw from a course after the census date, you will incur financial liability for the course. This will be recorded as a "W" on your academic transcript but is not counted in the calculation of your Grade Point Average.

30 April, 2016
_Last date to withdraw without failure_
If you withdraw from a semester 2 course after this date, you will incur financial liability and academic liability for the course. This will be recorded as a "WF" on your academic transcript and will affect the calculation of your Grade Point Average.
ICT Computer Labs

Computer labs are available for you to use from 7.00am until 11.00pm, every day Monday to Sunday, during teaching weeks only.

Please check the notices on the lab doors for the times that are available for student use.

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of computers</th>
<th>Access hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N44_1.17</td>
<td>25</td>
<td>All labs are open</td>
</tr>
<tr>
<td>N44_1.18</td>
<td>25</td>
<td>7.00am to 11.00pm</td>
</tr>
<tr>
<td>N44_1.32</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>N44_2.25</td>
<td>20</td>
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<tr>
<td>N44_2.34</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>N44_2.36</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>
Free software

As an ICT student you have access to free software. As a member of the MSDN Academic Alliance, the School is authorised to provide you with program software for use in your personal computer.

- Project professional 2010
- Visio Professional 2010
- Visual Studio Ultimate 2010
- SQL Server 2008 Developer Edition
- XNA Game Studio 3.1
- XP Professional 32 bit or 64 bit
- Vista Professional 32 bit or 64 bit
- 7 Professional 32 bit or 64 bit
- Server 2008 R2 Standard Enterprise 64-bit

Note, this does not include Office or any non-Microsoft software.

To obtain a copy of MS Office at a DISCOUNTED PRICE go to: http://www.microsoft.com/australia/office/startinguni/

How to get your free software?

1 – Register at the School of ICT MSDNAA repository (‘Microsoft Dream Spark’) http://e5.onthehub.com/WebStore/Welcome.aspx?vsro=8&ws=152b7fe5-a8b-e011-969d-0030487d, using your student number-based email address which looks like s1234567@griffithuni.edu.au

2 - IT services will advise you, via e-mail, once the software is ready for collection, note this may take up to 2 weeks

Having trouble registering - Inform the SAO, who can ensure that you are added to the list of authorised students. Note, only students enrolled in an ICT program will be granted access.
Enrolment Advice

Permission to enrol into a full class is not automatic and is only granted in special circumstances such as:

- If the course is a mandatory course for your degree
- International students with prior approval to enrol
- Students with special consideration (e.g. childcare commitments or special needs)

To avoid missing out on your preferred classes, be organised, enrol early!!!

What should you do when...?

All classes for one course are full?
Keep checking the timetable until additional places or classes become available, this may take several days. If no extra class opens, e-mail the course convenor or turn up to the first lecture and ask for permission to enrol.

Your preferred class is full?
You should enrol in any available classes to guarantee a place. Later you can ask the course convenor for permission to swap classes (you can e-mail the convenor directly or talk to him/her during the first lecture. Note, permission to swap classes is not always granted, unless you have a special reason) OR find a student who may be willing to swap with you and advise the course convenor.

Your classes are clashing?
Our timetable is optimised to facilitate clash free enrolment in core courses and to maximise the choice of electives. You should be able to build your timetable without any clashes, but if you do encounter unavoidable clashes you should refer to your program structure to make sure you are enrolling in the correct courses, or contact the student administration centre or School SAO.

You don’t know what course to enrol in or what major to take?
Look at your program structure on the web and if you are still not sure please talk to your Program Director or School SAO.

COURSE PRE-REQUISITES
Before enrolling in a course, check its pre-requisites. Some courses have pre-requisites you must meet before enrolling.

It is your responsibility to check the accuracy of your enrolment!
School of ICT Leadership Program

Giving new students a helping hand!

What is it?

ICT Leadership program aims to assist your transition to university life by connecting you with leaders who can guide you through your first year. Your leaders are students in second year or above who are usually studying the same degree as you.

You will meet with your leader in a mentor group, which usually consists of a small group of commencing students (mentees) and a leader. You will first meet your mentor group during the orientation week and this group can then meet on a regular basis during the semester (at times which you organise together) to socialise and discuss any issues that may be concerning you. Contact can also take place via telephone or email if you prefer. This leadership program runs for a number of weeks in Semesters 1 and 2.

Here are 6 good reasons why you should join the program:

1. You will get helpful information and tips from your leader
2. You will meet a more experienced student who knows how you feel and can help you adjust to University life
3. You will meet other first year students
4. Your leader will help you to get ready to start uni (e.g. make sure you are enrolled correctly; know how to read timetables, when and where to go for classes etc.)
5. You will have a reliable point of contact for any questions or problems you might have
6. You may be able to register later as a Leader – this is a great experience and looks great on your resume!

If you wish to have access to a student leader or would like to know more about the leadership program, please e-mail ict-schooladminofficer-na@griffith.edu.au or Jessica So: ssa-seet@griffith.du.au
Volunteering Opportunities

Attention 1st year students - get involved!
The School of ICT needs student volunteers throughout the year!!

Open Day
We need several students to help us with general event management tasks and to offer some advice to visitors and prospective students.

Student/Staff Consultative Group
We need students to act as student representatives and collect feedback from other students on a number of issues.
Your feedback is taken seriously!!

ICT Experience Days and TSXPO
Share your University experience with High School students. We need volunteers to help in ICT workshops, to share experiences and offer advice to prospective students.

Leadership Program
Once you complete your first year you can become a student Leader. Share your University experience and offer advice to 1st year students.

Why volunteer?
To meet new people and help others
To get a certificate of appreciation from the School
To improve your skills (this is great for your resume!)
To engage with School staff (we can provide you with references too!)

The School will recruit students via e-mail closer to the date for each event.
If you are interested, just keep reading your student e-mails and apply!
Other opportunities may be available throughout the year.
Getting Online

Griffith staff will only contact you via your student e-mail. Griffith University DOES NOT use your Personal email account to contact you!

Your Gmail address:
All students are allocated a university provided Gmail account. Your Gmail address format will be: <preferredname>.<surname>@griffithuni.edu.au
You will also receive a secondary email address of <snumber@griffithuni.edu.au>

Note: If you change your preferred name in the Griffith portal, the changes will be reflected in your email address. If there is more than one student with the same name, a number will then be added after your surname, e.g. <preferredname>.<surname2>@griffithuni.edu.au

Your log in:
This is your student number e.g. s1234567. Your password is synchronised with your Griffith Portal password.

Internet Access:
You do need to be logged into Net check (internet usage) to access the Internet and your Student Gmail account. Access to Student Gmail, Calendar, Contacts and Talk will not be charged against your Net Check account.

Quota information:
The student Gmail system has a 25GB quota. You are responsible for managing your messages to ensure your quota limit is not reached. If you reach your limit, incoming messages will be returned to the sender. You will need to move messages to Trash and permanently delete them. Remember, your storage limit is based on the size of all messages and attachments in your mailbox, including those messages in Spam and Trash.

REMEMBER
Although you will receive several e-mails from the university throughout the semester that might not be relevant to you, please NEVER mark them as ‘junk’
You might miss out on important information if you are not receiving our e-mails!

For more information visit:
https://intranet.secure.griffith.edu.au/computing/student-email-support
Faults and problems should be logged with the IT Helpdesk.
General Enquiries Phone Number: (07) 3735 5555
General Enquiries Email: libraryandithelp@griffith.edu.au
Your Health & Safety Responsibilities

ALL STUDENTS MUST READ THIS & COMPLETE THE ONLINE INDUCTION!

As part of our duty of care, you are required to have completed a Laboratory Induction Program (LIP) before your first class in any of our computer labs.

1 – Access learning@Griffith (my courses and organisations)
2 – Click on laboratory induction – under ‘my courses and organisations’
3 – Read the training materials (left-hand-side menu)
4 – Complete the Safety Quiz (left-hand-side menu)
5 – Print out and sign the Laboratory Induction Certificate (you will need a score of at least 10 out of 12 in the Safety Quiz before you are able to access the certificate)

NO CERTIFICATE = NO ENTRY TO ICT COMP LABS

General Laboratory Rules:

› SMOKING, EATING AND DRINKING IS PROHIBITED;
› NO BAGS ON FLOOR in general walkways. Keep all Exits CLEAR;
› DISPOSE of waste thoughtfully;
› DO NOT sit on benches;
› CLEAN UP your work area after completion of laboratory;
› REPORT any incidences or hazards to your Demonstrator/tutor

First Aid Officers:

• Listed on ‘Health & Safety Contacts’ plaques around campus.
• Only First Aid Officers are allowed to apply First Aid
• SECURITY STAFF - All campuses (07) 3735 7777 or ext. 7777 or free call 1800 800 707.
• In an emergency, the Ambulance (000) can be called directly (112 from a mobile phone). In an emergency, security MUST be notified as well to enable them to assist with escorting the ambulance/emergency vehicles.

Be mindful of your own and others health & safety 😊

If you don’t know how to do something – ASK!
ICT Careers

Think about your career from day one!


There are many ways to find jobs in the ICT sector. Below is a list of job search websites and major Queensland-based employers:

- seek.com.au
- mycareer.com.au
- jobswiregurus.com.au
- qld.gov.au/jobs/ (Queensland Government jobs)
- careerone.com.au
- jobsearch.gov.au (Australian government jobs)
- suncorp.com.au
- ventyx.com
- Technologyonecorp.com
- Boeing.com.au

Get involved!

Attend ICT industry lectures organised by the School!
Keep your eyes open for industry presentations. The School often organises industry representatives to come and talk to students throughout the semester, this may be during lectures or separate events.

Note:
The SAOs will often e-mail job opportunities to all ICT students, so keep checking your student e-mail inbox for new job opportunities!
Student Support Services

Student Services offers services to support your success and assist with your well being and development. Specific services are listed below with more information at http://www.griffith.edu.au/student-services

What can student services do for you?

Careers and Employment Service
This service assists you to be work ready and provides help in finding part time work, work experience and graduate employment. Services include seminars, employer visits, industry mentoring and specialist Indigenous and international student career support. You can access part time and degree related vacancies on Career Board https://intranet.secure.griffith.edu.au/community-welfare-recreation/careers-employment

Student Equity Services (incl Disability Support)
This service provides programs for equity students. The Disabilities Service helps students with disabilities, with practical assistance to ensure access to and participation in the learning environment at Griffith.

Health Service
The Health Service provides health related services including general practitioner and nursing consultations at Nathan campus.

Counselling Service
Professional counsellors are available to provide confidential, short-term counselling, and assist with personal and academic concerns. The Service offers group sessions during the semester focussing on orientation, transition, and other topical issues. Go to the Student Services Office at Nathan Sewell N12_ 1.56 or call (07) 373 57470 to arrange an appointment

Welfare and Student Liaison Office
Welfare and Student Liaison Officers can assist with student loans, Centrelink payments, budgeting and tenancy issues, and can provide information on dealing with student grievances and appeals.

Chaplaincy
Chaplaincy offers opportunities to explore faith, spirituality, prayer and social justice issues. The Chaplaincy team is ecumenical and provides a supportive environment where students and staff can discuss faith, values and life in general.
International Students

The International Office has a dedicated team of staff that provide assistance and support for international students with the following:

- Application and admissions procedures
- Information on student visas, overseas student health cover & general enquiries
- Personal and academic issues
- Scholarships, fees & financial matters
- Orientation and social activities
- Study Abroad & Exchange programs

To contact your international student advisor, visit

http://www.griffith.edu.au/international/life-on-campus/international-student-advisors/nathan-advisor

As an international student you have access to full time support through international student advisors, located within the Griffith University International Office. The international student advisors can help you with:

- Advice and support throughout your stay
- Talking about issues that concern you
- Contacting the right person to help resolve your problems
- Advocacy

Important note to all international students

The English Language Enhancement course must be completed by all international students enrolling in programs that include an English Language Enhancement course and who meet the criteria.

To check the criteria and for more information please visit:

Useful URLs

ICT
- Australian Computer Society (ACS) - www.acs.org.au
- Careers in ICT - www.careersinict.info
- ICT Industry Networks and Associations – ict.industry.qld.gov.au
- Girls in IT – www.girlsinict.org
- Tech girls are chic – www.techgirlsarechic.org
- Woman in Technology - www.wit.org.au
- I choose technology – www.ichoosetechnology.com

Griffith
- ICT School website - www.griffith.edu.au/ict
- Starting @ Griffith - www.griffith.edu.au/start
- New students website - www.griffith.edu.au/new-students
- Check your timetable - www.griffith.edu.au/timetables
- Exam information - www.griffith.edu.au/assessment
- Enrolments - www.griffith.edu.au/enrolment
- Free library workshops and resources - www.griffith.edu.au/library/workshops-training
- Griffith International - www.griffith.edu.au/international
- Programs and courses - www.griffith.edu.au/programs-courses
- Student Services - www.griffith.edu.au/studentservices
- English Help (FREE!) - www.griffith.edu.au/englishhelp
- Credit transfer - http://www.griffith.edu.au/admissions/credit-transfer-articulation
- International students/study - http://www.griffith.edu.au/international

familiarise yourself with these links and save your favourites!
Professional Associations

Joining a professional association is a great way to meet people in your field, who can assist you to explore your career options and potentially find employment opportunities. These associations exist in every field of employment and hold regular professional development and networking events. Students are welcome to join, and membership can cost as little as $60 per year.

Association for Computing Machinery
Association for Information Systems (Australasian chapter)
Association of Professional Engineers, Scientists & Managers, Australia (APESMA)
Australian Computer Society
Australian Information Industry Association
Australian Interactive Media Industry Association (AIMIA)
Game Developers’ Association of Australia
Internet Industry Association
Internet Society of Australia
Network Professional Association
Queensland Society for Information Technology in Education (QSITE)
Society for Technical Communication
System Administrators Guild of Australia
Women in Technology
X Media Lab (International think-tank, production workshop & conference for professionals in new media industries)
Enterprise Network for Young Australians (ENYA)
Advance (global network of Australians and alumni abroad)
**Etiquette tips**

Use correct English if you need anything from anyone, ask politely and be punctual (on time)

**Class debate**

- Show respect for the views of others, even if you may not agree with them; if disagreeing, it is acceptable to criticise the view but not the person.
- Do not try and dominate discussion. We encourage everyone to have a turn at expression.

**Email**

Electronic communication can sometimes appear abrupt, disrespectful, even abusive, because many cues for everyday interpretation are lost. At the same time, be wary of using the apparent ‘anonymity’ of email to make statements that are inflammatory or open to misinterpretation.

Always remember that inappropriate use of email and online discussion within the University context may be subject to disciplinary action - please be mindful that in the case of abusive emails, apparent anonymity can be traced if necessary. This does not mean that you are under surveillance but does imply a need for some caution in any email interactions.

**Please note the following principles:**

- Some courses have online discussion forums on their websites. They exist to assist the teaching and learning in a course; they are not chat rooms
- Do not express disrespect towards other students and/or any other member of the University community, or discuss matters of a personal nature
- Avoid coarse, racist or sexist language, sexual innuendo or any other derogatory language or signs
- Ensure that all e-mails to Griffith University Staff include your Student number and Program that you are studying with your Full name

**Clarity of expression is necessary to avoid ambiguity!**
Opportunities available at the end of 1st year

1 - Become a student Leader – Page 16
2 - Get an industry mentor via the ‘industry mentoring program’
3 - Be part of the Honours College

Industry Mentoring Program

The Industry Mentoring Program is a career mentoring program that matches students with experienced professionals from industry, and provides an opportunity for students to gain first hand insights into their chosen profession.

Career mentoring is an effective strategy to enable students to link with industry and begin to develop their future career. Students are encouraged to seek information and guidance about their career direction and goals. The role of mentors is to use their skills, experience and knowledge to support students as they make decisions about their future.

What can mentoring do for you?
Having a career mentor can provide many advantages. For example, while you are still at university you can:

- explore career options and potential pathways
- expand your professional networks and increase your exposure to potential employers
- gain assistance in goal setting and career planning
- develop personal and professional confidence

Information and guidance are provided regarding all Program requirements and mentoring staff will be available to assist you with any queries you may have.

Are you eligible to participate?
You are eligible to apply if:

- You will be a current student in semester two.
- You are an undergraduate student who has completed at least 80 credit points of your degree or you are a postgraduate student.
- You have a Grade Point Average of at least 4.0

For more information:
Mary-Ellen Hempel, Phone (07) 3735 3963, or Delys Haskett, Phone (07) 3735 3568

Applications
Applications are accepted on-line during March and the Program is conducted in semester two. Formal functions mark the beginning and end of the Program and provide networking opportunities for students and mentors.
Griffith Honours College

Designed for outstanding students, the Griffith Honours College will provide you with enriching experiences in combination with your undergraduate degree studies. Many of these experiences will be exclusive to Griffith Honours College students and will give you the skills in high demand by employers:

- Leadership
- Teamwork
- Global perspective
- Research and industry skills

The Griffith Honours College will produce highly sought after graduates with the specialist knowledge and broad management competencies to become the CEO's, researchers, educators, creators and community leaders of the 21st century. Griffith Honours College students will benefit from a unique educational experience.

You will:

**Receive personal attention**
Students will take part in regular one-on-one sessions with a mentor to give them guidance throughout their University years and steer them towards their career goals.

**Collaborate**
Students will share ideas and work with leading researchers, academics and other high achieving students across a number of disciplines.

**Experience the world**
Students will be encouraged to gain a global perspective by studying or working overseas for a few weeks, a few months or a year.

**Be recognised**
Griffith Honours College students are recognised as high achieving amongst the University community.

For more information
Contact:
Jeanne McConachie
Phone (07) 3735 4303 or e-mail honourscollege@griffith.edu.au

Applications
Students must apply to the Griffith Honours College during November 2015.
Plagiarism

When someone writes or creates something, they own that work. Under the Australian Copyright Act 1968, its amendments and international equivalents, it is their intellectual property. Intellectual property applies to data tables, images, video and music as well as text, and it covers all forms that the idea is found in whether it be hardcopy, softcopy or online.

When you use someone else's work in your assignment, you need to acknowledge it, so as to not breach their intellectual property, and therefore copyright. This is a part of what we call academic integrity. Correctly citing and referencing resources is an essential element of academic integrity.

If you claim someone else’s work, thoughts or ideas as your own by:

- copying sentences or paragraphs from a book, journal article or web page without referencing the information
- submitting work produced by another student as if it were your own work
- copying and pasting information from the internet or electronic sources then you may be plagiarising. Plagiarism is considered a breach of academic integrity.

To avoid plagiarism and ensure that you are working with academic integrity:

- write using your own words and ideas
- acknowledge someone else's words and ideas by citing and referencing your sources.

A Referencing Tool is now available to help you with your referencing. There is a link in the Library, Workshops and Training self-help resources.

Referencing Tool:

Financial support

The Welfare and Student Liaison Office in Student Services can assist you with the following:

- Griffith University interest-free loans of up to $1000 (standard loan) for living or education related expenses or $1500 (major loan for domestic students) for major course related items
- If you experience extreme financial difficulty due to extenuating circumstances that is beyond your control, you may be eligible for a Safety Net Bursary which can cover your living or education related expenses
- If you are financially disadvantaged and have difficulty covering your major course related items such as textbooks or a laptop, you may be eligible for an Education Costs Bursary
- If you need ongoing income support, we can help you explore whether you are eligible for Centrelink payments
- If you need assistance in compiling a budget, our friendly Welfare and Student Liaison Officer is most happy to assist

For further information, please visit the Welfare and Student Liaison Office website: [www.griffith.edu.au/welfare](http://www.griffith.edu.au/welfare)

Should you want to make an appointment to see a Welfare and Student Liaison Officer on your campus, our contact details are as follows:

Gold Coast 5552 8734  
Logan 3382 1159  
Mt Gravatt 3735 6826  
**Nathan 3735 7470**  
South Bank 3735 4149
Thanks for reading!

Don’t forget to use your student email if you need to contact us (if you use your personal email we will not identify you as a student and may take longer to respond) and **always** include your student number in your emails!
### My contacts list

Use this to note down details of students or staff you meet during O’week

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