

*Welcome to the World of Public Health!*

*Our public health courses aim to provide you with an effective framework and reliable tools which will enable you to comprehend and tackle complex population health and social issues in cross-cultural, local and global environments.*

*This Orientation Guide will help you find your way on campus and online. It provides links to essential learning and support resources. It also provides advice on how to succeed in your course and your future public health career.*

*Menzies Education wish you all the best with your studies.*

*Menzies Education would like to acknowledge the College of Engineering, IT & Environment for sharing their "Student Expectations – for Success" manual as a basis for this Orientation Guide.*

## EXPECTATIONS OF STUDENTS

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### Preparation for Learning

*Aim to complete by the end of Week 1*

### KEY RESOURCES

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| 1. Ensure your contact details are up to date in the CDU data base   | <ul style="list-style-type: none"><li>• <a href="#">My Student Info</a></li></ul>  |
| 2. Link your CDU email to your private email address to ensure you receive all CDU emails                          | <ul style="list-style-type: none"><li>• <a href="#">My Student Info</a></li><li>• <a href="#">Student Email</a></li></ul>  |
| 3. Know how to access, navigate and use Learnline, by undertaking the Learnline module.                            | <ul style="list-style-type: none"><li>• <a href="#">Learnline Support and info</a></li><li>• <a href="#">Learnline</a> Module Workshops during <a href="#">Orientation</a></li></ul>   |
| 4. Know where and how to get IT support.   | <ul style="list-style-type: none"><li>• <a href="#">ITMS</a></li><li>• IT Kiosk: Red 1, Casuarina Campus (8am – 4pm CST Mon – Fri)</li></ul>   |
| 5. Read your Unit Information Guide for each unit.   | <ul style="list-style-type: none"><li>• Available on <a href="#">Learnline</a></li></ul>   |
| 6. Know where to get support and advice if you develop personal problems that may impact on your ability to study. | <ul style="list-style-type: none"><li>• <a href="#">Equity Services</a> (disability services, counselling, careers and employment, accommodation)</li><li>• <a href="#">CDU Student Support</a> (study help, concerns and complaints, financial assistance, IT support, external student support)</li><li>• Sign up for ALLSP <a href="#">Workshop alerts</a></li><li>• Use <a href="http://www.thedesk.org.au">www.thedesk.org.au</a> to support you with your mental and physical health and wellbeing</li></ul> |

7. Get to know Menzies School of Health Research and access information about Menzies Education and Training

- [www.menzies.edu.au](http://www.menzies.edu.au)
- [Menzies Education and Training](#)

## Good Academic Practice

*Skills and practices that are recommended throughout the semester*

### KEY RESOURCES

1. Regularly checking emails for academic or administrative messages from CDU staff, including your lecturers. Making contact with your lecturer via email or phone as needed.

- [Student email](#)

2. Carefully reading weekly unit announcements for instructions or guidelines to assist with learning, planning and assessment items.

- Via [Learnline](#)
- Announcements are also sent to [email](#)

3. Committing approximately 10 hours of study per week to each unit.

This may include class attendance, study planning, reading, viewing recorded lectures, completing learning activities requested in unit materials, private investigation and research, planning and completing assignments, attending ALLSP, Library or Study Skills online workshops.

Note: the amount of study required may vary among units, depending on your previous experience with the topic.

- Sign up for [ALLSP Workshop alerts](#)
- Contact [ALLSP](#) for assistance and consultations, or go to a drop-in session
- Use the [Study Skills](#) website
- Use the [referencing guides](#)

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| <p>4. For internal students - Attending weekly lectures and tutorials as appropriate for your unit - tutorials are an opportunity to seek clarification about concepts and ideas, get advice on learning activities or assignments, or explore and develop your ideas in discussion.</p>  | <ul style="list-style-type: none"><li>• <a href="#">Time Management</a>: create a weekly timetable &amp; semester plan</li><li>• <a href="#">Know your timetable</a></li></ul>   |
| <p>5. For <b>external</b> and <b>internal</b> students – checking Discussion Boards for posts and posting questions or comments yourself, – these too are an opportunity to seek clarification about concepts and ideas, get advice on learning activities or assignments, or explore and develop your ideas in discussion.</p> |  |
| <p>6. Preparing for tutorials and completing weekly activities. This may involve reading recommended texts, completing online or research activities provided in the learning materials, completing Discussion Board tasks, writing and submitting drafts.</p>  | <ul style="list-style-type: none"><li>• Following the Unit Guide and Learnline Unit Information</li><li>• Bring questions to tutorials</li><li>• Ask your lecturer for an appointment if you need assistance - staff always prefer that you ask.</li></ul> |
| <p>7. Continuously developing your writing skills, appropriate to the task requested, including ensuring you know how to construct sentences and paragraphs, and to structure writing tasks such as addressing questions, critiquing or building arguments, reporting on findings, and reviewing literature</p>                 |  |
| <p>8. Correctly citing sources and constructing reference lists in all written documents</p>  | <ul style="list-style-type: none"><li>• <a href="#">Study Skills Intro to Referencing</a></li><li>• <a href="#">Library Referencing Guide</a></li></ul>  |
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9. Avoiding plagiarism, by knowing how to search for relevant scientific literature, take notes and identify key points and construct arguments.

Please take advantage of these resources to find out what plagiarism is. If you are unsure, please check with ALLSP, your unit lecturers. **Plagiarism is academic theft.**

- [What is plagiarism?](#)
- [Library Research Guide](#)
- [Study Skills Note making](#)
- Policy – [Academic and Scientific Misconduct Policy](#)
- Procedure – [Student Breach of Academic Integrity Policy](#)
- Students can seek advice from the [Complaints Management Unit](#) if needed

10. Developing self-awareness about academic progress, noticing problems with performance, planning or workload management, and actively seeking help from peers, your lecturer, course coordinator or Equity Services staff.

- [Equity Services](#) for counselling and other support
- [ALLSP](#) Homepage
- Use <http://www.thedesk.org.au> to support you with your mental and physical health and wellbeing, a great resource for uni students

11. Continuously reviewing and balancing study and non-study commitments and seeking advice and support if experiencing difficulties.

- [CDU Student Support](#)
- **Menzies Associate Dean: Teaching & Learning** – [Dr Sharon Chirgwin](#)
- **Menzies Education Coordinator** – [Sharon Thompson](#)
- **Manager: Higher Education Development & Engagement** – [Georgina Dornier](#)

## Career Development and Networking Opportunities

*Once you have settled in academically and over the course of your studies*

KEY RESOURCES

1. Identifying opportunities to build your networks, such as attending on campus research at CDU or elsewhere (depending on your location or study mode). If you are an external student you may want to check for local events and seminars that will assist you in networking.
  - [Menzies School of Health Research Seminars](#)  
(\*also see 'Lunchtime seminars')
2. Consider applying for membership of professional bodies and NGOs
  - [Public Health Association Australia \(PHAA\)](#)
  - [Australian Health Promotion Assoc \(AHPA\)](#)
3. Actively seeking voluntary opportunities with, public health organisations, research schools or external agencies or consultancies.

*For example:*

  - [Go Volunteer](#)
  - [Nutrition Australia](#)
  - [Projects Abroad](#)
4. Keeping your CV up to date, and include the skills and expertise gained during your study
  - [Equity Services Career Assistance](#)