

LEARNING AT CQUNIVERSITY

You will probably find that your studies at CQUniversity will be very different from those of high school. For full-time students, the time required is equivalent to a full-time job. Courses of study are taught and assessed as individual units, each of which has a specific code.

Read the Student Charter to check your responsibilities and those of the University, located in the Policy site: <http://policy.cqu.edu.au/>

Use the Essential Student Guide to find out the basics about processes and procedures: https://sportal.cqu.edu.au/__data/assets/pdf_file/0010/352/Essential-Student-Guide-FINAL.pdf

Unit profiles are available via the student handbook, at: <https://handbook.cqu.edu.au/>

The Library website is valuable for locating sources of information: <https://www.cqu.edu.au/student-life/library>

Referencing is crucial throughout your studies. The CQUniversity referencing guides are available at: <https://www.cqu.edu.au/student-life/services-and-facilities/referencing>

Each unit provides an outline of the main aspects of study through an online publication called a unit profile, which provides details of:

- » the learning outcomes (what you will be able to do upon successful completion of the unit)
- » a weekly study schedule and time commitment (to guide your learning)
- » textbooks and other resources
- » teaching contacts, and
- » the assessment tasks including submission dates and other key details.

Given the time commitment required to make the most of your studies, it is important to develop effective planning and time management skills.

While at university, your aim should be to improve your critical thinking skills—searching for the facts and evaluating everything you read and hear, especially the opinions of others. You also need to develop your skills in providing evidence to support your views, by researching a topic and providing details of all sources of information used for a particular assessment task. The other sections of this guide provide advice and information on many of the key aspects of successful study.

In most instances, your materials and learning tasks will be available through the Moodle site. These may include recordings of lectures and other videos, so it is important to have regular access to a computer with reasonable speed of data transmission. You may also need to attend residential schools (short blocks of face-to-face learning at a particular campus) or you may have regular online conference sessions with your teachers. Please read each unit profile to make sure you know what is required for your successful learning.

YOUR LEARNING MATERIAL

Moodle can be accessed via the student portal, at: <https://sportal.cqu.edu.au/>

For help using Moodle visit the Moodle Help for Students site: <https://moodle.cqu.edu.au/course/view.php?id=992>

Most of the material you will need for your learning will be available in Moodle. If you are a TAFE student, your material may be mailed out to you, made available in TAFE Moodle or provided to you in class. The remainder of this section gives some guidance on ways to enhance your learning.

UNDERSTAND THE KEY ELEMENTS OF CQUNIVERSITY'S UNITS AND COURSES

Each unit has a unit coordinator who is responsible for the unit—in larger units, the coordinator will work with other teaching staff across several campuses. Every course has a Head of Course—your academic School's website will give details of the key staff. When communicating with university staff, provide them with your name and student ID number and be specific with your enquiry—for example, give details of the unit code and name in an email or telephone call. For broader questions, contact the Student Contact Centre or your Campus/School staff. For higher education students, access the Orientation Online Moodle unit, which provides new students with further support, guidance and links to resources. Check out the University's policies and procedures—you will also find links to the key policies in a section of your online unit profile. For TAFE students, your unit has a specific orientation that will help develop your understanding of what the requirements are to be a successful learner.

The Student Handbook contains details of courses, units and TAFE units at:
<https://handbook.cqu.edu.au>

Phone the Student Contact Centre on: 13 27 86

Look under My Units in Moodle for the Orientation Online unit, or search all units in Moodle for ORIE12345: Orientation Online.
<https://moodle.cqu.edu.au>

PLAY AN ACTIVE ROLE DURING FACE-TO-FACE SESSIONS AND ONLINE

Be active in your learning. Listen and ask questions; actively participate in class discussions, or through online discussion forums in Moodle; get involved in what is happening in the unit, including social and other aspects. Active participation is even more important for distance students, since it will enable you to learn collaboratively and feel less isolated. Use the discussion forums to interact with other students and to ask questions of lecturers and teachers. Residential schools are also a good way to meet other students and teaching staff.

USE THE STUDY MATERIALS FOR YOUR UNIT

There are a variety of learning materials you will be using for your study, including:

- » Study guide: in some units, this will be the main resource to guide you in your learning, and may include links to online resources and websites.
- » Learning resources: these will support your study, and may include links to journal articles and readings, problems/solutions, cases/examples, websites, etc. Your unit Moodle site will be set up to provide these resources in a structured way, so that you can make the best use of them during the term. The library also provides Course Resources Online and Library Guides for some units.
- » Laboratory manual: for units with a practical component, this provides instructions for your lab classes, taken on a weekly basis or in block mode (residential school).
- » Textbooks: used in some, but not all units. Your unit profile will advise if you are required to purchase any textbooks. If you are, they are available from the CQUniversity Bookshop.
- » Trades students will usually have workbooks, paper-based and/or electronic, which may require employer sign-off.

Course Resources Online (CROs) can be accessed in a number of ways:

- » from your student portal
- » directly from within Moodle
- » from the Library Search

Find Library Guides at:
<http://libguides.library.cqu.edu.au/>

CQUniversity Bookshop:
<https://bookshop.cqu.edu.au/>

USE THE SQ3R METHOD TO GET THE MOST OUT OF YOUR STUDY MATERIALS

- » Survey: Look through the study guide or study materials and identify the main topics from the headings or the first sentence of each paragraph—this will give you the big picture of what is covered within the text.
- » Question: Ask yourself, “What am I about to learn?” If the study material contains statements of aims, goals, purpose or objectives, these will help you answer this question.
- » Read: Try to read actively for maximum retention and understanding. For example, read aloud to yourself (in private) so that you make use of sight, sound and movement.

Find out more about SQ3R at:
<http://www.studygs.net/texred2.htm>

More support and advice regarding reading for academic purposes is available at The Academic Learning Centre, via: <https://www.cqu.edu.au/student-life/services-and-facilities/academic-learning-centre>

- » Recite: After each paragraph or sub-section stop, look away from the text, and repeat to yourself, either aloud or in your mind, what you have just read. If you cannot recite the key aspects, re-read the paragraph until you can.
- » Review: When you have completed a whole section, go back and write down a summary of the main aspects of the section. Writing is an important means of processing information, and of learning.

PARTICIPATE IN ACTIVITIES AND BE PART OF THE CQUNIVERSITY COMMUNITY

Check the CQUni Calendar or CQUni News for events and social activities:
<https://www.cqu.edu.au/calendar> or
<https://www.cqu.edu.au/cquninews>

While your time at university is a serious commitment, it is also an opportunity to meet others and socialise. Online students will often interact online, building up friendships with fellow students through Moodle and social media. You may well meet other students who remain friends for life.

NEVER BE AFRAID TO ASK QUESTIONS

Staff across the University are there to help; you should feel comfortable asking questions of lecturers, teachers and others, who will assist whenever they can. Without questions, staff will not know what it is that you do not understand, and they will not be able to help you find the answers. It is also more than likely that your peers may also not understand. Never be afraid, we encourage you to ask anything.