

Hello and welcome to the Faculty of Arts

"Welcome to the Faculty of Arts at USQ and congratulations on being here!"

The Faculty offers an exciting mixture of courses and programs in Humanities, Communications and Creative Arts. I'm sure you will enjoy your time studying with us.

The following information is designed to help you adapt to university education with the minimum of problems. No doubt there are many questions you have been asking yourself over the last few days. In the weeks to come you will certainly have many more questions. This information should provide some of the answers. If not, it will guide you to the person who can help you."

*Prof Peter Goodall
Dean, Faculty of Arts*

Remember - if you have any problems or don't know where to find something PLEASE ASK SOMEONE. All the staff are committed to helping you succeed in your study.

Starting at USQ

Anything you need to know about commencement at USQ can be found on <http://www.usq.edu.au/orientation/default.htm>

Learning Support

The LTSU (Learning and Teaching Support Unit) offers assistance in every area of study. Classes are run in the first six weeks and offer helpful tips to assist you to reach your potential. <http://www.usq.edu.au/ltsu/learnsupp/default.htm> Don't miss this opportunity.

Arts home page

Get to know your Faculty by visiting <http://www.usq.edu.au/arts/apply/default.htm>

Enrolment Information

If you have trouble enrolling in a course via the computer, the staff at Student Admin will be able to advise you either in person or if you call 1800 010 201 or email cenrolq@usq.edu.au If emailing, always remember to include your student number and name.

All enrolment information can be found in the Handbook <http://www.usq.edu.au/handbook/current/allprog.html#Arts>

Core courses

- CMS1000-Communication and Scholarship
- CSC1402-Foundation Computing or CIS1000-Introductory Computing
- Plus an alternative approved Arts Course

The recommended semester for enrolment in these courses is different for each degree. You should ensure that you have enrolled in the Core Courses in the appropriate semester (refer to the **Handbook**

<http://www.usq.edu.au/handbook/current/allprog.html#Arts>)

Degree programs such as Bachelor of Applied Media, Bachelor of Multimedia, Bachelor of Human Services (Counselling) and the Bachelor of International Studies all have specified core courses and you should refer to the Handbook for the recommended enrolment pattern.

Option Studies (or Minor Studies)

In the Bachelor of Music and Theatre Arts (Theatre Studies) programs you must select option studies in addition to your Major study courses. For Bachelor of Music students these will normally be the special music study courses. In the Bachelor of Arts if you do not enrol in a third major of seven units you will need to select an option study and electives. In the Bachelor of International Studies you must take at least two units of a foreign language if you don't select it as a major/option study.

Your Program Coordinator will help you with this. Please give careful consideration to your choice of option or third major study. Consider areas which interest you as well as those which might help you in a future career.

Please note that auditions and interviews are required if you wish to take options in Drama, Music or Visual Arts.

Visual Arts students normally do not undertake an Option. This will only be waived in the case of the Theatre Design Option which may be undertaken in lieu of courses from the Studio Project strand.

Electives

Students in the Bachelor of Arts who do not study a third Major will have to choose an option study plus one, two or three electives.

Elective studies are designed to enable you to further increase your knowledge and widen your perspectives.

Handbook

For details of degree programs, majors and Recommended Enrolment patterns, see <http://www.usq.edu.au/handbook/current/allprog.html#Arts>

Courses per semester

A list of courses available per semester can be found on <http://www.usq.edu.au/studentadmin/progcrs.htm>

Course specifications

Course specifications, including all details about assessment and text book requirements etc is available at

<http://www.usq.edu.au/course/specification/2008/>

Important dates

For important student dates from 2008 to 2010 please refer to

<http://www.usq.edu.au/resources/14.pdf>

Forms

All forms are available for printing on <http://www.usq.edu.au/studentadmin/forms.htm>

Timetable

Class timetables will be available from 17 December on

<http://www.usq.edu.au/studentadmin/timetables/default.htm>

Please note that times may be subject to change. Timetable for the **Creative Arts** areas ie Music, theatre and Visual Arts, will be available from mid January. Students should contact the Administrator in A Block on 4631 1121 or email arteng@usq.edu.au and one will be sent to you.

The Faculty of Arts timetable is available on the web. It assumes that students are available for classes from 8am to 6pm, Monday to Friday.

It is **YOUR RESPONSIBILITY** to draw up your own timetable and the first thing is to check there are no clashes of class times.

While it is the aim of the Faculty of Arts to ensure there are no clashes between courses which form the Major at each level, students who are taking elements of their Major at more than one level, or who are attempting to take an option study at an inappropriate level, may find some clashes.

While an attempt has also been made to ensure there are no clashes to prevent students from taking the option and/or elective of their choice at the appropriate level, students may find the timetable prevents them from doing so. In these cases, an attempt will be made to resolve clashes which occur but this will not be at the cost of causing disruption to the timetables of other students.

Clashes of lecture times, particularly those involving courses which form part of the Major or an option study, should be reported as early as possible to the Program Administrator, Mrs Eve McIntyre, whose office is in Q Block, Room Q211.

Clashes which involve tutorial and practical times are more easily resolved because there are often alternate times of attendance. Therefore you should concentrate first on ensuring that your timetable 'works' as far as lectures are concerned. The tutorial times can be resolved later. Initially, these difficulties should be referred to the lecturer in-charge of the course.

Avoiding plagiarism

For guidance citing electronic resources, please check with the Library or check out the following web site

<http://www.usq.edu.au/plagiarism/default.htm>

Policy and procedure including Academic Regulations

<http://www.usq.edu.au/currentstudents/policies/default.htm>

Handing in Assignments

The Assessment Centre is located on the ground floor of Q-Block. All oncampus assignments are to be submitted through the assessment office. Please ensure that:

- Bar-coded cover sheet is to be attached to the front of the assignment and/or outside of any packaging. Students collect their assignment covers from lecturer/tutor during class.
- Assignment is to be secured firmly by stapling NOT pins.
- No plastic sleeves are used.
- All EXT assignments are to be submitted to DeC not Faculty Assessment Centre.

Distance Education

If you are studying off campus, procedures and assistance can be located on the following site: <http://www.usq.edu.au/currentstudents/offcampus/default.htm>

Health Counselling and Disability

Student Services' professionally accredited staff provide support designed to enhance the university experience and personal resources of students.

<http://www.usq.edu.au/studentervices/default.htm>

Workplace Health and Safety

All students should note the university requirements regarding workplace health and safety on <http://www.usq.edu.au/hr/polproc/partc/c3.htm>



Medical Assistance – Campus Nurse

A trained nursing sister is available at the Student Services Medical Centre. For emergency situations during normal working hours, she can be contacted on a telephone paging system by dialling the Emergency Communications Centre on 2222 and giving all relevant details.

Ice packs are available from the refrigerators in the A Block and Q Block Staff rooms.

Eye wash stations are located as follows:

- Printmaking Studio (A233): Eye wash and emergency shower.
- Theatre Workshop (Q2-104)
- First Aid Kits in the Faculty of Arts are located in:

Building	Room No.	Section
A Block	A106	Theatre Backstage
	A237	Theatre Box Office
	A229/231	Corridor outside Ceramics and Sculpture
	A257	Administration Office
Q2 Block		Sculpture Workshop
Q Block	Q166	Textiles
	Q176	Painting
	Q157	Technical Workshop
	Q119	Assessment Centre
	Q224	Photocopy Room
	Q312	Administration Office
	Q250	Technical Office
Q1 Block	Q1 201	Backstage Left
Q2 Block	Q2 204	Theatre Workshop

General Safety

The following general safety rules are designed to protect you and your fellow students from unnecessary injury.

- SWP and SOP may indicate that a Work Permit is required for some unsupervised studio activity where hazardous materials or processes are involved. You must obtain such permits through the lecturer or person in charge of the area concerned.
- Smoking is **NOT PERMITTED** in classrooms, studios and laboratories.
- Emergency exits are to be kept clear at all times.
- Protective footwear must be worn in all studios and workshops. Bare feet and thongs do not offer foot protection and are not permitted. Non-compliance will result in the offender being refused access to the workshop or studio until the appropriate footwear is worn.
- Long hair must be restrained or tied back when working with power driven machinery or tools or welding outfits.
- Safety guards and devices fitted to tools and equipment must not be removed or by passed.
- Personal protective equipment, e.g. gloves, eye shields goggles and ear muffs, is provided for your benefit. It must be used when operating power tools, welding outfits or any other dangerous equipment.
- Face masks, respirators should be worn when working with materials which give off toxic fumes or dust particles.
- Standard work procedures provide information on personal protective equipment requirements for specific processes.
- Safety Signs and Posters are displayed around the Faculty. They are there to remind you of your responsibility to yourself and others and should not be removed or defaced.

After Hours Access

- The Policy and Procedures for after hours access to Faculty studios, laboratories and facilities are displayed on notice boards throughout the Faculty.
- Most after hours activities fall into two categories. These are Student Activity (persons involved in individual or personal practical work) and Performance Activity (groups involved in Performance Centre productions). Brief procedures for both are as follows. (Detailed procedures can be found on the ARTSAFE page under Standard Work Procedures).

Student Activities

Weekdays (during semester)

Students requiring access after 6.00pm must be in possession of an approved After Hours Access Authorisation Form and present Student ID on request.

- Access will only be approved on a daily basis. Long term approval is not permitted.
- All students must vacate studios and classrooms by 9.30pm each evening.

- Access after 9.30pm each evening is only allowed in special circumstances and **ONLY** with approval from the Head of School.
- During vacation periods week day evening access may be available by arrangement with the Head of School.

Weekends (all year round)

- Access on Saturdays and Sundays will be permitted between the hours of 9am and 5.30pm daily.
- Access to buildings and studios will be provided by the University Security Guards twice daily. Morning access will be available between 9.00 and 9.15am. Afternoon access will be between 1.00 and 1.15pm.
- Students requiring access must be in possession of an approved "After Hours Access" form and present their Student ID Cards on request.
- Students are to assemble at the ramp to A Block southern entry at the designated times. The University Security Guards will provide access to the appropriate building and studio on presentation of access approval and identification.
- The University Security Guards will secure all studios and buildings between 5.30 and 6.00pm nightly.

Access at other times

- There may be times or situations where access is required outside the above times. Examples could be such things as kiln firings
- On these occasions, the Head of School may authorise the access and, where necessary, the issue of keys. Such approval will only be given where there is a legitimate need for access outside of the normal hours.
- Keys will be issued on a daily basis only.

Access to Q Block Multimedia Studios

- Access to the building and these studios will be controlled by the activation of the student card.
- The student card activation will be done by the Support Services Officer located in Q260
- Students must be in possession of an approved after hours authorisation form and present their student ID on request.
- Access is granted to individual students. It is not to be handed over to or shared with any other person and is not to be used to allow access to other students unless this has been approved on the after hours access form.

Performance Activities

- Students allocated duties in any Artsworx/Performance Centre production or activity will be granted group access on a long term basis, but only for the duration of the production or activity.
- An approved after hours access authorisation form is required for each production/activity.
- A copy of the approved form and a production staff and crew list must be forwarded to the Faculty Manager.

A banner with a dark blue background featuring a colorful, abstract, starburst-like graphic on the right side. The text "USQ arts..." is in white and pink, and "...smart choice" is in white and pink below it.

USQ arts... ...smart choice

- Keys will be issued to the person responsible for the group.
- The above does not apply where the activity is completely supervised by a staff member for duration of the production.

Access Authorisation

Students requiring access are to complete an After Hours Access Form and have it authorised by the appropriate person. The form must indicate the dates and times (or for Performance, the period) that access is required and, for group activities, the names of all persons who are authorised to have access.

Student Activity evening and weekend access can only be authorised by the lecturer in charge of that facility or, in his/her absence, by the appropriate School or Discipline Coordinator.

Performance Activity access can only be authorised by the appropriate School or Discipline Coordinator. Students are to retain the access approval in their possession and present it to the Security Guard to gain access.

Key Issue and Return

- The issue of keys to students is restricted to occasions where there is a legitimate need for access outside the above mentioned times. The authority to issue keys can only be approved by the Head of School.
- Where approved, keys for A, Q1 and Q2 Blocks will be issued from room Q260 by arrangement with the Support Services Officer.
- Keys MUST be returned by 9.30am on the next working day.

Student Guild

For information and activities run by the Student Guild, visit

<http://www.studentguild.com.au/GroupHomepage.aspx?GroupID=28585>

Artsworx

Don't miss the wonderful performances by Artsworx.

All students are encouraged to attend performances during the year. Special students prices are available. See <http://www.usq.edu.au/arts/artsworx/default.htm>
Shakespeare in the Park – Romeo and Juliet - at Toowoomba's premiere 'green-space', Queen's Park comes to life with Shakespearean performances, displays and workshops in late February through to the first weeks of March each year so why not get a group together and enjoy the magical atmosphere of a night under the stars?

Program Coordinators

The following is a list of Program Coordinators who will be able to help you with any enrolment problems:

Program	Program Coordinator
Bachelor of Applied Media	Daryl Sparkes (Springfield)
Diploma of Arts	Dr Laurie Johnson
Bachelor of Arts	Dr Laurie Johnson
Diploma of Community Welfare and Development	Lauretta Wright (Fraser Coast)
Bachelor of Human Services (Counselling)	Lauretta Wright (Fraser Coast)
Bachelor of International Studies	Richard Gehrman
Bachelor of Mass Communication	Barbara Ryan
Bachelor of Multimedia	David Boreham
Bachelor of Music	Dr Judith Crispin
Bachelor of Social Science	Dr Malcolm Brown
Bachelor of Theatre Arts	Scott Alderdice
Bachelor of Visual Arts	Kerry Zerner
Diploma of General Studies	Kathy Pingel
Bachelor of General Studies	Kathy Pingel
Combined Degrees: (Bachelor of Arts/Bachelor of Business Bachelor of Arts/Bachelor of Science)	Kathy Pingel

We hope you enjoy your time with USQ and that it leads you to fulfilling your dreams.

*From the Staff of the Faculty of Arts
2008*