2017 Orientation Booklet
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Welcome to study in 2017

Terms of enrolment
- Your enrolment in each unit becomes valid and ‘confirmed’ upon receipt of the tuition fee.
- Fees may be paid via a FEE-HELP loan or by upfront payment in full, preferably at the time of enrolment. For details, please check the 2017-Fee-Schedule-Higher-Education.pdf on the ALC website.
  - Refer to the University of Divinity (UD) website www.divinity.edu.au/study/fees/ for further information.
  - Consequences from failure to pay by the due date may include delayed access to unit materials, ineligibility to attend class, and lecturers will not mark assessment tasks.
- Any hard copy unit material which ALC provides becomes your property. However, the content of the materials, including copyright and all other such intellectual property rights contained therein, remain the property of ALC.
  - Written consent from ALC is required before you are able to reproduce any part of the unit materials.

Unit enrolment and resources
- Check your ‘Confirmation of enrolment’ email from ‘ALC enrolments’ for your ARK login details.
- Limited unit content may be available from the date your enrolment is processed; you will have access to all you require to commence your unit one week before the unit starts.

Starting your studies
- ARK is the University’s Learning Management System. All ALC units, whether delivered on campus or off, have online content in ARK.
  - Log in to your unit as soon as possible
  - For help see ARK student support
- If for a legitimate reason you are unable to meet an assignment due date, you will need to complete an extension request form and send it to extensions@alc.edu.au (See the Extension procedure summary.)
  - If you experience unavoidable delays access to unit materials from ALC, please feel free to negotiate an appropriate extension directly with your lecturer if necessary.
- For information about purchasing texts for the unit, see Buying text books.
Student cards

- Student Identification card templates are emailed with your enrolment confirmation email. On receipt of the template please sign, affix a photo and post to the UD Office of the Vice-Chancellor.
- Your card will be signed at the University, laminated and returned to you, provided your fees have been paid for the current semester or you are a FEE-HELP student.
- Some book stores offer a discount on text books when students show their ID cards.
- If there is a delay in receipt of your student card, you can access your student record from UD’s student management system (TAMS) and print your enrolment summary to offer as evidence of your enrolment. See instructions on the ALC website at Accessing your results.
- If your records are not available, please contact the Office of Student Records (student.records@alc.edu.au)
- Full-time students are also eligible for a separate Student Identification Card which entitles them to travel on public transport in South Australia at concession rates. Please contact the Office of Student Records (student.records@alc.edu.au)

Current forms

- ALC and UD forms are updated from time to time e.g. extension request forms, enrolment amendment forms, so check the ALC website and use the latest version whenever you need one.

Assignment submission

- Please follow the guidelines for presentation and submission of assignments from ALC’s Assignment submission procedure.
- Note:
  - Include page numbers and your name on each page of the assignment (e.g. in the footer).

Unit information

- Unit descriptions for undergraduate and postgraduate units are published on the website. See www.alc.edu.au/education/courses/units/
  - Click on the link to the unit for the description, discipline, study level, prerequisites and lecturer details.
- Required text details are listed in the 2017 ALC handbook (accessible from ALC student handbooks).
- Further information about ALC units, including explanations of fields and disciplines, is also available in the handbook.

Completing your studies

For important dates throughout the 2017 academic year—see 2017-key-dates.pdf
• The 2017 study periods are
  o Summer semester: 16 January 2017 – 26 May 2017
  o Semester 1: 27 February 2017 – 30 June 2017
  o Semester 2: 22 July 2017 – 1 December 2017
• All unit assessment requirements need to be met on or before the end of the scheduled unit, unless an extension has been negotiated and approved.
  o Early due dates for graduating students—if you are planning to graduate from your course or receive a vocational certificate at the Adelaide Graduation Ceremony, all assessment work for the final scheduled unit/s must be submitted by Wednesday, 1 November 2017 so that work is marked and results processed in time.
• Please be aware of the requirements for extensions. See the Extension procedure summary.

Transfer/withdrawal from study
• If you wish to transfer to another unit or mode of study, or need to withdraw from a unit, you are required to complete an enrolment amendment form (downloadable from the website under Education > Current students > Higher Ed student information > Forms > Enrolled student forms)
  o Check the current census date and semester mid-point details in the academic calendar at Calendar & timetables (these are the dates for withdrawing to avoid financial/academic penalty)
  o Email to enrolments@alc.edu.au
• If approvals are outstanding or enrolment variations have been or will be submitted, the student records database will be updated as soon as possible and, if necessary, updated/revised information sent to you.

Further information can be obtained from the UD website.

Keeping in touch
• All enrolled students will be issued with a designated ALC email account in the form of studentIDnumber@student.alc.edu.au.
• It is essential that you regularly check this email account as this is the email address which all official college emails are sent to you.
• Students can access email via the website Microsoft Office 365 (http://office.alc.edu.au). All students are issued with a password for this service when enrolled. See instructions on the ALC website at Student email.
# Program for Orientation 2017

**Wednesday 15 February – Friday 17 February**

## Wednesday 15 February

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Session</th>
<th>Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 am</td>
<td>9.20 am</td>
<td>Welcome</td>
<td>Rev J Winderlich</td>
</tr>
<tr>
<td>9.25 am</td>
<td>10.15 am</td>
<td>Campus and precinct exploration</td>
<td>Mrs A Lamnek</td>
</tr>
<tr>
<td>10.25 am</td>
<td>11.15 am</td>
<td>Introduction to chapel</td>
<td>Dr S Pietsch</td>
</tr>
<tr>
<td>11.15 am</td>
<td>12.05 pm</td>
<td>Basic library orientation</td>
<td>Mr S Lancaster</td>
</tr>
<tr>
<td>12.10 pm</td>
<td>12.45 pm</td>
<td>Referencing in essays</td>
<td>Dr S Haar</td>
</tr>
<tr>
<td>12.45 pm</td>
<td>1.45 pm</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1.45 pm</td>
<td>2.30 pm</td>
<td>Induction for new students</td>
<td>Dr S Haar</td>
</tr>
<tr>
<td>2.35 pm</td>
<td>3.15 pm</td>
<td>ARK and IT matters</td>
<td>Mr K Kloeden</td>
</tr>
</tbody>
</table>

## Thursday 16 February

*Day reserved for spiritual retreat, pastoral care and social activities*

## Friday 17 February

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Session</th>
<th>Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 am</td>
<td>9.20 am</td>
<td>Administrative matters</td>
<td>Mr B Watson</td>
</tr>
<tr>
<td>9.25 am</td>
<td>10.15 am</td>
<td>The study of theology</td>
<td>Rev R Haar</td>
</tr>
<tr>
<td>10.25 am</td>
<td>11.15 am</td>
<td>Chapel/Morning tea</td>
<td></td>
</tr>
<tr>
<td>11.15 am</td>
<td>12.05 am</td>
<td>Students meet with their Head of School (SPT in L1; STS in S1)</td>
<td>Dr A Pfeiffer (SPT) Dr S Haar (STS)</td>
</tr>
<tr>
<td>12.10 pm</td>
<td>12.45 pm</td>
<td>Bishop’s welcome (SPT students)</td>
<td>Bishop John Henderson</td>
</tr>
<tr>
<td>12.45 pm</td>
<td>1.45 pm</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1.45 pm</td>
<td>2.30 pm</td>
<td>Field education meeting (SPT students)</td>
<td></td>
</tr>
<tr>
<td>2.35 pm</td>
<td>3.15 pm</td>
<td><em>Introduction to study as a family</em></td>
<td>Dr S Pietsch &amp; Dr A Pfeiffer</td>
</tr>
<tr>
<td>5.30 pm</td>
<td></td>
<td>Welcome barbecue—whole campus, including staff</td>
<td></td>
</tr>
</tbody>
</table>

*A short evaluation to assist with continual improvement of ALC’s orientation program will take place at the end of this session.*
Notes for students
1. All plenary sessions will be held in the Lecture Room 1.
2. Spouses of beginning students are invited to attend any session.
3. Morning tea and lunch will be provided for all first year students and their families at the refectory Wednesday and Friday during Orientation. For catering purposes please RSVP to Deansoffice@alc.edu.au with number of people attending from your family.
## Useful links on the ALC website

### Commencing the academic year
- 2017 Student Handbook (higher education)
- Write On! style guide
- 2017 Academic Calendar
- 2017 key dates
- 2017 Semester 1 On Campus Timetable
- 2017 Semester 2 On Campus Timetable
- 2017 Completed Unit Results Release Schedule to Students

### Assessment
- Assessment Policy and Procedure—Higher Education
- Assignment submission procedure
- Assignment template
- Extension Policy and Procedure
- Extension procedure summary
- Student email

### Enrolled student forms
- Extension request form lecturers extension
- Extension request form Deans extension
- Course amendment form (for general amendments, including withdrawal; change of College; support and financial variations)
- Coursework course unit transfer form (for course transfers or for transferring units amongst existing UD courses)
- Personal details amendment form
- Unit amendment form

### Study access
- Access your results
- ARK student support
Essay writing

Introduction

Essay writing is one of the most important skills you will need as a student. As with other skills you can learn the techniques involved. There are many books that will give you detailed information on essay writing. We hope the following will stimulate you.

How to begin analysing the topic

Understanding the topic

Your essay or assignment should discuss exactly what is asked of you. It is not a chance to tell your reader absolutely everything ever written or said on the topic. Analysing a topic will enable you to understand what is required. It will also help you to understand the intention of the person who has set the topic.

- Why have they set this topic?
- What do they expect from your response?
- What are they wanting you to understand or learn?
- What approach do they want you to take?

Analysing the topic will also help you to begin to think about your ideas on the topic.

- What do you think?
- Why do you think this way?
- What information is available to help you?
- What is your conclusion going to be?

An understanding of the topic will assist you in thinking and writing critically and in developing informed opinions. It is important to make a commitment to the direction of your writing. This means that you must decide what you are going to argue and what information you need.

Analysing a topic will also help you to work out what the parameters of your essay should be. This means that it will help you to work out what information you should include and just as importantly what information you should exclude.

For example, look at the topic: 'Write a 2000 word essay on the development of sport in Australia.'

Obviously you can't write about every sport. What does sport mean? Which sports does the person who set the topic want you to write about? What about players, rules, venues? Do they want you to write about Aboriginal sport or only sport since white settlement? Your definition of sport will be your starting point as will your definition of Australia. But after that, it may be necessary to say that you are going to concentrate on certain areas of sport. After all, the essay is only 2000 words. (By the way, this is not a very good essay topic as it is much too broad.)
Words used in topics
In order for you to be able to write fluently and clearly it is important that you are able to understand the words that are used in essays and assignments. Words such as discuss or analyse direct you to the type of essay or assignment that is required. Let's look at some commonly used words and their meanings.

**Summarise**
Give a short account of the main points, leaving out detail and example.

**Enumerate**
List the main ideas.

**Describe**
Write the main points or characteristics in detail and in a logical sequence, without interpreting the information.

**Outline**
Summarise the main ideas supported by secondary evidence.

**Review**
Survey or summarise, looking at important areas and criticising where necessary.

**Explain**
Make the meaning clear, looking in particular at reasons, causes and effects.

**Examine**
Investigate or research a topic.

**Demonstrate**
Demonstrate with the help of either specimens or experiments.

**Justify**
Requires you to show adequate grounds for decisions or conclusions, focusing on why it is so, given the evidence available.

**Illustrate**
Make the meaning clear by giving examples.

**Discuss**
Present a point of view using description and interpretation, with evidence to support your argument.

**Contrast**
Look at differences only.

**Compare**
Look at similarities and differences.

**Analyse**
Examine critically so as to highlight components, to show how they are important.
**Evaluate**
Study and assess the argument or proposition and make a judgement after looking at the advantages and disadvantages.

**Critically evaluate**
Make a judgement through a discussion of evidence.

Your essay writing can be improved if you have a clear idea of what is required. This can be achieved by looking closely at all the words used in the topic: the words that tell you what to do with the topic. Are you being asked to discuss, to analyse, to examine? Once you have decided what direction your writing should take, you can begin to look closely at the rest of the topic.

**Essay structure**

**Essay writing**
Essays are an opportunity for you to show your reader how completely you have understood and researched your topic, how clearly you can present that information and how well you can argue your point of view. Clanchy and Ballard (1979, p2) write that:

It is by writing, even more than by speech, that you actually master your material and extend your own understanding. Writing enables you to build ideas systematically one upon another, and to do so over an extended period with opportunities to pause and reflect along the way. Writing is nearly always a struggle; but it can be immensely satisfying.

Essays need to be researched and planned before being drafted, revised and rewritten. But before you begin planning and writing, it is important to know how an essay should be structured. A well-written essay begins with a clear introduction and develops the arguments through well-structured paragraphs before bringing it all together in a conclusion.

When thinking about the structure of an essay, remember:

- an **introduction** introduces the main arguments
- a **conclusion** concludes or sums up the main arguments
- in the **middle** are the paragraphs that develop each argument.

Once you understand the structure of essays, you then need to consider the topic, think about your arguments, research, take notes, plan and, finally, begin writing.

**Referencing**
When completing a piece of written work for assessment it is important that you acknowledge all ideas and information that are not your own. To help you formulate your ideas you will have researched your essay thoroughly. In coming to your own conclusions regarding the topic you will have drawn on the ideas of other people. If you
use other people's ideas or quote from references, you must acknowledge that you have done so. If you do not, you could be accused of plagiarism, that is, the presentation of another's work as your own. In many instances, this can result in a fail grade.

**References**

**Acknowledgement**
Taken (with permission) from a user-friendly guide for students:
Ryan, Terry, 199-, (compiler). *Communication skills and study skills*. Geelong, VIC: Deakin University.

**Additional information**
Refer to ALC’s style guide [Write On!](#) for further help with referencing.

See also [www.press.uchicago.edu/books/turabian/turabian_citationguide.html](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html) for a quick guide to Kate L. Turabian’s *Manual for writers of research papers, theses, and dissertations*, which presents two basic documentation systems: notes-bibliography style and author-date style (ALC’s preferred reference list style). Click on the URL, and select ‘AUTHOR-DATE’ citation style in the middle of the page.

Should you wish to obtain a more comprehensive understanding of referencing, you should refer to the *Style manual for authors, editors and printers*, 2002. 6th ed. Milton, QLD: John Wiley & Sons.