



SCHOOL OF ELECTRICAL AND ELECTRONIC ENGINEERING

SUPPORT FOR  
MASTERS COURSEWORK STUDENTS

2010

For students commencing in July

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## **1 Introduction**

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### **Purpose of This Handbook**

This handbook contains information about the Masters support scheme. It is intended to serve as a first point of reference for any queries.

### **Intended Audience**

This handbook was written for students commencing the Masters degree program.

### **Scope**

This handbook describes the Masters support scheme. It also contains information about support services provided by the School of Electrical and Electronic Engineering and the University.

## **2 Support Scheme**

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The support scheme is developed for commencing students of

- M.E. (Electrical & Electronic Engineering)
- M.E. (Adv.) (Electrical Engineering)
- M.E. (Adv.) (Sensor Systems Signal Processing)
- M.E. (Adv.) (Telecommunications)

### **2.1 Objectives**

The purpose of the scheme is to:

- establish a personal contact between each student and a member of academic staff (a mentor) such that the student has someone they can approach with questions and problems;
- assist students with issues specific to students in the School of Electrical and Electronic Engineering;
- provide academic guidance, including assistance with the management of study and workload;
- promote in the students a sense of belonging to the School;
- provide a mechanism for feedback from students to staff.

The scheme is not intended to duplicate the services offered by University counsellors.

### **2.2 Methods**

The support scheme will be carried out through a series of activities, including tutorials and meetings.

### **2.3 Roles**

The role of the mentor is to provide guidance and assistance to the student in order to meet the objectives of the scheme.

The role of the student is to participate in all activities listed in the activity schedule.

## 2.4 Activity Schedule

All commencing Masters coursework students are required to attend and participate in the activities listed in the activity schedule.

Table 1 shows the activity schedule for students commencing in July 2010.

First Semester of M.E. program (July 2008 Semester)		
Date	Activity	Objective
International Orientation July 21-25	Mathematics Bridging Course <i>Not available</i>  School Welcome Wednesday, at 12:15pm Venue: EM318, Engineering & Mathematics Building Refreshments will be provided.  Program Adviser and Mentor Meeting Wednesday, at 2:00pm Venue: EM324, Engineering & Mathematics Building  Matlab Tutorial Monday to Friday, 3:00-5:00pm Venue: EM211, Engineering & Mathematics Building  University BBQ Tuesday, 12:30pm Venue: Pfitzner Court	Revision of mathematics topics required for the M.E. program.  Meet core members of School (Head, Program Adviser, administrative staff, operations manager, computing manager, tutors).  Obtain an overview of M.E. program, consult Program Adviser on course selection.  Develop familiarity with School computing facilities and Matlab.  Meet other international students
Week 3	Student debrief on first week's experience Tuesday 1-2 Venue: EM324, Engineering & Mathematics Building Refreshments will be provided.	Provide written feedback to Head or Program Adviser.

Table 1 (Contd)

Week 6	Student debrief on first 5 weeks' experience Tuesday 1-2 Venue: EM324, Engineering & Mathematics Building Refreshments will be provided.	Provide written feedback to Head or Program Adviser.
Week 11	Student debrief on first 10 weeks' experience Tuesday 1-2 Venue: EM324, Engineering & Mathematics Building Refreshments will be provided.	Provide written feedback to Head or Program Adviser.
Weeks 1 - 12	Email Head or Program Adviser if study problems have been encountered	Seek help for any problems encountered.

## 2.5 Changes of Dates and Announcements

The dates in the activity schedule are subject to change. Students are encouraged to regularly visit the School website for announcements:

[www.eleceng.adelaide.edu.au/students/postgrad/masters/announcements.html](http://www.eleceng.adelaide.edu.au/students/postgrad/masters/announcements.html)

### 3 Directory of Key Personnel

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<b>M.E. Program Adviser</b>	<b>A/Prof. Mike LIEBELT</b>
Role	Provide advice on academic program structure and course selection
Contact details	Email: mike@eleceng.adelaide.edu.au Phone: (+61 8) 8303 5057 Room location: Office 3.36, Innova21
<b>Head of School</b>	<b>A/Prof. Cheng-Chew LIM</b>
Role	Provide overall responsibility of the School academic program and student support
Contact details	Email: cclim@eleceng.adelaide.edu.au Phone: (+61 8) 8303 5893 Room location: Office 3.22, Innova21
<b>Tutor (Matlab)</b>	<b>Mr Luke BALZAN</b>
Role	Run tutorials and answer student questions on Matlab
Contact details	Email: lbalzan@eleceng.adelaide.edu.au Phone: (+61 8) 8303 3222 Room location: Level 2, Innova21
<b>Tutor (Mathematics Bridging Course)</b>	<b>TBA</b>
Role	Run tutorials and answer student questions on mathematical terms required for the M.E. program
Contact details	
<b>Tutor (Drop-in Tutorials)</b>	<b>Mr. Yinhao DING</b>
Role	Answer student questions on academic courses
Contact details	Email: ding@eleceng.adelaide.edu.au Phone: (+61 8) 8303 3159 Room location: Level 3, Innova21
<b>Operations Manager</b>	<b>Mr. Stephen P. GUEST</b>
Role	Manage building access cards and laboratory facilities
Contact details	Email: stephg@eleceng.adelaide.edu.au Phone: (+61 8) 8303 5467 Room location: 3.18, Innova21
<b>Computing Manager</b>	<b>Mr. David E.P. BOWLER</b>
Role	Manage computer user accounts and computing facilities
Contact details	Email: dbowler@eleceng.adelaide.edu.au Phone: (+61 8) 8303 4706 Room location: 3.17, Innova21
<b>Faculty Enrolment</b>	<b>Ms. Margaret SCHILLER</b>
Role	Provide advice and assistance on enrolment
Contact details	Email: margaret.cox@adelaide.edu.au Phone: (+61 8) 8303 5417 Room location: Level 1, Innova21
<b>International Student Centre Manager</b>	<b>Ms. Patricia ANDERSON</b>

*Support for Masters Coursework Students*

Role Provide advice and assistance on international student affairs  
Contact details Email: [patricia.anderson@adelaide.edu.au](mailto:patricia.anderson@adelaide.edu.au)  
Phone: (+61 8) 8303 6398  
Room location: Room 546, Old Classics Wing

## 4 Information on Support Services

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### 4.1 School Support Services

The support services provided by the School of Electrical and Electronic Engineering are listed below.

The *School Office* handles enquiries about school activities. For urgent enquiries, the School Office counter is located in N107, Engineering North Building, and is open 10am-4pm, Monday-Friday (except public holidays). The contact details follow.

Email: [enquiries@eleceng.adelaide.edu.au](mailto:enquiries@eleceng.adelaide.edu.au)

Phone: (+61 8) 8303 5277

The *School Facilities* webpage provides information about a range of facilities to support its extensive research and teaching activities. The URL is [www.eleceng.adelaide.edu.au/facilities/](http://www.eleceng.adelaide.edu.au/facilities/).

The *Masters Coursework Student Information* webpage provides latest announcements and course information relevant to M.E. students. It is accessible at [www.eleceng.adelaide.edu.au/students/postgrad/masters/](http://www.eleceng.adelaide.edu.au/students/postgrad/masters/).

The *School Computing Facilities* webpage provides information about a range of computing facilities. The URL is [www.eleceng.adelaide.edu.au/computing/indexug.html](http://www.eleceng.adelaide.edu.au/computing/indexug.html).

### 4.2 University Support Services

The support services provided by the University are listed below.

#### 4.2.1 International Student Centre

The *International Student Centre* is located on the Ground Floor, Old Classics Wing. The contact details follow.

Email: [isc@adelaide.edu.au](mailto:isc@adelaide.edu.au)

Phone: (+61 8) 8303 4828

Fax: (+61 8) 8303 4352

#### 4.2.2 International Office

The *International Office* is located on Level 5, Oliphant Building. The contact details follow.

Email: [international@adelaide.edu.au](mailto:international@adelaide.edu.au)

Phone: (+61 8) 8303 6457

Fax: (+61 8) 8232 3741

#### 4.2.3 Language and Learning Service

The *Language and Learning Service (LLS)* is part of the Centre for Learning and Professional Development (CLPD). It offers students a range of academic workshops, as well as print and online resources to develop language and learning skills at undergraduate and postgraduate coursework levels. It is located on Level 2, Schulz Building, North Terrace Campus (G3 on campus map).

A drop-in Helpdesk is available each day at 2 – 4pm to address students' academic concerns. No appointment is needed for these sessions.

The LLS provides sessions for local and international students with language backgrounds other than English. These include a series of workshops on Academic Writing, Conversation Tutorials and a Volunteer Program for individual conversation development.

A special series of workshops designed specifically for postgraduate coursework students is offered each semester at the LLS. These workshops include developing an analytical approach, writing a research paper, and seminar presentation skills. The LLS also offers an introductory session for mature-age students to assist their transition into university.

Workshops may also be arranged in response to specific requests from students and staff within departments, schools and faculties.

For further information: telephone 8303 5771 or email [clpd@adelaide.edu.au](mailto:clpd@adelaide.edu.au) or visit our website at <http://www.adelaide.edu.au/clpd/lis/>

#### **4.2.4 Mathematics Learning Service**

The *Mathematics Learning Service* offers free support for students learning or using maths and/or stats in their studies. The service can also provide basic general stats advice for research projects as well as assist with computer packages such as Excel, SAS, SPSS and Matlab. It is located on Level 1, Schulz Building, North Terrace Campus (G3 on campus map).

The Service includes the 'Maths Drop-In Centre' which is open 10:00am to 4:00pm during teaching weeks, swot vacs and selected times during mid-semester breaks (see website or phone). There is no need to make an appointment at these times and assistance is free to University of Adelaide students. (At other times appointments can be made by contacting the Service.)

The Service also offers a variety of free bridging courses in maths and stats and workshops can be organised for small groups.

Other resources include books, videos and web-based materials.

The Mathematics Learning Service is part of the Centre for Learning and Professional Development (CLPD).

For further information: telephone 8303 5862 or email [mls@adelaide.edu.au](mailto:mls@adelaide.edu.au) or visit our website at <http://www.adelaide.edu.au/clpd/math/>

#### **4.2.5 Other Student Services**

Other student services at the University include:

- *Counselling Centre*: provides counselling for students in relation to issues that are affecting study. Ground Floor, Horace Lamb Building, Phone: (+61 8) 8303 5663.
- *Education and Welfare Officers*: provide student advocacy and representation and can advise students on welfare, financial, personal and academic matters. Ground Floor, Lady Symon Building, Phone: (+61 8) 8303 5430.
- *University Health*: an on-campus medical practice. Ground Floor, Horace Lamb Building, Phone: (+61 8) 8303 5050, Fax: (+61 8) 8303 6464, Opening Hours: 9:00am-5:30pm, Monday-Friday (except public holidays).
- *Centre for Learning and Professional Development*: academic and study service such as study and language workshops and a daily helpdesk. Level 2, Schulz Building, Phone: (+61 8) 8303 5771.

#### 4.2.6 Guides and Web Site

The *Student Guide* contains a directory of support and services. The guide can be downloaded from <http://www.adelaide.edu.au/pr/publications/undergrad/>.

The *Orientation Guide* is published for enrolling students. It contains a quick help guide which references various student services. The guide can be downloaded from <http://www.adelaide.edu.au/pr/publications/undergrad/>.

The University web site provides links to many student supports and services at <http://www.adelaide.edu.au/student/current/>.