



## **Raffles College of Design & Commerce**

### **Induction Day Thursday 7 February 2008**

#### **10.30am, meet in the Lecture Theatre, Ground Floor**

Registration upon arrival, you will receive:

- Schedule of Induction Days
- Missing forms to be filled out

#### **10.45 – 11.30am Orientation commences**

##### **Welcome**

- Associate Professor Peter Cameron, Director of Undergraduate Studies and Course Coordinator for the Bachelor of Arts (Visual Communications) & Head of School of Digital Media
- Occupational Health & Safety (OH&S) issues, Guy Campbell, Human Resources Manager
- Brief slide show of Student Handbook
- Viewing of Australian Health Management (AHM) for Overseas Student Health Cover (OSHC) DVD

##### **Introductions**

- Ms Jaqi Coan, Head of Learning Development
- Heads of School (HOS) & Course Coordinators (CC)
  - Associate Professor Peter Cameron
  - Mr Simon Brushfield, Head of School of Art and Design, and Graphic Design
  - Mr Robert de Giovanni, Head of School of Fashion
  - Ms Sarah Smith, Head of School of Photography
  - Associate Professor Patrick Bernard, Head of School of Culture and Communication
  - Mr Greg Pritchard, Course Coordinator Bachelor of Design
  - Dr Bob Chung, Course Coordinator Master of Design, Head of School of Interior Design
- Student Services
  - Ms Kasia Zmijewska, Admissions Officer
  - Mrs Sarah Orczy, Student Services Manager
  - Ms Hannah Paterson, Registrar

##### **Student Services**

Student Services are available Monday-Friday 9am-5pm, on Level 18, to answer all questions about anything and everything including timetables, visas, appeals, subjects etc...

Students will now be split up in groups to attend different sessions before resuming to the Lecture Theatre for their tours.

Please see Schedule over



**Induction Day Schedule 7 February**

**Lunch Break 12.30-1.00pm**

	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
<b>Written Test (L4)</b>	11.30-12.30pm	1.00-2.00pm	1.00-2.00pm
<b>Interview (L12)</b>	1.00-1.30pm	11.30-12.00pm	12.00-12.30pm
<b>ID Photos (L17)</b>	1.30-2.00pm	12.00-12.30pm	11.30-12.00pm

**Group 1:** Fashion Design, Fashion Marketing, Interior Design, Design Management

**Group 2:** Art and Design (VET), Games Design, Graphic Design, Business Management (VET)

**Group 3:** Moving Image, Multimedia Design, Photography, Multimedia (VET)

**English Test/Interviews**

Students are required to sit a written English test and attend a 5 minute interview with the English Assessment officers. This session is **compulsory** for all new students.

**ID Photos**

See John Rivers in Room 1702 on Level 17 to have your photograph taken for a student ID card. Cards will take 3 working days to process and can be collected from Reception on Level 18.

**2.15 – 2.45pm Tours**

Meet in the Lecture Theatre on ground floor. All students will be taken on a tour by their respective Head of Departments

This will complete the formalities of the day



## **Induction Day Friday 8 February 2008**

### **10.30am meet in Lecture Theatre**

Students will be given their class timetables. Any queries or changes to the timetables can be made to Student Services, Level 18, after 2.00pm today.

### **Induction Day Schedule 8 February**

#### **Lunch Break 12.00-12.30pm**

	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
<b>Library Session (L10)</b>	11.15-11.45am	10.45-11.15am	12.30-1.15pm
<b>Study Skills (L12)</b>	12.30-1.15pm	11.15-11.45am	10.45-11.15am
<b>Equipment Kits (L18)</b>	10.45-11.15am	NA	NA

**Group 1:** Art and Design, Graphic Design, and Interior Design

**Group 2:** Photography, Multimedia Design, Multimedia (VET), Animation, Games

**Group 3:** Fashion Design, Fashion Marketing, Design Management, Business Management (VET)

### **Library**

Meet Oriana Mitchell in the Library on Level 10. This session is **compulsory** for all new students.

### **Equipment kits**

See Eliza McInnes from Eckersleys in the Boardroom on Level 18.

If you have purchased an equipment kit you can collect it during this session. If you are thinking about purchasing one and would like to view the contents you can do so in this session.

Equipment Kits are only available for students studying:  
Art and Design, Graphic Design, and Interior Design

### **Study Skills**

Meet Jaqi Coan on level 12. This session is **compulsory** for all new students.

### **1.30-2.30pm Fashion Design students only**

Following the tour you will be required to attend an OH&S session with Terry Thorley in Room 1604 on Level 16.

This will complete the formalities of the day.