



Raffles College of Design & Commerce

Induction Day

Thursday 10th February (10:30am – 3:30pm)

Time	Room	Description	Presenter(s)
10:30 am – 10:45 am	Lecture Theatre Ground Floor	Registration upon arrival. You will receive: <ul style="list-style-type: none"> • Schedule for Induction Day • Forms/missing information to be filled out 	Student Services
10:45 am – 11:30 am	Lecture Theatre Ground Floor	Welcome speeches by: <ul style="list-style-type: none"> • Academic Director <p>-----</p> <p>Presentation on:</p> <ul style="list-style-type: none"> • Occupational Health & Safety (OH&S) • Internship & Professional Development • Overseas Student Health Cover (OSHC) • Other: <ul style="list-style-type: none"> – Student Handbook – Equipment kits for students studying Art and Design, Graphic Design and Interior Design <p>-----</p> <p>Introduction to Student Services:</p> <ul style="list-style-type: none"> • Team <ul style="list-style-type: none"> – Ms Lee Watson Registrar – Ms Barbie O’Brien Student Services Manager – Ms Yulie Savitri Student Services Officer – Mr Chandra Vempaty Student Services Officer – Ms Clara Kim Admissions Officer • Hours <ul style="list-style-type: none"> – Monday to Friday, 10am – 4pm on Level 18 	Prof Patrick Bernard Mr Guy Campbell Ms Cynthia Bobst AHM Representative Ms Lee Watson Ms Lee Watson
11:30 am – 2:00 pm		Communication and Study Skills Session – compulsory for all new students: <ul style="list-style-type: none"> • Written Communication Skills Test • 5-minute Communication Skills Interview • Study Skills Session <p>Students will be divided into 2 groups for this session – please refer next page for details</p>	

Time	Room	Description	Presenter(s)
Communication and Study Skills Session - Group 1: <ul style="list-style-type: none"> • Master of Commerce - all majors • Bachelor of Commerce - all majors • Bachelor of Arts (VisComm) – Animation, Games Design, Moving Image, Multimedia Design, Photography • Bachelor of Design - Interior Design • Diploma/Advanced Diploma of Management 			
11:30 am – 12:30 pm	Lecture Theatre Ground Floor	Written Communication Skills Test	Ms Oriana Mitchell
12:30 pm – 1:00 pm		Lunch Break	
1:00 pm – 1:30 pm	Rooms 601, 604 Level 6	5-minute Communication Skills Interview	Assoc Prof Greg Pritchard Ms Oriana Mitchell
1:30 pm – 2:00 pm	Lecture Theatre Ground Floor	Study skills Session	Prof Patrick Bernard
Communication and Study Skills Session - Group 2: <ul style="list-style-type: none"> • Master of Design – all majors • Bachelor of Design – Graphic Design, Fashion Design, Fashion Marketing • Certificate II/IV in Visual Arts and Contemporary Craft 			
11:30 am – 12:30 pm	Lecture Theatre Ground Floor	Written Communication Skills Test	Ms Oriana Mitchell
12:30 pm – 1:00 pm		Lunch Break	
1:00 pm – 1:30 pm	Lecture Theatre Ground Floor	Study skills Session	Prof Patrick Bernard
1:30 pm – 2:00 pm	Rooms 601, 604 Level 6	5-minute Communication Skills Interview	Assoc Prof Greg Pritchard Ms Oriana Mitchell
2:00 pm – 2:30 pm	Lecture Theatre Ground Floor	Tours and Introductions. All students will be taken on a tour of the campus by their respective Program Directors: <ul style="list-style-type: none"> • Commerce • Culture and Communication • Design Management • Digital Media • Graphic Design, and Art and Design • Fashion Design and Fashion Marketing • Interior Design • Photography 	Dr Evaristo Nsenduluka Prof Patrick Bernard Mr Guy Campbell Assoc Prof Peter Cameron Mr Edward Coffey Mr Robert de Giovanni Assoc Prof Greg Prichard Ms Sarah Smith
2:30 pm – 3:30 pm	Room 604 Level 6	Equipment kit presentation for students studying Art and Design, Interior Design and Graphic Design only	Darren Gannon

Raffles College of Design & Commerce

Induction Day

Friday 11 February 2010 (10:30am – 11:45am)

Time	Room	Description	Presenter(s)
10:30 am – 11:00 am	Lecture Theatre Ground Floor	Students will be given their timetables. Any queries or changes to the timetables can be made TODAY to: Student Services, Level 18 Available 2:00pm – 4:00pm	Student Services
11:00 am – 11:45 m		<ul style="list-style-type: none"> Library Session and Tour Photo ID Session IT and Email Session <p>Students will be divided into 3 groups for these sessions – please refer below for details</p>	
<p>Group 1:</p> <ul style="list-style-type: none"> Master of Commerce - all majors Bachelor of Commerce - all majors Diploma/Advanced Diploma of Management 			
11:00 am– 11:15 am	Library Level 10	Library Session and Tour	Ms Oriana Mitchell
11:15 am – 11:30 am	Room 1703 Level 17	Photo ID Session	Ms Barbie O’Brien Mr Rafal Sidorowicz
11:30 am – 11:45 am	Room 1704 Level 17	IT and Email Session	Assoc Prof Peter Cameron Ms Pamela Notley
<p>Group 2:</p> <ul style="list-style-type: none"> Bachelor of Arts (VisComm) – Animation, Games Design, Moving Image, Multimedia Design, Photography Certificate II/IV in Visual Arts and Contemporary Craft 			
11:00 am– 11:15 am	Room 1704 Level 17	IT and Email Session	Assoc Prof Peter Cameron Ms Pamela Notley
11:15 am – 11:30 am	Library Level 10	Library Session and Tour	Ms Oriana Mitchell
11:30 am – 11:45 am	Room 1703 Level 17	Photo ID Session	Ms Barbie O’Brien Mr Rafal Sidorowicz

Time	Room	Description	Presenter(s)
Group 3: <ul style="list-style-type: none"> • Master of Design – all majors • Bachelor of Design – all majors 			
11:00 am – 11:15 am	Room 1703 Level 17	Photo ID Session	Ms Barbie O’Brien Mr Rafal Sidorowicz
11:15 am – 11:30 am	Room 1704 Level 17	IT and Email Session	Assoc Prof Peter Cameron Ms Pamela Notley
11:30 am – 11:45 am	Library Level 10	Library Session and Tour	Ms Oriana Mitchell
12:00 pm – 2:00 pm		Lunch Break	
2:00 pm – 4:00 pm	Student Services Level 18	Students can see Student Services for any queries or changes to given timetables	Student Services