



# School of Business & Economics @ Gippsland

## Student Newsletter

This is our first newsletter for 2009 to provide general information regarding the School of Business and Economics @ Gippsland Campus, and important information sources for students. We hope your studies are going well. If you are finding studying difficult remember there are many support service to help you out.

We would appreciate any comments regarding this newsletter. Please email us at:  
[enquiries.gippsland@buseco.monash.edu.au](mailto:enquiries.gippsland@buseco.monash.edu.au) with 'Newsletter' in the heading.

### BUSECO CLUB @ Gippsland –

The BusEco club is designed to provide students from all backgrounds with additional on-going support over and above that provided at orientation. It assists students in their transition to university learning, by providing on-going weekly support sessions, throughout a student's first year and beyond. Sessions are conducted on time management, stress management, academic skills, library tutorials, as well as general course and career information.

During semester one the club will run on Thursdays 1.00pm – 2.00pm in room 5N165 (starting 19<sup>th</sup> March 2009). The club is open to all business students, not just those in first year.

### EXAM TIMETABLE FOR SEMESTER 1, 2009

Semester 1, 2009 exams are fast approaching. The Semester one examination period commences on Thursday 11 June and concludes on Friday 3<sup>rd</sup> July 2009. Please ensure you check your exam timetable on your monash portal at <http://www.monash.edu.au/students/>.

### USING YOUR MONASH EMAIL ACCOUNT - ALL STUDENTS PLEASE NOTE:

Students should check their Monash student email accounts regularly each week. Monash departments will communicate information to students via their student email accounts and not to students personal email account.

### IMPORTANT RE-ENROLMENT INFORMATION

The following unit and course amendments will be effective at Gippsland campus from 2008 –

#### 1. Change to semester of offering:

MGW3130	from S1	to S2
MGW3430	from S2	to S1

#### 2. Unit Changes:

AFW1001 Introduction to Accounting A replaced by AFW1000 Principles of Accounting and Finance  
Please note if you have completed the unit AFW1001 then you do not need to complete AFW1000

## CHANGES TO THE MANAGEMENT MAJOR IN THE BACHELOR OF BUSINESS AND COMMERCE, ASSOCIATE DEGREE IN BUSINESS AND COMMERCE AND DOUBLE DEGREES

There have been some changes to the management major from semester 2, 2008.

### **Compulsory Units:**

MGW1010: Introduction to Management  
MGW2230 Organisational Behaviour (MGW1010)  
MGW3401 Strategic Management (MGW1010)

### **Plus at least five of the following units:**

MGW1100 Managerial Communication  
MGW2430 Human Resource Management (MGW1010)  
MGW3130 Organisational Change and Development (MGW1010)  
MGW2351 International Business (MGW1010)  
MGW2700 Project Management for Small to Medium Enterprises  
MGW3681 International Management (MGW1010)  
MGW2323 Employment Relations (MGW1010)  
MGW3352 Service Operations Management (MGW1010)  
MGW3430 International Human Resource Management (MGW2430)

Should you have any concerns please contact a student services officer on 03 51226380 (local students) or 99026380 (for other students, this is the cost of a local call)

## ARE YOU NEARLY FINISHED YOUR UNDERGRAD DEGREE?

### HOW ABOUT UNDERTAKING HONOURS

#### **What is honours?**

The Bachelor of Business and Commerce (Honours) is awarded to students who complete an additional (fourth) year of study on top of the normal three year Bachelor's degree. The course offers high achieving students the opportunity to undertake advanced study within the disciplines covered by the Faculty of Business and Economics. Honours provide a structured introduction into the conduct of business and economics related research at an advanced level so you develop technical and analytical skills, and reinforce critical and independent thinking.

#### **Why do honours?**

- To enhance future career prospects
- To further develop analytical skills
- To cap off your undergraduate study
- To conduct a research project supervised by a member of academic staff
- To critically evaluate research with lecturers and fellow students
- To become an integral part of the department, working closely with academic staff
- Provides opportunity for further study

#### **Skills gained by undertaking the honours year**

- In depth knowledge of a specialist area in business and commerce from advanced disciplinary studies and research
- Comprehensive research skills relevant to business research
- Improved writing skills
- Improved oral skills
- Enhanced analytical and problem solving skills
- Independent thinking (not easily swayed by others)
- Improved capacity for critical thinking and logical thought

#### **Further Information**

For further information about Honours including entry requirements, scholarships, research opportunities, and course structure please contact Loree Wright, email – [loree.wright@buseco.monash.edu.au](mailto:loree.wright@buseco.monash.edu.au) or telephone 51226705 or the Honours Co-ordinator, Dr Ali Haidar, email – [Ali.Haidar@BusEco.monash.edu.au](mailto:Ali.Haidar@BusEco.monash.edu.au)

## ASSIGNMENT SUBMISSION

### **On-Campus students:**

A signed cover sheet is required for all assignments. These are available from the desk opposite Business Reception. On-campus students are to submit assignments in the designated pigeonhole located in the hallway around the corner from Reception by 5pm on the due date, unless otherwise stated for individual units. An assignment cover sheet can be downloaded from

<http://www.buseco.monash.edu.au/student/forms/assessment-coversheet.doc>

### **Off-Campus students:**

Off-Campus cover sheets are dispatched with study materials. Off-Campus students are to submit assignments to the Off Campus Learning Centre corridor bin (4N136) or by mail. Requests for extensions are to be directed to the subject adviser prior to the due date.

## COURSE PROGRESSION MAPS

Course progression maps for the major you are undertaking can be found at

<http://www.buseco.monash.edu.au/student/progression/gippsland.php>

For double degrees please consult each of your faculties.

Course structure information can be obtained at the following website

<http://www.monash.edu.au/pubs/handbooks/>

## UPDATE YOUR ADDRESS

All Monash students should ensure that their postal address is correct to ensure that all Monash correspondence reaches you. You can check if your address and personal details are correct at My Monash portal at <https://my.monash.edu.au/>

The policy can be viewed at [www.adm.monash.edu.au/enrolments/email.html](http://www.adm.monash.edu.au/enrolments/email.html)

## GRADUATE DIPLOMA IN ACCOUNTING STUDENTS

Please note: This course is now in teach out. Therefore student who are currently enrolled need to ensure you enrol into your units in a timely manner. Please refer to the wes re-enrolment dates set out above for enrolment dates

### FOR INFORMATION REGARDING:

- Re-enrolling
- Handbook and Student Resource Guide
- Summer School
- Language & Learning
- Business & Economics muso
- Monash International
- Applying to Graduate
- Special Consideration and Deferred Exams
- Timetable & Results

*Visit the Student Kiosk at the following web address:* [www.buseco.monash.edu.au/students](http://www.buseco.monash.edu.au/students)

## HAVING DIFFICULTY WITH YOUR STUDIES OR ADJUSTING TO UNIVERSITY:

There are many times at university where you may need help in regards to:

- Writing assignments
- Personal issues
- Financial worries
- Understanding the units you are undertaking
- Adapting to a new country
- 

There is always someone who can help you. Monash offers many services to students to help them succeed at university. If you are having difficulties make an appointment with one of our student services officers below and they can help or direct you to the appropriate people to help you.

## APPOINTMENTS WITH STUDENT SERVICES STAFF

Our Student Services Officers are available for consultation every weekday between the hours of: **10.00am to 12.00noon OR 2.00pm to 4.00pm**

If you would like to see a Student Services Officer you will need to make an appointment. Simply contact our Receptionist: Sheryl Newton [enquiries.gippsland@buseco.monash.edu.au](mailto:enquiries.gippsland@buseco.monash.edu.au) or by phoning (03) 5122 6380.



Sheryl Newton - Reception



Loree Ambrose - Manager

## OUR FRIENDLY STUDENT SERVICES OFFICERS (SSO)



Kate Millane-SSO



Felicetta Kile- SSO



Fay Azzopardi - SSO



Rebecca Harris - SSO

## WORK PLACEMENT PROGRAM

The Monash Work Placement Program enables highly-motivated business students from Monash University Gippsland Campus to gain invaluable work experience by spending eight weeks working in local companies in the Gippsland region. This program provides a unique opportunity to 'bridge the gap' between the academic and business worlds. Both students and employers benefit from the professional perspective that a business student can offer.

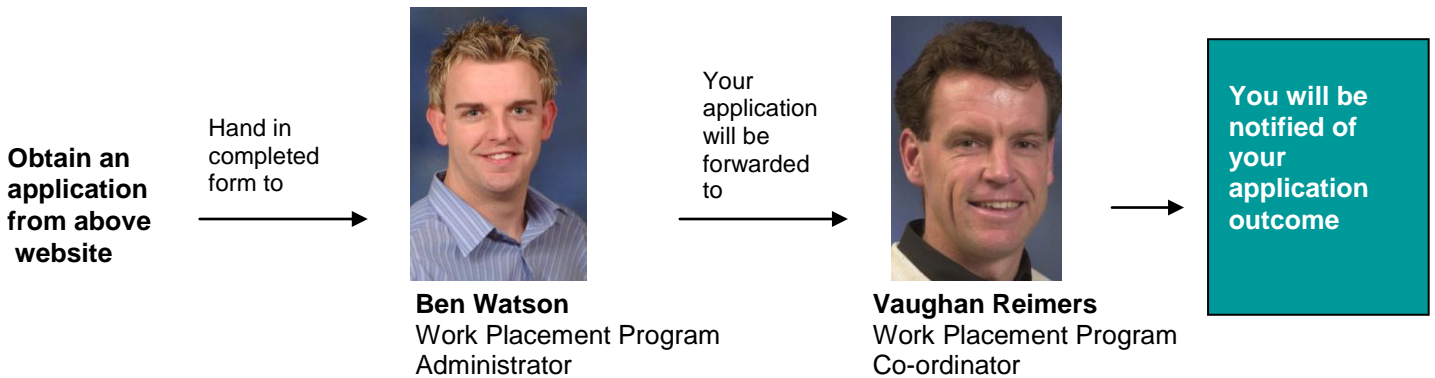
The Work Placement Program will be available to Gippsland on-campus students who have completed their second year of the Bachelor of Business and Commerce degree. The Work Placement Program is a 12 point program (equal to 2 units) taken outside the main field of study. *Therefore students will need to allow 2 elective units within their course structure to be eligible to undertake the program.*

Students will integrate theory and practice while undertaking real work in an authentic environment in paid placements for predetermined periods. This quality experiential learning program will contribute to students' learning and employers' productivity. The Work Placement Program has a unique format to assist students to make their experience the highlight of their university career. The work placement is flexible to suit employers' and student needs, with an expected time commitment equivalent to 40 days full-time employment.

The Work Placement Program is only available to students enrolled in the Bachelor of Business and Commerce who have completed 16 units and have achieved a grade point average of 60%. The program is available in Semesters 1 and 2 as well as over Summer. **Application forms for the work placement program can be found at the following web site:**

<http://www.buseco.monash.edu.au/schools/gippsland/student/work-placement.html>

### The process:



### STUDENT FORMS ON THE WEB

A new website available (above web address) where students can obtain various forms such as

<http://www.adm.monash.edu.au/ssd/studreels/studentforms>

- Advanced Standing Application form
- Course Transfer application form (Coursework only)
- Intermission application form (leave of absence - Coursework only)
- Change of Residency Status application form
- Application for an eCOE (International students on student visas)
- Authorisation for Proxy Enrolment
- Apply to Graduate
- Special Consideration
- Fees Forms

Some forms are Faculty of Business and Economics specific, therefore students should also refer to the student kiosk as follows:

<http://www.buseco.monash.edu.au/student/kiosk/index.php>

### SOME USEFUL EMAIL & WEB ADDRESSES

Contact The School Of Business & Economics@ Gippsland	<a href="mailto:enquiries.gippsland@buseco.monash.edu.au">enquiries.gippsland@buseco.monash.edu.au</a>
Contact Client Services Regarding, Academic Transcripts Student ID Cards, Short Letters, Travel Concession Cards	<a href="mailto:clientservices.gippsland@adm.monash.edu.au">clientservices.gippsland@adm.monash.edu.au</a>
Fees Issues Or Enquiries	<a href="http://www.adm.monash.edu.au/ssd/fees/res/contact.html">http://www.adm.monash.edu.au/ssd/fees/res/contact.html</a>
Despatch Of Study Materials	<a href="mailto:despatch@CeLTS.monash.edu.au">despatch@CeLTS.monash.edu.au</a>
Order Textbooks	<a href="mailto:gippsland@bookshop.monash.edu.au">gippsland@bookshop.monash.edu.au</a>
Faculty Of Business And Economics Webct Helpdesk	<a href="mailto:webct@buseco.monash.edu.au">webct@buseco.monash.edu.au</a>
Graduations	<a href="mailto:graduations@adm.monash.edu.au">graduations@adm.monash.edu.au</a>
To Obtain Monash Username & Password	<a href="http://www.monash.edu.au/students/computers">www.monash.edu.au/students/computers</a>
CSP Information	<a href="http://www.goingtouni.gov.au">http://www.goingtouni.gov.au</a>
Handbook Website	<a href="http://www.monash.edu.au/pubs/handbooks">http://www.monash.edu.au/pubs/handbooks</a>
Q-Manual	<a href="http://www.buseco.monash.edu.au/publications/qmanual/">http://www.buseco.monash.edu.au/publications/qmanual/</a>
Monash University Careers & Employment	<a href="http://www.careers.monash.edu.au/">http://www.careers.monash.edu.au/</a>
Language And Learning	<a href="http://www.gippsland.monash.edu.au/support/lls/">www.gippsland.monash.edu.au/support/lls/</a> & <a href="http://www.monash.edu.au/lls/llonline/">http://www.monash.edu.au/lls/llonline/</a>
Student Resources Guide	<a href="http://www.monash.edu.au/pubs/handbooks">http://www.monash.edu.au/pubs/handbooks</a>

**Good luck with your studies in 2009**