

SCHOOL OF COMMERCE: Assisting your Learning



As we're approaching the due-date for many assignments, don't forget free support (academic and personal) is available.

Your lecturers and tutors are available to answer questions or clarify any course material you maybe having trouble with. Some tutors have consulting times where you can sit down with them and ask questions. Other tutors will prefer you email them with questions and, if necessary, set up a consulting time. It's highly recommended you contact the lecturer and/or tutor as you encounter problems throughout the semester rather than leaving your questions until swot vac, or the day before the exam!

The Language and Learning Service (LLS) <www.adelaide.edu.au/clpd/lls/> offers a range of workshops (e.g. developing efficient reading skills/note taking, essay/report writing, seminar presentation skills and avoiding plagiarism) to help students develop the skills required for success at university. The timetable of workshops is available on the LLS website. All services are free to students enrolled at the University of Adelaide.

The **Writing & Speaking Centre** within the **Centre for Learning and Professional Development (CLPD)**, Level 2, Schulz Building is a space where students can ask for assistance to advance their academic skills. Bring your assignments to the Writing & Speaking Centre and work with lecturers and other students to improve your skills, including:

- strategies for answering assignment questions
- developing academic arguments
- critically analysing and interpreting evidence
- referencing

The **CLPD** has also developed interactive modules to help you develop your written and oral communication skills in essay, paragraph and sentence writing and oral presentations. All you need is your username and password to login; www.adelaide.edu.au/clpd/lls/stud_resources/.

Having difficulty with first year maths, BDA or Business Finance II? The **Maths Drop-In Centre** (Level 1, Schulz Building) www.adelaide.edu.au/clpd/maths/drop_in/ provides free assistance to all students encountering maths and/or stats in their studies. The Centre's staff have extensive experience in maths (and sometimes stats) concepts at least first year level and can often "fill in" gaps in your assumed knowledge straight away. They can also provide bridging handouts and offer general advice on study skills. Even if they are unfamiliar with higher level topics they can offer some useful general advice. There are reference books available for short term loan as well as teaching videos and computer packages for use in the Centre. There are plenty of reasons why you might benefit from a visit to the Drop-In Centre. You may:

- not have the assumed knowledge for a course (eg. from an interstate/overseas high school with different curricula)
- be from a non-English speaking background
- be a mature age student who has become 'rusty' since leaving school
- have fallen behind because of illness

Don't forget to take your lecture notes with you!

The **Communication Skills Guide for Commerce Students** was developed to enable students to meet the required standards of written work to be submitted for assessment.



As well as being available on-line <www.commerce.adelaide.edu.au/current/ug/commskills/>, School of Commerce students can collect their free printed guide from the Image and Copy Centre (bottom floor of the Hughes Building).

The **Disability Liaison Officer** <www.adelaide.edu.au/services/disability/> can assist with information and advice about accessing services (i.e. note taking, special equipment and alternative exam arrangements). The administration staff may be able to answer student questions. If further assistance is needed they will book an appointment with the Disability Liaison Officer. Appointments are available Monday to Thursday between 9.30am and 4.00pm.

The **Counselling Service** for students <www.adelaide.edu.au/health_counselling/> deals with personal issues such as stress, relationship difficulties, panic and anxiety, depression, family issues, abuse and sexuality. Academic issues dealt with include: Motivation, organisation, concentration and special consideration for assessment.

The following services are provided:

- Individual counselling (appointment required)
- Telephone counselling
- Assistance in crisis
- Drop In Service (Daily from 1.00pm – 2.30pm)

The **Education and Welfare Officers** advise students about welfare resources on campus, financial matters (i.e. emergency loans, and advice on Youth Allowance, Austudy or Abstudy), housing, personal issues and academic matters (including support with grievances).

Finally, the **International Student Centre** (ISC) www.international.adelaide.edu.au/support/isc/ is responsible for the orientation and ongoing support of International Students. It works closely with student groups, faculties and University administration to ensure the experience of all international students is a positive and successful one. Services offered by the ISC include:

- assistance with visa matters including visa extensions and meeting compliance requirements
- ongoing support by International Student Advisors
- information on Overseas Student Health Cover
- social programs