



Welcome to Postgraduate Studies at the Coaching Psychology Unit

Welcome to postgraduate studies at the Coaching Psychology Unit! This is a short letter to welcome you and to give you some information that will help you get the most of your studies.

Lecture Attendance and the Demands of Study

We know from our own personal experiences that completing a post-graduate degree as a mature-age student can be daunting. There is much to learn about writing essays and reports, becoming familiar with research methods, or even simply finding books and journal articles. The University of Sydney provides a wide range of services to help you develop those skills. We suggest that you start using such services as soon as possible. As we all know, preparation is the key to success ... so it would be best to do this well before the semester actually starts!

Attendance at Class and Exams

This course is taught face to face. University policy states that students must attend 85% of lectures (i.e. a maximum of two lectures missed for each unit of study). Work duties, holidays, family duties etc do not constitute a reason to be absent from class. Student that miss more than two lectures will be required to complete a 1,000 word essay for each lecture missed beyond the first two lectures missed. This essay will be set by the lecturer and will cover the contents of the lecture that was missed. PSYC 4724 Coaching Practice is an exception. Students in PSYC 472 must attend at least 85% of lectures in order to pass. This is because the learning experience in PSYC 4724 is group-based, and missing lectures will have a direct negative impact on the learning of fellow students. Students must ensure that they attend the exams at the set times. Work duties, holidays, family duties etc do not constitute a reason to request an alternative exam date/time. You should notify your lecturer in advance if you are going to be late or miss a lecture. It is particularly important to be present at the first few lectures. Missing lectures means that you may well have a significantly impoverished course experience in terms of making connections with other students, faculty and of course the taught material.

Study Skills

If it has been some time since you were at university, we strongly suggest that you should take a refresher course in academic essay writing and study skills. University essays and reports are very different from business reports and descriptive or creative writing. Visit the University's Learning Centre at http://www.usyd.edu.au/stuserv/learning_centre/course.shtml Courses that we recommend you take include: "Academic Reading and Writing"; "Studying at University" and "Masters Coursework Program".

Textbooks and Reading Packs

Most units of study do not have a "set" textbook; instead each unit of study has a reading pack. Reading packs are available from the University Copy Centre and can be ordered online and can be sent to you. Order these at <http://www.usyd.edu.au/ucc/> We suggest that you order the reading packs in advance as there is always a very long queue at the Copy Centre in the first few weeks of semester. If you order the reading pack in advance you can pick it up in person by going to the head of the queue if you chose not to have it sent to you. Please check the exact reading requirements for your course through the "MyUni" web site before the semester starts.

Handouts and Overheads

Handouts and overheads for each unit of study can be downloaded from Web CT which you access through your personal MyUni account <http://myuni.usyd.edu.au/> This is where you will find

messages, discussion boards and the reading requirements for the course. Please ensure that you download the overheads and handouts before each class and bring them with you.

Library and IT Training

There are many free training courses offered by the library. Even if you are highly computer-literate you should get training in academic database use and in conducting research for essays and reports. We also suggest that you also take a course in EndNote, which is a reference manager program that will save you a considerable amount of time. You should also take a guided library tour to help you find your way around the library.

Visit <http://www.library.usyd.edu.au/libraries/fisher/skills.html#endnote> for details.

Information about Times and Locations of Lectures

Details of the times and locations of lectures can be found at the Coaching Psychology Unit web site www.psych.usyd.edu.au/coach You should find all the information you need in the "Student Area" of the web site. Please ensure that you allow plenty of time to find the lecture room for the first lecture. Many of the lectures will be held in brand new buildings, so even if you know the campus from your past studies at the University of Sydney you should allow extra time to find the rooms. Please arrive on time.

Parking

Parking on campus at the University of Sydney is an experience best avoided! There is off-campus parking in the side streets around the campus, or in the Sheppard Street car park at the Seymour Centre on the corner of City Road and Cleveland Street.

Visit <http://www.seymour.usyd.edu.au/about/parking.shtml> for details.

Useful Pre-Reading

If you want to get the most out of your studies, we suggest that you do some pre-reading. Peltier, B. (2001). *The psychology of executive coaching: Theory and application*. New York: Brunner-Routledge will give you a very useful foundation for your studies in coaching.

Enjoying Your Studies

Coaching Psychology and Positive Psychology are relatively new academic pursuits. There are very few places in the world where these can be studied at university at the postgraduate level; so we invite you take the time and the space to actually enjoy your studies at the University of Sydney, despite the pressures and demands of post-graduate study! Enjoy!

If you have any administrative enquires or questions please email Mr Kap Wimalaratne who is the Manager, Teaching Administration at the School of Psychology kapila@psych.usyd.edu.au

We look forward to seeing you in class.



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P.S. Please make sure that you use the Coaching Psychology Unit home page as your main point of reference for information about the course. Visit www.psych.usyd.edu.au/coach