

Centre for Peace and Conflict Studies
Welcome To All New and Continuing Students
Semester 1, 2008

This letter contains important information so please keep it for future reference.

STAFFING

Full-time staff members include Associate Professor Jake Lynch as the Director of CPACS, Dr Wendy Lambourne, Lecturer and Postgraduate Coordinator, and Leah Chan and Aletia Dundas, Administrative Officers for the Centre. Part-time lecturers in 2008 include Dr Ken Macnab, Dr Lynda Blanchard, Annabel McGoldrick and Lynette Simons.

CPACS OFFICE

The Administration Office in Room 119 is usually open between the hours of 9 am – 5 pm Monday to Friday during semester. The CPACS Administrative Officers, Leah Chan and Aletia Dundas, can be contacted on 9351 7686 or via email at arts.cpacs@usyd.edu.au.

COURSE READERS

Course readers are purchased from the University Copy Centre which is located at: SHOP 2, LOWER GROUND LEVEL, SPORTS AND AQUATIC CENTRE, MAZE CRESCENT, DARLINGTON CAMPUS (Redfern side of City Rd). Opening hours are 8.30am - 4.30pm Monday to Friday. Tel. 9351 4582.

The Copy Centre gets very busy at the start of semester, so if you want to avoid long queues and to make sure that the reader you want is in stock and available for you to purchase, then it is a good idea to order your readers online. You can then pick up your reader from the Copy Centre after 10 am the following day. Visit the Copy Centre website at: <http://www.usyd.edu.au/ucc/>.

WELCOME LUNCH

CPACS will be hosting a welcome lunch for all new and continuing students in the second week of semester from 12.30 – 2 pm on Wednesday, 12 March in the Posters for Peace Gallery. This will give you the opportunity to meet CPACS staff and your fellow students whilst enjoying some refreshments in the ambience of the Gallery. RSVP for the welcome lunch by 5pm, Monday, 10 March to Leah or Aletia in Room 119, Tel. 9351 7686, email: arts.cpacs@usyd.edu.au.

TIMETABLE

The CPACS timetable provides details of the time and location of each PACS unit of study. Hardcopies are available at CPACS or you can access the timetable via the CPACS website: <http://www.arts.usyd.edu.au/centres/cpacs/teach/timetables.shtml> Please note that Dissertation sessions (PACS6904/6905) do not start until the second week of semester (Monday, 10 March).

STUDENT INFORMATION AND EVENTS NOTICES

Copies of student information and events notices are available from the table just inside the door of the Mackie Building outside the CPACS Resource Centre. These notices include copies of timetables, assignment cover sheets, guidelines, newsletters, CPACS brochures and flyers for CPACS seminars and other events. Students are welcome to use this table for displaying notices of events of interest. Events notices are also available in the Posters for Peace Gallery and are pinned on the notice boards around CPACS.

ASSIGNMENT SUBMISSION AND COLLECTION

It is very important that you read and retain for your future reference a copy of the *CPACS Assignment Presentation and Assessment Guidelines 2008*. These guidelines include essential information about assignment submission and collection procedures; presentation of assignments; academic referencing styles; late penalties, extensions and special consideration; marking and re-examination procedures; plagiarism; academic writing advice and study skills; and course evaluations. Your lecturer will provide copies of the Guidelines during the first week of classes.

STUDENT EMAIL ADDRESSES

It is essential that you regularly check your USYD student email address. Important information from the University, Faculty, School and from CPACS is sent to this email address. The University guarantees that all information sent to your USYD email will reach you, so failure to check this is not considered an adequate excuse for not receiving information or meeting deadlines. You are able to organise for email to be forwarded from your USYD email to an alternative email address if you wish.

The Administration Officers maintain email lists for current and past CPACS students. Emails sent to students include administrative information as well as notices of CPACS and other events of interest.

YOUR CONTACT DETAILS

If you have alternative contact details, or if you change address or phone number during the year, it is important that you let your Lecturers and the Administrative Officers know about this so we can keep our lists up-to-date. Our database is separate to the University system so it will not be automatically updated if you advise the Faculty that you have moved. It is necessary for you to contact us separately as well as advising the University of any change in contact details.

OTHER CPACS RESOURCES

Resource Centre: The CPACS Resource Centre in Room 102 is a reference library available to students. You are not able to borrow books or other resources, but you are able to use them whilst you are at the Centre. The Resource Centre includes numerous reference books, journals and resource boxes for most PACS units of study. The Resource Centre is open when our librarian Peggy Craddock is in on Tuesdays. If you require access at other times, please ask the Administrative Officer in Room 119, or you can ask the Postgraduate Coordinator or your Lecturer for access if the Administration Office is closed. When using the Resource Centre, please put things back on the shelf where you found them. This will ensure that staff and your fellow students are able to find resources after you have used them.

Photocopying: If you need to photocopy anything from the Resource Centre, please ask the Administrative Officer for assistance and access to the photocopier in Room 105. The cost of photocopying is 10c per copy. This goes towards the cost of paper and maintenance of the copier, so in order to keep this convenience going for all students it is important that you pay for the copies you make. Please give money for photocopying to the Administrative Officer, or to the Postgraduate Coordinator or your Lecturer if the Administration Office is closed.

Posters for Peace Gallery: We welcome one and all to the Posters for Peace Gallery! However, please remember that there are staff offices nearby so it is important to keep the noise levels down. Also, please clean up after yourselves so as to ensure that everyone can enjoy the Peace Gallery in comfort.

Kitchen: Students are also welcome to tea and coffee which is available in the kitchen. You may use the milk that is in the fridge but please respect the personal food items also stored there. Please make sure that you wash your cup and put it in the cupboard when you are finished as we don't have cleaning staff to do this for you.

Seminars and Events: CPACS runs public seminars, research seminars, workshops and other events throughout the year. You will be emailed information about these events from time to time. Students are always welcome to attend CPACS public events. Conflict Solutions Australia runs mediation and conflict resolution skills workshops specifically targeted for CPACS students. The Sydney Peace Foundation which awards the Sydney Peace Prize each year also organises events open to students.

Volunteering and CPACS Membership: Information on becoming a member of CPACS can be found in the Centre. For students the cost is only \$16.50. Not only will you be supporting CPACS, but you will also get *PeaceWrites* (the CPACS newsletter) posted to you twice a year in addition to receiving discounts on CPACS publications. CPACS is governed by a Council of staff and volunteers including a student representative. The student representative for 2008 is Shelley Booth.

We also welcome students who wish to become CPACS volunteers. Much of the work at CPACS is done by volunteers. It is essential to our survival so don't be shy about getting involved! We have many things requiring assistance, from helping with mailouts to organising seminars and other events. Please let the Administration Officers know if you are interested in volunteering. Students are also encouraged to submit items for publication in *PeaceWrites*.

Welcome and best wishes for the semester on behalf of everyone at CPACS!