

Centre for Peace and Conflict Studies
Welcome To All New and Continuing Students
Semester 1, 2009

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

STAFFING

Full-time staff members include Associate Professor Jake Lynch (Director of CPACS), Dr Wendy Lambourne, (Senior Lecturer and Postgraduate Coordinator), Dr Lynda Blanchard (Lecturer) and Keryn Scott and Lyn Dickens (part-time Administrative Assistants). Part-time lecturers in 2009 include Adjunct Professor Sev Ozdowski, Dr Frank Hutchinson, Dr Erik Paul, Ms Annabel McGoldrick and Ms Leticia Anderson.

CPACS OFFICE

The Administration Office in Room 119 is usually open between the hours of 9 am – 5 pm Monday to Friday during semester. At peak times (such as the beginning of semester) the office may sometimes be open until 6 pm for students attending evening classes. The CPACS Administrative Assistants can be contacted on 9351 7686 or via email at arts.cpacs@usyd.edu.au.

TIMETABLE

Hard copies of the CPACS timetable are available at the Centre and online at <http://www.arts.usyd.edu.au/centres/cpacs/teach/timetables.shtml> . Please check the CPACS timetable for details of units of study offered in intensive format during each semester and in Summer and Winter School, which may not appear as options when you enrol online. If you would like further advice about the choice of units and the dissertation, there will be a Q&A with the Postgraduate Coordinator in Mackie Seminar Room 107 on Monday 2 March (Week 1) from 12 noon – 2 pm. Please note that PACS6915 Human Rights, Peace and Justice, and the PACS6904 Dissertation Seminars commence in Week 2 of the semester.

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.

There are course readers available for PACS6901, PACS6911 and PACS6915. The course reader for PACS6921 will be available later this semester. You will need to know these codes when purchasing readers.

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/>. Please note also that there is normally a long queue for Undergraduate students which you can avoid as a Postgraduate student!

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 11 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 Tuesday 10 March to Keryn or Lyn in Room 119, Tel. 9351 7686, email: arts.cpacs@usyd.edu.au.

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 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

Students are required to read and retain for future reference a copy of the *CPACS Assignment Presentation and Assessment Guidelines 2009*. These guidelines include essential information about presentation and submission 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, and they are also available on the CPACS website at: <http://www.arts.usyd.edu.au/centres/cpacs/teach/assessment.shtml>.

STUDENT EMAIL ADDRESSES

It is essential that you regularly check your USYD student email address. Important information from the University, Faculty 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 Administrative Assistants 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 advise the CPACS Office as well as advising the University. Our database is separate to the University system so it will not be automatically updated if you advise the Faculty that you have moved.

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 CPACS units of study. The Resource Centre is normally open when our librarian Peggy Craddock is in on Thursdays during semester. If you require access at other times, please ask the Administrative Assistant 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 Assistant who will provide you with access to the staff 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 Assistant, 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.

Seminars and Events: CPACS runs 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 current student representative is Rachael Hart. Please let the Administrative Assistants know if you are interested in becoming a member or nominating for the Council as a student representative in 2009.

We also welcome students as 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 Administrative Assistants 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!