



## Faculty of Economics and Commerce Teaching and Learning Unit

### *The Graduate Enrichment Program (GEP)*

**Subject Number: 300-672**

The Graduate Enrichment Program, designed and presented by the Teaching and Learning Unit (TLU), aims at providing postgraduate students with opportunities for developing skills relating to study and to professional development. A secondary aim of the sessions is to enhance awareness of Australian life, culture and institutions. The sessions are meant to *enrich* your studies both academically and socially.

The sessions are held in a friendly and supportive environment. All postgraduates are welcome to attend. Some sessions are particularly useful for international students. Sessions are informative and interactive—often involving practical activities—and offer a good mix of crucial academic skills and a celebration of Australia’s unique culture and institutions.

GEP is clearly appreciated by students. Since 2003 it has averaged 4.5/5 from student evaluations and attracts an average attendance of 40 students in each class.

Sessions are held from on **Friday, 12-2 pm** in the **Chisholm Theatre** (Level 3 Babel Building) during the semester. Register for the sessions via: <http://www.ecom.unimelb.edu.au/facwww/mentor/PepForm.asp>

Lecture notes for each session will be available from the Teaching and Learning Unit website: <http://tlu.ecom.unimelb.edu.au/students/graduate/GEP.html> Therefore you only need to come along, listen and participate. Exercises for each session and answers will also be available at this location.

The GEP program is a “not-for-credit” subject. **It is optional.** You can attend as many sessions as you like. You can receive GEP on your student transcript. To do this you **must attend** 15/22 sessions during the semester. Attendances will be strictly monitored.



## Semester 1 Sessions: Chisholm Theatre, Babel Building

### 1. Preparation for Study and Improving your Writing Skills

Venue: CHISHOLM THEATRE, BABEL BUILDING

Register via: <http://www.ecom.unimelb.edu.au/facwww/mentor/PepForm.asp>

*Being well-organised and prepared, and the ability to write clear, concise, academic English, are among the most important skills you need to succeed at university. All postgraduate students should attend these sessions.*

When?	Topics Covered
<b>Friday 7/8</b> <b>From 12-2</b> <b>CHISHOLM</b> <b>THEATRE</b>	<p><b>Session 1 (12-1): Being a Postgraduate Student: The Keys to Postgraduate Success (Martin Davies)</b></p> <p><i>What are the secrets to being a good student in Australia? How do you manage a large workload? How do you keep up-to-date and avoid getting extensions? How can you minimise anxiety, stress and the “last minute rush”? Curiously, very few students practice good time management skills and often students are not clear how to prepare themselves for study. This session passes on vital secrets for success.</i></p>
	<p><b>Session 2 (1-2): Where do I Start? Planning, Organising and Writing an Essay (Tim Beaumont)</b></p> <p><i>Learn about brainstorming, different forms of outlining, the “funnel” essay format, the thesis statement, the kinds of ways you can organise an essay, and the language you need to use. Learn how to organise a piece of written work and to present it in a suitable form to meet the requirements of the Faculty of Economics and Commerce.</i></p>
<b>Friday 14/8</b> <b>From 12-2</b> <b>CHISHOLM</b> <b>THEATRE</b>	<p><b>Session 3 (12-1): Empirical Report Writing (Martin Davies)</b></p> <p><i>A session which outlines the main features of a standard report and the language needed for each section. This session covers the format for a standard empirical report but other report styles are also considered.</i></p>
	<p><b>Session 4 (1-2): Sentence Structure and Grammar (Tim Beaumont)</b></p> <p><i>Students are often told they need to work on their sentence structure. But what constitutes good sentence structure? This session will help you write in a clear, concise, accurate and compelling manner. The session covers the major sentence type, connectives, concision, and formality. Common grammar mistakes and ways to address them will also be addressed. If you are not a native speaker, this session is essential.</i></p>
<b>Friday 21/8</b> <b>From 12-2</b> <b>CHISHOLM</b> <b>THEATRE</b>	<p><b>Session 5 (12-1): Academic Honesty and Plagiarism (Martin Davies)</b></p> <p><i>What is “academic honesty”? Plagiarism is a serious offence at university. You can be dismissed from the university for doing it! So what is it and how can you avoid it? Come to the session to find out. There are five different methods of paraphrasing that are easy to use and remember. This session will provide a forum for practicing these skills. It will also cover level of abstraction, active and passive voice and appropriate verb tenses.</i></p>
	<p><b>Session 6 (1-2) Paragraphing and Punctuation (Tim Beaumont)</b></p> <p><i>Do you know how to write a clear paragraph with a topic sentence and supporting sentences? This session will focus on how to write effective paragraphs to ensure that your ideas are presented logically and cohesively. Through practical writing activities, we will examine important elements such as paragraph unity, organisation, cohesion and coherence. The session will also provide an overview of key elements of punctuation. Essential for international students from non-English speaking backgrounds.</i></p>

<b>Friday 28/7</b> <b>From 12-2</b> <b>CHISHOLM</b> <b>THEATRE</b>	<b>Session 7 (12-1): Referencing and Citation Systems (Martin Davies)</b>  <i>Do you know how to cite and reference your work? What is the difference between “weak” and “strong” author citations? What is the Harvard system of referencing? Do you know about author prominent and information prominent citations? What are ellipses and how do you use them? Do you know how to integrate quotations into your text? If you cannot answer these questions you need to attend this session.</i>
	<b>Session 8 (1-2): Critical Thinking and Writing (Tim Beaumont)</b>  <i>Do the ways you refer to the ideas of others demonstrate sufficient critical distance and analysis? This session explores language and approaches that will help you refer to the ideas of others using tentative language and language that indicate critical thought.</i>
<b>Friday 4/9</b> <b>From 12-2</b> <b>CHISHOLM</b> <b>THEATRE</b>	<b>Session 9 (12-1): Critical Thinking: Making an Argument and Reviewing the Literature</b>  <i>“Critical thinking” is often mentioned as a vital skill you need to demonstrate as a postgraduate. But what is it? The following is covered in this session: Making an argument, critical language use, participating in the debate in the literature, using literature to support an argument, criticising the literature, coming to a conclusion. This session suggests a five-stage strategy for making an argument. This session will demonstrate the use of computer-aided argument mapping as a critical thinking tool.</i>
	<b>Session 10 (1-2): Case Study Method and Case Study Analysis</b>  <i>This session looks distinguishes case study method and case study analysis as forms of research in the Faculty. A suggested structure for case study analysis is recommended.</i>

## 2. Reading, Communication and Presentation Skills

**Venue: CHISHOLM THEATRE, BABEL BUILDING**

Register via: <http://www.ecom.unimelb.edu.au/facwww/mentor/PepForm.asp>

When?	Topics Covered
<b>Friday 11/9</b> <b>From 12-2</b> <b>CHISHOLM</b> <b>THEATRE</b>	<b>Session 11 (12-1): Reading Skills (Tim Beaumont)</b>  <i>Are your reading skills poor? Do you find that you can't finish articles for your classes? Do you find that you can't tell what is important when you read? This session is designed to assist you in becoming an effective reader. Learn about skimming, scanning, focus and phrase reading, surface and analytical reading, and how to eliminate backtracking and vocalization.</i>
	<b>Session 12 (1-2): Communication and Presentation Skills (Martin Davies)</b>  <i>“Giving a paper” can be a frightening and confusing experience. This workshop will provide basic information and tips on how to structure and deliver presentations, use visual aids, anticipate and handle questions. Students will be expected to give a mini-presentation in class for practice in this session. A follow up session will be organised for students that want further practice.</i>

### 3. Research and Library Skills

Venue: CHISHOLM THEATRE, BABEL BUILDING

Register via: <http://www.ecom.unimelb.edu.au/facwww/mentor/PepForm.asp>

When?	Topics Covered
Friday 18/9 From 12-2 CHISHOLM THEATRE	<p><b>Session 13 (12-1): Using the Library for your Research 1 (Trish Wilson)</b></p> <p><i>Do you have trouble finding things on your topic in the library? Do you know how to use indexes? What is a peer-reviewed journal? This workshop is designed to assist research students in refining their research questions, accessing and managing information using the library resources and staying focused and motivated.</i></p>
	<p><b>Session 14 (1-2): Using the Library for your Research 2 (Trish Wilson)</b></p> <p><i>This segment follows on from the previous session and provides an opportunity for you to ask information literacy questions and have them answered.</i></p>
Non-teaching period 21/9 until 4/10	

### 4. Australian Institutions, Culture and Society

Venue: CHISHOLM THEATRE, BABEL BUILDING

Register via: <http://www.ecom.unimelb.edu.au/facwww/mentor/PepForm.asp>

Friday 9/10 From 12-2 CHISHOLM THEATRE	<p><b>Session 15 (12-1): The Australian Political System 1 (Martin Davies)</b></p> <p><i>Do you know what the system of government is in Australia? Do you know the role of the Governor General? What is a bicameral parliament? How many levels of government are there? How are politicians elected? What is the role of the Queen? Students studying in Australia need to be aware of the political system in order to understand what is going on around them. Often lecturers will assume knowledge of such things in classes. Our political system is very different from most Asian countries, and is quite different from either the English or American systems</i></p>
	<p><b>Session 16 (1-2): The Australian Political System 2 (Martin Davies)</b></p> <p><i>This session follows-up the previous session with a summary of the different voting systems used in Australia and some television footage of election coverage. This lecture includes a follow up excursion to The Parliament of Victoria.</i></p>
Friday 16/10 From 12-2 CHISHOLM THEATRE	<p><b>Session 17 (12-1): The Australian Economic System (Martin Davies)</b></p> <p><i>This lecture will give a very basic introduction about the economic system including the role of the Reserve Bank. The lecture covers Australia's main imports and exports, Gross Domestic Product, our main trading partners and terms of trade, and our economic prospects compared with our countries.</i></p>
	<p><b>Session 18 (1-2): The Australian Media (Tim Beaumont)</b></p> <p><i>This session will develop your understanding of the Australian media, including print media, electronic media, TV, and radio. Media ownership will be outlined and channels will be explored, compared and critiqued. The session will also increase awareness of how to build language skills through engagement with the Australian media. Examples of political reporting will be provided.</i></p>

Friday 23/10 From 12-2 CHISHOLM THEATRE	<p><b>Session 19 (12-1): Getting a Job in Australia 1</b> (Agnes Banyasz, Career Development Practitioner, Manager of the GCC)</p> <p><i>Added to the GEP program by popular demand. Many international students want to apply for part-time work while here in Australia. This is a good thing to do as it improves employment prospects and one's English too. However, job search strategies, resume and application-letter writing styles vary. What style works in Australia? Come and find out. Note that this is a brief summary on job search and applications. Attend the Graduate Careers Program for extensive information and skill building.</i></p>
	<p><b>Session 20 (1-2): Getting a Job in Australia 2</b> (Agnes Banyasz, Careers Development Practitioner, Manager of the GCC)</p> <p><i>This session is a chance to workshop your resumes, letters and interview related questions. with Agnes Banyasz, Graduate Careers Centre Manager who will be in attendance to answer questions.</i></p>
Friday 30/10 From 12-2 CHISHOLM THEATRE	<p><b>Session 21 (12-1): Exam Preparation (Tim Beaumont)</b></p> <p><i>How effective are your exam preparation strategies? This session will review strategies to ensure your program of revision is effective and relatively painless. The session will address means in which to approach different question types and it will give you practical advice for performing well on the days of the exams.</i></p>
	<p><b>Session 22 (1-2): Studying in Australia (Tim Beaumont/Martin Davies)</b></p> <p><i>What kind of culture is "Australian" culture? How does it differ from American and English culture? This session reviews Hofstede's work on culture and contrasts Australian culture with some other countries. It also outlines the cultural differences in the teaching and learning context within universities. This session is particularly of interest for international students. Some attention will be given to the complexities of Australian slang.</i></p>

\*\*\*\*\*THE END OF THE GEP PROGRAM\*\*\*\*\*

## ADDITIONAL POSTGRADUATE ENRICHMENT ACTIVITIES

### Australian Life through Film (Presenter: Tim Beaumont and Martin Davies)

#### End the week with a Movie!

There is more to being educated than having a degree. Knowledge of the cultural life of other nations is useful too—especially if you want to work or do business there. These sessions are aimed to be both fun and educational. The sessions will be good for English listening practice too and will assist in understanding Australian slang. They will also help students understand Australian life through the medium of film. The first ever feature film was made in Australia (not Hollywood or Bollywood!) and we have a rich and interesting film tradition. Each film will be introduced and discussed afterwards.

Sessions will be advertised via the student postgraduate email list: @pgrad.unimelb.edu.au **NB: These sessions are subject to level of student interest.** Register your interest via: <http://www.ecom.unimelb.edu.au/facwww/mentor/PepForm.asp> (follow the links to **GEP program**)

In 2009, *Australian Life through Film* will be held on Fridays from 3.15 to 5.00 in the **The Spot, Level 1 Lecture Theatre**.

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## The Graduate Careers Program *Subject No 300-627*

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The **Graduate Careers Centre (GCC)**, the first Faculty based Careers Centre at the University of Melbourne provides tailored support services for students of the Melbourne Graduate School of Management, as well as employer and industry organisations.

With the aim to “**ACCESS, ENGAGE, and ACHIEVE**” we offer innovative, user-friendly and relevant career programs which add further value to the other graduate enrichment programs, services and resources available at the University.

The Graduate Careers Program is a not-for-credit subject (subject no. 300-627) made up of 12 interactive Career Hours seminars, each aiming at providing developmental opportunities for broadening self awareness, opportunity awareness, career knowledge and networks as well as job search and workplace skills. The subject is offered in both Semester 1 and Semester 2 and the sessions are facilitated by the Graduate Careers Centre Team or by invited experts.

For more information on careers related activities and resources visit the GCC's website: <http://www.melbournegsm.unimelb.edu.au/careers/>

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## The Conversation Hour

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Some international students have expressed interest in an informal lunchtime conversation group to practise their English. We have responded to student demand for this. ‘The Conversation Hour’ is an informal gathering of students with a native speaker. The time and venue will be advertised by the Postgraduate email list. No need to register for this, just turn up and bring your lunch! We can discuss anything you like: current events, the media, Australian slang and customs, etc. Bring questions and have them discussed.



**Dr Martin Davies**

*BA (Deakin), RSA CELTA (Cambridge), BA Hons, PhD (Flinders), GradDipEd, PhD (Adelaide)*

*Deputy Director, Teaching and Learning Unit, Faculty of Economics and Commerce,  
The University of Melbourne*

Martin has taught ESL and academic literacy to postgraduates for more than 15 years. He has worked at the Adelaide Graduate School of Management, Flinders University's Study Skills Centre, The ELICOS Language Centre (TAFE) in Adelaide, The South Australian College of English and the University of Adelaide's Advisory Centre for University Education (Integrated Bridging Program). He is a registered teacher in both ESL and English and has taught English informally in Finland, France and Malaysia and he's been an IELTS Examiner from 2001-2003. He was coordinator of the highly successful English Language Bridging Program at The Monash English Language Centre from 1999 until the end of 2002. Martin holds doctorates from Flinders University (1994) and The University of Adelaide (2002) and is the author of three academic books and a number of scholarly articles. He is a Senior Lecturer and an Honorary Research Fellow in the Faculty.



**Tim Beaumont**

*BA (Adelaide), GradDipEd (Latrobe), MEd (RMIT)*

*Learning Support Officer, Teaching and Learning Unit, Faculty of Economics and Commerce,  
The University of Melbourne*

Tim has worked for a number of years in the field of international education. Most recently, Tim was Education Development Coordinator, Acting Director of Studies and Teacher at AMES International. In these roles, he developed and delivered a range of programs designed to help students build the language and study skills necessary for success in undergraduate and postgraduate study. Tim has also taught EFL in Japan and has delivered English language programs in an Australian secondary school.



**Trish Wilson**

*BA (Canterbury, NZ), Dip. Library & Info Studies (Victoria, NZ)*

*Giblin Economics and Commerce Librarian*

Phone: 8344 7650

Email: [trish@unimelb.edu.au](mailto:trish@unimelb.edu.au)

Trish has worked in the library and information field for over 14 years. She has been at the University of Melbourne for over six years. Prior to this she has worked in a range of government agencies in New Zealand, where her roles included undertaking information research on behalf of clients and managing library collections, staff and information services. Trish is based in the Giblin Economics and Commerce Library and she has overall responsibility for its services, collections and staff.



**Agnes Banyasz**

*MA, Dip.Ed (ELTE Budapest), Grad Dip Careers (Deakin)*

*Career Development Practitioner – Manager, Graduate Careers Centre, Faculty of Economics and Commerce*

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Agnes manages the Graduate Careers Centre, the first faculty level careers unit at the University of Melbourne, with the aim to deliver a targeted and comprehensive career development program and facilitate high standard career outcomes for graduate students.

In addition to her qualification and experience as a career development practitioner, Agnes' professional background spans language teaching, international student support, interpreting/translating and communication coaching, converging in her main interest area of inter-cultural communication practices in global educational and employment contexts.

Agnes has extensive experience in individual career strategy advising as well as in career skills group-training. In her professional portfolio she can list local and international publications and numerous successful national and international presentations.

GEP was formally known as the Postgraduate Enrichment Program (PEP). It has been provided by the Faculty as an additional benefit to postgraduate students since around 1999. In 2003 it was made a “not-for-credit” subject.

**What students say about GEP:**

- *Clear and Informative*
- *The lectures are very useful in my study*
- *Practical and useful*
- *I learn a lot of important information in lectures, e.g., “quoting, referencing and plagiarism”*
- *I could have an overall understanding of study in Australia’s universities*
- *The lectures were relevant in preparing international students for the context of the assignments and reports to be submitted for assessment.*
- *Very useful information*
- *In-depth knowledge and experiences to share in class. Give students a clearer point of view.*
- *Practical examples about preparation for assignments and exams*
- *Very practical*
- *Very useful and helpful*
- *Clear and informative*
- *Clear instruction on the process in essay writing*
- *Very motivating. Excellent*
- *Very useful and practical*
- *Very useful to go through specific steps to reading articles. Thank you!*
- *Martin maintains the group interest and he encourages participation (even though the group wasn’t very participative)*
- *Its usefulness to be applied in study. It’s a very important topic*
- *Teaching me how to read effectively. Finally!*
- *The lectures are well organised. Keep them the same.*
- *It’s fun!*
- *I can use this lecture to prepare for my future essays writing*
- *It will help me write my essays better as of now, and I should be able to score better. Coming from a different country, we have different styles of writing sometimes, and this will definitely be a big help!*
- *A good and detailed idea about how to start writing my assignment which is an essay*
- *The examples presented were very useful and clear*
- *Difference of different type of writing assignment*
- *Give clear explanations about the topic. Tell us a lot of things that we might not thought of before*
- *Very helpful!*
- *Helpful and shares his personal experience with the class.*
- *It’s easy to follow and very interesting. The environment is relaxed.*
- *Nice models providing clear examples on how to write good reports.*
- *When the lecturer presents examples, because make students understand more [sic].*
- *Practical, quite relevant to my study.*
- *We are really happy with the exercise as it help to identify what level of our paraphrasing [sic].*
- *Very informative, good handouts.*
- *I liked the very clear presentation of requirements and suggestions that made it easy to understand what and how an essay should be written in order to get good grades.*
- *Great slides - good resource.*
- *Good notes provided.*
- *The information is very useful.*
- *The opportunity for real-life “fake” presentation was excellent.*
- *All of the items involved in how to learn both in subject and languages. I believe that the program would be benefit for all my new life.*
- *It was useful, the teachers way in presenting is good, and he engage students in discussion*
- *Provided keys for a good learning. Essays advices are specially helpful.*
- *It contains many useful tips and information that can be easily implemented*
- *The lecturer explained well the difference of the different directives which I didn’t know before. She also discussed time management which is very important given that already I have more than 10 assignments/ essays that I have to submit for this semester.*
- *Very useful for getting higher score of our assignment. (Thanks to you I got the scores of more than 80%. Thank you indeed!)*
- *The range of topics covered - very appropriate. Thank you!!*
- *Very practical and informative. Very satisfied with the course*
- *Very clear, energetic*
- *It’s my 2nd semester, using this I think I will be able to perform better than my 1st.*
- *Very useful coverage of the materials. I feel more capable of tackling my master’s degree in a successful and confident way. THANKS.*
- *Lively discussion during the lecture.*
- *The lecture was very good and informative.*
- *Good interaction and communication with the lecturer.*
- *The content is very insightful and inspiring.*
- *The information is well organised and the speakers are enthusiastic.*
- *He is very serious about his lectures and writing to help his students. That’s good.*
- *The description of reading techniques and the practice of reading exercises were what I liked most about the lecture.*
- *Well-paced and informative, good tips for reading better.*
- *Dr. Davies has a lot of confidence, doesn’t ramble and can keep his audience entertained.*
- *It was clear and raised important points.*
- *Didn’t expect it to be very useful, but surprised as really enjoyed and found useful.*
- *Time management issue, which I like the most.*
- *No homework, and yet this lecture is one of many that gives me the confidence and conviction to put up an academic fight in this university.*
- *Helping to guide what Australian lecturers expected [sic].*
- *Very informative.*
- *Lots of questions with very helpful answers.*
- *Content about the method of learning by myself and planning my own schedule and so forth. All of them are quite useful for me. I’m sure this lecture play a vital role in my further study. A good start! Many thanks!*
- *Highlights all the most important points to success and provides an introduction on how to write a good essay.*
- *Let me know the academic environment of Melbourne University and give me so many info on specific topic, just like essay writing, critical review, etc.*
- *The lecturer notices and motivates me to have a right attitude and a brand new leaf [sic] of my study*
- *The presenter was very good. Good lecture theatre.*
- *The introduction and speeding [sic] of the lecturer is perfect. Class is relaxed and funny.*
- *It’s really practical and helpful for my assignments*
- *Lecturer encouraged participations from students. Lecturers have great presentation skills*
- *It really helps me with the citation and reference which is critical for my essay writing.*
- *They were very clear with many practical examples and very flexible to resolve the doubts in us.*
- *[I liked] the dynamic and practical methods with two lecturers such as Martin and Tim are an amazing team!!! [sic]*