


**Induction Topics
For
New IMD Students**

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Where is my first place to look for Information ?

<http://imdweb.infj.ulst.ac.uk/>



studies noticeboard programme modules - Short Description timetables coursework examinations pdsystem email & Skydrive forum student Showcases	year 1 semester 1 induction imd semester one induction presentation imd FAQ guide to PDP How to use the P-drive student support links to community relations information services personal development planning
information iMac Suite illness absence extensions course reps equipment loans academic year calendar course student handbook faculty student handbook university student handbook uu student pages uu Student Portal Banner Self Service induction	year 1 semester 1 small group tutorials week 1 introduction finding resources in the LRC week 2 what is a university? what is PDP? VARK learning styles questionnaire transferable skills audit week 3 COM145J1 tutorial week 4 COM149J1 tutorial week 5 coursework and plagiarism week 6 DES106J1 tutorial week 7 imd Q&A week 8 COM145J1 tutorial week 9 COM149J1 tutorial week 10 examinations week 11 DES106J1 tutorial week 12 module Q&A <i>(please note that details of module specific tutorials will be given in class)</i>
contacts course director module coordinators studies advisors harassment advisor technical support	year 1 semester 2 small group tutorials week 2 COM146 groupwork / team meetings with Module Coordinator week 3 COM146 groupwork / team meetings week 4 COM146 groupwork / team meetings with Module Coordinator <i>(please note that details of module specific tutorials will be given in class)</i>
support and advice student support counselling disability students union accommodation careers service job opportunities	year 2 semester 1 induction week 1 imd introduction for ex-foundation degree students How to use the P-drive and IMDSERVER week 2 How to use IMDSERVER with PHP and MySQL

Understanding the New teaching structure

What were the terms you typically took for granted in your recent second level schooling ?

In your groups:

- 1) Discuss the roles that you were aware of in terms of managing your school
- 2) List out in a hierarchy the key roles
- 3) Report back on the agreed roles.

I will then introduce the equivalent roles in the University structure so you can associate the two structures.

How is the Course Structured ?

19 modules over 4 years.

Typically 3 per semester.

How is the Year Structured ?

Three, fifteen week semesters.

See the Calendar at the end of this document.

What is typically within a Module ?

- 1) Look at the Module Descriptions
- 2) See the Typical elements such as amount of time expected to be undertaken by you and doing what tasks like going to Lectures. What content will be covered. The style of the assignments. What Texts and Resources are to be used.

Where can I find the Recommended texts if I wish to purchase them ?

- 1) Likes of <http://amazon.co.uk/>
- 2) Bookshops in Belfast
- 3) Previous student, but be careful about the editions on offer

Will My attendance be monitored ?

Yes !

How will it be recorded and how often ?

- 1) Attendance sheets will be passed round classes. That could include lectures and Studies Advise Groups (SAGs).
- 2) If your attendance dips below a certain level you will be contacted to discuss your commitment to the Course.

Will I work individually or in a group ?

- 1) It will be a combination of both approaches
- 2) You have been allocated into a SAG and the groups should last throughout the first year.

- 3) Each group should support themselves and in addition meet with their SAG academic leader regularly in the designated Grp session each week.
- 4) Some assignments will use the group structure, but some will be individual submissions.

Can I copy other peoples work ?

Simply – NO !

Plagiarism is the act of taking or copying someone else's work, including another student's, and presenting it as if it were your own. Typical plagiarists use ideas, texts, theories, data, created artistic artefacts or other material without acknowledgment so that the person considering this work is given the impression that what they have before them is the student's own original work when it is not. Plagiarism also occurs where a student's own previously published work is re-presented without being properly referenced. Plagiarism is a form of cheating and is dishonest.

How to avoid plagiarism

<http://www.campusone.ulster.ac.uk/welcome/plagiarism.shtml>

The Latest version that is on the Cover Sheet handed in with ALL assignments is:

I declare that this is all my own work and does not contain unreferenced material copied from any other source. I have read the University's policy on plagiarism and understand the definition of plagiarism. If it is shown that material has been plagiarised, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

What are Lectures to include ?

Information conveyed. You will be expected to attend and have brought any material that is to be introduced. You should annotate this in class.

Often delivered in 2 hour blocks.

What are Practical Classes for in 16E28 ?

The 70 iMacs with dedicated IMD software are located in this room. There is also WiFi support. There are two printers – one B/W and one colour.

What happens at Tutorial – SAG meetings ?

Tutorials occur in 16C26. It has no fixed computers in place, but has WiFi support and a network printer.

Library task to be ready for start of Week 2

Before the start of Week 2 SAG classes you should go to the Learning Resource Centre (LRC) and:

- Pick up a leaflet describing resources for the School of Computing and Mathematics (available from the Library Information Point in the LRC)
- Make a note of the room number of the Short Loan collection and photocopiers (or describe where it is)
- Find the latest issue of 3D magazine and describe the front cover or shelf number
- Lift a leaflet on how to connect laptops to the wireless network (available from the IT Helpdesk in the LRC)

How to read the timetable

BSc (Hons) Interactive Multimedia Design : Year 1

80 Semester 1 Timetable : 21 September - 11 December 2009

Examinations Commence 4 January 2010

	9:15	10:15	11:15	12:15	13:15	14:15	15:15	16:15	17:15	18:15	19:15	20:15
Mon	COM149 Nicholl 1-12	16E28 C Gp B	COM145 Johnston 1-12	04F04 L	COM145 Johnston 1-12	16E28 C Gp A	IMD SAG 16C26 T Gp 4	COM149 17E26 Nicholl 1-12				
	IMD SAG 16C26 T Gp 3							SCM CAREERS Curran M Careers 2-3				
Tue			IMD SAG 16C26 T Gp 1		IMD SAG 16C26 T Gp 2							
					COM145 Johnston 1-12	16E28 C Gp B	COM149 Nicholl 1-12	12G05 L	COM145 Johnston 1-12	16E28 C Gp A		
Wed												
Thu			COM149 Nicholl 1-12	16E28 C Gp A	IMD SAG 16C26 T Gp 6							
	COM145 Johnston 1-12	16E28 C Gp B	IMD SAG 16C26 T Gp 5		DES106 McCormack 1-12	16E28 C Gp A	DES106 McCormack 1-12	16E28 C Gp B				
Fri						DES106 McCormack 1-12	82B01 L/T					

Printed: 09 Sep 2009 Private study should be undertaken in addition to scheduled activities : L = Lecture, T = Tutorial, C = Computer, P = Practical, 1-12 = teaching weeks.

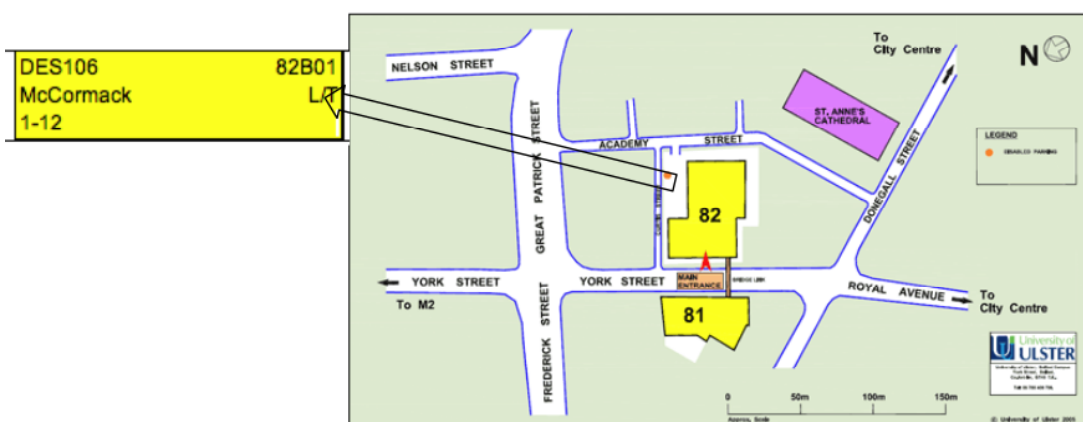
Each class is designed to start at quarter past the hour and by completed by 5 past the hour to allow movement to other rooms in the 10 minute gap.

Where is this Room ?

17E26 for COM149



Belfast Campus Map



Small Group Tutorial Material to discuss

Fire Procedure Guide

Where are the closest Fire Assembly Points ?

Point A – At car park between Block 16 and TEIC building

Point – C car park between Block 5 and 21

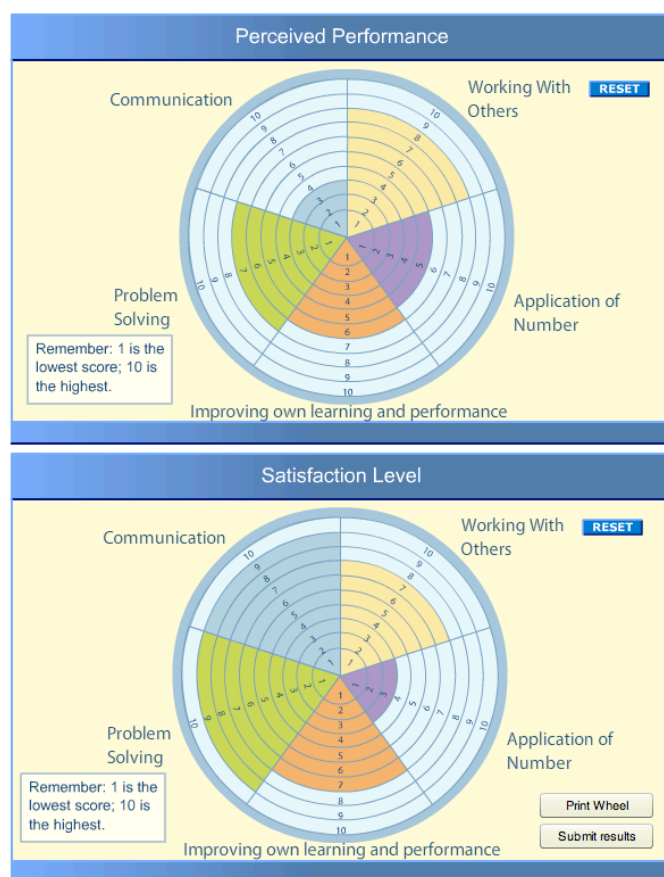
Completing an Assignment

How do I hand in Course Work ?

Using the following as an example:

Complete the Wheel of Life and Health

<http://magic.infj.ulst.ac.uk/wheel_of_life/index.html>



Complete the evaluation and Print it out. Add an assignment coversheet and take to School Office (16G24) for receipting. The Assessment Coversheet is available on the IMD Website. Retain your receipt. Your Studies Adviser will want to see the receipt at your first meeting.

DATES OF ATTENDANCE/EXAMINATIONS/VACATIONS : 2011/12

Semester 1 (Autumn)	Monday 26 September 2011	Teaching begins
	Friday 16 December 2011	Teaching ends
	Monday 19 December 2011	Christmas Vacation begins
	Monday 26 December 2011 to Monday 2 January 2012	University Closed (Christmas)
	Tuesday 3 January 2012	University re-opens
	Friday 6 January 2012	Christmas Vacation ends
	Monday 9 January to Saturday 21 January 2012	Examination Period
	Friday 27 January 2012	Autumn Semester ends
Semester 2 (Spring)	Friday 10 February 2012	Last date for meetings of Course/Subject Committees (Semester One Progress review)
	Monday 30 January 2012	Teaching begins
	Monday 19 March 2012	University Closed (St Patrick's Day)
	Monday 2 April 2012	Easter Vacation begins
	Monday 9 April to Friday 13 April 2012	University Closed
	Friday 13 April 2012	Easter Vacation ends
	Monday 7 May 2012	University Closed (May Day)
	Tuesday 8 May to Friday 11 May 2012	Revision week (non-teaching)
	Monday 14 May to Saturday 26 May 2012(with possible extension to 29 May if required for first sit examinations)	Examination period
	Friday 1 June 2012	Spring semester ends
Resit Period	Thursday 14 June 2012	Last date for meetings of Boards of Examiners
	Monday 2 to Tuesday 10 July 2012	Summer Graduation Ceremonies
	Wednesday 15 August to Thursday 23 August 2012	Supplementary Examinations
	Monday 27 August to Friday 31 August 2012	Meetings of Boards of Examiners
*Semester 3 (intensive) (Summer)	Monday 23 July 2012	Teaching begins
	Monday 3 September to Friday 7 September 2012	Examination Period
	Friday 14 September 2012	Summer Semester ends
	Monday 17 September to Friday 21 September 2012	Meetings of Boards of Examiners

*Courses requiring a full semester of study (60 credit points) will use the whole summer period between the Spring and Autumn semesters.