

Section 6

HINTS FOR STUDENTS

Unit includes:

- The Curriculum at Karabar Distance Education Centre
- Time allocated for each course each week
- Curriculum Stages and Subjects
- Getting Started
- Your Work
- Returning Your Work
- Equipment
- Staying on Task

This section is supported by a Curriculum Information Booklet that Home Supervisors and students receive on enrolment. File this booklet in this folder.

CURRICULUM PATTERNS

Use to organise student's Timetable. Time allocated to each SUBJECT:

STAGE 4

YEAR 7-8 - All Year 7 and 8 students will study the following subjects each week:

SUBJECT	NUMBER OF PERIODS	TOTAL IN MINUTES	TOTAL TIME
English Maths Science	5 x 40 minute periods	200	3 hours 20 minutes
Geography	6 x 40 minute periods for one semester	240	4 hours
History	6 x 40 minute periods for one semester	240	4 hours
PD/Health/PE	3 x 40 minute periods	120	2 hours
DAT LOTE	4 x 40 minute periods	160	2 hours 40 minutes
Music	4 x 40 minute periods for one semester	160	2 hours 40 minutes
Art	4 x 40 minute periods for one semester	160	2 hours 40 minutes

STAGE 5

YEAR 9-10

SUBJECT	NUMBER OF PERIODS	TOTAL IN MINUTES	TOTAL TIME
English Mathematics	6 x 40 minute periods	240	4 hours
Science	5 x 40 minute periods	200	3 hours 20 minutes
HSIE Subjects: Geography History (incorporating Civics)	6 x 40 minute periods (3 periods each History & Geography)	240	4 hours
Additional Subject 1 2 Year Elective (200H)	4 x 40 minute periods	160	2 hours 40 minutes
Additional Subject 2 2 Year Elective (200H)	4 x 40 minute periods	160	2 hours 40 minutes
PD/Health/PE	3 x 40 minute periods	120	2 hours
Careers (Year 10 only)	1 x 40 minute period	40	40 minutes

**STAGE 6
YEAR 11-12 HSC – PRELIMINARY YEAR**

SUBJECT/ COURSE	UNIT VALUE	TIME ALLOCATED	240 MIN/4 HOURS
Board Developed Courses (BDC)	2 Unit	6 x 40 min per week	240 min/4 hours
Vocational Education Training (VET)	2 Unit	6 x 40 min per week	240 min/4 hours
Board Endorsed Courses (BEC)	2 Unit	6 x 40 min per week	240 min/4 hours
	1 Unit	3 x 40 min per week	120 min/2 hours

Most courses for the HSC are 2 Unit in value. Students and supervisors should refer to the Curriculum Information booklet.

HOMEWORK

Homework time is in addition to these indicative hours. Suggested times for homework each week is as follows:

Year 7 - 2 to 2½ hours per week

Year 10 - 5 to 10 hours per week

Year 8 - 2½ to 5 hours

Year 11 - 10 to 20 hours

Year 9 - 4 to 7 hours

Year 12 - 15 to 25 hours

Use the allocated time for each subject to create a timetable

This is an important process for you!

GETTING STARTED

Relax - it is not as bad as it seems!

No one else expects you to know everything in the first week. Don't expect it of yourself.

If anything seems really difficult, you have two excellent sources of support. You should:

- Telephone, fax or email your teachers and outline your concern.
- Talk to another student.

You will have good and bad days. Remember, you are not alone and probably not the only person who is experiencing difficulties.

Remember these points:

- Read the wording of the exercise carefully to find what is required.
- Listen carefully to any audio tapes included as part of the exercises.
- Underline important words.

You will need to work for short periods at first and take frequent breaks. Once you become accustomed to the workload, you will find you can work for longer periods.

Distance Education Centre Staff Suggestions

- Design or create a timetable.
- Collect everything you will need for your work eg equipment.
- As you do your work, check headings, underline key ideas, make summaries.
- Finally, read over your work and ask: Can I improve these answers? Is it clearly written? Have I checked my spelling? Is it all in order and ready to be sent?
- Work on the same TITLE PAGE number for each subject each week.
- Follow your subject course programs
- Read the teachers instructions on each TITLE PAGE - there may be special instructions.
- Read the teachers notes on returned teacher assessed Title Pages.
- Check returned TITLE PAGE following teacher assessment.
- If you find an exercise difficult, do not just leave a blank. Make a start and contact your teacher for assistance – telephone/email.

YOUR WORK

WORK AREA

Space For Lessons

You will need an area to complete your school work. Each student in a family should have their own work space. This should include:

- a surface that won't be used for anything else during lessons;
- the right sized furniture for the student.

If you are lucky enough to have a large room, you could consider having some defined areas such as:

- a telephone area;
- a large work area;
- an art and craft area;
- a quiet area with a comfortable chair/beanbag for reading;
- floor space area (to set out materials).

At any time each student may have a number of large envelopes, each containing a week's lessons, which need to be stored in the correct sequence.

Student may also need places for:

- library and reading books;
- a cassette tape recorder that can record spoken tasks and comments;
- a large folder or document box for each subject;
- sharp pencils, sharpeners, ruler, scissors, rubber, stapler, sticky tape;
- art materials such as paint, brushes, glue, paper and odds and ends;
- headphones for listening to audio tapes

You will need a definite space where these things can be stored, such as:

- a filing cabinet or a divided file box
- empty boxes stacked on their sides;
- trays for completed work;

**Remember, whatever your situation,
organisation is the key to success!**

Breaks

It is important to set regular times for breaks and keep to them. Remember, several short breaks are better than one or two long breaks during a busy day. This is as important for the supervisor as it is for the student.

Reading your Teacher's Comments

Your teacher comments on your work:

- to show which parts of the lessons you understood or did not understand
- to suggest ways to improve your work to widen your interest, knowledge and enjoyment
- review all Title Pages returned to you following the teaching process at Karabar.

Set out your work so that it is easy to read

All Title Pages have printed instructions on them. You should read and follow these, but, in addition please be sure to:

- write clearly or use a word processor
- leave two (2) blank lines between exercises or parts of exercises, for your teacher's comments, or answer in the correct spaces provided.
- check that all work for each subject is in the correct page order.

Label your work so it is easy to identify

- write your name and class on all loose sheets such as maps, drawings, tasks, assignments or letters sent to your teacher or the Student Coordinator
- label all work, to show the subject, set number, exercise number, etc.

DO YOU NEED MORE SPECIAL TIME?

- Are you shearing, or have a special task to do?
- Ask your Student Coordinator can you be excused from one week's work. Remember we are here to help.
- Overseas students have holidays at different times to NSW - Australia. Modify your program to fit in the long July-August holiday.

GETTING HELP

If you have any difficulties with your work:

- Ask your supervisor
- Ask another student
- Ring the school and ask for your teacher/Student Coordinator

RETURNING YOUR WORK

Before you return the packet:

- **USE YOUR CHECKLIST**
- Check that the correct Title Page has been attached to the front of all the subjects.

Hand your work for all subjects to your supervisor to be checked and signed. The signature of your supervisor indicates he/she has checked your work and all instructions have been followed.

• Return all materials on loan when finished with these resources.

File your work

- File your leaflets in a separate folder or box for each subject. Add the corrected work as it is returned by your teacher in a separate section
- Fill out your mail card each week to assist your organisation

Return your work regularly

Each packet you receive will include work for five school days, that is, one week's work for each subject.

Complete your work in every subject, every week. Write to your Student Coordinator if this is not possible. Explain why.

Prompt posting of completed work ensures prompt issue of new work.

If there is a subject missing from your packet when it arrives at the Centre, the teacher for that particular subject will receive a Subject Omitted Notice (SON). This notice indicates that no work has been received from you for that week and the teacher is directed to set the next replacement Title Page. It will be your responsibility to make up the missed work for that subject.

We send out new work only when work comes in from you, so keep the work coming in.

Regular return of work will ensure you will complete the courses you are studying by the end of the year.

Teachers will expect that the necessary work has been completed by you prior to any assessment tasks and yearly exams.

Your work is sent to you in a reclosable plastic bag, please return your work in the same reclosable plastic bag.

When your corrected work arrives back you should:

- read it through
- read over your teacher's comments and explanations
- carry out any instructions

REMEMBER:

If you do not return a Title Page in each subject each week, you are effectively "Absent From School". Send in a note of explanation.

EQUIPMENT

Cassettes and Cassette Players

You may need a cassette recorder/player for some courses that rely on old materials. If accessing a cassette recorder is a problem, please contact your teacher immediately.

- some lessons and explanations are on cassette
- your teachers will send you messages on cassette
- you will be recording some of your work and talking to your teachers on cassette

Please return the cassettes as you finish working with them.

Whenever you return cassettes with recorded work clearly label them for easy identification eg John Smithy, Title Page 4 Set 6, Geography Fieldwork - Ex. 4.

You should also repeat this information at the beginning of your recorded tape work.

Personal message cassettes (10 minutes) MUST BE RECYCLED. They are not to be kept by students as a personal record.

Video cassettes

Video cassettes are used in some lessons. If you have access to a VCR (Video Cassette Recorder) you may be sent video cassettes to use in your studies.

DVDs

Digital Video Disks (DVD) usage is increasing. Some new curriculum resources use DVDs. The enrolment application requests supervisors indicate availability of technological resources.

CD Player

Many subjects are now using compact disks e.g. music, and a CD player is advisable.

Return all materials on loan

In some subjects, cassettes, videos, books, DVD's, CD's and other materials are lent by the Centre. Please take care of them. **When you have finished using these items be sure to return everything with your work.**

STAYING ON TASK

Listen effectively

You will receive cassettes with two different types of messages, either:

1. A personal message from your teacher, or
2. Recorded lesson material.

To improve your listening skills keep in mind these basic rules

- Decide you are going to listen
- Focus on the speaker's voice
- Focus on the opening sentence
- Check what you are being asked to do
- Listen to the whole cassette
- Make notes or jot down ideas or answer exercises on a worksheet (if one was sent to you)
- At the end of the message/lesson think about what you have heard
- Try to recall the main points and list them on paper. Attach these to your lesson notes.

In addition, here are some useful hints.

If your mind wanders after 5 to 10 minutes, take a break. Do something different, then listen again.

- If at any time you find you have missed a point or do not understand it, stop the cassette, re-wind and play that part again.
- If you are looking at slides and find the cassette is running too fast for you, stop the cassette to give yourself more time to change each slide.
- Sometimes you will find there is a gap at the beginning of your cassette so you will need to run it for a short time to find the start.

REVISING REGULARLY

Your first revision occurs when you read over your teacher's comments. You should also look over your own answers again to see if you can improve them.

Further revisions are necessary to help you prepare for tasks, tests and examinations.

When revising use active and varied learning methods.

- Read work through, concentrating on the headings
- Say some parts aloud
- Make notes/lists/summaries
- Ask someone to question you
- Practice the skills needed for the subject being studied eg sketching, mapping, pronouncing words, writing
- In some subjects it may be useful to draw up lists of comparisons or think about advantages and disadvantages of different decisions/actions
- Set yourself problems and try to solve them.
- See yourself as a good student capable of doing well. **HAVE CONFIDENCE IN YOURSELF!**

Display Area



You will find a notice board useful for:

- a daily timetable
- photographs of classmates and teachers
- student's work
- newsletters
- calendar
- reminder notes
- assignment sheets and due dates

CHECKLIST FOR RETURNING WEEKLY WORK

- Complete and mail one (1) Title Page for each subject each week
- Place each subject Title Page into a separate plastic bag
- Answer the student comments on the bottom of the Title Page
- Return any cassettes, videos, texts etc. as appropriate
- Use your vinyl mail bag – turn over the label – address to Karabar Distance Education Centre **OR**
- Use a postal mail bag – use the sticky labels provided
- Contact your teachers if you need assistance