

# PAL/PASS – Peer Assisted Learning and Peer Assisted Study Sessions Schedule

## 1 PURPOSE

Associated with the PAL/PASS Policy and Procedure, this Schedule illustrates current PAL/PASS activities (Table 2.1) in the context of other available learning support initiatives (Table 2.2) and student service locations (Table 2.3).

## 2 SCHEDULE

Table 2.1 PAL/PASS

PAL/PASS	Format	What it does	Scale basis	Administration	Owner
<b>Faculties / Departments</b>					
PAL/PASS	Face to face	Unit specific workshops are led by PAL / PASS Leaders who are students who have excelled in those particular units.	UG From Week 3 – transition	Convenors & qualified students:	All Faculties
				CBMS101 CBMS102 CBMS103 MATH399 (P) GEOS112	Faculty of Science and Engineering
		<a href="http://www.humansciences.mq.edu.au/current_students/undergraduate/peer_assisted_learning_pal">http://www.humansciences.mq.edu.au/current_students/undergraduate/peer_assisted_learning_pal</a>		PHYS149 PSYC104 PSY246 PSY247 PSY349	Faculty of Human Sciences
		<a href="http://www.businessandconomics.mq.edu.au/current_students/undergraduate/bess/peer_assisted_learning">http://www.businessandconomics.mq.edu.au/current_students/undergraduate/bess/peer_assisted_learning</a>		ACCG100 ACCG101 ACCG200 ACCG224 ACCG250 BUSL250 ACST101 AFIN102 AFIN253 ECON110 ECON111 ACCG611	Macquarie Business School (PAL offerings only)
		<a href="http://www.arts.mq.edu.au/current_students/undergraduate/peer_assisted_study_sessions">http://www.arts.mq.edu.au/current_students/undergraduate/peer_assisted_study_sessions</a>		AHIS108 AHIS118 AHIS170 AHIS178 AHIS377 GEOP111 POL108 POL101 JPS101 JPS102 PHL131 PHL137 SOC311	Faculty of Arts (S1 2016, TBC S2)

				GEN110 LAWS104 LAWS104 LAWS108 LAWS216 LAWS259 LAWS259 LAW314	
				BClinSc	Faculty of Medicine, Health and Human Sciences

Table 2.2 Other Learning Support initiatives

Name	Format	What it does	Scale basis	Administration	Owner
<b>Faculty-level</b>					
KickStart	Online	Students familiarize themselves with teaching staff and the unit content before session even starts. <a href="http://staff.mq.edu.au/teaching/curriculum_assessment/curriculum_options/kickstart/">http://staff.mq.edu.au/teaching/curriculum_assessment/curriculum_options/kickstart/</a>	UG & PG Pre-session – transition	Convenors / Faculty staff <a href="#">Link to list of units.</a>	Faculties, LIH
<i>Be Successful</i>	Online	An iLearn unit to help students to 'BE Successful' providing them with a range of helpful resources and information: study and exam skills, peer programs, careers etc.	UG MQBS & MUIC	Professional staff	MQBS
First Step Mentoring	Face to face	An academic to student mentoring initiative.  <a href="http://www.businessandconomics.mq.edu.au/current_students/undergraduate/mentoring/fbe_first_step_mentoring_program">http://www.businessandconomics.mq.edu.au/current_students/undergraduate/mentoring/fbe_first_step_mentoring_program</a>  <b>PROPOSED:</b> in 2017, a program with the Alumni Office will be piloted for PG and UG students (in their penultimate / final year of study) in MQBS.	UG 1 <sup>st</sup> year MQBS / MUIC students	Professional staff	MQBS
Lucy Mentoring	Face to face	A leadership program for female students in MQBS. <a href="http://www.businessandconomics.mq.edu.au/current_students/undergraduate/mentoring/lucy_mentoring_program">http://www.businessandconomics.mq.edu.au/current_students/undergraduate/mentoring/lucy_mentoring_program</a>	UG 2 <sup>nd</sup> year female MQBS students	Professional staff	MQBS
Study Coaching	Face to face	1:1 coaching on time management, study planning, increasing and maintaining motivation, and beating procrastination.	UG 1 <sup>st</sup> year MQBS students	Professional staff	MQBS
Academic mentors	Face to face	Pilot 2016: An academic to student mentoring initiative.	UG 1 <sup>st</sup> year FoHS students	Academic staff	FoSH
Arts101	Online	An iLearn unit for students to access a range of information to guide self-help. <a href="https://teche.ltc.mq.edu.au/arts/arts-101-how-to-be-a-successful-student/">https://teche.ltc.mq.edu.au/arts/arts-101-how-to-be-a-successful-student/</a>	UG Arts & MUIC	Professional staff	Arts
Program and Academic Advisers	Face to face & online	Many 'program' enquiries can now be handled by all staff within student centers. Only when queries are more complicated in nature are they referred to academic advisers.	All students.	Professional and academic staff	Faculties, the College & Student Connect
FILT & TIP	Face to face & online	Provision of learning and teaching practice training and advice for new teachers / dissemination of knowledge and skills to enable them to operate as effective teachers. <a href="http://staff.mq.edu.au/teaching/workshops_programs/">http://staff.mq.edu.au/teaching/workshops_programs/</a>	Academic staff and students (often PG) employed as tutors.	Professional and academic staff	Faculties & LIH
<b>Central-level</b>					

Macquarie University Mentors	Face to face	A peer support program that provides support and guidance to new students.  <a href="http://mq.edu.au/transition/">http://mq.edu.au/transition/</a>	UG 1 <sup>st</sup> year - transition Every session - OWeek	Orientation Program Manager & qualified students.	PVC L&T
Learning Skills Workshops	Face to face	A series of academic learning and language workshops that cover: <ul style="list-style-type: none"> <li>● study essentials</li> <li>● assignment writing</li> <li>● effective referencing</li> <li>● academic language.</li> </ul> <p>Details and current program available at:  <a href="http://bit.ly/1w8fUfi">http://bit.ly/1w8fUfi</a>  <a href="http://bit.ly/1w8fUfi">http://bit.ly/1w8fUfi</a></p>	<ul style="list-style-type: none"> <li>● All coursework students — academic success</li> <li>● Sessions 1 &amp; 2</li> <li>● Weeks 1-3; mid-session break; and Week 10.</li> </ul>	Tessa Green, LSU Manager Carol Floyd, Learning Adviser	Learning Skills Unit, MQ Library
Learning Skills	Online	e-Consultations Receive advice from a Learning Adviser via email: <a href="mailto:learningskills@mq.edu.au">learningskills@mq.edu.au</a>  <a href="http://www.students.mq.edu.au/support/learning_skills/">http://www.students.mq.edu.au/support/learning_skills/</a>	<ul style="list-style-type: none"> <li>● All UG &amp; PG coursework students — academic success</li> <li>● Emails answered within 24hrs Monday-Friday year round</li> </ul>	Tessa Green, LSU Manager	Learning Skills Unit, MQ Library
StudyWISE	Online	An academic literacy iLearn unit specifically created to help students: <ul style="list-style-type: none"> <li>● manage their studies</li> <li>● strengthen their study techniques</li> <li>● write effective assignments</li> <li>● improve their English language proficiency.</li> </ul> <p>Access via:  <a href="http://bit.ly/1TQiej9">http://bit.ly/1TQiej9</a>  <a href="http://bit.ly/1TQiej9">http://bit.ly/1TQiej9</a></p>	<ul style="list-style-type: none"> <li>● All commencing students automatically enrolled — transition &amp; academic success</li> <li>● Available 24/7/365</li> </ul>	Tessa Green, LSU Manager Vanessa Todd & Robyn Westcott, Learning Advisers	Learning Skills Unit, MQ Library
MacquarieW ISE	Face to face	An intensive academic preparation workshop for commencing <i>international</i> students.	<ul style="list-style-type: none"> <li>● Commencing international students — transition</li> <li>● Sessions 1 &amp; 2; Week 0-1</li> </ul>	Tessa Green, LSU Manager Carol Floyd & Robyn Westcott, Learning Advisers	Learning Skills Unit, MQ Library
WriteWISE	Face to face and online	A <b>pilot</b> program to train student writers to provide one-on-one support to their peers, both on-campus and online.	<ul style="list-style-type: none"> <li>● Commencing students — academic success</li> <li>● Pilot program running in S2, 2016</li> <li>● Support delivered at events in Week 0-1 &amp; in conjunction with selected UG units throughout S2</li> </ul>	Tessa Green, LSU Manager Robyn Westcott, Project Manager	Learning Skills Unit, MQ Library
Academic Integrity Module for Students	Online	An iLearn unit to help students understand: <ul style="list-style-type: none"> <li>● what "academic integrity" is and why it's important</li> <li>● acceptable and unacceptable academic behaviours at university</li> <li>● what 'plagiarism' is and key strategies to avoid it</li> <li>● responsibilities in relation to academic</li> </ul>	<ul style="list-style-type: none"> <li>● All commencing students enrolled automatically — academic success</li> <li>● Available</li> </ul>	Tessa Green, LSU Manager	Learning Skills Unit, MQ Library

		<p>integrity and student rights under the <i>Macquarie University Academic Integrity Policy</i>.</p> <p>Access via:  <a href="http://ilearn.mq.edu.au/course/view.php?id=11590">http://ilearn.mq.edu.au/course/view.php?id=11590</a></p>	24/7/365		
GetWISE	Face to face	<p>A HEPPP <b>pilot</b> program that introduces students from equity backgrounds to the expectations and skills necessary to support retention, active participation and academic success.</p> <p>The program is only open to students who self-identify as meeting two or more of the following criteria:</p> <ul style="list-style-type: none"> <li>• financial and social hardship</li> <li>• NESB</li> <li>• refugee background or hold a permanent humanitarian visa</li> <li>• Aboriginal and/or Torres Strait Islander.</li> </ul>	<ul style="list-style-type: none"> <li>• Commencing students — transition</li> <li>• Pilot program running in S2, 2016</li> <li>• Initial intensive session: “WISE-Up” (scheduled in Week 0-1) + GetWISE Workshops (6 x 1hr weekly workshops in Weeks 1-6) + “WISE-Up &amp; Write” (assignment bootcamp in mid-session break)</li> </ul>	Tessa Green, LSU Manager Ann Walker, Learning Adviser	Learning Skills Unit, MQ Library
InfoWISE	Online	<p>An iLearn unit to help students develop information literacy skills.</p> <p><a href="http://teche.ltc.mq.edu.au/arts/get-your-search-skills-sorted-with-infowise/">http://teche.ltc.mq.edu.au/arts/get-your-search-skills-sorted-with-infowise/</a></p>	<ul style="list-style-type: none"> <li>• All students</li> <li>• Available 24/7/365</li> </ul>	MQ Library	Susan Vickery
CareerWISE	Online	<p>An iLearn unit to help students develop their professional aspirations and plan their future career.</p>	<ul style="list-style-type: none"> <li>• All students</li> <li>• Available 24/7/365</li> </ul>	Careers and Employment Service	Julie Doherty
MindWISE	Online	<p><b>PROPOSED:</b> An iLearn unit to help students develop habits that promote self-care and increase cognitive and emotional resilience.</p>	<ul style="list-style-type: none"> <li>• All students</li> <li>• Available 24/7/365</li> </ul>	Student Wellbeing	Ben Wilkes
Indigenous Tutorial Assistance Scheme for Indigenous students	Face to face	<p>Commonwealth-funded program that aims to improve the educational outcomes of Indigenous students in tertiary courses to the same levels as those for non-Indigenous Australians.</p> <p><a href="http://www.mq.edu.au/about_us/faculties_and_departments/faculty_of_arts/department_of_indigenous_studies/current_students/student_support/itas/">http://www.mq.edu.au/about_us/faculties_and_departments/faculty_of_arts/department_of_indigenous_studies/current_students/student_support/itas/</a></p>	College, UG & PG transition	Academic staff and qualified students.	Walanga Muru
Accessibility Coaching	Face to face	<p>Provision of academic and organisational skills with specific reference to managing a disability throughout study</p>	College, UG & PG transition	Professional staff	Student Wellbeing
MGSM Study Ready	Face to face & online	<p>Induction program designed to introduce students to the School environment and prepare them for postgraduate study. The day includes; teamwork exercises, an explanation on how to use the online library and research effectively.</p>	PG	Professional staff	MGSM
HDR / MRES Mentoring	Face to face & online	<p>Peer to peer platform to support and enhance the research quality, capability and experience of the HDR students.</p> <p><a href="http://www.hdr.mq.edu.au/information_for/HDR_support_and_development/hdr_mentors/about">http://www.hdr.mq.edu.au/information_for/HDR_support_and_development/hdr_mentors/about</a></p>	PG	Professional staff & students.	HDR
<a href="#">English Language Centre (ELC)</a>	Face to face	<p>Provision of discipline-specific preparation programs for future university students and English language programs.</p>	Students and public	Private provider	ELC

<a href="#">Numeracy Centre</a>	Face to face	free drop-in service, weekly workshops for some first year courses, bridging programs and preparatory courses at the beginning of each semester and some on-line resources.	College, UG & PG	Academic staff	FoSE
<a href="#">Career and Employment Service</a>	Face to face & online	Advice, information and workshops to prepare students for their future career and for employers to access Macquarie graduates.	All students and employers	Professional staff	PVC L&T

**Table 2.3 Student Service Locations**

Activity	Format	What it does	Scale basis	Administration	Owner
Faculty / College Admin & Student Centers	Face to face & online	Provision of Faculty / College-specific information, assistance with appeals, reviews or special consideration; assignment submission and coversheets.  <a href="http://students.mq.edu.au/student_admin/faculty_admin_student_centres/">http://students.mq.edu.au/student_admin/faculty_admin_student_centres/</a>	All students.	Professional staff	Faculties / the College
<a href="#">Student Connect</a> & <a href="#">MUSE</a>	Face to face & online	Home to the new Student Connect, MUSE also provides an active and social learning space for students.	All students.	Professional staff	Student Connect
Library converged service counter / information desk	Face to face	Supports study needs and provides equitable access to facilities and equipment inc. resources to support learning, teaching and research. Service providers from across campus can 'book' to be at the service desk and address queries from students on a needs basis.  A Learning Adviser is available for consultation at the Info Desk in the Library foyer: <ul style="list-style-type: none"> <li>• no appointment required</li> <li>• free service</li> <li>• consultations are approx. 20 minutes in length.</li> </ul>	All students and visitors to the library  <ul style="list-style-type: none"> <li>• All coursework students — academic success</li> <li>• Every weekday (12:00pm-2:00pm) during teaching weeks from Week 3 onward</li> </ul>	Professional staff  Tessa Green, LSU Manager	Library  Learning Skills Unit, MQ Library

### 3 NOTES

3.1	Contact Officer	Project Manager, Office of the PVC L&T
3.2	Implementation Officer	Project Manager, Office of the PVC L&T
3.3	Approval Authority / Authorities	Academic Senate
3.4	Date Approved	26 July 2016
3.5	Date of Commencement	26 July 2016
3.6	Date for Review	July 2019
3.7	Documents Superseded by this Schedule	New
3.8	Amendment History	3 March 2020 – Minor Amendment: reference to Faculty of Medicine and Health Sciences updated to Faculty of Medicine, Health and Human Sciences (FMHHS) - approved by Council 20 Feb 2020 (CNL 20/04).

		<p>31 May 2019 – Minor Amendment: references to ‘Campus Wellbeing’ updated to ‘Student Wellbeing.’</p> <p>8 May 2019 – Minor Amendment: references to Faculty of Business and Economics (FBE) updated to Macquarie Business School (MQBS) effective from 8 May 2019.</p> <p>9 April 2019 – Academic Senate approval to exempt MUIC from the provisions of PAL/PASS (Resolution 19/27)</p>
3.9	Policy Authorisation	PAL/PASS – Peer Assisted Learning and Peer Assisted Study Sessions Policy approved 26 July 2016

<b>REQUIREMENTS FOR PUBLISHING TO POLICY CENTRAL</b>	
<b>Category</b>	Academic (including Learning and Teaching; Academic Quality; Library) Corporate Engagement and Advancement (including Marketing)
<b>Audience</b>	Academic staff Professional staff Students