

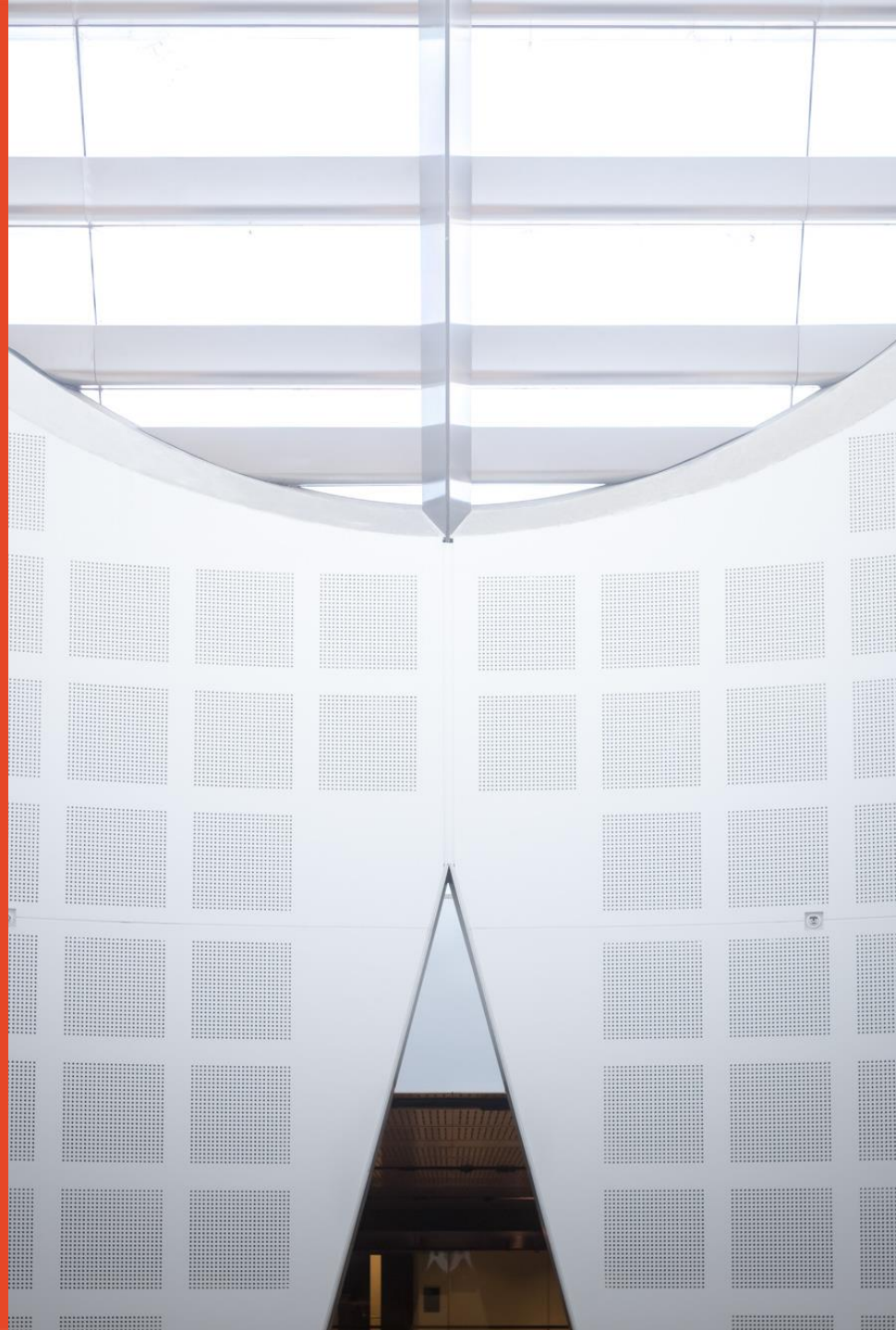
COMP2007/2907: Algorithms

Adminstrivia

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School of Information Technologies



THE UNIVERSITY OF
SYDNEY



Special Consideration (University policy)

- If your performance on assessments is affected by illness or misadventure
- Follow proper bureaucratic procedures
 - Have professional practitioner sign special USyd form
 - Submit application for special consideration online, upload scans
 - Note you have only a quite short deadline for applying
 - http://sydney.edu.au/current_students/special_consideration/
- Also, notify coordinator by email *as soon as anything begins to go wrong*
- There is a similar process if you need special arrangements eg for religious observance, military service, representative sports

Academic Integrity (University policy)

- “The University of Sydney is unequivocally opposed to, and intolerant of, plagiarism and academic dishonesty.
 - Academic dishonesty means seeking to obtain or obtaining academic advantage for oneself or for others (including in the assessment or publication of work) by dishonest or unfair means.
 - Plagiarism means presenting another person’s work as one’s own work by presenting, copying or reproducing it without appropriate acknowledgement of the source.” [from site below]
- <http://sydney.edu.au/elearning/student/EI/index.shtml>
- Submitted work is compared against other work (from students, the internet etc)
 - Turnitin for textual tasks (through eLearning), other systems for code
- Penalties for academic dishonesty or plagiarism can be severe
- Complete self-education AHEM1001 (required to pass INFOxxxx)

Self-test

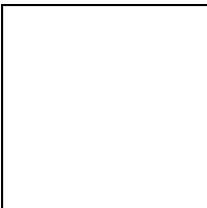
- When is the first assessment work due?
- What do you do if you get sick during semester?
- What help can you use when answering assessments?
- How do you find out about assignment instructions?
- How do you submit your work?
- What is Turnitin?
- What language will you be coding in?

WHS INDUCTION

School of Information Technologies



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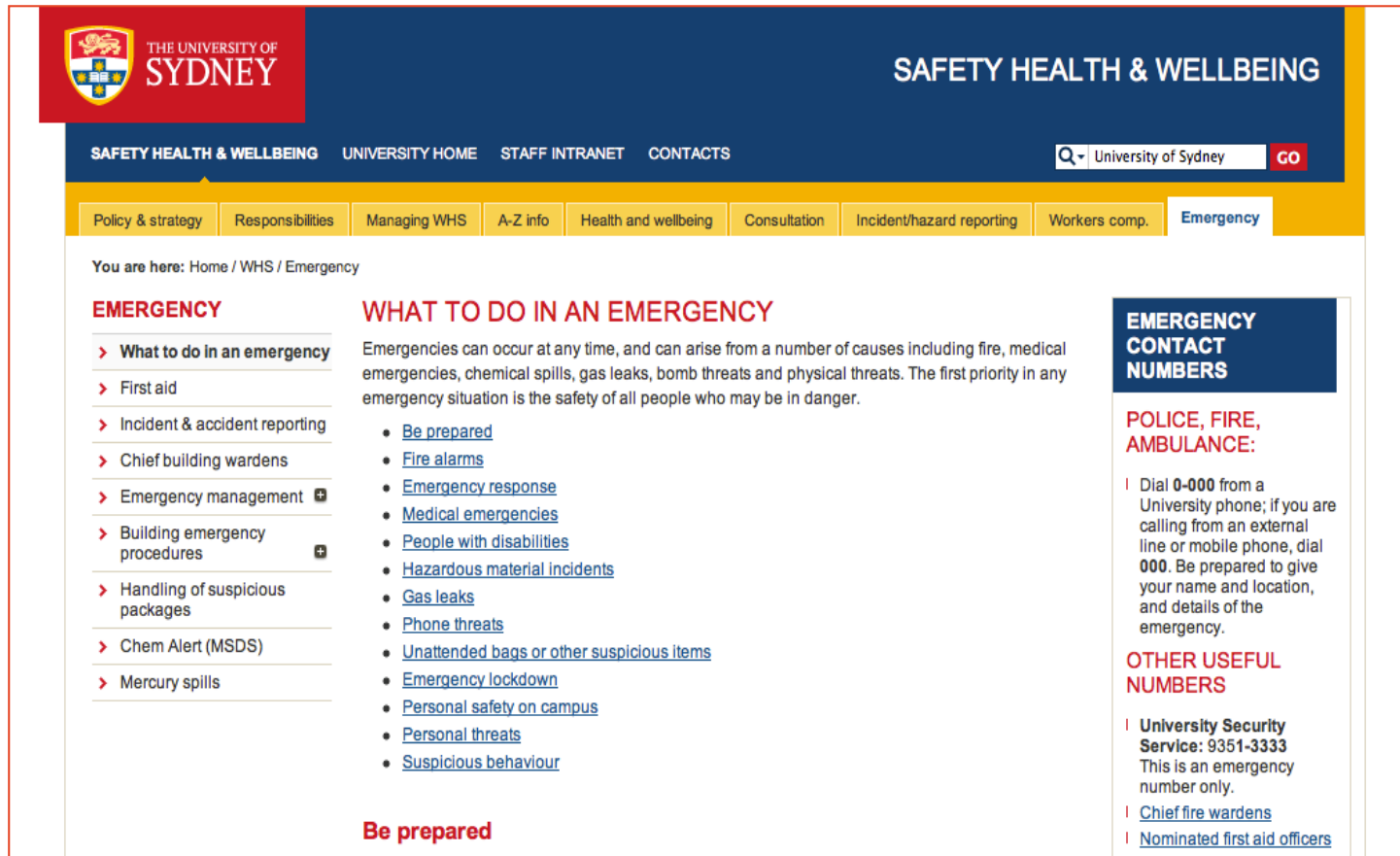
General Housekeeping – Use of Labs

- Keep work area clean and orderly
- Remove trip hazards around desk area
- No food and drink near machines
- No smoking permitted within University buildings
- Do not unplug or move equipment without permission



EMERGENCIES – Be prepared

➔ www.sydney.edu.au/whs/emergency



The screenshot shows the 'SAFETY HEALTH & WELLBEING' section of the University of Sydney website. The page is titled 'EMERGENCY' and provides a comprehensive guide on what to do in an emergency. It includes a list of emergency contact numbers and a section for other useful numbers.

THE UNIVERSITY OF SYDNEY

SAFETY HEALTH & WELLBEING

SAFETY HEALTH & WELLBEING | UNIVERSITY HOME | STAFF INTRANET | CONTACTS

Q University of Sydney GO

Policy & strategy | Responsibilities | Managing WHS | A-Z info | Health and wellbeing | Consultation | Incident/hazard reporting | Workers comp. | **Emergency**

You are here: Home / WHS / Emergency

EMERGENCY

- > What to do in an emergency
 - > First aid
 - > Incident & accident reporting
 - > Chief building wardens
 - > Emergency management
 - > Building emergency procedures
 - > Handling of suspicious packages
 - > Chem Alert (MSDS)
 - > Mercury spills

WHAT TO DO IN AN EMERGENCY

Emergencies can occur at any time, and can arise from a number of causes including fire, medical emergencies, chemical spills, gas leaks, bomb threats and physical threats. The first priority in any emergency situation is the safety of all people who may be in danger.

- [Be prepared](#)
- [Fire alarms](#)
- [Emergency response](#)
- [Medical emergencies](#)
- [People with disabilities](#)
- [Hazardous material incidents](#)
- [Gas leaks](#)
- [Phone threats](#)
- [Unattended bags or other suspicious items](#)
- [Emergency lockdown](#)
- [Personal safety on campus](#)
- [Personal threats](#)
- [Suspicious behaviour](#)

Be prepared

EMERGENCY CONTACT NUMBERS

POLICE, FIRE, AMBULANCE:

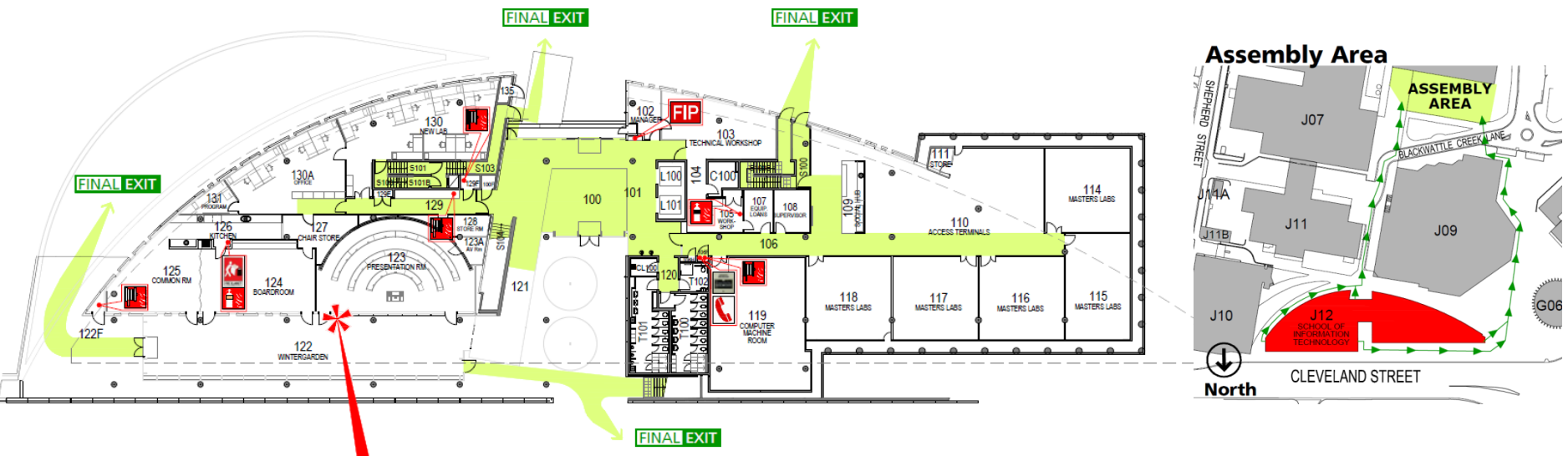
- | Dial **0-000** from a University phone; if you are calling from an external line or mobile phone, dial **000**. Be prepared to give your name and location, and details of the emergency.

OTHER USEFUL NUMBERS

- | **University Security Service: 9351-3333**
This is an emergency number only.
- | [Chief fire wardens](#)
- | [Nominated first aid officers](#)

EMERGENCIES

WHERE IS YOUR CLOSEST SAFE EXIT ?



EMERGENCIES

Evacuation Procedures

ALARMS

 **BEEP... BEEP...** Prepare to evacuate

1. Check for any signs of immediate danger.
2. Shut Down equipment / processes.
3. Collect any nearby personal items.




 **WHOOOP... WHOOOP...** Evacuate the building

1. Follow the **EXIT** exit signs.
2. Escort visitors & those who require assistance.
3. DO NOT use lifts.
4. Proceed to the assembly area.

EMERGENCY RESPONSE

1. Warn anyone in immediate danger.
2. Fight the fire or contain the emergency, if safe & trained to do so.

If necessary...

3. Close the door, if safe to do so.
4. Activate the **"Break Glass"** Alarm  or 
5. Evacuate via your closest safe exit. **EXIT** 
6. Report the emergency to 0-000 & 9351-3333

MEDICAL EMERGENCY

– If a person is seriously ill/injured:

1. **call an ambulance 0-000**
2. **notify the closest Nominated First Aid Officer**

If unconscious– send for Automated External Defibrillator (AED)
AED locations.

NEAREST to SIT Building (J12)

- Electrical Engineering Building, L2 (ground) near lifts
- Seymour Centre, left of box office
- Carried by all Security Patrol vehicles

3. **call Security - 9351-3333**
4. **Facilitate the arrival of Ambulance Staff (via Security)**



Nearest Medical Facility

University Health Service in Level 3, Wentworth Building

First Aid kit – SIT Building (J12)

kitchen area adjacent to Lab 110

School of IT Safety Contacts



CHIEF WARDEN

Name: Greg Ryan

Mobile:



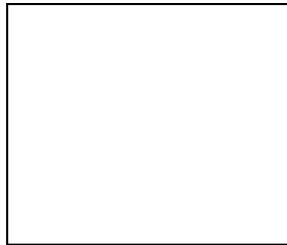
FIRST AID OFFICERS



Name: Will Calleja

Location: 1 West

Phone: 9036 9706



Name: Katie Yang

Location: 2E-227

Phone: 9351 4918

**Orally REPORT all
INCIDENTS
& HAZARDS
to your SUPERVISOR**

OR

Undergraduates: to Katie Yang
9351 4918

Coursework

Postgraduates: to Cecille Faraizi
9351 6060

SIT School Manager: Shari Lee
9351 4158

Assistance

- There are a wide range of support services available for students
- Please make contact, and get help
- You are not required to tell anyone else about this
- If you are willing to inform the unit coordinator, they may be able to work with other support to reduce the impact on this unit
 - eg provide advice on which tasks are most significant

DISABILITY SERVICES

Do you have a disability?

- You may not think of yourself as having a ‘disability’ but the definition under the **Disability Discrimination Act** is broad and includes temporary or chronic medical conditions, physical or sensory disabilities, psychological conditions and learning disabilities.
- The types of disabilities we see include:
 - anxiety, arthritis, asthma, asperger's disorder, ADHD, bipolar disorder, broken bones, cancer, cerebral palsy, chronic fatigue syndrome, crohn's disease, cystic fibrosis, depression, diabetes, dyslexia, epilepsy, hearing impairment, learning disability, mobility impairment, multiple sclerosis, post traumatic stress, schizophrenia , vision impairment, and much more.
- Students needing assistance must register with Disability Services –
 - it is advisable to do this as early as possible.
- <http://sydney.edu.au/study/academic-support/disability-support.html>

Other support

- Learning support
 - <http://sydney.edu.au/study/academic-support/learning-support.html>
- International students
 - <http://sydney.edu.au/study/academic-support/support-for-international-students.html>
- Aboriginal and Torres Strait Islanders
 - <http://sydney.edu.au/study/academic-support/aboriginal-and-torres-strait-islander-support.html>
- Student organization (can represent you in academic appeals etc)
 - <http://srcusyd.net.au/> or <http://www.supra.net.au/>
- Please make contact, and get help
- You are not required to tell anyone else about this
- If you are willing to inform the unit coordinator, they may be able to work with other support to reduce the impact on this unit
 - eg provide advice on which tasks are most significant

Advice

- Metacognition
 - Pay attention to the learning outcomes in CUSP
 - Self-check that you are achieving each one
 - Think how each assessment task relates to these
- Time management
 - Watch the due dates
 - Start work early, submit early
- Networking and community-formation
 - Make friends and discuss ideas with them
 - Know your tutor, lecturer, coordinator
 - Keep them informed, especially if you fall behind
 - Don't wait to get help
- Enjoy the learning!