

Administration; Introduction

ISYS2120 Data and Information Management

Prof Alan Fekete
University of Sydney

Acknowledge: slides from Uwe Roehm and Matloob Khushi, and from the materials associated with reference books (c) McGraw-Hill, Pearson

COMMONWEALTH OF AUSTRALIA

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Acknowledgement of Country

Before we begin the proceedings, I would like to acknowledge the Traditional Owners of Australia and recognise their continuing connection to land, water and culture. I am currently on the land of the Cammeraygal people of the Eora Nation and I pay my respects to their Elders, past, present and emerging.

I further acknowledge the Traditional Owners of the country on which you are on and pay respects to their Elders, past, present and future.

It is upon their ancestral lands of the Gadigal people of the Eora Nation that the University of Sydney is built. I pay respects to their Elders, past, present and future.

As we share our own knowledge, teaching, learning and research practices within this university may we also pay respect to the knowledge embedded forever within the Aboriginal Custodianship of Country.

Role of the unit

- “The ubiquitous use of information technology leaves us facing a tsunami of data produced by users, IT systems and mobile devices. The proper management of data is hence essential for all applications and for effective decision making within organizations. This unit of study will introduce the basic concepts of database designs at the conceptual, logical and physical levels. We will place particular emphasis on introducing integrity constraints and the concept of data normalization which prevents data from being corrupted or duplicated in different parts of the database. This in turn helps in the data remaining consistent during its lifetime. Once a database design is in place, the emphasis shifts towards querying the data in order to extract useful information. The unit will introduce the SQL database query languages, which is industry standard. Other topics covered will include the important concept of transaction management, application development with a backend database, and an overview of data warehousing and OLAP.” [from UoS outline]
- Required as core for BAdvComp, BE(Hons) (Software); also core in Information Systems major (in BSc or shared pool)

ISYS2120 Learning outcomes (start)

- **LO1.** understand the concept of a DBMS, differences from other ways to store and share data, DBMS role in organisations, and the types of work done with a DBMS
- **LO2.** understand the relational data model: connect relational data to real world facts, and vice versa; know limitations and benefits of the relational model approach
- **LO3.** work with data stored in a relational database management system: understand table definitions including integrity constraints, extract information through SQL queries, modify information through SQL queries
- **LO4.** design a suitable schema which says how information about a particular domain will be stored in a relational DBMS: create a conceptual data model for a domain, produce relational schema (including integrity constraints) from a conceptual model, apply normalisation theory to evaluate or improve a relational schema

ISYS2120 Learning outcomes (rest)

- **LO5.** understand how application software can use data stored in a relational DBMS, and understand the basic architectural alternatives for data management applications
- **LO6.** understand goals, threats, and protection techniques, for ensuring data security and privacy, including use of SQL views, access control, integrity constraints, stored procedures
- **LO7.** understand some concepts of dbms implementation that impact on application quality and performance, including query processing, index structures, transactions
- **LO8.** connect general database concepts to both theoretical abstract formulations, and details of specific software platforms.
- **LO9.** work effectively in a team with members whose skills and interests differ

ISYS2120 times and places

- 2 hrs/week of lecture, every Monday 9-11am (on Zoom)
 - Link in “Zoom” tab of unit’s Canvas site
 - Explanation of main ideas, especially conceptual; answering questions from discussion board and/or asked during lecture
 - We aim to record lectures and upload to Canvas, but technology can fail
 - Slides will be posted
- 2 hrs/week of Lab: in a block, depends on your timetable
 - Mix of activities, including feedback on assignment progress (and what you show each week, will contribute to individual component in group assignments)
 - In-person on-campus for CC stream; on Zoom for RE stream
 - try to go to the lab you are scheduled for
 - If necessary, you can ask to attend another lab session *if there is space and the demonstrator agrees*, but ask the demonstrator before taking a seat
 - You can work on your own device during in-person labs
 - Do not miss lab, except for illness, emergencies, etc
- Get help from staff if you feel you are falling behind

ISYS2120 people

Unit coordinator, and also lecturer Prof Alan Fekete
(alan.fekete@sydney.edu.au)

- › This is the person who deals with all paperwork and admin issues
 - › Illness or misadventure
 - › Rules and policies
- › Best contacted by email (make sure the subject mentions the UoS code: isys2120)

Teaching Assistance: Jarrod Jones

Demonstrators: depends on your timetable list on Canvas

ISYS2120 resources

- Canvas
 - <https://canvas.sydney.edu.au/>
 - Login using Unikey and password
 - within this, the unit-specific subsite
 - Link to Unit Outline
 - Official assessment schedule, list of learning outcomes, etc
 - Copies of slides
 - Instructions for labs and assignments
 - Quizzes
 - Lecture videos
 - We intend to record the lectures
 - Let us know of difficulties, so we can get recordings fixed!
 - *Submit text-based official assignment work here;*
 - Link to discussion forums on Edstem
 - see your grades; etc
 - Link to GrokLearning site where SQL-related explanations and tasks are run

ISYS2120 resources

- GrokLearning site, teaching SQL skills
 - Access from Canvas
 - Always follow link from Canvas to a particular Grok module, to work on it
 - do NOT move onto other modules within Grok; instead return to Canvas first
 - module includes explanations “circles” (with runnable modifiable code for experiments)
 - module also includes tasks “diamonds” which require you to write code
 - includes some automatic testing (some public tests; also perhaps hidden tests)

ISYS2120 resources

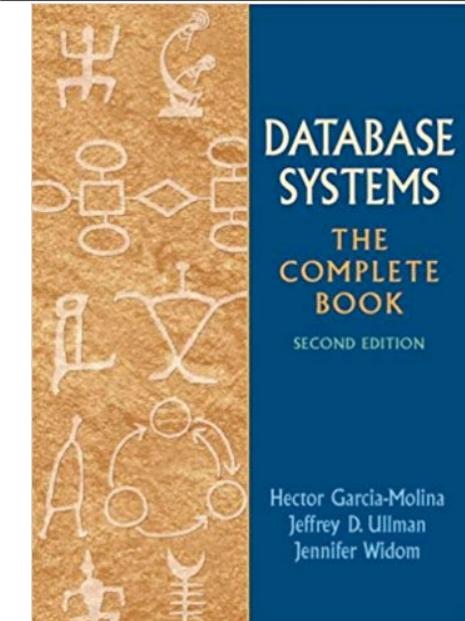
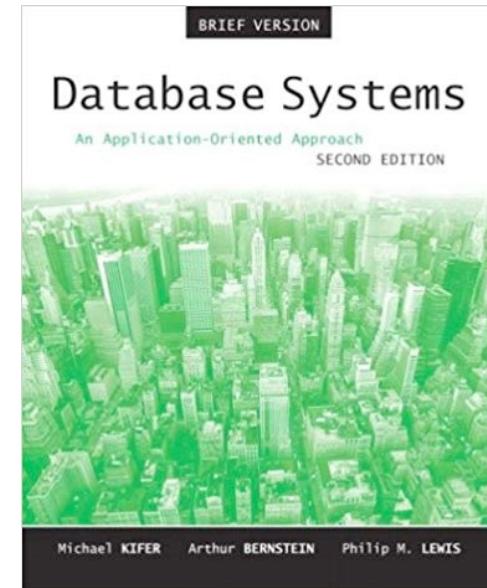
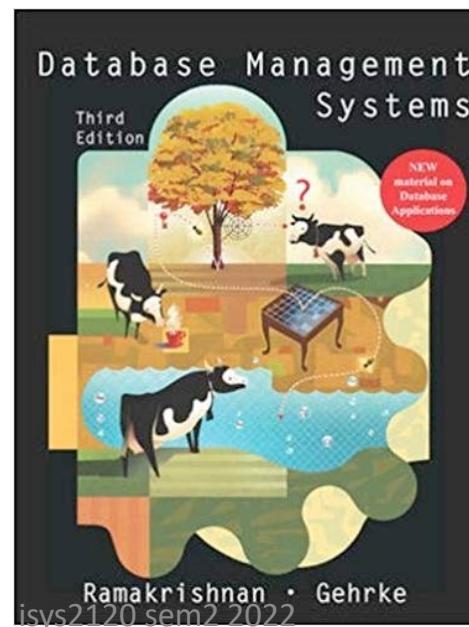
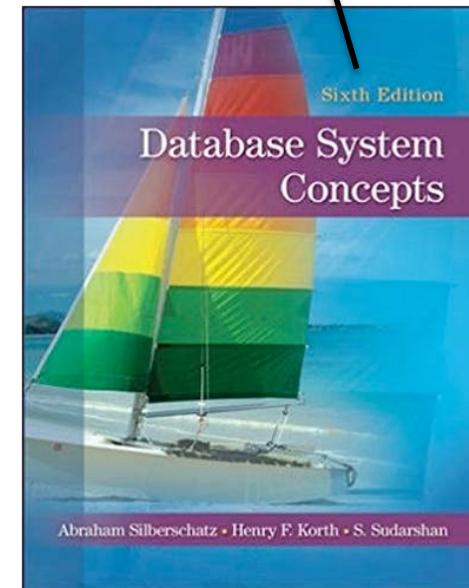
- Edstem site, for discussion
 - Access from Canvas
 - Make comments and/or ask questions, see answers from other students and from staff
 - Can ask “anonymously” [note: staff can see who posted, but other students can’t]
 - Can ask “privately” (only staff can see) – do this if your post includes any answer code for assessments
 - Official announcements may be reposted here (as well as on Canvas itself)

7th edition now available in bookshops

ISYS2120 Reference books

- lots of choice, from SciTech library
- see if one helps, if so, consult it regularly
 - alternate explanations,
 - more detail than lectures
 - but notations differ

acknowledge: book cover images (c)
McGraw Hill, Pearson.



Databases online teaching resources

- There are lots of Database classes online, or at least the recordings of the lectures
- They are often aimed at more higher-year CS focus (eg platform internals)
- For SQL, MOOC examples include
 - (linked to Garcia-Molina textbook) <https://www.edx.org/course/databases-5-sql>
 - Or <https://www.edx.org/course/introduction-to-database-queries> then <https://www.edx.org/course/advanced-database-queries>
- Lecture recordings
 - from UC Berkeley CS186
<https://www.youtube.com/user/CS186Berkeley/videos>
 - From CMU15-445
<https://www.youtube.com/playlist?list=PLSE8ODhjZXjZaHA6QcxDfJ0SIWBzQFKEG>

General Expectations

- Students attend scheduled classes(*), and devote an **extra 8 hrs per week (5 independent work, 3 on work for group assignments)**
 - (*) carefully watch recordings later, if not able to “attend” lectures
 - doing assessments
 - preparing and reviewing for classes
 - revising and integrating the ideas
 - practice and self-assess
- Students are responsible learners
 - Participate in classes, constructively
 - Respect for one another (criticize ideas, not people)
 - Humility: none of us knows it all; each of us knows valuable things
 - Check your Uni email daily
 - Check Canvas site at least once a week
 - Work on GrokLearning platform every week
 - Notify academics whenever there are difficulties
 - Know and adhere to University policies

ISYS2120 Expectations

- Prerequisites:
 - one of a range of units giving programming skills
 - we will use Python and Java in examples
 - Also, learning skills, time management etc as needed in second year Uni!
- If you find you are missing any aspect of what is needed for following lectures or labs, please contact the coordinator immediately

ISYS2120 Assessments

Assessment	Week Due	Weight (%)
Weekly quizzes	Weekly	10
SQL tasks	Multiple weeks	10
Assignment 1 (Relational Schema)	Week 4	5
Assignment 2 (Conceptual Design)	Week 7	5
Assignment 3 (Data-backed Application and Security)	Week 11	15
Assignment 4 (Concepts)	Week 12	5
Exam (Record+, online)	Exam Weeks	50

ISYS2120 Weekly Quizzes

- Done **online in your own time**
- One quiz every week, due Sunday 11:59pm
- Worth 1% each, but total capped at 10
 - A quiz can be repeated as desired, till the due time
- Answer multi-choice questions about the lecture slides of the following week, and the material of the previous week
 - You find out which questions you got wrong, so look it up and then try again to get it right
 - I expect almost all students to end with 10/10 from quizzes
- Quizzes help students keep up with content especially on the conceptual material, and they provide practice and feedback to help students prepare for the written exam

ISYS2120 SQL Tasks

- Done **online in your own time**
- Several tasks (modules) due every week in first half of semester, due Sunday 11:59pm
- Worth from 0.5% to 1% each, but total capped at 10
- Work through the SQL teaching material hosted on GrokLearning platform, completing the “assessed questions” (shown as diamonds)
- Individually writing queries in SQL, submitted and autograded through GrokLearning
 - System shows information about how the output differs from what is required, if you write something wrong
 - A question can be repeated as desired until the due time
- Tasks provide practice and feedback, to help students develop skills with SQL (which will be needed in Asst3 and Final Exam)

ISYS2120 Asst1(Relational Schema)

- Worth 5%
- Due 28 August 2022 at 11:59pm (end of week 4)
- Work in small groups (usually 3-4 students)
 - group forms in lab in week 2
 - For RE labs, random assignment through breakout rooms
 - members should all be **attending same lab session**
 - 4 points for deliverable (all members get this, unless removed from group for non-contributing)
 - 1 point for individual contribution (based on showing specific progress in lab each week)
- DB Schema Design
 - start from E-R diagram, hand in schema definition, with diagram and also SQL code to create tables (including integrity constraints)

ISYS2120 Asst2 (Conceptual Model)

- Worth 5%
- Due 18 September 2022 at 11:59pm (end of week 7)
- Work in small groups (usually 3-4 students)
 - group forms in lab in week 5
 - groups can be different from Asst 1
 - members should all be **attending same lab session**
 - 4 points for deliverable (all members get this, unless removed from group for non-contributing)
 - 1 point for individual contribution (based on showing specific progress in lab each week)
- DB Conceptual Design
 - start from textual description, hand in E-R diagram etc

ISYS2120 Asst3 (Data-backed Application and Security)

- Worth 15%
- Due 23 October 2022 at 11:59pm (end of week 11)
- Work in small groups (usually 3-4 students)
 - groups usually the same as Asst 2, though changes allowed
 - members must all be **attending same lab session**
 - 10 points for deliverable (all members get this, unless removed from group for non-contributing)
 - 5 point for individual contribution (based on showing specific progress in lab each week)
- DB Programming
 - extend a given code skeleton, so it acts as a database application for a given database. This requires inclusion of SQL code you write, for queries and security. Also, write a report on the decisions taken
 - Interview / Viva Voce

ISYS2120 Asst4 (Concepts)

- Worth 5%
- Due 30 October 2022 at 11:59pm (end of week 12)
- Work in small groups (usually 3-4 students)
- Work in small groups (usually 3-4 students)
 - groups usually the same as Asst 2, though changes allowed
 - members must all be **attending same lab session**
 - 4 points for deliverable (all members get this, unless removed from group for non-contributing)
 - 1 point for individual contribution (based on showing specific progress in lab each week)
- Concepts
 - Answer questions on unit concepts, especially those using theory
 - Similar in style to some of the exam questions

ISYS2120 Exam

- Worth 50% of the unit
- Done online, under ProctorU Record+ observation
- 2 hrs, answer a mix of multiple choice, short answer, paragraph-long discussions, etc. Questions will cover the content of lectures and labs and assignments.
- **School of Computer Science policy:** you must get at least 40% of the marks available on the exam, in order to pass the unit (as well as getting at least 50% overall mark)

Two-way Assessment

- **Teaching Team
Via Unit of
Sydney Survey**
**We aim to win your
opinion to 'Strongly
Agree' in all of the
teaching criteria.**

- **Students**
85% Mark: High Distinction
75% Mark: Distinction
65% Mark: Credit
50% Mark (and also at
least 40/100 on Final
Exam): Pass



Special Consideration (University policy)

- If your performance on assessments is affected by *illness or misadventure*
- Follow proper bureaucratic procedures
 - If feasible for medical issues: Have professional practitioner sign special USyd form
 - Can also provide “Student declaration” stating the circumstances (eg for technology failures)
 - Submit application for special consideration online, upload scans of evidence
 - Note you have only a quite short deadline for applying
 - <http://sydney.edu.au/students/special-consideration-and-arrangements.html>
 - Be careful to use “Unit outline name” for the task
 - If request is denied, consult coordinator immediately (perhaps you can resubmit with better documentation)
- 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

Late assessments in ISYS2120

- Suppose you hand in work after the deadline
 - No late submission allowed for weekly quizzes or SQL tasks
- For assignments (If you have not been granted special consideration or arrangements, or a “simple extension”)
 - A penalty of 5% of the available marks will be taken, each calendar day (or part) late
 - No work is accepted more than 10 calendar days after the due date.
- *Eg your work would have scored 60% and is 2 hours late (1am next day)*
 - *you get 55%*
- *Eg your work would have scored 60% and is 28 hours late*
 - *you get 50%*
- Warning: submission sites get very slow near deadlines
- Get something done early and submit it early; you can try to improve it and resubmit if there is time before the deadline

Academic integrity

- Academic integrity refers to behaving honestly, ethically and responsibly in relation to all elements of your study at the university, including assessments.
- Always submit your own work, sit your own tests, and take your own examinations.
- Acknowledge any contributions in your assignment which are not your original thoughts, ideas or words.
- [Academic Honesty Education Module](#) – all commencing students must complete by census date. Continuing students can self-enrol at any time.

Strategies for maintaining academic integrity



Planning and time management



Use citations and referencing



Know your strengths and what you need to develop



Know when and where to ask for help



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What is academic dishonesty?

The following are some behaviours that are academically dishonest:

- **Plagiarism** (this is the most common form)
- **Collusion** or illegitimate co-operation
- **Recycling** (using your own work from previous assessments)
- **Cheating**, including **contract cheating**
 - sharing questions or accessing solutions on online “help sites”
 - receiving coaching from a private tutoring company on how to complete an assignment
 - asking someone else to write your assignment (for payment or not)
- **Exam cheating** (using prohibited materials, working with others)
- **Fabrication** or falsification of sources, data or results

What are the consequences?

- The University has strong mechanisms for detection of potential academic dishonesty.
- Suspected breaches are reported to the faculty educational integrity team for investigation.
- The University is deeply committed to ensuring the integrity of its educational programs and treats integrity breaches seriously. As a result, the **academic consequences** for cheating are numerous.
- You may:
 - need to resubmit a task with a mark penalty or
 - receive a 0 for the assessment or even the unit of study
 - be suspended or even excluded from your studies for serious misconduct

Understanding contract cheating

Commercial cheating services are **ILLEGAL** in Australia. Illegal cheating services offer to:

- Sell you essays, assignments, study notes or exams
- Ask you to upload previous work from your course
- Sit exams on your behalf

If you use cheating services, you can face disciplinary action in accordance with USYD's policies. Resulting action can include:

- Failing the unit of study or course
- Suspension or exclusion from your studies
- Losing your professional accreditation
- Being blackmailed by cheating service operators
- For international students, losing your visa

Be aware of illegitimate services

- Be aware of any services that are not affiliated with the University.
- In the online environment, malicious organisations masquerading as 'online help sites and platforms' are preying on students.
 - These organisations may pressure you to pay for online assistance, then turn to **blackmail** when you change your mind.
 - Essays or solutions bought from the internet are usually **poor quality**, badly written and often **wrong**.
 - You won't acquire the skills and knowledge required for your degree, making it difficult to complete further assessments



As a student, you can contact the [Office of Educational Integrity](#) to report something anonymously or seek advice.



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Sitting proctored tests

- ProctorU software is used to monitor your conduct during an exam.
- Incidents are flagged to the University and reviewed for breaches of academic integrity.
- The exam will be compromised if you:
 - Use prohibited materials (e.g., headphones, mobile phones, etc)
 - Communicate or collude with others
 - Seek help via a third party, the university's sites or help sites

To ensure success, we recommend the following tips:

1. Sit directly in front of the camera
2. Review the [online test support site](#) on Canvas
3. Know what materials are permitted during the exam.
4. Have your ID ready
5. Don't wear headphones, either wired or unwired



Support services

The Office of Educational Integrity

- Report anonymously or seek advice: educational.integrity@sydney.edu.au

Learning Hub

- The [Learning Hub \(Academic Language and Learning\)](#) offers workshops, online resources and individual consultations on study and writing skills.
- The [Learning Hub \(Mathematics\)](#) offers bridging courses, drop-in services and online resources.

Library

- Check out the [Library's](#) online resources and [referencing and citation styles](#).
- You can also chat with a [Peer Learning Advisor](#) about your studies, including referencing questions

Counselling and mental health support

- The University's [Student Counselling Service](#) provides self and time-management workshops and online resources.

Special Arrangements and Consideration

- [Apply for special consideration](#) if impacted by short-term illness or misadventure

Disability Services

- Register for [Disability Support](#)

Student organisations

- [SRC](#) (undergraduate students)
- [SUPRA](#) (postgraduate students)

WHS INDUCTION

School of Computer Science

Keeping our campus COVID safe

- The University is following NSW Government and NSW Health guidance as a minimum standard in our response to the COVID-19 pandemic.
- NSW Government restrictions can change at short notice.
- Check your student email for updates about University operations and COVID safety precautions.
- Visit our website: sydney.edu.au/covid-19

Follow COVID safety precautions



Stay home if you are sick



Avoid physical greetings



**Keep 1.5m away from
others where possible**



Wash hands regularly



**Cough or sneeze into your
elbow or tissue**



**Avoid crowding entrances
and exits**

sydney.edu.au/covid-19



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Feeling unwell?

- **Stay at home**
 - if you are feeling unwell with any COVID-19 symptoms
 - If you have been directed to self-isolate
- **Get tested**
 - If you are feeling unwell with COVID-19 symptoms, please get tested as soon as possible
- **Did you test positive?**

Yes? If you have visited campus within the infectious period, i.e. 72 hours before taking the test, you must advise the University via:

 - email covid19.taskforce@sydney.edu.au, or
 - call +61 2 9351 2000 (select option 1)
- **Stay informed**
 - Monitor [the list of confirmed COVID case locations on campus page](#) to check for potential exposure and [follow NSW Health isolation and testing requirements.](#)

COVID-19 support and care

- Most large lectures will be delivered online and accommodations will be made for international students who have not yet returned to Australia.
- If you become infected with COVID-19 during the semester, or need to isolate, please notify your unit of study coordinator, as with any unexpected absence.
- If COVID-19 isolation or illness impacts assessment, use the usual mechanisms including simple extensions and special consideration to arrange reasonable adjustments. Visit <https://www.sydney.edu.au/covid-19/students/study-information/test-exams-assessment.html#consideration>.
- Further information on student support can be found on the University website at <https://www.sydney.edu.au/students/support.html>
- Other helpful study information can be found on the website at <https://www.sydney.edu.au/covid-19/students/study-information.html>.

Tips for students learning online

- Remember that you are still in a space with other students.
- Mute your microphone when not speaking.
- Use earphones or headphones - the mic is better and you'll disturb others less.
- If you have a webcam, please switch it on so we can see you, if you are comfortable doing so.
- Try not to talk over someone else.
- Some classes may use breakout rooms – engaging fully in these is a great way to meet classmates and your teachers.
- Help your teachers know you're there by participating in chat, polls and other activities during class - we're all in this together.

Tips for learning online

- For tips and guides on learning online and the tools you will use, refer to [Learning while off campus resources](#) in Canvas. This is especially useful if it's your first time learning online at university.

The screenshot shows a Canvas course page titled "UNIV_STUDENT_CANVAS_GUIDE". The main content is a page titled "Learning while off campus". The page contains text about the unique situation of learning online due to campus closure, encouraging positivity and self-care. It also lists several tips for staying productive and connected. On the left, there is a sidebar with various course navigation links like Home, Modules, Pages, Recorded Lectures, and a dashboard. A vertical sidebar on the far left lists account settings, courses, calendar, inbox, studio, and OLE. An image of a person working on a laptop by a window is included in the content area.

UNIV_STUDENT_CANVAS_GUIDE > Pages > Learning while off campus

Home View All Pages

Account

Modules

Pages

Recorded Lectures

Dashboard

Courses

Calendar

Inbox

Studio

OLE

Learning while off campus

This is a unique situation for all of us. The University is working hard to make sure that you are receiving an excellent educational experience despite possibly not being able to learn on campus. Studying online may be an isolating experience - this page has some ideas to help you adjust to learning while off campus.

Remember to stay positive - this too will pass! Look after yourself and those around you, and prioritise your time accordingly. You will have productive and not-so-productive days - that is OK. Remember to snack healthily, take regular breaks, and reward yourself from time-to-time, especially after a challenging task.

On this page:

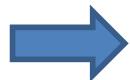
- [How can I keep up to date with my study?](#)
- [How should I access classes like lectures and tutorials?](#)
- [What should I do in a live-streamed class?](#)
- [How can I communicate with my teachers?](#)
- [How can I communicate with my classmates?](#)

General Housekeeping – Use of Labs

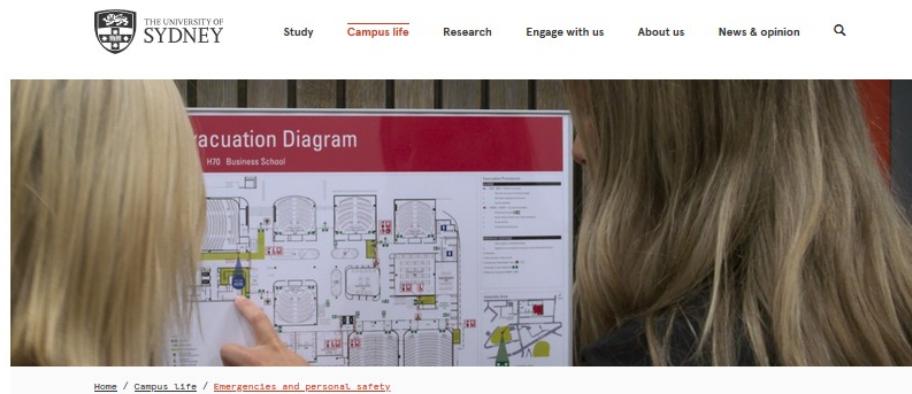
- Keep work area clean and orderly
- Remove trip hazards around desk area
- No food and drink near machines
- No smoking permitted within University buildings
- Do not unplug or move equipment without permission



EMERGENCIES – Be prepared



<https://sydney.edu.au/campus-life/safety-security.html>



[Home](#) / [Campus life](#) / [Emergencies and personal safety](#)

← Home

← Campus life

Accommodation

What's on

Health, wellbeing and success

Clubs and societies

Getting to campus

Sports and fitness

Food, shops and bars

Emergencies and personal safety

Maps and locations

Life in Sydney

University_

Emergencies and personal safety

Procedures to follow in the case of an emergency

We're committed to keeping our students, staff and visitors safe.

Emergencies can occur at any time for a variety of reasons. Be prepared to respond independently, particularly if working after hours. Watch our [video on emergency procedures](#) and read our [tips for staying safe on campus](#).

In an emergency

1. Dial triple zero (000)

2. Call Campus Security on 9351 3333

Counselling, support and reporting services

If you have witnessed or been involved in a critical incident, whether on or off campus, and would like to talk to a counsellor:

Students should contact the University's [Counselling and Psychological Services](#) on 8627 8433 or 8627 8437 (9am to 5pm, Monday to Friday).

Share



Safer communities on campus

Our commitment to building a safer campus



Emergency alerts

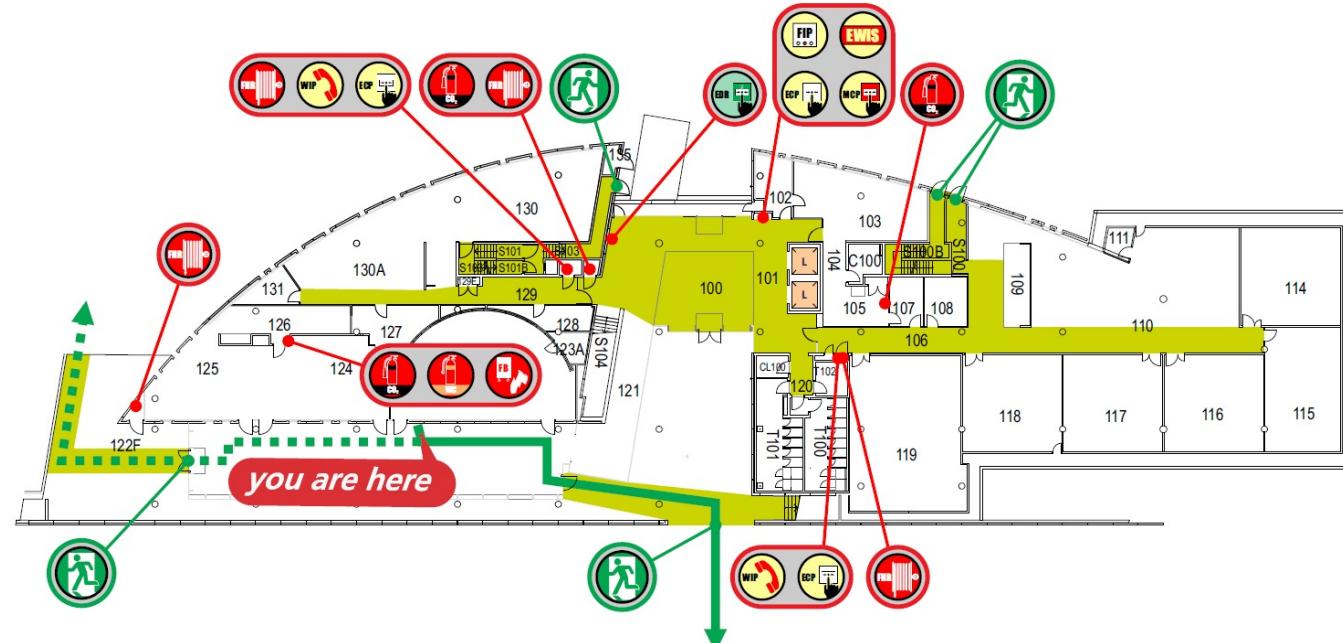
Find out about our system



EMERGENCIES WHERE IS YOUR CLOSEST SAFE EXIT ?

LEGEND

-  Fire Extinguisher
CO₂
 -  Fire Extinguisher
Wet Chemical
 -  Fire Hose Reel
 -  Fire Blanket
 -  Hydrant
 -  Fire Indicator
Panel
 -  Emergency Warning
Intercom System
 -  Warden Intercom
Point (Phone)
 -  Manual Call
Point (Red)
 -  Emergency Call
Point (White)
 -  Emergency Door
Release (Green)
 -  Exit
 -  Primary
Evacuation Route
 -  Secondary
Evacuation Route



Assembly Area

EMERGENCIES

Evacuation Procedures

ALARMS

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

1. Check for any sign of immediate danger
2. Shut down equipment & processes
3. Collect any nearby personal items

 **WHOOP...WHOOP...** - Evacuate the building

1. Follow the Exit signs 
2. Escort visitors & those who require assistance
3. Do not use the 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 '**Emergency Call Point (White)**'  or the '**Manual Call Point (Red)**' 
5. Evacuate via your closest safe 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 CS 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 Computer Science Safety

CHIEF WARDEN

Greg Ryan
Level 1W 103
9351 4360
0411 406 322



FIRST AID OFFICERS



Julia Ashworth
Level 2E Reception
8627 9058



Will Calleja
Level 1W 103
9036 9706
0422 001 964



Cecille Faraizi
Level 2E 237
9351 6060

Contacts

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

OR

Undergraduates: to Cecille Faraizi
9351 6060

Coursework

Postgraduates: to Julia Ashworth
8627 9058
or Keiko Narushima
8627 0872

CS School
Manager:

Priyanka Magotra
8627 4295

Assistance

- There are a wide range of support services available for students: <https://sydney.edu.au/campus-life/health-wellbeing-success.html>
- 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
 - e.g. 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>

Do you have a disability that impacts on your studies?

You may not think of yourself as having a 'disability' but the definition under the **Disability Discrimination Act (1992)** 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:

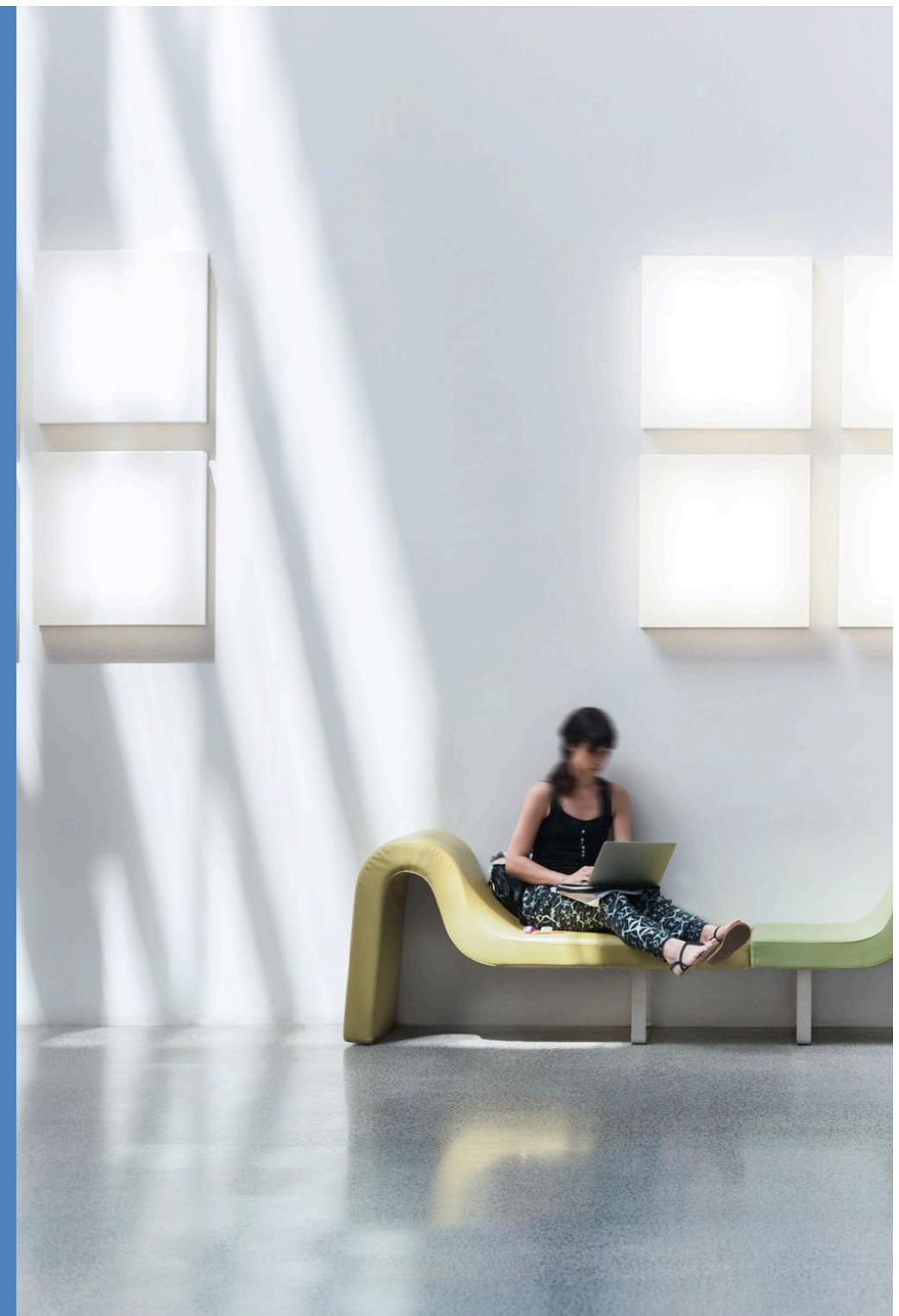
Anxiety // Arthritis // Asthma // Autism // ADHD
Bipolar disorder // Broken bones // Cancer
Cerebral palsy // Chronic fatigue syndrome
Crohn's disease // Cystic fibrosis // Depression
Diabetes // Dyslexia // Epilepsy // Hearing impairment //
Learning disability // Mobility impairment // Multiple sclerosis // Post-traumatic stress // Schizophrenia // Vision impairment
and much more.

In order to get assistance, students need to register with Inclusion and Disability Services. It is advisable to do this as early as possible. Please contact us or review our website to find out more.



THE UNIVERSITY OF
SYDNEY

Inclusion and Disability Services
Office
sydney.edu.au/disability
02-8627-8422



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/>
- 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

Complaint mechanisms

Student complaints: see <https://sydney.edu.au/students/complaints.html>

- “A complaint is any type of problem or concern about academic or non-academic matters that you raise with the University, and requires staff to work with you towards a resolution. It could be to do with your studies, student life, the University environment or the behaviour of a student or staff member.”
- “Complaints give us an opportunity to identify areas for improvement. We approach any experience of unreasonable treatment, disadvantage or distress seriously and with sensitivity. Our goal is to work with you towards a timely and effective resolution. If you choose to remain anonymous, we may be limited in our ability to assist you. If you make a complaint on behalf of someone else, we will be limited in disclosing information to you due to privacy provisions.”

Advice

- Metacognition
 - Pay attention to the learning outcomes
 - 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 and often [history of your work is excellent evidence that you didn't copy!]
 - Do not give in to temptation to copy; submit your own attempts even if they do not get correct results
 - For assignments, note requirement to bring progress (or at least solid attempt) on specific aspects, shown to demonstrator in lab each week.
- Networking and community-formation
 - Make friends and discuss ideas with them
 - Know your demonstrator, lecturer/coordinator
 - Keep them informed, especially if you fall behind
 - Don't wait to get help
- **Enjoy the learning!**