

Who's Who in the First Year?

**A Quick Guide to the Roles at the School
of Law, University of Wollongong,
Autumn 2024**

This document provides a quick overview of the roles of key people in the first year program and some FAQ. Please review this document if you would like to reach out to someone about your studies this session and would like to know who to contact.



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FIRST YEAR COORDINATOR

Who is the First Year Coordinator?

Dr Kaitlyn Poole (also teaches in LLB1100: Foundations of Law and LLB1120: Contract Law)

What does the First Year Coordinator do?

- Your main point of contact for the first year program (not individual subjects)
- Oversees podding and timetabling
- Works with your subject coordinators to ensure the Academic Consideration (AC) requests are handled consistently when affecting more than one subject.

When do I contact or see the First Year Coordinator?

- When you have a question about pod timetabling
- Advice on AC requests impacting more than one subject
- To discuss anything in relation to your first year studies, especially if you encounter personal circumstances affecting your studies. If appropriate:
 - The First Year Coordinator will work with you to develop a plan in relation to your studies.

SUBJECT COORDINATORS

Who are the Subject Coordinators?

- Dr Kylie Lingard (LLB1100: Foundations of Law)
 - Yvonne Apolo (LLB1115: Legal Skills)
 - Dr Sarah Ailwood (LLB1120: Contract Law)
 - Mark Saunders (LLB1130: Criminal Law)
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What do Subject Coordinators do?

- Design and oversee subjects, including assessments and weekly content.
- Decide AC requests.
- Respond to and investigate Academic Integrity matters that arise in their subject.

When do I contact or see the Subject Coordinator?

- When you have a question about the content or assessment requirements of the subject BUT please consult your seminar leader first.
- Questions about AC that impact that individual subject BUT please consult the Academic Consideration site page first. For requests across multiple subjects, contact the First Year Coordinator.

SEMINAR LEADERS

What is a seminar leader?

- The person that leads your seminar group in each subject.

When to contact or see your seminar leader outside of class?

- You should approach your seminar leader first in relation to questions you have about what you have discussed in seminars or the subject matter more broadly.
 - You may seek further feedback on your marked assignment if you know your seminar marker marked it. However, if they did not mark it, or you do not know who marked it, then ask to be referred to the person who originally marked it to get further feedback.
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BEFORE YOU CONTACT: ACADMEIC CONSIDERATIONS

I can't attend a class or complete my assignment by the due date or I'm unwell/experiencing adverse personal circumstances during the exam period

Check the AC process and ask student central **BEFORE** contacting your subject coordinator or the First Year Coordinator:

<https://www.uow.edu.au/student/admin/academic-consideration/>

For complex matters impacting **ONE** subject, contact the relevant subject coordinator. For complex matters impacting **MULTIPLE** subjects, contact the First Year Coordinator

BEFORE YOU CONTACT: I HAVE A QUESTION ABOUT MY SUBJECT

For questions about content, make sure that you have reviewed the materials **BEFORE** contacting your **seminar leader**.

For questions about the subject, for example, about an assessment, check the **subject outline** and any relevant materials on the Moodle site, such as an assessment notification, as your first step. If you still require subject support after checking the subject outline and relevant Moodle resources contact the **subject coordinator**.

BEFORE YOU CONTACT: WHERE'S MY CLASS AND WHEN IS IT?

You have your own customised Pod Timetable on the **My Timetable** link on your **SOLS**.

You can also check the UOW timetable and campus map pages:

- Timetable: <https://www.uow.edu.au/student/timetables/>
 - Maps: <https://www.uow.edu.au/about/locations/campus-map/>
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BEFORE YOU CONTACT: I NEED TO TALK TO SOMEONE

ACADEMIC MATTERS:

For support understanding content, contact your **seminar leader**. For individual subject support, contact the relevant **subject coordinator**. For academic support across multiple subjects in the first year program, contact the **first year coordinator**.

MENTAL HEALTH AND WELLBEING:

- Student Support and Wellbeing services:
<https://www.uow.edu.au/student/support-services/support-and-wellbeing/>
- Student Support Coordinators:
<https://www.uow.edu.au/student/support-services/coordinators/>
- Counselling Services:
<https://www.uow.edu.au/student/support-services/counselling/>
 - 24hr Support Line Call 1300 036 149 or Text 0488 884 164



BEFORE YOU CONTACT: I FEEL UNSAFE

If you have been involved in an incident, or feel threatened or unsafe at any time during your studies, please see the information on the following page:

<https://www.uow.edu.au/student/support-services/safety-respect/>

UOW Security:

Contact UOW Security on 4221 4900 or raise an Emergency ALert, a First Aid Alert or Help call using the SafeZone app or dial #1 at any Security telephone.

Safety Escort:

For a safety escort e.g. your class finishes late and you don't feel safe walking back to your car, contact UOW Security on 4221 4555 or dial # 3 from any campus security telephone.
