

NEW STUDENTS ORIENTATION AND INDUCTION

Follow The Following STEPS Closely.

Be Very Mindful Of Meeting The Deadlines On The Semester Schedule You Are Provided

SECTION 1 - PRE-WRITING STEPS

Before You Begin Classes You MUST do:

STEP 1: DO THE INDUCTION TESTS

INDUCTION 1: Do The Research And Referencing Paper (Written Paper/ Quiz).

Here is the link to the Harvard Written Paper:

http://colbournecollege.weebly.com/uploads/2/3/7/9/23793496/harvard_referencing_quiz.pdf

Here is the Guide TO Help You Answer The Harvard Referencing Questions:

http://colbournecollege.weebly.com/uploads/2/3/7/9/23793496/harvard_referencing_guide.pdf

INDUCTION 2: Do the Online Research And Referencing Test (Online Paper/Quiz).

Here is the link and password:

<http://www.classroomclipboard.com/535521/Test/43BBF5BC4D494A03B1E9437EB1A84DAA>

Password for the Online Test: **col1996**. The required score is **90%**.

Please take this test as many times as needed to score the required grade.

INDUCTION 3: Do the Online Grammar Test (Online Paper/Quiz).

This Test Is Not Ready Yet.

Submit The Induction Test When You Are Done To: sso@colbournecollege.com

STEP 2: DOWNLOAD THE SEMESTER SCHEDULE AND FORMS

Download ALL THESE Forms. Some You Will Need To Fully Complete And Return To Us.

- i) The Semester Schedule;
- ii) The Business Planning Form;
- iii) New L5 Students Term Paper Guidelines
- iv) The Term Paper Assignment Permission Form

SECTION 2 - PRE-CLASS ACTIVITIES

STEP 3: ATTEND THE THREE RESEARCH AND WRITING PREP SESSIONS

- i) Firstly, Sign-up For The Online iTutor Help Session
- ii) Secondly, Sign-up for a Research and Referencing Online Prep Session
- iii) Thirdly, Sign-up for a Research Writing Prep Session.

ONLY After Completing All Of The Above You May Submit The Term Payment Application Form NOW For The Approval To Begin Writing Your Term Paper.

SECTION 3 – WEEK ONE ACTIVITIES

STEP 4: FRESHMAN WEEK – SEMINARS AND WORKSHOPS

- i) Matching with your Advisor; Placement In A Peer Team; Placement In A Society: and Selecting A Final Year Student Mentor
- ii) Paying your annual administrative fees of \$5,000 – optional – Book Loan/YEAR
- iii) Paying your annual student services dues \$3, 000 – optional
- iv) Freshman Orientation And Cohort Photo.

Session 1: Introduction To The Report.

Session 2: Breaking Down The Term Paper Requirements (Per Unit).

Session 3: Designing The Business Overview

Session 4: Writing The Introduction.

Session 4. Term Paper Defense And Presentation Skills.

Session 5: iTutor Help Session

Take Your Cohort Year Photograph.

- v) Students are encouraged to meet with their Mentors and Advisors in Week One.

STEP 5: START WRITING YOUR TERM PAPERS

WEEK 2

i. Be Sure You Have A Sample Of How The Questions Can Be Answered – The Exemplar will be emailed to you. Please let us know if you have not received it. Review the requirements and layout of the individual paper requests that you are to meet.

ii. Design The Business You Are Advising. Use The Business Planning Form You Downloaded. You will be using the same business you created for all your cases. Choose a business in any industry that in the future you may wish to start: Travel Agency; Restaurant; Tour Company; Health Care; Consultancy etc.

iii. Submit the fully completed Business Planning Form to: faculty@colbournecollege.com
You **MUST Place the Unit Name In The Subject of the email**. Your Tutor will provide a feedback.

WEEK 3

Do The Introduction For The Assignments. Each Assignment has an Introduction.

Submit the Introduction: faculty@colbournecollege.com

You **MUST Place the Unit Name In The Subject of the email**. Your Tutor will provide a feedback.

WEEK 4

iii. Fully Answer and Submit Question 1. AC 1.1. for every unit to the Unit Lecturers To Review.

The Lecturer will provide you a detailed feed-back.

iv. Use the feed-back to make corrections to the question and resubmit at the request of the lecturer. Pay attention to the feedback provided and use the strategy for the rest of the work. You **ARE NOT TO SUBMIT ANY OTHER QUESTION FOR ASSESSMENT**.

WEEK 5 - 15

v. Complete all the other questions.

vi. **SUBMIT ONE PROJECT PER UNIT ON WEEK 16**. Late Fee Apply There-after.

Please consult your Student Services Advisor OR Faculty Advisor with any query that you have.

GOOD LUCK. The Term Paper is 70% Of Your Grade. This Is Your **A or F Moment**.

With Two Paths To Choose, Choose Wisely. Your Success Is In Your Hands. Hard Work Pays.
