



The University of Southern Queensland

## Course specification

<b>Description: Foundation Academic Communication</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
FDN	7420	40045	1, 2005	ONC	1.00	Toowoomba

<b>Academic group:</b>	OPACS
<b>Academic org:</b>	OPACSP
<b>Student contribution band:</b>	1
<b>ASCED code:</b>	100705

### STAFFING

Examiner: Carmel Barrett

Moderator: Lyndal Wood

### RATIONALE

As students apply new knowledge and skills in communication and learning to a wider range of situations there is a need for continued monitoring and language support. When a wide range of subjects is studied, skills need to be extended to include the new types of communication and presentation conventions used in those subjects.

### SYNOPSIS

In this course, the language concepts and skills developed in Introduction to Studying in Australia are extended and related to the courses being studied concurrently in the students' chosen stream. The course includes appropriate academic English skills in reading, writing, listening and speaking with an emphasis on awareness of cultural influences on communication. Students will also practise a range of study and organizational skills required for independent learning.

### OBJECTIVES

On successful completion of this course students should be able to perform the following tasks in English:

1. participate appropriately in interaction in educational settings including small groups;
2. describe the social purpose and features of widely-used academic text types, and apply this knowledge to comprehension, note-making and presentation tasks;
3. relate awareness of context to language choice, and show development in accuracy, clarity, variety of expression and style in social, professional and academic communication;
4. analyse, and outline the specific demands of tasks typical of courses being studied, and plan and undertake relevant resource selection;
5. demonstrate organizational and study skills including self- evaluation and goal setting;
6. identify issues relevant to cross-cultural adjustment and discuss related cultural values.

## TOPICS

	Description	Weighting (%)
1.	Module 1: Organising Learning: defining the task accessing resources new vocabularies	15.00
2.	Module 2: Understanding Academic Culture: formal communication inductive thinking selecting evidence	25.00
3.	Module 3: Using Patterns: analytical skills information gathering, note-making presenting evidence	20.00
4.	Module 4: Sharing Information: groups, roles and relationships deductive thinking formal oral presentation	20.00
5.	Taking a Critical Approach: comprehension barriers to communication setting standards	20.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Course Study Book

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	69.00
Private Study	48.00
Test	3.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
TEST	1.00	0.00	29 Apr 2005
ASSIGNMENT PROPOSAL	20.00	10.00	13 May 2005
TEST	20.00	10.00	27 May 2005
ASSIGNMENT	80.00	20.00	10 Jun 2005
GROUP ORAL	100.00	25.00	24 Jun 2005
COURSE PARTICIPATION	15.00	15.00	01 Jul 2005
FINAL TEST	40.00	20.00	01 Jul 2005

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
It is the students' responsibility to attend and participate appropriately in all classes and activities scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration. Students must attend all activities scheduled for them and ensure that their attendance is registered with the staff member in charge of the activity.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available for each assignment.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by: (i) satisfactorily completing the examination and assignments; and (ii) obtaining at least 50% of the total weighted marks available for all summative assessment items. Students who do not qualify for a Passing grade may, at the discretion of the Examiner, be awarded a Supplementary Examination and/or assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students will have gained at least 40% of the total marks available for all summative assessment items.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.
- 6 Examination information:  
In a Restricted Examination, candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the restricted examination for this course are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination); English translation dictionaries (but not technical dictionaries);

- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held at a time arranged by the examiner in consultation with the student.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

### **ASSESSMENT NOTES**

- 1 The due date for an assignment is the date by which a student must despatch the assignment to USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.
- 2 The examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 3 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.
- 4 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non directed personal study.
- 5 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

### **OTHER REQUIREMENTS**

- 1 Completion of module activities and reviews are assessed for course participation ratings.
  - 2 All assignments must be submitted for students to be eligible for the final test.
  - 3 The final test is held within directed study time.
  - 4 The topics will be explored in a range of media and practised in all.
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