



Course specification

Description: Focus on Study						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
TPP	7130	40030	1, 2005	EXT	3.00	Toowoomba

Academic group:	OPACS
Academic org:	OPACSP
Student contribution band:	1
ASCED code:	100705

STAFFING

Examiner: Jessamyn Clarke

Moderator: Robyn Pigozzo

SYNOPSIS

Students progress through a program which requires them to manage their own learning and establish their own future goals through a process of self development. Career planning is the key component of the program. Effective study skills and attitudes will be developed and applied to areas of communication studies and mathematics to prepare the student for entry into a tertiary undergraduate course. The language and mathematics content is provided in a broad context to best enable students to continue in the career of their choice.

OBJECTIVES

On successful completion of this course students will be able to:

1. make informed choices about own career by undertaking a realistic vocational assessment of own self and available opportunities
2. manage own self-development through formal study by producing and evaluating a personal plan through the development of study strategies
3. meet the academic criteria in areas of communications and mathematics relevant to general tertiary study.

TOPICS

	Description	Weighting (%)
1.	Planning your career and study program	11.00
2.	Getting organised to study	6.00
3.	Studying, learning and preparing for exams	4.00
4.	Reviewing your career and study decisions	4.00
5.	Reflecting on your experience of studying: looking back and looking forward	8.00

6.	Knowledge and learning at University	4.00
7.	Using concepts and paragraphing	4.00
8.	Assessing and organising knowledge	10.00
9.	Higher order thinking and essay writing	10.00
10.	Report writing and review	6.00
11.	Managing mathematics	2.00
12.	More than just numbers	4.00
13.	The power of numbers	6.00
14.	Comparing numbers	6.00
15.	Representing relationships	7.00
16.	Dealing with data	8.00

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).

All required textbooks for this course will be provided by OPACS. Students will need to acquire a scientific calculator. All study materials are supplied as part of the course.

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
Assessment	70.00
Directed Study	250.00
Private Study	150.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
ASSIGNMENT S1	6.00	6.00	14 Mar 2005
ASSIGNMENT M1	15.00	3.00	14 Mar 2005
ASSIGNMENT C1	25.00	3.00	24 Mar 2005
ASSIGNMENT S2	100.00	6.00	29 Mar 2005
ASSIGNMENT M2	34.00	5.00	04 Apr 2005
ASSIGNMENT S3	100.00	5.00	11 Apr 2005
ASSIGNMENT C2	25.00	9.00	18 Apr 2005
ASSIGNMENT M3	30.00	5.00	26 Apr 2005
ASSIGNMENT S4	4.00	4.00	03 May 2005
ASSIGNMENT C3	5.00	3.00	06 May 2005
ASSIGNMENT M4	30.00	6.00	13 May 2005
ASSIGNMENT M5	30.00	6.00	27 May 2005
ASSIGNMENT C4	100.00	9.00	30 May 2005
ASSIGNMENT S5	100.00	12.00	06 Jun 2005
EXAM (2 HOURS)	80.00	18.00	END S1 (see note 1)

NOTES

1. Examination date will be available during the semester. Please refer to the examination timetable when published.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
There are no attendance requirements for this course. However, it is the student's responsibility 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.
- 2 Requirements for students to complete each assessment item satisfactorily:
Normally to complete each of the assessment items satisfactorily, students must obtain at least 50 % of the marks available for each assessment item.
- 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 available for the assessment 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 satisfactorily completing all summative assessment items (the examination and assignments).
- 5 Method used to combine assessment results to attain final grade:

The final grade for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.

6 Examination information:

Restricted Examination. 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: English translation dictionaries (but not technical dictionaries) and non-programmable calculators. Students whose first language is not English, may, with the Examiner's approval, take an appropriate non-electronic translation dictionary into the examination. This will be subject to perusal and, if it is found to contain annotations or markings that could give the candidate an unfair advantage, it may be removed from the candidate's possession until the appropriate disciplinary action is completed.

7 Examination period when Deferred/Supplementary examinations will be held:

Any Deferred or Supplementary examinations for this course will be held during the examination period at the end of the semester of the next offering of this course.

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 Normally, any student who has not submitted all required assignments prior to the examination will be ineligible to sit for the examination and will not receive a mark for the examination. An exemption from this requirement may be granted by the Course Team Leader if the Course Team Leader is notified in writing by the student, within reasonable time after the examination, of circumstances that occurred during the 4 weeks prior to the examination which effectively prevented the student from meeting the normal requirements, and is provided with adequate written evidence of the occurrence of the circumstances.
- 2 A student will be ineligible to receive a mark for the examination until all assignments required of the student have been received at USQ.
- 3 The due date for an assignment is the date by which a student must despatch the assignments to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner.
- 4 Students must retain a copy of each item submitted for assessment. This must be produced within ten days if required by the Examiner.
- 5 In accordance with University policy, the Examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 6 Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner of the course to negotiate such special arrangements.
- 7 In the event that a due date for an assignment falls on a public holiday, including a local public holiday in their area such as Show holiday, the due date for the assignment will be the day after.
- 8 Students who have undertaken all of the required assessment 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 a temporary grade. 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); or RN (Result Not Known). A temporary grade will 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 private study.

- 9 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); or RN (Result Not Known).

OTHER REQUIREMENTS

- 1 Normally to gain a passing grade, students must submit ALL assignments before the exam period and obtain a satisfactory result in each assessment item. Students who are unable to meet these requirements and who wish to apply for special consideration, are required to apply in writing to the Course Team Leader prior to the examination.
 - 2 Normally students will be ineligible to sit for the examination until all assignments have been received. Examination scripts of students who are ineligible for the examination will not be marked.
 - 3 A penalty of up to 75% of the marks may be applied to late assignments. If more than one assignment is late subsequent assignments may not be accepted for marking. An assignment is deemed to be late if it is received later than the normal mailing time after the approved due date, including where applicable the approved extension or resubmission date.
 - 4 Students must obtain a satisfactory result in each of the three major components.
 - 5 Time taken to study the course will depend on students' backgrounds and experiences; times indicated above are a guideline only.
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