



The University of Southern Queensland

## Course specification

| <b>Description: Communication Processes</b> |         |       |         |      |       |           |
|---|---------|-------|---------|------|-------|-----------|
| Subject                                     | Cat-nbr | Class | Term    | Mode | Units | Campus    |
| UNP   | 7320    | 48011 | 3, 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: Barbara Harmes

Moderator: Carmel Barrett

### OTHER-REQUISITES

Pre-requisite: Completion of Senior High School or Post Secondary Diploma or degree or equivalent or work experience in the country of origin. English language proficiency equivalent to IELTS Band 5.5.

### RATIONALE

Since 1988 a need has been recognised nationally and within this University for communication skills prior to degree entry. The Preparatory Studies program of CLLT focuses on strategies basic to independent assignment writing habits. International students, whose learning strategies have previously been acquired in languages other than English, need to adapt their previous knowledge to the range of performance strategies in communication skills expected by higher education institutions in Australia.

### SYNOPSIS

In the course students analyse an assignment question and follow a series of steps towards completing a report and an essay. Note making from texts, scripts and video develop reading and listening skills. Comprehensible communication of a theme in academic English is required by the course.

### OBJECTIVES

At the successful completion of this course, students will be able to perform the following tasks in English:

1. demonstrate technical skills associated with written communication for academic purposes;
2. develop and organise ideas and write an essay using an expository style;
3. prepare a stylistically appropriate report;

- employ styles of communication as appropriate for the demands of the audience and purpose of the writing.

## TOPICS

|    | Description  | Weighting (%) |
|----|--|---------------|
| 1. | Essay structure  | 5.00          |
| 2. | Understanding assignment topic                                       | 5.00          |
| 3. | Developing research methods, reading strategies and listening skills | 25.00         |
| 4. | Main points and sequencing ideas                                     | 15.00         |
| 5. | Paragraph structure  | 20.00         |
| 6. | Writing in style: essay and report                                   | 30.00         |

## 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).

Communication Processes Study Book, Introductory Book and Selected Readings

## 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.

The Study Book contains a list of recommended reference materials.

## STUDENT WORKLOAD REQUIREMENTS

| ACTIVITY       | HOURS  |
|----------------|--------|
| Directed Study | 48.00  |
| Private Study  | 114.00 |
| Test           | 3.00   |

## ASSESSMENT DETAILS

| Description                | Marks out of | Wtg(%) | Due date    |
|----------------------------|--------------|--------|-------------|
| ASSIGN 1 QUESTION ANALYSIS | 20.00        | 5.00   | 25 Nov 2005 |
| ASSIGN 2 RESEARCH          | 30.00        | 10.00  | 16 Dec 2005 |
| ASSIGN 3 ESSAY PLAN        | 20.00        | 5.00   | 13 Jan 2006 |
| ASSIGN 4 PARAGRAPHS        | 20.00        | 5.00   | 20 Jan 2006 |
| ASSIGN 5 REPORT            | 20.00        | 5.00   | 20 Jan 2006 |
| ASSIGN 6 ESSAY             | 100.00       | 10.00  | 10 Feb 2006 |
| TEST 3 HRS                 | 100.00       | 60.00  | 17 Feb 2006 |

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:**  
Students are required to attend at least 80% of the scheduled class sessions and ensure their attendance is registered with the staff member in charge of the activity. It is the students' responsibility to access information regarding course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:**  
To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item. All assignment items must be received prior to the start of the examination period for the semester in which the course is offered. Students may be required to resubmit an assignment that is unsatisfactory.
- 3 Penalties for late submission of required work:**  
If students submit assignments after the due date without an approved extension of time then a penalty of 5% of the total marks available for the assignments may apply for each day late.
- 4 Requirements for student to be awarded a passing grade in the course:**  
To be assured of receiving a passing grade a student must attempt all of the summative assessment items, achieve at least 50% on the examination and at least 50 % of the available weighted marks for the summative assessment items. Students who do not qualify for a Passing grade may, at the discretion of the Examiner, be assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students have gained at least 40 % of the total marks available for all 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 obtained for each of the summative assessment items in the course.
- 6 Examination information:**  
The examination in this course is a Closed Examination. Candidates are allowed to bring only writing instruments into the examination.
- 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 Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the Examiner. In accordance with the University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.

### **OTHER REQUIREMENTS**

- 1 Students must score a B grade to be eligible for a recommendation of direct entry to an undergraduate degree.
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