



The University of Southern Queensland

## Course specification

This version produced 20 Dec 2007.

The current and official versions of the course specifications are available on the web at  
<<http://www.usq.edu.au/coursespecification/current>>.

Please consult the web for updates that may occur during the year.

### Description: Communication and Scholarship

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CMS	1000	62533	1, 2007	EXT	1.00	Toowoomba

<b>Academic group:</b>	FOART
<b>Academic org:</b>	FOA003
<b>Student contribution band:</b>	1
<b>ASCED code:</b>	100700

### STAFFING

Examiner: Eleanor Kiernan

Moderator: Jill Lawrence

### RATIONALE

Advances in communication are occurring globally at a rapid rate. In the contemporary world, effective communication requires an understanding of these new complex processes. It also requires individuals to possess a broad range of transferable skills to meet the demands of change, and to apply these in an equally broad range of contexts.

### SYNOPSIS

This course presents an introduction to the theory and practice of Communication, with particular application to academic and professional settings. Students study the processes of research and scholarship, and of tailoring communication for specific audiences. Students develop an understanding of barriers to communication, and strategies which can be used to overcome these barriers. Verbal and nonverbal communication thinking skills, and the dynamics of interpersonal and group communication will be explored. Students also gain the written, verbal and personal transferable skills essential to their role in a rapidly changing environment.

### OBJECTIVES

On completion of this course students will be able to:

1. define and describe the process of communication;
2. identify the importance of adapting the styles of written and oral communication to the needs of particular audiences;
3. analyse and develop a given task, and to conduct a literature review in order to fulfil the task;
4. identify and explain the principles of referencing and apply an accepted referencing system;
5. communicate information, in written and oral forms, clearly, logically and concisely at a high level of proficiency;
6. apply a systematic approach to drafting, revising and editing written communication;

7. identify, develop and communicate sound arguments in written and oral forms, and to counter unsound and illogical arguments;
8. explore problem solving and decision making strategies;
9. understand the dynamics of communication within groups and organizations;
10. demonstrate knowledge of the dynamics of interpersonal communication, and apply this knowledge in a number of contexts;
11. identify and apply the principles of nonverbal communication to enhance the communication process;
12. identify and minimise barriers to effective communication and use a range of strategies to overcome these barriers;
13. identify the importance of transferable skills and be able to apply the skills gained in a number of contexts.

## TOPICS

	Description	Weighting (%)
1.	Foundation module	20.00
2.	Capstone module	20.00
3.	Written communication module	10.00
4.	Oral communication module	10.00
5.	Clear thinking, problem solving and decision making module.	10.00
6.	Interpersonal communication module	10.00
7.	Nonverbal communication module	10.00
8.	Group and organisational communication module	10.00

## 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).

External students will be sent a CD containing all the course materials and a printed copy of the Selected Readings. If print-based materials are preferred, copies of the Study Book and Introductory Booklet are available for purchase from the USQ Bookshop.

Tyler, S, Kossen, C & Ryan, C 2005, *Communication: a foundation course*, 2nd edn, Pearson education, Frenchs Forest, NSW.

## 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.

Anderson, J and Poole, M 2001, *Assignment and thesis writing*, 4th edn, John Wiley & Sons, Milton, Qld.

- Baker, E, Barrett, M & Roberts, L 2002, *Working communication*, John Wiley & Sons Aust Ltd, Milton, Qld.
- Clegg, CS 1988, *Critical reading and writing across the disciplines*, Holt, Rinehart & Winston, New York.
- DeVito, J 2005, *Messages: building interpersonal communication skills*, 6th edn, Allyn and Bacon, Boston, MA.
- Eunson, B 2005, *Communicating in the 21st century*, John Wiley & Sons Aust Ltd, Milton, Qld.
- Galvin, M, Prescott, D & Huseman, R 1992, *Business communication: strategies and skills*, 4th edn, Rinehart & Winston, Marrickville, NSW.
- Hibbins, GM 1989, *Stands to reason: a guide to argument*, 4th edn, MacMillan, South Melbourne.
- Higham, NJ 1998, *Handbook of writing for the mathematical sciences*, 2nd edn, (SIAM)Society for Industrial & Applied Mathematics, Philadelphia.
- Mohan, T, McGregor, H, Saunders, S & Arcee, R 2004, *Communicating as professionals*, Thomson Learning, Southbank, Vic.
- Nutting, J & Cielens, M & Strachan, Jenny 1996, *The business of communicating*, 3rd edn, McGraw-Hill, Sydney.
- Ober, S 2004, *Fundamentals of contemporary business communication*, Houghton Mifflin, Boston, MA.
- Pease, A 1997, *Body language: how to read others' thoughts by their gestures*, 3rd edn, Sheldon Press, London.
- Prescott, D & Lang, B 1993, *Communicating at work*, Harcourt Brace Jovanovich, Sydney.
- Putnis, P & Petelin, R 1999, *Professional communication: principles and applications*, 2nd edn, Prentice Hall, Sydney.
- Raspberry, RW & Lemoine, LF 1994, *Effective managerial communication*, 2nd edn, Wadsworth, Belmont, CA.
- Taylor, A, Meyer, AC, Rosegrant, T & Samples, BT 1992, *Communicating*, 6th edn, Prentice-Hall, Englewood Cliffs, NJ.
- Tubbs, S & Moss, S 2000, *Human communication*, 8th edn, McGraw-Hill, Boston.
- Vallence, BN 1987, *Communication that works*, Nelson, Melbourne.
- Verderber, RF & Verderber, KS 2002, *Communicate!*, 10th edn, Wadsworth Pub Co, Belmont, California.
- Waller, BN 2001, *Critical thinking: consider the verdict*, 4th edn, Prentice-Hall, Upper Saddle River, NJ.
- Zobel, J 2004, *Writing for computer science*, 2nd edn, Springer, London.

## **STUDENT WORKLOAD REQUIREMENTS**

ACTIVITY	HOURS
Directed Study	120.00
Private Study	42.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
PRELIMINARY ESSAY PLAN	100.00	10.00	30 Mar 2007 (see note 1)
ORAL PRESENTATION	100.00	20.00	04 May 2007 (see note 2)
ESSAY	100.00	35.00	18 May 2007 (see note 3)
REPORT	100.00	35.00	08 Jun 2007 (see note 4)

### NOTES

1. This assessment item aligns with Objectives 1,2,3,4,5,6,7,10,11 and 13.
2. This assessment item aligns with Objectives 1,2,3,4,5,6,10,11 and 13.
3. This assessment item aligns with Objectives 1,2,3,4,5,6,7,8,9,10,11 and 13.
4. This assessment item aligns with all of the Objectives.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
There are no attendance requirements for this external course. However, it is the students' 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:  
To be assured of receiving a passing grade, a student must (i) submit all of the summative assessment items, including the Oral Presentation; and (ii) achieve at least 50% on the Essay. Students will be allowed to resubmit a failed first assessment item for reassessment. If a student is permitted to resubmit a failed assignment, normally the only passing grade or mark allowable for the resubmitted assignment will be C- or 50% (as appropriate).
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval, then a penalty of 10% of the total marks available for the assignment will apply for each of the first FIVE working days late, after which a zero mark will be given.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade, a student must: (i) submit all of the summative assessment items, including the Oral Presentation; and (ii) achieve at least 50% on the Essay. Students will be allowed to resubmit a failed first assessment item for reassessment. If a student is permitted to resubmit a failed assignment, normally the only passing grade or mark allowable for the resubmitted assignment will be C- or 50% (as appropriate).
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the aggregate of the weighted marks / grades obtained for each of the summative assessment items in the course.
- 6 Examination information:  
There is no exam for this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:

Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.

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>

## ASSESSMENT NOTES

- 9 (a) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (b) Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if requested by the Examiner. (c) In accordance with 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 such as documented ill-health. (d) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience. (e) 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. (f) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete-Makeup). 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. (g) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the 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 In view of the course objectives and their emphasis on the development of conceptual and applicable skills, students are strongly advised to attend all classes.
  - 2 Subject to 1 above, the final result is based on the aggregate of all assessment items.
  - 3 Note: Students will be given the chance to resubmit their essay if a passing grade is not achieved. Under these conditions, the maximum mark a student can achieve for the essay is 50/100 (that is, a pass).
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