



The University of Southern Queensland

Course specification

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 in Academic and Professional Contexts

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CMS	1009	87566	1, 2009	ONC	1.00	Springfield

Academic group:	FOART
Academic org:	FOA003
Student contribution band:	1
ASCED code:	100700

STAFFING

Examiner: Rhonda Hagan
Moderator: Eleanor Kiernan

RATIONALE

This course offers instruction in fundamental aspects of academic and professional communication. First-year students have a need to comprehend the complex processes involved in research and writing in an academic context. Students should be able to apply theoretical understandings of audience analysis, interpersonal communication, and research methodologies to the completion of written and oral assignments. At the same time, these skills can be applied and transferred to professional contexts and will allow the communication of ideas to different audiences in different fields.

SYNOPSIS

This course requires students to demonstrate their understanding of academic protocols in researching and delivering written and oral assignment tasks. Critical thinking will be encouraged through assignments which require evaluation of sources and scrutiny of authorial credibility and textual quality. Academic writing by professionals in the field of communication studies will be analysed. Assessment items will test the processes involved in academic communication, including the application of referencing systems, source critiques and the use of appropriate style and tone for different audiences and tasks. The course will require the development of thesis statements, the use of evidence and the construction of arguments in both written and oral assessment items. It develops skills in oral communication through the preparation and delivery of a 'belief and doubt' presentation, which will encourage students to think both critically and empathetically about different points of view. Written communication skills will come from the preparation of both a preliminary and a large-scale essay and a report.

OBJECTIVES

On completion of this course students will be able to:

1. Demonstrate academic and professional literacy skills by engaging in research using both print and electronic sources (annotated bibliography, oral presentation, written essay and report).
2. Critically evaluate and annotate sources of evidence (literature review and annotated bibliography).
3. Demonstrate academic and professional literacy skills by applying and synthesising researched sources for different assessment tasks, using the appropriate referencing format (annotated bibliography, literature review and written essay).
4. Develop a thesis statement based on credible evidence (written essay).
5. Demonstrate oral communication skills by delivering a 'belief and doubt' oral presentation (oral presentation).
6. Use audience analysis to shape the content and style of oral presentations and written tasks (oral presentation, written essay and report).
7. Demonstrate competence in written expression, including grammar, spelling and punctuation (written essay and report).
8. Demonstrate written communication skills by researching, writing and submitting a persuasive essay and report (written essay and report).

TOPICS

	Description	Weighting (%)
1.	Written Communication I: Developing thesis statements, with introduction to basic essay structure.	10.00
2.	Information Literacy I: Locating research sources and critically evaluating a range of evidence and assessing authorial authority, credibility and source quality.	10.00
3.	Written Communication II: Introduction to referencing systems (Harvard AGPS or APA styles).	10.00
4.	Information Literacy II: Summarizing and annotating research sources.	10.00
5.	Oral Communication I: Introduction to delivery methods and incorporation of PowerPoint into presentations.	10.00
6.	Oral Communication II: Importance of nonverbal communication, particularly kinesics and paralinguistics, to successful delivery of oral presentations.	10.00
7.	Audience Analysis I: Analysing audience demographics and psychographics for written and spoken assessment tasks.	10.00
8.	Written Communication III: Critical evaluation of own work at drafting stage. Consolidating skills in essay structure.	10.00
9.	Written Communication IV: Structure and content of business report.	10.00
10.	Audience Analysis II: Importance of perception in cultural contexts to help build empathy in different professional situations and to challenge students to use 'belief and doubt' principles.	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).

Mohan, T, McGregor, H, Saunders, S & Archee, R 2008, *Communicating as professionals*, 2nd edn, Cengage Learning, South Melbourne.

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.

Baker, E, Barrett, M & Roberts, L 2002, *Working communication*, John Wiley & Sons Aust Ltd, Milton, Qld.

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.

Ober, S 2004, *Fundamentals of contemporary business communication*, Houghton Mifflin, Boston.

Putnis, P & Petelin, R 1999, *Professional communication: principles and applications*, 2nd edn, Prentice Hall, Sydney.

Tubbs, S & Moss, S 2000, *Human communication*, 8th edn, McGraw-Hill, Boston.

Tyler, S, Kossen, C & Ryan, C 2005, *Communication: a foundation course*, 2nd edn, Pearson Education, French's Forest.

Waller, BN 2001, *Critical thinking: consider the verdict*, 4th edn, Prentice-Hall, Upper Saddle River, NJ.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	61.00
Private Study	67.00
Workshops	34.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
LITERATURE REVIEW ESSAY	100.00	10.00	02 Mar 2009 (see note 1)
ESSAY (1500 WORDS)	100.00	35.00	02 Mar 2009
ORAL PRESENTATION	100.00	20.00	02 Mar 2009 (see note 2)
REPORT (1500-2000 WORDS)	100.00	35.00	02 Mar 2009

NOTES

1. ANNOTATED BIBLIOGRAPHY WITH SHORT RESPONSE ESSAY JUSTIFYING EFFECTIVENESS OF SOURCES IN SUPPORTING THESIS STATEMENT, 400 WORDS
2. BELIEF AND DOUBT, WITH COMPULSORY POWERPOINT PRESENTATION - 10 MINUTES