



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: Professional Communication Dissertation B

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CMS	8002	90528	2, 2009	EXT	2.00	Toowoomba

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

STAFFING

Examiner: Alison Feldman
Moderator: Chris Kossen

REQUISITES

Pre-requisite: CMS8001

SYNOPSIS

This 2 unit course enables students enrolled in the Master of Professional Communication and Master of Editing and Publishing degrees to complete their dissertation or project under supervision. The dissertation shall consist of a 12,000-15,000 word assignment on a topic which was chosen by the student during the course CMS8001. This course continues on from the work commenced in CMS8001. The nature and length of projects are negotiated with the student's supervisor. Successful completion of this course normally leads to the award of Master of Professional Communication of the Master of Editing and Publishing, depending upon enrolment.

OBJECTIVES

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

1. continue to undertake independent research on the topic commenced in CMS8001; (assessment items 1, 2 & 3 refer)
2. collect, present and analyse data relevant to the research topic; (assessment items 1, 2 & 3 refer)
3. write, edit and present in publishable form a completed dissertation of 12,000 to 15,000 words ready for submission to dissertation examiners. (assessment items 2 & 3 refer)

TOPICS

Description	Weighting (%)
1. Data collection/selection	40.00
2. Data presentation, analysis and discussion	50.00

3. Summarising, drawing conclusions, making recommendations 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).

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
Private Study	327.00
Supervisor Consultation	13.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
1ST DRAFT COMPLETE DISSERTAT'N	100.00	0.00	26 Oct 2009 (see note 1)
PROJECT IMPLEMENTATION	100.00	0.00	26 Oct 2009 (see note 2)
FINAL COPY	100.00	100.00	06 Nov 2009

NOTES

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2. Where students have chosen the Project Option, this must be implemented by 2009, to the supervisor's satisfaction

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
It is the students' responsibility to participate appropriately in all activities (such as workshops and consultation with supervisors) 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.
- 2 Requirements for students to complete each assessment item satisfactorily:

To successfully complete an individual assessment item, a student must achieve at least 50% of the marks or a grade of at least C-. This statement must be read in conjunction with Statement 4 below.

- 3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval or documented medical circumstances, then a fail grade may be given, and they may be unable to continue to the second part of this course.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:
Method used to combine assessment results to attain final grade for Part 2 of Dissertation/Project courses (where IIP is a possible temporary grade for Part 1) - If the progress reports are deemed satisfactory by the student's supervisor and the course examiner, the student will be awarded an interim grade of IIP, indicating satisfactory performance in the course. When the Dissertation/Project has been assessed in its entirety, the grade of IIP for the first part of the Dissertation/Project will be changed to the final grade. For example, if the student received an HD for his/her dissertation/project at the completion of Dissertation/Project 2, then the grade of IIP for the first part would be changed to an HD.
- 6 Examination information:
There is no set exam for this course. However the Dissertation/Project will be examined under the conditions set out for the program.
- 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 lodge the assignment at the USQ. (b) All Faculty of Arts assignments must be lodged in the Faculty Assessment Centre on the Ground Floor of Q Block no later than 12 noon on the due date. (c) 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. (d). 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. (e) 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. (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 The dissertation shall be typed and bound and shall conform with the Faculty of Arts style guide for the presentation of theses and dissertations.
 - 2 The dissertation shall be typed and three spiral-bound copies should be submitted via the DEC.
 - 3 A public seminar presentation may be required at the time of the submission of the dissertation for assessment.
 - 4 Where work for this course requires surveys or interviews to be conducted, the course examiner must be satisfied that the methods used reflect University Research Ethics requirements.
 - 5 It is the responsibility of the student to ensure that all chapter drafts, as well as the final draft of their dissertation, be written in an acceptable standard of English expression. If students' initial work is not of an acceptable standard, students will be encouraged to use the services of a copy-editor, or to seek assistance from a competent writer of English. It is not the supervisor's principal role to correct English spelling, expression or grammar, although appropriate advice will be given. Dissertations or drafts of chapters of dissertations that are not expressed to a standard of English expression acceptable to the supervisor will be referred back to the student for correction, and will not be submitted for examination until corrected. Students who fail to address this aspect of their dissertation risk failing the course. Any expenses incurred in having drafts checked by copy-editors will be met by the student. Please also note that while copy-editing may be carried out by someone who is not the student, all the substantial content of the dissertation must be the student's own work
 - 6 The dissertation shall be typed and bound and shall conform with the Faculty of Arts style guide for the presentation of theses and dissertations.
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