The University of Southern Queensland

Course Specification

Description: Communication and Scholarship

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
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<tbody>
<tr>
<td>CMS</td>
<td>1000</td>
<td>20885</td>
<td>1, 2003</td>
<td>ONC</td>
<td>1.00</td>
<td>WIBAY</td>
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Academic Group: FOART
Academic Org: FOA004
HECS Band: 1
ASCED Code: 100700

STAFFING
Examiner: Aidan Burke
Moderator: Eleanor Kiernan

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. At the direction of their Faculties students will also undertake study in a selection of areas such as thinking skills, the dimensions of verbal and nonverbal communication, and the dynamics of interpersonal and group communication. Students also gain the written, verbal and personal transferable skills essential to their role in a rapidly changing environment. Students enrolling in CMS1000, Communication and Scholarship, may not take CMS1001, Communication: Key Concepts.

OBJECTIVES
On successful completion of this course students should be able to

- define and describe the process of communication;
- identify the importance of adapting the styles of written and oral communication to the needs of particular audiences;
- analyse and develop a given task, and to conduct a literature review in order to fulfil the task;
• identify and explain the principles of referencing and apply an accepted referencing system;
• communicate information, in written and oral forms, clearly, logically and concisely at a high level of proficiency;
• apply a systematic approach to drafting, revising and editing written communication;
• apply receptive skills of reading and note taking with a high degree of competence;
• identify, develop and communicate sound arguments in written and oral forms, and to counter unsound and illogical arguments;
• explore problem solving and decision making strategies;
• understand the dynamics of communication within groups and organizations;
• demonstrate knowledge of the dynamics of interpersonal communication, and apply this knowledge in a number of contexts;
• identify and apply the principles of nonverbal communication to enhance the communication process;
• identify and minimise barriers to effective communication and use a range of strategies to overcome these barriers;
• identify the importance of transferable skills and be able to apply the skills gained in a number of contexts.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Foundation module</td>
<td>20.00</td>
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<tr>
<td>2. Capstone module</td>
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<tr>
<td>3. Written communication module</td>
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<tr>
<td>4. Oral communication module</td>
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<tr>
<td>5. Clear thinking, problem solving and decision making module.</td>
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<tr>
<td>6. Interpersonal communication module</td>
<td>10.00</td>
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<tr>
<td>7. Nonverbal communication module</td>
<td>10.00</td>
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<tr>
<td>8. Group and organisational communication module</td>
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**TEXT and MATERIALS required to be PURCHASED or ACCESSED:**

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.

Instructional package

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

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
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<tbody>
<tr>
<td>Directed Study</td>
<td>61</td>
</tr>
<tr>
<td>Examinations</td>
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<tr>
<td>Lectures</td>
<td>12</td>
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<tr>
<td>Private Study</td>
<td>67</td>
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<tr>
<td>Tutorial</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>ORAL PRESENTATION</td>
<td>100.00</td>
<td>15.00</td>
<td>Y</td>
<td>04 Mar 2003</td>
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<tr>
<td>PRELIMINARY ESSAY</td>
<td>100.00</td>
<td>5.00</td>
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<tr>
<td>ESSAY</td>
<td>100.00</td>
<td>30.00</td>
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<td>30 Apr 2003</td>
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<tr>
<td>3 HOUR EXAMINATION</td>
<td>100.00</td>
<td>50.00</td>
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NOTES:

- Students will be advised of this assessment requirements at the beginning of semester.
- Students will be advised of the official exam date after timetables have been finalised.

OTHER REQUIREMENTS

1. In order to pass the course: 1.1 All items of assessment must be submitted; 1.2 The essay must achieve at least a passing grade (50% or better)
2. Subject to 1 above, the final result is based on the aggregate of all assessment items and is assigned as follows: HD = 90-100; A = 80-89; B = 65-79; C = 50-64; F = 0-49.
3. Assignments submitted after the due date, and without prior approval of an extension from the examiner, will be penalised at the rate of 10% per working day for the first 5 days late, after which a grade of zero will be awarded.
4. 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).
5. 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.
6. Students who have successfully completed the Excell programme will be granted an extra 5%.