Description: Professional Communication Skills

<table>
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<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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Academic Group: FOEDU
Academic Org: FOE002
HECS Band: 1
ASCED Code: 070113

STAFFING
Examiner: Don Rice
Moderator: Barry Fields

RATIONALE
Communication is the essence of effective teaching and learning. It is therefore essential that student teachers not only understand the nature of communication processes in various learning environments, but to develop their own skills to the highest possible level. Communication for teachers is not restricted to the classroom, but involves interviews with parents, discussions with other professionals, reporting to administrators and so on. This course is therefore both theoretical and practical - with theory underpinning the practical to prepare students to apply their abilities in a wide range of educational contexts.

SYNOPSIS
Students will analyse the nature of communication in the classroom and learn the elements of effective interpersonal communication. A major focus will be on the role of verbal interaction in teaching. The importance of effective and active listening will be emphasised, together with the interaction between nonverbal and verbal communication. Students will also learn how to conduct class and group discussions, prepare and present reports on pupils to parents and fellow professionals, how to deal with anger and conflict, and some 'front-line' counselling skills.

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

- Demonstrate an understanding of the nature of communication in educational contexts.
- Demonstrate satisfactory skill levels in a range of widely accepted communication competencies for teachers, such as: interpersonal communication; listening; verbal
and nonverbal communication; facilitating classroom and group discussion; reporting.

- Explain the barriers to effective communication; also how to avoid them, and how to overcome them.
- Demonstrate knowledge and skill in communicating with students with communication difficulties

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Nature of Communication; Foundations of Classroom Communication</td>
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<tr>
<td>2. Interpersonal Communication</td>
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<tr>
<td>3. Listening</td>
<td>15.00</td>
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<tr>
<td>4. Verbal and Nonverbal Communication</td>
<td>10.00</td>
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<tr>
<td>5. Leading Discussions</td>
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<tr>
<td>6. Communicative Reading and Storytelling</td>
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<td>7. Influence of technology on communication in the classroom including email, and multimedia representations</td>
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<td>8. Cultural influences on the nature of communication in educational settings including sexism and racism</td>
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<tr>
<td>9. Communication Ethics</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.


**STUDENT WORKLOAD REQUIREMENTS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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<td>Directed Study</td>
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<td>Lectures</td>
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<td>Tutorial</td>
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ASSESSMENT DETAILS

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<tr>
<th>Description</th>
<th>Marks Out of</th>
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<tr>
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<tr>
<td>TEST</td>
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<td>REPORT</td>
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<td>PRESENTATION 2</td>
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NOTES:
- Students will be advised by Course Examiner of due dates of assessments. Letter grades will be used in this course and displayed in the Notes Section.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) 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 complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available (or at least a grade of C-) for each assessment item.

3 Penalties for late submission of required work:
   If students submit assignments after the due date without prior consent of the lecturer, the lecturer may decline to mark the assignment, or apply a penalty.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily completing all summative 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 (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
   There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
   There will be no Deferred or Supplementary examinations in 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

**ASSESSMENT NOTES**

1. Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner.
2. The examiner may grant an extension of the due date of an assignment in extenuating circumstances.
3. The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.
4. The Faculty will NOT accept submission of assignments by facsimile.
5. Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). 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.
6. When there is more than one marker for a single item of assessment, the distributed patterns and means for the different markers will be compared and marks adjusted if necessary.
7. Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.
8. All assessment items must be attempted/submitted and passed.