STAFFING
Examiner: Eleanor Kiernan
Moderator: Aidan Burke

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>
<td>20.00</td>
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<tr>
<td>3. Written communication module</td>
<td>10.00</td>
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<tr>
<td>4. Oral communication module</td>
<td>10.00</td>
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<tr>
<td>5. Clear thinking, problem solving and decision making module.</td>
<td>10.00</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>
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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:

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).

(Rev Ed)
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>120.00</td>
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<tr>
<td>Examinations</td>
<td>3.00</td>
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<td>Private Study</td>
<td>42.00</td>
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### ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
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<tbody>
<tr>
<td>PRELIMINARY ESSAY</td>
<td>100.00</td>
<td>5.00</td>
<td>26 Mar 2004</td>
</tr>
<tr>
<td>ORAL PRESENTATION</td>
<td>100.00</td>
<td>15.00</td>
<td>19 Apr 2004</td>
</tr>
<tr>
<td>ESSAY</td>
<td>100.00</td>
<td>30.00</td>
<td>21 May 2004</td>
</tr>
<tr>
<td>EXAMINATION 3 HOURS</td>
<td>100.00</td>
<td>50.00</td>
<td>END S1</td>
</tr>
</tbody>
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NOTES:
1. Student will be advised of examination date after timetable has been finalised.

### 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 completing each assessment item satisfactorily a student must submit all of the items of summative assessment by the due date and achieve on each the minimum specified standards outlined in 4 (Requirements for a pass in the course).

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. 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. **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:**
   - The exam for this course is a RESTRICTED EXAMINATION, and candidates whose first language is not English are allowed access to a Translation dictionary. With the Examiner's approval, such candidates may take an appropriate non-electronic translation dictionary into the examination. This will be subject to perusal and, if it is found to contain annotations or markings that could give the
candidate an unfair advantage, it may be removed from the candidate's possession until the appropriate disciplinary action is completed.

7 Examination period when Deferred/Supplementary examinations will be held:
Any deferred or supplementary examinations for this course will be held during the next examination period.

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 or in the current USQ Handbook.

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 produced within five days if required 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) 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-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. (e) 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). (f) Students will be given the chance to resubmit their Essay if a passing grade is not achieved. Under these resubmission conditions, the maximum mark a student can obtain for this Essay is 50% (Pass).