The University of Southern Queensland

Course specification

Description: Communication: Key Concepts (Biology)

<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>
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<tr>
<td>CMS</td>
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<td>30760</td>
<td>1, 2004</td>
<td>ONC</td>
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Academic group: FOART
Academic org: FOA004
Student contribution band: 1
ASCED code: 100700

STAFFING

Examiner: Jill Lawrence
Moderator: Eleanor Kiernan

RATIONALE

Advances in communication are occurring globally at a rapid rate and, as a result, the contemporary world is characterised by increasing cultural and linguistic diversity. Effective communication in these changed contexts requires not only an understanding of the processes involved in communication, but also the ability to apply these understandings to specific contexts. This course will help students access, master and demonstrate the specific genres and discourses required by academic and scientific fields generally, and the Department of Biological and Physical Sciences in particular.

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 involved in tailoring communication for specific audiences, in analysing tasks and in developing and structuring academic and scientific arguments. The importance of identifying and analysing sound arguments is also covered, along with the development of students' oral presentation and group/team communication skills.

OBJECTIVES

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

- apply the receptive skills of listening, reading, note taking and article review with a high degree of competence
- explain the processes involved in communication and apply the theory to their communication in specific academic, scientific and professional contexts
- analyse academic and scientific communication tasks and develop, structure and edit logically argued and valid academic/scientific arguments
• identify, develop and communicate sound arguments in written and oral forms, as well as to critically analyse and to identify illogical and unsound arguments
• identify the importance of adapting the styles of written and oral communication, and their modes of delivery, to the needs of particular audiences as well as to demonstrate their abilities to present their work effectively to these audiences
• identify the importance of team/group work to scientific and academic endeavour and develop their ability to be an effective group/team member

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. The communication process</td>
<td>10.00</td>
</tr>
<tr>
<td>2. Written communication in academic and scientific contexts</td>
<td>40.00</td>
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<tr>
<td>3. Oral Communication</td>
<td>20.00</td>
</tr>
<tr>
<td>4. Clear thinking, logic and argumentation</td>
<td>15.00</td>
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<tr>
<td>5. Communicating in groups</td>
<td>15.00</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).


**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>
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<tbody>
<tr>
<td>Directed Study</td>
<td>30.00</td>
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<tr>
<td>Private Study</td>
<td>30.00</td>
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<tr>
<td>Tutorial</td>
<td>16.00</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>
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<tbody>
<tr>
<td>GROUP ORAL PRES</td>
<td>100.00</td>
<td>10.00</td>
<td>02 Mar 2004</td>
</tr>
<tr>
<td>(see note 1)</td>
<td></td>
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<tr>
<td>ARTICLE REVIEW</td>
<td>100.00</td>
<td>10.00</td>
<td>19 Mar 2004</td>
</tr>
<tr>
<td>ESSAY 1 (1200 WORDS)</td>
<td>100.00</td>
<td>30.00</td>
<td>05 Apr 2004</td>
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<td>ESSAY 2 (1500-2000 WORDS)</td>
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<td>50.00</td>
<td>07 May 2004</td>
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NOTES:
1. Requirements for this assessment will be advised at beginning of semester.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   It is the student's 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 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 Tutorial Presentation; and (ii) achieve at least 50% of the available weighted marks for the 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 exam for this course.

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 or in the current USQ Handbook.

**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) 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-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. (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).
OTHER REQUIREMENTS

1. In view of the course objectives and their emphasis on the development of conceptual and applicable skills and, as much of the assessment relies on the objectives, students are very strongly advised to attend all classes.

2. Students who have successfully completed the Excell intercultural program will be granted an extra 5 marks.