The University of Southern Queensland

Course specification

Description: Consultation and Communication: Theory and Practice

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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<td>1, 2004</td>
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Academic group: FOEDU
Academic org: FOE002
Student contribution band: 1
ASCED code: 070113

STAFFING
Examiner: Barry Fields
Moderator: Don Rice

RATIONALE
The last decade has seen major changes in the role and function of class teachers and specialist support staff. Increasingly, educators are required to work cooperatively in the development and delivery of instruction and related education services. Such activities require a high level of skill in communication, in collaborative consultation, and in interpersonal problem solving.

SYNOPSIS
In this course the student is introduced to the theory and practice of collaborative consultation and related communication and interpersonal problem solving skills. The course is designed to meet the needs of both class teachers and specialist support teachers. Its particular focus is on the delivery of appropriate instruction and services to children with learning, behaviour, and adjustment problems, but is relevant to all educators seeking professional development in communication skills and the processes of consultation.

OBJECTIVES
On successful completion of this course students will be able to:
- define consultation as it applies in the field of education;
- critically review the theory and models of consultation used in the social science;
- provide a rationale for why class teachers and support teachers should be familiar with the processes and skills of consultation;
- define collaborative consultation;
- demonstrate an understanding of the process of collaborative consultation in the school setting; and
- review and discuss the efficacy and limitations of collaborative consultation.
<table>
<thead>
<tr>
<th>TOPICS</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Changing models of service delivery</td>
<td>10.00</td>
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<tr>
<td>2. Consultation: theory, models, principles</td>
<td>10.00</td>
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<td>3. Consultation: stages and processes</td>
<td>10.00</td>
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<td>4. Prereferral intervention</td>
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<td>5. Collaborative consultation</td>
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<td>6. Skills of collaboration</td>
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<td>7. Consultation: efficacy, limitations</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.

To be notified.

**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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<tr>
<td>Directed Study</td>
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<td>Private Study</td>
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ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tr>
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<td>999.00</td>
<td>50.00</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>999.00</td>
<td>50.00</td>
<td>18 Jun 2004</td>
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NOTES:
1. Students please refer to the Introductory Book for information about assessments and assessment due dates. Letter grades will be used in this course and displayed in the Notes Section.

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   There are no attendance requirements for this 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 complete each of the assessment items satisfactorily, students must obtain 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 approval then a penalty of 20% of the total marks available for the assignment will apply for each working month late.

4. Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must submit all of the summative assessment items and achieve at least a C- for each item.

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 http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.
ASSESSMENT NOTES

1 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.

2 Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. The student must retain this copy until the grade for this course has been finalised.

3 The examiner may grant an extension of the due date of an assignment in extenuating circumstances.

4 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 working day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

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 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a 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).

7 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.

8 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.

9 Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.

10 All assessment items must be submitted and passed.


12 Successful completion of this course requires experience in educational settings eg. primary/secondary schools.

OTHER REQUIREMENTS

1 Students will require access to e-mail and Internet access to USQConnect for this course.
Students are to use a recognised referencing system as specified by the course examiner.