The University of Southern Queensland

Course specification

Description: Professional Communication in Education

<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>FOE</td>
<td>1000</td>
<td>31281</td>
<td>1, 2004</td>
<td>ONC</td>
<td>1.00</td>
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Academic group: FOEDU
Academic org: FOE002
Student contribution band: 1
ASCED code: 070300

STAFFING
Examiner: Peter Albion
Moderator: Ann Carmichael

RATIONALE
Effective communication has always underpinned the work of successful educators, and in the 21st century the range of communication areas and competencies has increased dramatically as a result of the rapid development and application of new technologies of communication. Additionally, a recognition of the importance of forms of "non-traditional" communication forms has led to an acknowledgment of the necessity of educators becoming familiar with various dimensions of non text-based avenues for communication. The need for exposure to and the development of competencies in this growing array of professional communications forms means that intending teachers need to be critically aware of the scope, constraints and possibilities of these forms of communication in both their initial and their continuing professional development as educators.

SYNOPSIS
This course will cover topics attaching to major theories of communication, and will develop the notion of a multiliteracy approach to communication practices in education. The course will require students to demonstrate particular competencies in the areas of information location and retrieval; interpretation and presentation of ideas and information; and the use of formal professional protocols and conventions of academic communication. Particular attention is to be paid to the concepts of discourse, ICTs, and text. While a major part of this course focuses on "traditional" text-based communication, student will also explore oral and other non-text-based visual communication formats. The particular effects of computer-based technologies on communication will also be addressed.

OBJECTIVES
On completion of this course students will be able to:
- demonstrate an understanding of communication theory;
- demonstrate an awareness of the wide variety of communication forms;
- demonstrate accepted academic styles in their written work including: appropriate referencing; consistent use of appropriate grammar, punctuation, spelling and expression;
- express their ideas with logic, structure, sequence and internal consistency;
- express their ideas in a variety of communication mediums;
- demonstrate effective communication by making appropriate choices about text, context and significant textural features;
- critically analyse examples of communication; and
- demonstrate effective use of ICT in their academic work environment.

### TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Communication theory</td>
<td>20.00</td>
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<tr>
<td>2. Communication - forms and practices in education</td>
<td>50.00</td>
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<tr>
<td>3. Professional communications conventions and protocols</td>
<td>15.00</td>
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<tr>
<td>4. Contemporary ICTs in professional communication</td>
<td>10.00</td>
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<tr>
<td>5. Collaborative processes and practice</td>
<td>5.00</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](http://bookshop.usq.edu.au) click 'Semester', then enter your 'Course Code' (no spaces).

**FOE1000 study 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>
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<tbody>
<tr>
<td>Assessment</td>
<td>26.00</td>
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<tr>
<td>Lectures</td>
<td>26.00</td>
</tr>
<tr>
<td>Private Study</td>
<td>100.00</td>
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<tr>
<td>Tutorial</td>
<td>13.00</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>TUTORIAL TASKS</td>
<td>40.00</td>
<td>40.00</td>
<td>02 Mar 2004 (see note 1)</td>
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<tr>
<td>ESSAY</td>
<td>40.00</td>
<td>40.00</td>
<td>13 May 2004</td>
</tr>
<tr>
<td>PORTFOLIO</td>
<td>20.00</td>
<td>20.00</td>
<td>10 Jun 2004</td>
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**NOTES:**

1. Students will complete 8 tasks (5 marks each) in or associated with tutorials as indicated in the schedule provided in the course web site. These items will be graded and returned in tutorials and will form the basis of the portfolio.

**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 for each assessment item.
3 Penalties for late submission of required work:
   If students submit assignments after the due date without an approved extension of time, University penalties may be applied.

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 50% of the available weighted marks for those 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 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.

11 Summative assessment items will receive a numerical score. Any ungraded assessment requirement will receive a Pass, Fail or Incomplete.

OTHER REQUIREMENTS

1 Students will require access to e-mail and Internet access to USQConnect for this course.

2 Students are to use a recognised referencing system a specified by the course examiner.