Description: Reading and Writing Across the Disciplines

<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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<tbody>
<tr>
<td>ASD</td>
<td>1000</td>
<td>41049</td>
<td>1, 2005</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
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Academic group: FOART
Academic org: FOA003
Student contribution band: 1
ASCED code: 100700

STAFFING
Examiner: Shirley Tyler
Moderator: Don McMillen

SYNOPSIS
This course is designed to develop core skills and competencies that will equip students to study more effectively in discipline subjects. These skills include foundational academic reading, writing and/or speaking skills, including research and note taking skills, academic writing, critical and analytical skills and/or discussion leading and participation.

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

1. find and evaluate research information
2. identify principal and supporting ideas in written and spoken material
3. analyse topics and develop thesis statements
4. write essays which contain logical and sustained arguments
5. begin developing awareness of theoretical paradigms in academic writing
6. show evidence of the ability to communicate in written and/or oral forms
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TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Information literacy skills</td>
<td>30.00</td>
</tr>
<tr>
<td>1.1. Library research skills</td>
<td>30.00</td>
</tr>
<tr>
<td>1.2. Evaluating/assessing evidence including internet sources</td>
<td>30.00</td>
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<tr>
<td>1.3. Note taking skills from both written and spoken media including identification of principal ideas as well as links/grouping between ideas/concepts</td>
<td>30.00</td>
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<tr>
<td>1.4. referencing</td>
<td>30.00</td>
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<tr>
<td>2. Academic writing</td>
<td>30.00</td>
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<tr>
<td>2.1. Precis writing</td>
<td>30.00</td>
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<tr>
<td>2.2. Essay writing including topic analysis, thesis development, appropriate essay structure and development of logical arguments</td>
<td>30.00</td>
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<tr>
<td>3. Speaking skills</td>
<td>15.00</td>
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<tr>
<td>3.1. Persuasive speaking</td>
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<tr>
<td>3.2. Discussion leading/participation</td>
<td>15.00</td>
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<tr>
<td>4. Critical and analytical skills</td>
<td>25.00</td>
</tr>
<tr>
<td>4.1. Problem articulation</td>
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</tr>
<tr>
<td>4.2. Problem solving</td>
<td>25.00</td>
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<tr>
<td>4.3. Critical reading, including identification of theoretical paradigms and bias/subjectivity</td>
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</tr>
<tr>
<td>4.4. Introduction to how knowledge is constructed, including the concept of university scholarship and western paradigms of thought/knowledge</td>
<td>25.00</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).

ASD1000 Study Package.
(Although the title is discipline-specific, this text is, in fact, cross-disciplinary.)

**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>120.00</td>
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<tr>
<td>Examinations</td>
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<tr>
<td>Private Study</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wt(%</th>
<th>Due date</th>
</tr>
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<tbody>
<tr>
<td>CMA 1</td>
<td>100.00</td>
<td>5.00</td>
<td>29 Mar 2005</td>
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<td>CMA 3</td>
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<tr>
<td>RESEARCH EXERCISE</td>
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<td>1500 WORD ESSAY</td>
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<td>30.00</td>
<td>17 May 2005</td>
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<tr>
<td>2 HOUR EXAMINATION</td>
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<td>30.00</td>
<td>END S1</td>
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</table>

NOTES
1. Students will be advised of the exam dates when the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   There are no attendance requirements for this external course. However, it is the student's 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 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 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. Requests for assignment extensions must be made in writing. Any assignment submitted two or more weeks after the due date will not be accepted.

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 assignments and sit for the examination; (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:
   The exam for this course is a RESTRICTED EXAMINATION, and candidates are allowed access to * writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination); * a standard English dictionary

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 despatched to USQ within 24 hours if requested
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).

10 Requests for assignment extensions must be made in writing. It is expected that requests
for extensions will be made before the due date of assignments. Any assignment
submitted two or more weeks after the due date may not be accepted.