Description: Professional Communication Skills

<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>
</tr>
</thead>
<tbody>
<tr>
<td>EDU</td>
<td>3324</td>
<td>41165</td>
<td>1, 2005</td>
<td>ONC</td>
<td>1.00</td>
<td>Toowoomba</td>
</tr>
</tbody>
</table>

Academic group: FOEDU
Academic org: FOE002
Student contribution band: National Priority Teaching
ASCED code: 070113

STAFFING
Examiner: Don Rice
Moderator: Barry Fields

REQUISITES
Pre-requisite: Students must be enrolled in one of the following Programs: BEEC or BEPR or BPMU or BEPH or BEEH

RATIONALE
Communication is the essence of effective teaching and learning. It is therefore essential that student teachers not only understand the nature of communication processes in various learning environments, but develop their own skills to the highest possible level. Communication for teachers is not restricted to the classroom, but involves interviews with parents, discussions with other professionals, reporting to administrators and so on. This course is therefore both theoretical and practical - with theory underpinning the practical to prepare students to apply their abilities in a wide range of educational contexts.

SYNOPSIS
Students will analyse the nature of communication in the classroom and learn the elements of effective interpersonal communication. A major focus will be on the role of verbal interaction in teaching. The importance of effective and active listening will be emphasised, together with the interaction between nonverbal and verbal communication. Students will also learn how to conduct class and group discussions, prepare and present reports on pupils to parents and fellow professionals, how to deal with anger and conflict, and some 'front-line' counselling skills.

IMPORTANT NOTE: Working with Children: State law in Queensland requires that all adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18, in the State of Queensland*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc.) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18
UNLESS YOU POSSESS A CURRENT 'BLUE CARD'. For further information: http://www.childcomm.qld.gov.au/employment/bluecard/informationSheets.html *If you are undertaking practical experience outside the State of Queensland, Australia you should check local requirements.

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

1. demonstrate an understanding of the nature of communication in educational contexts
2. demonstrate satisfactory skill levels in a range of widely accepted communication competencies for teachers, such as: interpersonal communication; listening; verbal and nonverbal communication; facilitating classroom and group discussion; reporting
3. explain the barriers to effective communication; also how to avoid them, and how to overcome them
4. demonstrate knowledge and skill in communicating with students with communication difficulties.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Facilitating interpersonal communication</td>
<td>10.00</td>
</tr>
<tr>
<td>2. Listening skills</td>
<td>15.00</td>
</tr>
<tr>
<td>3. Verbal and non-verbal communication</td>
<td>10.00</td>
</tr>
<tr>
<td>4. Assertion and negotiation</td>
<td>10.00</td>
</tr>
<tr>
<td>5. Conflict management skills</td>
<td>15.00</td>
</tr>
<tr>
<td>6. Leading discussions, meetings, etc</td>
<td>10.00</td>
</tr>
<tr>
<td>7. Influence of technology on communication in the classroom including email and multimedia representations</td>
<td>10.00</td>
</tr>
<tr>
<td>8. Cultural influences on the nature of communication in educational settings including sexism and racism</td>
<td>10.00</td>
</tr>
<tr>
<td>9. Communication Ethics</td>
<td>10.00</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>34.00</td>
</tr>
<tr>
<td>Directed Study</td>
<td>105.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>13.00</td>
</tr>
<tr>
<td>Tutorials</td>
<td>13.00</td>
</tr>
</tbody>
</table>

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTATION</td>
<td>45.00</td>
<td>45.00</td>
<td>01 Mar 2005</td>
</tr>
<tr>
<td>TEST</td>
<td>35.00</td>
<td>35.00</td>
<td>01 Mar 2005</td>
</tr>
<tr>
<td>ESSAY</td>
<td>20.00</td>
<td>20.00</td>
<td>01 Mar 2005</td>
</tr>
</tbody>
</table>

NOTES

1. The examiner will advise the due dates for all assessment items. Letter grades will be used in this course and displayed in the notes section.

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 (or 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 consent of the lecturer, the lecturer may decline to mark the assignment, or apply a penalty.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily completing all 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 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 twenty-four (24) hours of receipt of request being made by the examiner. The student must retain this copy until the grade for this course has been finalised.

3 In accordance with the University's assignment extension policy (Regulation 5.6.1), the examiner may grant an extension of the due date of an assignment in extenuating circumstances.

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

5 The Faculty will NOT accept submission of assignments by facsimile.

6 Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements.

7 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.

8 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).

9 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.

10 Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.
11 Each assessment item must be submitted and passed.

12 Summative assessment items will receive one of the following letter grades:
   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 as specified by the examiner.
3 IMPORTANT NOTE: Working with Children: State law in Queensland requires that
   all adults (including university students, pre-service educators, trainers, vocational
   teachers, industry educators) working with children under the age of 18, in the State of
   Queensland*, obtain approval before commencing such work. Many education courses
   include a practical component (professional experience, project work, research,
   assessment etc.) that may require engagement with children under the age of 18. It is
   your responsibility to ensure that you possess a current suitability card (Blue Card)
   before commencing any practical components of this course. DO NOT PARTICIPATE
   IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU
   POSSESS A CURRENT ‘BLUE CARD’. For further information:
   you are undertaking practical experience outside the State of Queensland, Australia
   you should check local requirements.