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>
</tr>
</thead>
<tbody>
<tr>
<td>FOE</td>
<td>1000</td>
<td>41130</td>
<td>1, 2005</td>
<td>ONC</td>
<td>1.00</td>
<td>Wide Bay</td>
</tr>
</tbody>
</table>

Academic group: FOEDU
Academic org: FOE002
Student contribution band: National Priority Teaching
ASCED code: 070300

STAFFING
Examiner: Peter Albion

RATIONALE
Educators need to be able to communicate professionally with learners and with other groups and individuals including colleagues, parents, employers and representatives of other agencies. Professional communication will occur in varied contexts and may require competent use of different modes and media depending upon the participants and purpose. It is vital that students preparing for a career in education understand the importance of effective communication, are sensitive to the requirements of differing circumstances and possess an appropriate repertoire of communications skills. These capacities require time for development. Thus placement of this course in the first semester of the program will enhance students' capacity for learning at university while continuing to develop their communication capabilities to appropriately professional standards.

SYNOPSIS
Students will be introduced to communication theory and will use it as a basis for developing their understanding of professional communication in education. They will consider different contexts, participants and associate purposes that may influence the selection of modes and media for communication. They will have opportunity to develop and demonstrate an appreciation of the importance of communication in all aspects of education and to practise the selection and application of a repertoire of appropriate communication skills. Students will be required to demonstrate appropriate levels of skill in the use of standard forms of written and spoken English and in the use of relevant forms of information and communication technology for academic and professional purposes. 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 communication theory
2. demonstrate an awareness of the wide variety of communication forms
3. demonstrate accepted academic styles in their written work including appropriate referencing; consistent use of appropriate grammar, punctuation, spelling and expression
4. express their ideas with logic, structure, sequence and internal consistency
5. express their ideas in a variety of communication mediums
6. demonstrate effective communication by making appropriate choices about text, context and significant textural features
7. critically analyse examples of communication
8. demonstrate effective use of ICT in their academic work environment.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication theory</td>
<td>20.00</td>
</tr>
<tr>
<td>2. Communication - forms and practices in education</td>
<td>50.00</td>
</tr>
<tr>
<td>3. Professional communications conventions and protocols</td>
<td>15.00</td>
</tr>
<tr>
<td>4. Contemporary ICTs in professional communication</td>
<td>10.00</td>
</tr>
<tr>
<td>5. Collaborative processes and practice</td>
<td>5.00</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).

Internal study pack is available from USQ Bookshop.


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>26.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>26.00</td>
</tr>
<tr>
<td>Private Study</td>
<td>100.00</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>TUTORIAL TASKS</td>
<td>40.00</td>
<td>40.00</td>
<td>01 Mar 2005 (see note 1)</td>
</tr>
<tr>
<td>ESSAY</td>
<td>40.00</td>
<td>40.00</td>
<td>12 May 2005</td>
</tr>
<tr>
<td>2 HOUR CLOSED EXAMINATION</td>
<td>100.00</td>
<td>20.00</td>
<td>END S1 (see note 2)</td>
</tr>
</tbody>
</table>

### NOTES

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

2. Students will be advised of the examination date for this course when the official examination timetable for semester 1 2005 has been finalised.

### 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 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 obtained for each of the summative assessment items in the course.

6 Examination information:
In a Closed Examination, candidates are allowed to bring only writing and drawing instruments into the examination.

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

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 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.

7 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).
8 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.
9 Marking criteria are provided in course material as mark sheets/guides or as part of
assignment specifications.
10 Each assessment item 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 as specified by the course 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.