



The University of Southern Queensland

## Course specification

### Description: Reading and Writing Across the Disciplines

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
ASD	1000	54841	2, 2006	ONC	1.00	Toowoomba

<b>Academic group:</b>	FOART
<b>Academic org:</b>	FOA003
<b>Student contribution band:</b>	1
<b>ASCED code:</b>	100700

### STAFFING

Examiner: Shirley Tyler

Moderator: Rod Wilson

### 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 (All Assessment items refer)
2. identify principal and supporting ideas in written and spoken material (Assessment items 5 and 7 refer)
3. analyse topics and develop thesis statements (Assessment item 6 refers)
4. write essays which contain logical and sustained arguments (Assessment item 6 refers)
5. begin developing awareness of theoretical paradigms in academic writing (Assessment item 6 refers)
6. show evidence of the ability to communicate in written and/or oral forms (Assessment items 5, 6 and 7 refer)

## TOPICS

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

## 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 Disciplines Readings: This material is available in the library.

Bate, D & Sharpe, P 1996, *Writer's handbook: for university students*, 2nd edn, Harcourt Brace, Sydney.

Browne, N & Keeley, S 2001, *Anthropology on the internet: evaluating online resources*, Prentice Hall, Upper Saddle River, New Jersey.

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

Mahony, D 2004, *Studying and writing effectively*, QUT, Brisbane.

## 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.

Allen, M 1997, *Smart thinking: skills for critical understanding and writing*, Oxford University Press, Melbourne.

Browne, N & Keeley, S 1986, *Asking the right questions: a guide to critical thinking*, 2nd edn, Prentice Hall, Englewood Cliffs, New Jersey.

Cantor, J 1993, *A guide to academic writing*, Praeger, Westport, Conn.

Clegg, C 1988, *Critical reading and writing across the disciplines*, Holt, Rinehart & Winston, New York.

Giltrow, J 1995, *Academic writing: writing and reading across the disciplines*, 2nd edn, Broadview Press, Peterborough, Canada.

Herrick, J 1995, *Argumentation: understanding and shaping arguments*, Gorsuch Scarisbrick, Scottsdale, Ariz.

Hurley, P 1997, *A concise introduction to logic*, 6th edn, Wadsworth, Belmont.

Kolln, M 1996, *Rhetorical grammar: grammatical choices, rhetorical effects*, 2nd edn, Allyn & Bacon, Boston, MA.

Lane, J & Lange, E 1999, *Writing clearly: an editing guide*, 2nd edn, Heinle & Heinle, Boston.

Leki, I 1995, *Academic writing: exploring processes and strategies*, 2nd edn, St Martin's Press, New York.

Packham, G, McEvedy, MR & Smith, P 1985, *Writing assignments*, Nelson, Melbourne.

Palmer, R 2002, *Write in style: guide to good English*, 2nd edn, Routledge, London.

Petelin, R & Durham, M 1996, *The professional writing guide: writing well and knowing why*, Pitman, Melbourne.

Pirie, D 1990, *How to write critical essays: a guide for students of literature*, Routledge, London.

Tyler, S, Kossen, C & Ryan, C 2002, *Communication: a foundation course (rev. edn)*, Prentice Hall, Sydney.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Examinations	2.00
Lectures or Directed Study	10.00
Private Study	131.00
Tutorials or Workshops	22.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
CMA 1	100.00	5.00	11 Aug 2006
CMA 2	100.00	5.00	11 Aug 2006
CMA 3	100.00	5.00	11 Aug 2006
CMA 4	100.00	5.00	11 Aug 2006
1500 WORD ESSAY	100.00	30.00	11 Oct 2006
TUTORIAL PARTICIPATION	100.00	20.00	03 Nov 2006 (see note 1)
2 HOUR EXAMINATION	100.00	30.00	END S2 (see note 2)

### NOTES

1. Tutorial participation will be graded according to frequency of contribution, quality of contribution, and evidence of preparation.
2. Students will be advised of the exam dates when the timetable 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. (For this course, normal class attendance consists of one 1 hour lecture and two 1 hour tutorials scheduled on different days per week.
- 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. 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); \* English translation dictionaries (but not technical dictionaries); \* Translation dictionary. With the Examiner's

approval, candidates may take an appropriate non-electronic translation dictionary into the examination. This will be subject to perusal and, if it is found to contain annotations or markings that could give the candidate an unfair advantage, it may be removed from the candidate's possession until the appropriate disciplinary action is completed.

- 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 lodge the assignment at the USQ. (b) All Faculty of Arts assignments must be lodged in the Faculty Assessment Centre on the Ground Floor of Q Block no later than 12 noon on the due date. (c) 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. (d) 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. (e) 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. (f) 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.