Description: Professional Communication Dissertation

<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>CMS</td>
<td>8000</td>
<td>70125</td>
<td>3, 2007</td>
<td>ONC</td>
<td>4.00</td>
<td>Toowoomba</td>
</tr>
</tbody>
</table>

Academic group: FOART
Academic org: FOA003
Student contribution band: 1
ASCED code: 100700

STAFFING
Examiner: Alison Feldman
Moderator: Chris Kossen

SYNOPSIS
This 4 unit course enables students enrolled in the Master of Professional Communication or Master of Editing and Publishing degrees to complete their dissertation under supervision. The dissertation shall consist of a 12,000-15,000 word assignment on a topic chosen by the student and approved in advance by the supervisor, and may be either the result of original investigation, or embody a critical appraisal or analysis of primary or secondary source material. Students who have completed appropriate production course work units may, with the approval in advance of the dissertation supervisor, include a substantial software production in a medium or media other than print. Where a software production is submitted for assessment it must be accompanied by a dissertation theorising and contextualising the production at a level appropriate to the award of Master of Professional Communication or Master of Editing and Publishing. In such cases the length of the dissertation may be reduced to no less than 10,000 words.

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

1. develop a research or project proposal, including defining a topic or developing a research or project design;
2. undertake independent research, under supervision, on a proposed topic;
3. review the literature relevant to a selected dissertation or project topic;
4. apply and justify appropriate methodology to research or project topic;
5. collect, present and analyse data relevant to the research or project topic;
6. write, edit and present in publishable form a completed dissertation or project ready for submission to dissertation or project examiners.
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>Private Study</td>
<td>660.00</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>PRELIMINARY PROPOSAL</td>
<td>100.00</td>
<td>0.00</td>
<td>30 Nov 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(see note 1)</td>
</tr>
<tr>
<td>DETLD PROPOSAL + LIT REVIEW</td>
<td>100.00</td>
<td>0.00</td>
<td>21 Dec 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(see note 2)</td>
</tr>
<tr>
<td>INTRO CHPTER</td>
<td>100.00</td>
<td>0.00</td>
<td>04 Jan 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(see note 3)</td>
</tr>
<tr>
<td>METHODOLOGY CHAPTER</td>
<td>100.00</td>
<td>0.00</td>
<td>11 Jan 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(see note 4)</td>
</tr>
<tr>
<td>PROJECT IMPLEMENTATION</td>
<td>100.00</td>
<td>0.00</td>
<td>25 Jan 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(see note 5)</td>
</tr>
<tr>
<td>1ST DRAFT COMPLETE DISSTATION</td>
<td>100.00</td>
<td>0.00</td>
<td>08 Feb 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(see note 6)</td>
</tr>
<tr>
<td>FINAL DRAFT</td>
<td>100.00</td>
<td>100.00</td>
<td>15 Feb 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(see note 7)</td>
</tr>
</tbody>
</table>

NOTES

1. Students will not be admitted to the Master of Professional Communication or Master of Editing and Publishing programs unless they have had a preliminary proposal approved and have been allocated a supervisor. This assessment item relates to Objectives 1, 2, 3 & 4.
2. This assessment item relates to Objectives 1, 2, 3 & 4.
3. This assessment item relates to Objectives 2, 3 & 4.
4. This assessment item relates to Objectives 2, 5 & 6.
5. Where students have chosen the Project Option, this must be implemented by 11 September 2007, to the supervisor's satisfaction. This assessment item relates to Objectives 2 & 4.
6. This assessment item relates to Objectives 2, 5 & 6.
7. This assessment item relates to Objectives 2, 5 & 6.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   It is the students' responsibility to participate appropriately in all activities (such as consultation with supervisors) 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 successfully complete an individual assessment item, a student must achieve at least 50% of the marks or a grade of at least C-. This statement must be read in conjunction with Statement 4 below.

3 Penalties for late submission of required work:
   If students submit assignments after the due date without extenuating circumstances and without prior approval, then a penalty of a maximum of 5% of the assigned mark may apply for each working day late, up to a maximum of 10 working days, at which time a mark of zero can be recorded for that assignment.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of a passing grade, students must meet the requirements of designated examiners.

5 Method used to combine assessment results to attain final grade:
   Method used to combine assessment results to attain final grade for Part 1 of a Dissertation/Project (where IIP is a possible grade) - If the research proposal and any possible ethics application are approved and the student's progress report is deemed satisfactory by the student's supervisor and the course examiner, the student will be awarded an interim grade of IIP, indicating satisfactory performance in the course. When the Dissertation/Project has been assessed in its entirety, the grade of IIP will be changed to the final grade.

6 Examination information:
   There is no set exam for this course. However the Dissertation/Project will be examined under the conditions set out for the program.

7 Examination period when Deferred/Supplementary examinations will be held:
   Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.

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

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) 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 day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.
(d). 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. (e) 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. (f) 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. (g) 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).

**OTHER REQUIREMENTS**

1. Preliminary proposal (on enrolment in the course). In order to facilitate the satisfaction of these assessment requirements, students must submit a 2-3 page preliminary thesis proposal with application for enrolment.

2. It is the responsibility of the student to ensure that all chapter drafts, as well as the final draft of their dissertation, be written in an acceptable standard of English expression. If students' initial work is not of an acceptable standard, students will be encouraged to use the services of a copy-editor, or to seek assistance from a competent writer of English. It is not the supervisor's principal role to correct English spelling, expression or grammar, although appropriate advice will be given. Dissertations or drafts of chapters of dissertations that are not expressed to a standard of English expression acceptable to the supervisor will be referred back to the student for correction, and will not be submitted for examination until corrected. Students who fail to address this aspect of their dissertation risk failing the course. Any expenses incurred in having drafts checked by copy-editors will be met by the student. Please also note that while copy-editing may be carried out by someone who is not the student, all the substantial content of the dissertation must be the student’s own work.

3. Assessment of the dissertation normally shall be carried out by two qualified examiners, at least one of whom is external to the University of Southern Queensland, and none of whom is supervising the student for this thesis.

4. Students should consult regularly with their supervisor.

5. Where a project or dissertation requires students to use surveys or interviews, such methods will need to meet University ethical requirements. The student must satisfy the supervisor and the course examiner that University ethical requirements are being met. This will normally be via completion and submission of an Ethics Clearance form, as per the study materials.

6. The dissertation shall be typed and bound and shall conform with the Faculty of Arts style guide for the presentation of theses and dissertations. Three spiral bound copies should be submitted to the student’s supervisor.