Course Code:	9000EHR
Course Name:	**Academic Communication for Postgraduate Students**
Semester:	**Trimester 2, 2018**
Program:	Masters Qualifying Program
Credit Points:	10
Course Coordinator:	Dr Chantelle Bayes
Document modified:	14 June 2018

Teaching Team

Your lecturer/tutor can be contacted via the email system or on the portal.

Dr Chantelle Bayes chantelle.bayes@staff.griffithcollege.edu.au

Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the "myTimetable" link.

Prerequisites

There are no prerequisites for this course.

Brief Course Description

This course is an introduction to the academic conventions and practices of communicating at a postgraduate level. It focuses on conventions associated with accepted practice in researching and writing essays, reports and case studies as well as the presentation and delivery of academic material. There is a focus throughout on the use of methods, technologies and strategies to develop an academic voice integrated with other viewpoints for effective expression and communication at the postgraduate level. The course scaffolds students' navigation through research and use of existing knowledge sources without incurring the risk of plagiarism.

Rationale

The transition from undergraduate to postgraduate study requires consolidation and mastery of skills and competencies developed during undergraduate study. In this course, students will develop the capacity to conduct academic research and present the results of research in written and oral forms that comply with academic conventions at postgraduate level. There is a focus on expression of student voice that enables participants to integrate their evaluation of other voices and encourages development of a scholarly identity in compliance with the conventions governing academic integrity.

Aims

The course aims to consolidate skills and competencies gained during undergraduate study. It will also scaffold the development of additional communication skills and competencies required for the transition from undergraduate to postgraduate study.

Skills and competencies related to postgraduate study include:
- Conducting research
- Reporting research findings
- Using technology to present research outcomes
- Writing essays and other forms of communicating research outcomes
- Developing sustainable arguments in academic communication
- Organising information compliant with academic conventions
- Referencing source material
- Critically evaluating and integrating sources to support an argument
- Collaborating with others to solve problems and successfully fulfil academic tasks

Learning Outcomes

The objective of the course is to allow students to acquire knowledge and skills relevant to study at a postgraduate level at an Australian university.

Upon successful completion of this course students will be able to:

1. Demonstrate a practical understanding of academic conventions and practices at a postgraduate level
2. Use a range of cooperative learning and group work techniques to enhance collaboration, improve learning experiences and outcomes
3. Respond critically to topics, scenarios, questions or hypotheses in various written and spoken modes and display attribution of source material using accepted referencing conventions where required
4. Develop an awareness of social and ethical responsibility by applying core values of academic integrity throughout the learning experience
5. Understand and reflect on the process of knowledge generation in an academic context

Texts and Supporting Materials

Required reading:

A list of required readings will be digitised and posted on the MyStudy course site.

Organisation and Teaching Strategies

Lectures are interactive to encourage maximum learning. Students can participate by asking questions, making comments, and completing short relevant written and oral exercises.

Workshops and tutorials are designed to encourage students to develop skills through practical exercises and to deepen their understanding of the content through discussion.

Each week students should allocate about 10 hours (including the lecture/tutorial/workshop time) to this course.

Class Contact Summary

Attendance

Students are expected to attend all classes.

Participation in Class

Students are expected to actively participate in classes each week.

Consultant Times

Attendance during consultation times is optional but students are encouraged to use this extra help to improve their learning outcomes. It is best if students make an appointment first by emailing your tutor or lecturer.

Course Materials

Lecture notes will be made available to students on the MyStudy course site on the student portal and students are advised to print these out and bring them to each class so that extra notes can be added.

Independent Learning

Students are expected to reinforce their learning from class time by undertaking sufficient independent study (approximately 6 hours per week outside of class time) so that they can achieve the learning outcomes of the course.

Content Schedule

This section sets out the schedule for content delivered in this course each week.

Weekly Teaching Schedule

Week	Topic	Activity	Readings
1	**Introduction to postgraduate study**	Lecture	Required Reading: Your core reading/s for each week will be clearly indicated in your course site on MyStudy.
	Class discussion and participation Recognising and finding academic sources	Tutorial & Workshop	
2	**Reading and thinking critically**	Lecture	
	Essential Academic writing skills Summarising, paraphrasing and quoting In text citations; avoiding plagiarism Developing critical thinking for postgraduate study	Tutorial & Workshop	
3	**Styles of academic writing**	Lecture	
	Writing academic paragraphs Complying with academic writing conventions	Tutorial & Workshop	
4	**Essays: Building arguments**	Lecture	
	Analysing research Developing and supporting claims	Tutorial & Workshop	
5	**Essays: Writing up**	Lecture	
	Integrating source material and developing a voice Citations, reference lists and academic integrity Editing, proofreading and checking Working in a team	Tutorial & Workshop	
6	**Collaboration and teamwork**	Lecture	

	Collaboration for academic and professional development Assigning tasks to team members Achieving team goals and objectives	Tutorial & Workshop	
7	**Presentations**	Lecture	
	Types of presentations Video development Group work consolidation	Tutorial & Workshop	
8	**Reports**	Lecture	
	Report writing and formatting	Tutorial & Workshop	
9	**Case studies: Analysis**	Lecture	
	Developing critical analysis techniques Working with primary materials	Tutorial & Workshop	
10	**Case studies: Problem recognition**	Lecture	
	Writing about case studies Making recommendations	Tutorial & Workshop	
11	**Revision and future applications**	Lecture	
	Reviewing course skills and competencies Application of communication skills in postgraduate study and the workplace Video presentations	Tutorial & Workshop	
12	**Exam preparation**	Lecture	
	Writing short answers Responding to multiple choice questions	Tutorial & Workshop	

Assessment

This section sets out the assessment requirements for this course.

Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Discussion activities	15%	1,2,3,4, 5	Week 5
2	Essay	30%	1, 3, 4, 5	Week 8
3	Group video presentation	25%	1,2,3,4, 5	Week 11
4	Final examination	30%	1,3,4,5	Exam Period

Assessment Details

Assessment 1: Discussion Activities
Learning Outcomes Assessed: 1,2,3,4
Due Date: week 5
Weight: 15%
Task:
Writing online posts is now an important part of communicating at university and in everyday life. For this assignment, students are required to participate in online discussion activities in order to further support their in-class discussion and extend their learning. This assessment requires students to publish a minimum of three (3) forum posts in relation to the required readings. Each post must be submitted via Turnitin and must be no longer than 500 words.

Criteria and Marking:
- Accuracy in response to the reading
- Reference to course content
- Expression and referencing

Assessment 2: Essay
Learning Outcomes Assessed: 1,2,3,4,5
Due Date: week 8
Weight: 30%
Task:
Students will be required to write an academic essay in response to a prompt. The required word length for this assignment is 2000 words. Further detail will be provided in the week 3 tutorial and on the MyStudy course site.

Criteria and Marking:
- Structure and format
- Accuracy in response to the question
- Use of the required readings
- Integration of further research
- Expression and referencing

Assessment 3: Group video presentation
Learning Outcomes Assessed: 1,2,3,4
Due Date: week 11
Weight: 25%
Task:
Students will be required to work in small teams to develop a video presentation around one of the topics provided. Further detail will be provided in the week 6 tutorial and on the MyStudy course site.

Criteria and Marking:
- Delivery
- Research Content
- Creativity
- Peer review

Assessment 4: Final examination
Learning Outcomes Assessed: 1,2,3,4,5
Due Date: Exam period
Weight: 30%
Task:
The final exam will be a combination of multiple choice and short answer questions. This will be conducted in exam week.

Criteria and Marking:
The full details of the final examination will be discussed in class.

Submission and Return of Assessment Items

Please check the assessment guideline for submission requirements.

Usually you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

Extensions

To apply for an extension of time for an assessment item you must submit a written request to your lecturer via the Student Website at least 48 hours before the date the assessment item is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. medical certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Penalties for late submission without an approved extension

Penalties apply to assignments that are submitted after the due date without an approved extension. Assessment submitted after the due date will be penalised 10% of the TOTAL marks available for assessment (not the mark awarded) for each day the assessment is late. Assessment submitted more than five days late will be awarded a mark of zero (0) For example:

- > 5 minutes and <= 24 hours 10%
- > 24 hours and <= 48 hours 20%
- > 48 hours and <= 72 hours 30%
- > 72 hours and <= 96 hours 40%
- > 96 hours and <= 120 hours 50%
- > 120 hours 100%

Note:

- Two day weekends will count as one day in the calculation of a penalty for late submission.
- When a public holiday falls immediately before or after a weekend, the three days will count as one day in the calculation of a penalty for late submission.

- When two public holidays (e.g. Easter), fall immediately before or after, or one day either side of a weekend, the four days will count as two days in calculating the penalty for late submission.
- When a single public holiday falls mid-week, the day will not be counted towards the calculation of a penalty.

Please refer to the Griffith College website - Policy Library > Assessment Policy for guidelines and penalties for late submission.

Assessment Feedback

You will receive comprehensive feedback on your assessment. Written comments will be given on all assessment you submit. As well, for each major assessment item, you will be given a clear indication of the standard you have reached on the range of skills needed in that assessment.

If you wish further feedback on your assessment you may make an appointment for a consultation with your lecturer (or tutor) or you may request feedback through the MyGriffith College message system.

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication	Yes	Yes	Yes
Oral Communication	Yes	Yes	Yes
Information Literacy	Yes	Yes	Yes
Secondary Research	Yes	Yes	
Critical Thinking	Yes	Yes	Yes
Academic Integrity	Yes	Yes	Yes
Independent Learning	Yes	Yes	
Team Work	Yes	Yes	Yes
Cultural Awareness		Yes	
English Language Proficiency	Yes	Yes	Yes

Additional Course Information

Teacher and Course Evaluations

This course introduces students to the way they are expected to communicate in postgraduate courses, and in particular the way that they are expected to use and refer to research literature. This not only helps students to understand and avoid plagiarism, it also clarifies what is meant by critical thinking and how knowledge is created, reviewed, and communicated in an academic context.!"

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations on the Griffith College portal whenever these are available.

Academic Misconduct

Academic misconduct covers, but is not limited to, acts of plagiarism, cheating, fabrication of data or research, unauthorised collaboration [e.g. collusion], misrepresentation of student status, and academic qualifications falsification. Breaching any of the standards outlined in the Conduct During Examinations policy is also considered to be academic misconduct.

The College Assessment Committee, or a member there of (usually the relevant Program Coordinator) is responsible for deciding on action to be taken on an allegation of academic misconduct and, where a student has been found to have engaged in a form of academic misconduct, may apply one or more of the following penalties:

- A formal warning to the student;
- Requirement to attend compulsory academic skills workshop prior to resubmission of the assessment in which the academic misconduct occurred;
- A mark reduction or a mark of zero [0] awarded for the assessment list in which the academic misconduct occurred;
- A Fail [F] grade for the course within which the academic misconduct occurred;
- Exclusion from enrolling in the program of study for a specified period of time;
- Expulsion from the College (readmission to the College is at the discretion of the Academic Director on consideration of the students case for readmission);
- Any other academic penalty as decided by the Academic Director.

For further information please refer to the Academic Integrity Policy on the Griffith College website - Policy Library.

Plagiarism Detection Software

Griffith College uses plagiarism detection software. Students should be aware that your Course Coordinator may use this software to check submitted assignments. If this is the case your Course Coordinator will provide more detailed information about how the detection software will be used for individual items.

Risk Assessment Statement

There are no out of the ordinary risks associated with the completion of this course.