1. General Course Information

1.1 Course Details

Course Code:	1201QBT
Course Name:	**Academic & Professional Skills Development**
Trimester:	**Trimester 1, 2020**
Program:	Associate Degree in Commerce & Business
	Diploma of Commerce
	Diploma of Design
	Diploma of Hotel Management
	Diploma of Criminology & Criminal Justice
	Diploma of Arts & Communication
	Foundation Program
Credit Points:	10
Course Coordinator:	Mary-Anne Vale
Document Modified	1 December 2019

Course Description

Academic and Professional Skills Development is a 10 Credit Point course within the Diplomas of Commerce, Criminology and Criminal Justice, Graphic Design, Hotel Management and Arts and Communication. The course is situated within the first semester of each of these programs. These Diplomas are designed to provide students with a pathway to: further university studies in related degrees or direct employment. The course offers students a broad introduction to the skills involved in acquiring information and in displaying knowledge to others. It includes the basic knowledge and skills required to successfully participate in an undergraduate degree program and to operate effectively in a professional context.

Assumed Knowledge

There are no prerequisites for this course. Note: This course is incompatible with *1020GIC & 1020QBT Academic & Professional Skills Development for Science and Technology.*

1.2 Teaching Team

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

Name	Email
Mary-Anne Vale	mary-anne.vale@griffithcollege.edu.au
Christine Eckert	christine.eckert@staff.griffithcollege.edu.au
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Melinda Villamizar	melinda.villamizar@staff.griffithcollege.edu.au
Mia Mitropoulos	maria.mitropoulos@staff.griffithcollege.edu.au

1.3 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 "Support and Services/Teacher Consultation Times" link.

1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device.

2. Aims, Outcomes & Generic Skills

2.1 Course Aims

Academic and Professional Skills Development enables students to develop skills in three main areas along with the relevant academic language. The areas are interwoven throughout the course so that learning is maximised by ensuring that basic skills are consolidated before more advanced skills are introduced. The first area covers general learning skills relevant to both in a university or a professional context. It includes skills related to academic integrity, individual learning approaches and strategies and analytical and critical thinking. It also enhances learning skills by developing awareness of the relationship between culture and educational style. The second area of skills are those required to extend students' learning beyond lectures and textbooks. Students will learn techniques for recognising different types of texts, searching databases, understanding the production of research, reading the literature analytically and critically and applying knowledge to 'real world' contexts. The third area is concerned with the skills students require to display information in the most effective manner. It deals with oral presentations, essays, case studies and examinations. Among the written skills addressed are: citation and referencing skills, paragraphing, developing an argument, and using the literature to support an argument. This area also includes the oral skills needed in questioning and responding in a tutorial and in giving presentations.

2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. **Apply** appropriate learning orientations and reflective practices in order to build academic and professional capabilities;

2. **Evaluate** scholarly literature, in order plan, analyse, synthesise,-organise, and communicate relevant information through a range of academic contexts and modes;

3. **Critically assess** topics, scenarios, questions or hypotheses in various written and spoken modes;

4. **Apply** a range of team work techniques to enhance collaboration experiences and outcomes;

5. **Apply** core values of academic integrity by using accepted referencing conventions where required and learning to build social and ethical responsibility.

2.3 Generic skills

For further details on the Generic Skills please refer to the Graduate Generic Skills and Capabilities policy.

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
Knowledge and skills with critical judgement	✓	✓	✓
Communication and collaboration skills	✓	✓	✓
Self-directed and active learning skills	✓	✓	
Creative and future thinking skills		✓	✓
Social responsibility and ethical awareness	✓	✓	
Cultural competence and awareness in a culturally diverse environment	✓	✓	

3. Learning Resources

3.1 Required Resources

Turner, K., Ireland, L., Krenus, B., & Pointon, L. (2011). Essential Academic Skills (2nd edition). Melbourne, Australia: Oxford University Press.

Do not purchase the 2009 revised edition of this textbook.

1201QBT Workshop & Tutorial Guide. Please purchase from the campus bookshop in time for your classes in Week 1.

3.2 Recommended Resources

A translation or English language dictionary and a Thesaurus

3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

Digital Library – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

Academic Integrity Tutorial - this tutorial helps students to understand what academic integrity is and why it matters. You will be able to identify types of breaches of academic integrity, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

Services and Support provides a range of services to support students throughout their studies including personal support such as Counselling; Academic support; and Welfare support.

Jobs and Employment in the Student Hub can assist students with career direction, resume and interview preparation, job search tips, and more.

IT Support provides details of accessing support, information on s numbers and internet access and computer lab rules.

3.4 Other Learning Information

Attendance

You are expected to attend all lectures and tutorials and to actively engage in learning during these sessions. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you may BYOD (bring your own device) to class such as a laptop or tablet. This is not a requirement as computer lab facilities are available on campus, however, the use of such devices in the classroom is encouraged with appropriate and considerate use principles being a priority.

Preparation and Participation in Class

In order to enhance learning, prepare before lectures and tutorials. Read the relevant section of your text book before a lecture, and for a tutorial read both the textbook and the relevant lecture notes. If you have been given tutorial exercises, make sure you complete them. Active participation in lectures and tutorials will improve your learning. Ask questions when something is unclear or when you want to bring some issue to your lecturer or tutor's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

Consultation Sessions

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

Course Materials

Lecture notes will be made available to you in MyStudy on the Griffith College Portal and you are advised to either print these out and bring them to each class so that extra notes can be added or BYOD (bring your own device) and add extra notes digitally.

Self-Directed Learning

You will be expected to learn independently. This means you must organise and learn the course content even when you are not specifically asked to do so by your lecturer or tutor. This involves revising the weekly course material. It also means you will need to find additional information for some assessment items beyond that given to you in textbooks and lecture notes, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

Program Progression

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - Program Progression Policy - for more information].

Teacher and course Evaluation

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 via Griffith College's evaluation tool whenever these are available.

4. Learning and Teaching Activities

4.1 Weekly Learning Activities

Week	Topic	Activity	Readings	Learning Outcomes
1	The Nature of Learning at University; 2. Features of academic writing; Core values of Academic Integrity 3. Study management	Lecture, tutorial & workshop	Chapter 1, pp. 1-15; & Chapter 3, pp. 60-61	1, 2, 3 & 5
2	Finding Academic Sources and Reading Academic Texts	Lecture, tutorial & workshop	Chapter 4, pp. 66-82 Chapter 5, pp. 97-103; Chapter 5, pp. 107-112 Essay Required Reading	1, 2, 3 & 5
3	Reading and Using Research Reports	Lecture, tutorial & workshop	Chapter 12	1, 2, 3 & 5
4	Creating an Argument (for an essay)	Lecture, tutorial & workshop	Chapter 6, pp. 138 – 145 Chapter 5, pp. 118 – 127	1, 2, 3 & 5
5	Writing an Essay	Lecture, tutorial & workshop	Chapter 6, pp. 145 – 159 Chapter 5, pp. 118 – 127	1, 2, 3 & 5
6	Writing an Essay	Lecture, tutorial & workshop	Chapter 6, pp. 145 – 159	1, 2, 3 & 5
7	Writing an Essay	Lecture, tutorial & workshop	Chapter 6, pp. 145 – 159	1, 2, 3 & 5
8	Writing a Reference List Organising groups and group work	Lecture, tutorial & workshop	Chapter 5, pp. 138 – 147; Chapter 5, pp. 103-112 Chapter 9, pp. 193-196; Chapter 9, pp. 201-218	1, 2, 3 & 4
9	Giving academic presentations	Lecture, tutorial & workshop	Chapter 10	1, 2, 3, 4 & 5
10	Case studies	Lecture, tutorial & workshop	Chapter 8, pp. 169 – 179	1, 2, 3, 4 & 5
11	Case studies & Writing a Discussion Paragraph		Chapter 8 Chapter 13	1, 2, 3, 4 & 5
12	Theories about Learning & Examination techniques		Chapter 1 and 11 Chapter 8	1, 2, 3, 4 & 5

5. Assessment Plan

5.1 Assessment Summary

Item	Assessment Task	Weighting	Learning Outcomes	Due Date
1	Step 1: Source Analysis	10%	1, 2, 3, 5	Week 5
2	Step 2: Essay	30%	1, 2, 3, 5	Week 9
3	Group Presentation	20%	1, 2, 3, 4, 5	Week 11
4	Final Examination	40%	1, 2, 3	Exam Period

5.2 Assessment Detail

The assessment in the course is designed to allow you to develop and demonstrate academic skills taught in the course.

Please note that web applications such as Google Translate, Grammarly and Youdau (or equivalent services) are not permitted for extensive translation or language assistance purposes. Wikipedia, and Baidu, Weibo and WeTalk are not permitted to be used.

Source Analysis– (Week 5 – Print & submit to your tutor**) – 10%**
You are required to complete the Source Analysis in class time and at home. You are required to consult with your teacher and discuss your work on an ongoing basis. Your Source Analysis must be printed and submitted to your teacher during the tutorial hour will assess your ability to analyse the essay topic, select and read sources analytically and critically, construct an argument, avoid plagiarism and identify citations.

If you do not submit your Source Analysis you will receive a Did Not Submit (DNS) mark, that is, you will receive no mark for your Source Analysis.

Step 2: Essay (Week 9 - submit to Turnitin) – **30%**
The essay will: assess your ability to select and read relevant sources analytically and critically; avoid plagiarism; paraphrase and quote skilfully; use citations; write coherent paragraphs; link paragraphs in a logical order; write an introduction and conclusion; create an argument in an essay format; and use knowledge from academic sources.

A requirement for submission of your Essay is that it must be uploaded to Turnitin via Moodle for checking the originality of your work. Your essay will be marked in Turnitin via GradeMark. You will be able to see your mark and teacher comments by viewing your essay in Turnitin. You will also be able to see your mark in the student portal. If you do not submit your essay to Turnitin via Moodle, you will receive a Did Not Submit (DNS) mark, that is, you will receive no mark for your essay.

You may submit your essay to Turnitin via Moodle as many times as you like before the final submission. Use early submission to check for plagiarism. If there is plagiarism, you may correct your essay and re-submit as many times as needed before final submission. Submit the final copy of your essay to Turnitin via Moodle by the due date. In addition, submit a paper copy of the Griffith College Cover Sheet to your tutor (ensure that all sections are completed) OR check boxes at the point of submission in Turnitin via Moodle may appear requiring you to agree to authentication questions. These can provide evidence of authorship, if necessary.

Group Presentation (Week 11) – **20%**

The group presentation assesses your presentation skills within an academic context. You will be assessed by your tutor for the quality of your group presentation and your peers may be asked to provide feedback on the group performance. Your group will be required to submit records of meetings, a paper copy of your PowerPoint presentation, and complete a group reflection on how the group worked together to achieve their goals. A requirement for submission of your notes and PowerPoint presentation is that they must be uploaded to Turnitin via Moodle for checking the originality of your work.

Your team leader should submit the final copy of your PowerPoint presentation to Turnitin by the due date (the day you have your tutorial). If your <u>notes</u> and PowerPoint presentation are not submitted to Turnitin via Moodle, you will receive a Did Not Submit (DNS) mark, that is, you will receive no mark for your group presentation. You may submit your notes and PowerPoint presentation to Turnitin via Moodle as many times as your like before the final submission. Use early submission to check for plagiarism. If there is plagiarism, you may correct your work and resubmit. Follow this process of checking and correction as many times as needed before final submission.

You are requested to submit a paper copy of the PowerPoint presentation to your tutor on presentation day. In addition, submit a paper copy of the Griffith College Cover Sheet to your tutor (ensure that all sections are completed) OR check boxes at the point of submission in Turnitin via Moodle may appear requiring you to agree to authentication questions. These can provide evidence of authorship, if necessary.

Final Examination (Exam Period) – **40%**

The final examination is a practical assessment of the skills covered in the course. It contains a range of question types that test your skills of reading to find meaning and evidence; a short case study and the opportunity to write a developed academic paragraph demonstrating your academic writing skills.

5.3 Late Submission

An assessment item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Assessment items submitted more than five working days after the due date are awarded zero marks.

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

5.4 Other Assessment Information

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.

Requests for extension

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment 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. Griffith College Student Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Return of Assessment Items

1. Marks awarded for in-trimester assessment items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final assessment item in this course (marks for this item will be provided with the final course result).

2. Students will be advised of their final grade through the Student Portal. Students can review their exam papers after student grades have been published (see relevant Griffith College Fact Sheet for allocated times at Support> Factsheets). Review of exam papers will not be permitted after the final date to enrol.

3. Marks for **all** assessment items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

    The sum of your marks overall assessment items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.

6. Policies & Guidelines

Griffith College assessment-related policies can be found in the Griffith College Policy Library which include the following policies:

Assessment Policy, Special Consideration, Deferred Assessment, Alternate Exam Sitting, Medical Certificates, Academic Integrity, Finalisation of Results, Review of Marks, Moderation of Assessment, Turn-it-in Software Use. These policies can be accessed using the 'Document Search' feature within the Policy Library

Academic Integrity Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of an allegation of a breach of academic integrity being made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the Griffith College Academic Integrity Policy; this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

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

Reasonable Adjustments for Assessment – The Disability Services policy

The Disability Services policy (accessed using the Document Search' feature with the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

Risk Assessment Statement

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

Note: For all Diploma level programs, Griffith College acknowledges content derived from Griffith University.