



1. General Course Information

1.1 Course Details

Course Code:	1201QBT
Course Name:	Academic & Professional Skills Development
Trimester:	Trimester 2, 2024
Program:	Associate Degree in Commerce and Business Diploma of Business Diploma of International Tourism and Hotel Management Diploma of Criminology & Criminal Justice
Credit Points:	10
Course Coordinator:	Tanya-Lee Robinson
Document modified:	09/05/2024

Course Description

Academic and Professional Skills Development is a 10 Credit Point course within a range of Diploma Programs at Griffith College. The course is offered in the first semester of each of these programs. Diploma Programs 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 *5902LAL / 5902GCH English Language & Communication for Health* or *5901LHS / QBT Language and Communication for Business and Commerce*.

1.2 Teaching Team

Your teacher/s can be contacted via email as below:

You will also find their email in the Teacher's tile on your Course Site.

Name	Email
Tanya-Lee Robinson	Tanya-Lee.Robinson@griffithcollege.edu.au
Sheryl Ramsay	Sheryl.Ramsay@griffithcollege.edu.au
Dr. Kristy Seymour	Kristy.Seymour@griffithcollege.edu.au
Kelly Evans	Kelly.Evans@griffithcollege.edu.au

1.3 Meet with your teacher

Your teacher is available each week to meet outside of normal class times. This is called consultation. Times that your teacher will be available for consultation will be found on the Teacher's tile on your Course Site.

1.4 Timetable

Your timetable is available on the Griffith College Digital Campus at My Apps, Timetable.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device such as desktop, laptop, or tablet. In addition, up-to-date browser access, a reliable high-speed internet connection with enough upload and download capacity, a webcam and headset including microphone are needed.

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 a university and 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 communicate spoken and written information effectively. Skills addressed include citation and referencing, developing an argument, and using the literature to support an argument.



2.2 Learning Outcomes

After successfully completing this course, you should be able to:

1. Understand and apply reflective practices and referencing conventions to build ethical academic and professional capabilities.
2. Evaluate and synthesise scholarly literature on topics related to future thinking in relevant disciplines, in order to present a coherent argument.
3. Apply a range of collaborative techniques to build professional intercultural and communication competencies.



2.3 Graduate Capabilities and Employability Skills

For further details on the Graduate Capabilities and Employability Skills please refer to the [Graduate Generic Skills and Abilities Policy](#).

Griffith College is committed to producing graduates who are able to demonstrate progress toward the development of a number of generic skills / capabilities that will allow them to successfully continue their studies at the tertiary level. This set of skills includes employability related skills that will ensure graduates are capable in the workplace of the future.

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

Graduate Capabilities and Employability Skills			Focus within this course
Interacting with People	Teamwork		✓
	Communication		✓
	Respect for Culture and Diversity		✓
Readiness for the Workplace	Problem Solving		✓
	Planning and Organisation		✓
	Creativity and Future Thinking		✓



3. Learning Resources

3.1 Required Learning Resources

No requirement for purchasing resources. All resources will be found on the course site.

3.2 Recommended Learning Resources

A translation or English language dictionary and a Thesaurus

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

3.3 College Support Services and Learning Resources

Griffith College provides many facilities and support services to assist students in their studies. Links to information about 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.
- [Study Toolbox](#) – there is a dedicated website for this course on the Griffith College Digital Campus.
- [Academic Integrity](#) - Griffith College is committed to ensuring academic integrity is understood and maintained by all staff and students. All students learn about academic integrity through engagement with Academic Integrity online modules within the Academic and Professional Studies course.
- [Services and Support](#) provides a range of services to support students throughout their studies including academic advice and assignment help from Student Learning Advisors, and personal and welfare support from Student Counsellors.
- [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 Information about your Learning

Preparation and Participation in Learning

You need to prepare before attending your scheduled Learning Experience (In Class). Work through the Learning Content (Before Class) prepared by your teacher which is found on the course site. Make sure you complete the Learning Activities (After Class) set each week. Active participation in your learning will enhance your success. Ask questions when something is unclear or when you want to bring some issue to your teacher's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

Attendance

You are expected to actively engage in all learning experiences which underpin the learning content in this course. Attendance will be recorded by your teacher in each learning experience to ensure you are meeting the requirements of the program you are studying and/or your visa conditions. You are expected to engage with the learning content and learning activities outside of timetabled class times. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you are encouraged to 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.

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 Learning Materials

Learning materials are made available to you in the course site. The learning materials are arranged in Modules. In each Module you will find Learning Content (Before Class), Learning Experiences (In Class) and Learning Activities (After Class). **Learning Content (Before Class)** will be engaged with prior to the scheduled **Learning Experience (In Class)**. This will ensure you are prepared for the scheduled Learning Experience (In Class) by being aware of the content to be covered and therefore will be able to actively participate in the session. **Learning Activities (After Class)** are accessed after the scheduled session for purposes of review, consolidation of learning, and preparation for the Evidence of Learning Tasks (Assessments) in the course.

Students who occasionally cannot attend the weekly scheduled class due to illness or other commitments are required to catch up with all weekly material.

Self-Directed Learning

You will be expected to learn independently. This means you must organise and engage with the course Learning Content (Before Class) even when you are not specifically asked to do so by your teacher. The weekly guide (below) will be helpful to organise your learning. This involves revising the weekly Learning Content (Before Class) and completing the Learning Activities (After Class). It also means you will need to find additional information to evidence your learning beyond that given to you, 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%, students are engaged in their learning 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].

International students enrolled in Language Development Modules (LDM100 / LDM200 or LDH100 / LDH200)

Successful completion of LDM100 and LDM200 or LDH100 and LDH200 is **required** to graduate with your Diploma award and progress to your Bachelor. If you do not achieve non-graded passes for these language modules your progression to your Bachelor will be affected. Please attend all your classes and submit your assessment.






Teacher and Course Evaluation

Your feedback is respected and valued by your teachers. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your teacher or by completing course and teacher evaluations via Griffith College's evaluation tool whenever these are available.



4. Weekly Guide: Learning Content, Learning Experiences and Learning Activities

The information below lays out how your learning will be organised throughout the trimester:

Week	Learning Content (Before Class)	Learning Experiences (In Class)	Learning Activities (After Class)	Evidence of Learning (Assessment)	Learning outcome
					
Module 1: Ethical Academic Practices					
1	Course overview and an introduction to assessments. <ul style="list-style-type: none"> Welcome to Griffith College What is learning? Growth Mindset 	<ul style="list-style-type: none"> Guided tour of course site Getting to Know You Steps to Success Growth Mindset Evidence of Learning - assessments 1 & 2 Academic integrity 	<ul style="list-style-type: none"> Weekly & Trimester Planning Explore the course site 		1
2	Academic research and source evaluation <ul style="list-style-type: none"> Intro: Academic sources/texts SMART goals 	<ul style="list-style-type: none"> SMART goals Primary/secondary sources Note-taking IMRAD structure Source evaluation OP Assessment topic analysis Search terms Researching: databases Academic Integrity 	<ul style="list-style-type: none"> Critical thinking and argument Read: required reading Student Forum 		1, 2

3	Introduction to referencing and required reading analysis. <ul style="list-style-type: none"> Active read: required reading Intro: referencing The writing process 	<ul style="list-style-type: none"> Referencing: fields Formatting in-text citations Complex citations Required Reading analysis Using Turnitin Academic Integrity 	<ul style="list-style-type: none"> APA referencing guide Researching for OP Task Assessment Student Forum 		1, 2, 3
4	Quoting, paraphrasing, citing sources and essay structure. <ul style="list-style-type: none"> Paraphrasing & quoting Essay Planning 	<ul style="list-style-type: none"> Paraphrasing, quoting & citing mini lecture & activities Required Reading analysis: greater depth Essay structure Essay planning 	<ul style="list-style-type: none"> Academic research Student Forum 		1, 2, 3
Module 2: Future Thinking					
5	Thesis statements and Developed Paragraphs <ul style="list-style-type: none"> Developed Paragraph: content & structure Hedging & boosting 	<ul style="list-style-type: none"> Thesis statements Topic sentences Developed body paragraphs Paragraph analysis Paragraph writing Hedging & boosting: practice Paragraph drafting 	<ul style="list-style-type: none"> Student Forum Developed paragraph drafting Proofreading 		1, 2, 3
6	Using the literature in academic writing: synthesis <ul style="list-style-type: none"> Drafting, editing & proofreading The future of work Persuasive communication 	<ul style="list-style-type: none"> Synthesising sources Showing agreement/disagreement The future of work: analysis task Reporting verbs: tense/agreement /disagreement Changing quotes: ellipses and square brackets Paragraph evaluation task 	<ul style="list-style-type: none"> Developed paragraph checklist Student Forum Employment: Psychometric test 		1, 2, 3
7	Writing introductions and conclusions. Reference lists. <ul style="list-style-type: none"> Essay introductions & conclusions Reference lists Prep: Developed Paragraphs 	<ul style="list-style-type: none"> In-Class Exam: Developed Paragraph Introductions & conclusions Essay Structure Quiz Academic/Professional writing: Objectivity & Formality Reference lists Oral Presentation team formation and initial meeting 	<ul style="list-style-type: none"> Introductions Academic vocabulary phrase book OP prep 	In-Class Exam: Developed Body Paragraph (20%)	1, 2, 3
8	Employability: teamwork <ul style="list-style-type: none"> Work experience Job seeking toolbox Oral Presentations: Griffith University 	<ul style="list-style-type: none"> Key employability skills Teamwork Tuckman's stages of teamwork OP Teams finalization Online team communication Model presentation analysis 	<ul style="list-style-type: none"> Developed paragraph feedback Proofreading tips OP planning 		1, 2, 3

Module 3: Communicative Collaboration					
9	Collaboration <ul style="list-style-type: none"> • Employability self-evaluation • Oral presentations & employability • Model presentation analysis 	<ul style="list-style-type: none"> • Model presentation analysis • Verbal & non-verbal communication • Group dynamic and role development • Intercultural communication Notes and Scripts for Ops • Team OP planning activity for teacher feedback. 	<ul style="list-style-type: none"> • The art of persuasion in the workplace • Cultural Awareness Quiz 		1,2,3
10	Strategies for successful teamwork: conflict resolution <ul style="list-style-type: none"> • Model OP analysis • Managing team conflict 	<ul style="list-style-type: none"> • Citing sources in an OP • OP PPT design • Conflict resolution in teams • Scenario analysis • Maximising OP skills • Managing anxiety with OPs • Assertive communication • Team meeting and teacher check-in 	<ul style="list-style-type: none"> • OP Notes and Scripts • Oral presentation rehearsal 		1,2,3
11	Strategies for success: career planning <ul style="list-style-type: none"> • Planning professional development pathways • OP PPT design 	<ul style="list-style-type: none"> • Delivery of ASSESSMENT TASK 4 - Oral Presentation 	<ul style="list-style-type: none"> • Final Exam Prep 	Evidence of Learning due: Team Oral Presentation due (40%)	1,2,3
12	<ul style="list-style-type: none"> • Final Exam Revision: All course material 	<ul style="list-style-type: none"> • Reflect & evaluate team effectiveness • Career Research & Planning • Create a career plan • Professional emails • Managing job interviews • Preparing for university exams 	<ul style="list-style-type: none"> • Final Exam Prep 	Evidence of Learning (Exam Week): Centralized Final Exam (Short Answers) 40%	1,2,3



5. Evidence of Learning (Assessment)

5.1 Evidence of Learning Summary

	Evidence of Learning (Assessment)	Weighting	Learning Outcome	Due Date
1	Body Paragraph (in-class exam)	20%	1, 2	Week 7
2	Oral Presentation (in teams)	40%	1, 2, 3	Week 11
3	Final Exam (centralised)	40%	1, 2	Exam Week

5.2 Evidence of Learning Task Detail

The evidence of learning tasks in the course are designed to allow you to develop and demonstrate academic skills taught in the course.

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

Students should follow all teacher directions about the use (or not) of Generative Artificial Intelligence (Gen-AI) tools in terms of formative assessment tasks, citing Gen-AI applications for particular purposes in summative assessment tasks (if relevant) and any other course specific preferences related to the use (or not) of Gen-AI tools. It should be noted that Turnitin now provides teaching staff with a Gen-AI percentage indicator similar to plagiarism detection capabilities accessible to teachers.

1. Evidence of Learning Task 1: Developed Body Paragraph (20%)

Task Type: Written Exam

Due Date: In Class Exam, Week 7

Weight: 20%.

Length: 200-250 words

Task Description: This is an in-class, pen-and paper exam where unseen topics will be provided. Follow the structure you have been taught in class to write ONE well developed body paragraph. This task assesses your ability to analyse the literature, support argument with relevant and reliable evidence, organise ideas logically, and apply taught academic conventions to present sourced information. Feedback for this paragraph should be applied when you draft your own essay body paragraphs.

Criteria and Marking: Students are assessed against learning outcomes 1 & 2

Submission: Pen-and-paper, in class exam

2. Evidence of Learning Task 2: Team Oral Presentation (40%)

Task Type: Team Oral Presentation Assignment

Due Date: Week 11 in Learning Experience class

Weight: 40%.

Length: 4 minutes per person (+/- 10%)

Task Description Your team is required to collaborate in order to produce and present a clear, engaging and well-supported spoken academic argument on the given topic. In addition to the reading provided, your team should find and cite at least three reliable sources on your topic. All sources must be cited in speech and on individual slides (including images) and a reference list must be provided on the last slide.

Criteria and Marking: Students are assessed against learning outcomes 1, 2 and 3

Submission: Delivery in class; PPT and individual script through Turnitin via the course site before OP delivery in class

3. Evidence of Learning Task 3: Final Exam (40%)

Task Type: Written Exam

Due Date: Exam Week (date to be advised on exam timetable)

Weight: 40%.

Length: 2 hours

Task Description: The final exam assesses all course content (Learning Outcomes 1, 2, 3). Questions are short answer format.

Criteria and Marking: Students are assessed against learning outcomes 1 & 2

Submission: Centralised, in-person, pen and paper exam.

Requirements for ALL tasks

A requirement for submission of all evidence of learning in the course is that it must be uploaded to Turnitin via the course site. All tasks will be marked in Turnitin. You will be able to see your mark and teacher comments by viewing your work in Turnitin via the course site. You will also be able to see your mark in Grades. If you do not submit your tasks to Turnitin via the course site, you will receive a Did Not Submit (DNS) mark, that is, you will not receive marks for the tasks.

Use early submission to check for plagiarism. If there is plagiarism, you may correct your work and re-submit as many times as needed before final submission. Submit the final copy of your task to Turnitin via the course site by the due date. Check boxes at the point of submission in Turnitin may appear requiring you to agree to authentication questions. These can provide evidence of authorship, if necessary.

In order to pass this Course, students must:

Demonstrate assurance of learning of all learning outcomes through graded Evidence of Learning Tasks.

5.3 Late Submission

An Evidence of Learning Task submitted after the due date, without an approved extension from the teacher, will be penalised. The standard penalty is the reduction of the mark allocated to the Evidence of Learning Task by 5% of the maximum mark applicable for the Evidence of Learning Task, for each calendar day that the task is late. Evidence of learning tasks submitted more than seven calendar 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 Information about Evidence of Learning

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 evidence of learning task, 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 Evidence of Learning Tasks.

Return of Evidence of Learning Tasks

1. Marks awarded for in-trimester evidence of learning tasks, except those being moderated externally with Griffith University, will be available on the course site within fourteen [14] days of the due date. This does not apply to the final evidence of learning task in this course (marks for this task will be provided with the final course result).
2. Students will be advised of their final grade through the Digital Campus. Students can review their final exam papers after student grades have been published. Review of final exam papers will not be permitted after the final date to enrol.

3. Marks for **all** evidence of learning tasks including the final exam (if applicable) will be recorded in the Course Site and made available to students through the Course Site.

The sum of your marks of evidence of learning tasks 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 Evidence of Learning Tasks-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

[Assessment Policy](#), [Special Consideration](#), [Deferred Assessment](#), [Alternate Exam Sitings](#), [Medical Certificates](#), [Academic Integrity](#), [Finalisation of Results](#), [Review of Marks](#), [Moderation of Assessment](#), [Turn-it-in Software Use](#). These policies can be accessed 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 teachers 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 Evidence of Learning Tasks – The Disability Services policy

The [Disability Services policy](#) (accessed within the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to Evidence of Learning Tasks 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.