



## 1. General Course Information

### 1.1 Course Details

<b>Course Code:</b>	<b>1020QBT</b>
<b>Course Name:</b>	<b>Academic &amp; Professional Skills Development for Science &amp; Technology</b>
<b>Trimester:</b>	<b>Trimester 1, 2025</b>
<b>Program:</b>	<b>Diploma of Information Technology Diploma of Science Diploma of Engineering Diploma of Health Sciences</b>
<b>Credit Points:</b>	<b>10</b>
<b>Course Coordinator:</b>	<b>Tanya Robinson</b>
<b>Document modified:</b>	<b>January 2025</b>

### Course Description

Academic and Professional Skills Development for Science and Technology is a 10 Credit Point course within the Diplomas of Health Care, Health Science, Bioscience, Engineering and Information Technology. 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
Mahsa Azad	Mahsa.azad@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 laptop or tablet (mobile phones are not suitable). 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 for Science and Technology enables students to develop skills, attributes and language relevant to both a university and a professional context. The learning areas are integrated throughout the course and learning is scaffolded, ensuring that basic skills are consolidated before more advanced skills are introduced. Firstly, students are introduced to general learning skills, including academic integrity, individual learning approaches and strategies and how to use the literature to support argument. Students will also be familiarized with the purposes and features of common academic text types, research and source evaluation skills and literature analysis whilst applying knowledge to 'real world' contexts; course content is embedded within the overarching topic of soft skills required for graduate employability. A further aim is to support students to become confident and effective in spoken communication and working collaboratively.



### 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 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.

#### 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.

#### 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 course 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)**

Successful completion of LDM100 and LDM200 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
					
<b>Module 1: Ethical Academic Practices</b>					
1	<p><b>Course overview and an introduction to assessments.</b></p> <ul style="list-style-type: none"> <li>Welcome and intro to learning at university.</li> <li>Growth Mindset</li> <li>Note-taking</li> </ul>	<ul style="list-style-type: none"> <li>Guided tour of course site &amp; getting to know you</li> <li>Evidence of Learning: assessments 1 &amp; 2</li> <li>Growth Mindset</li> <li>Academic integrity</li> <li>Intro to research: primary and secondary sources</li> </ul>	<ul style="list-style-type: none"> <li>Weekly &amp; Trimester Planning</li> <li>Explore the course site</li> <li>Access MS software &amp; s-number</li> </ul>		1
2	<p><b>Academic research and source evaluation</b></p> <ul style="list-style-type: none"> <li>Intro: Academic texts</li> <li>SMART goals</li> <li>Griffith Uni graduate attributes</li> </ul>	<ul style="list-style-type: none"> <li>SMART goals</li> <li>Note-taking</li> <li>IMRAD structure</li> <li>Source evaluation</li> <li>OP Assessment topic analysis</li> <li>Search terms</li> <li>Research: databases</li> <li>Academic Integrity</li> </ul>	<ul style="list-style-type: none"> <li>Critical thinking and argument</li> <li>Read: required reading</li> <li>Digital note-taking</li> <li>AI modules &amp; quizzes</li> </ul>		1, 2
3	<p><b>Introduction to referencing and required reading analysis.</b></p> <ul style="list-style-type: none"> <li>Active read: required reading</li> <li>Intro to referencing</li> <li>The writing process</li> </ul>	<ul style="list-style-type: none"> <li>Referencing: fields</li> <li>Formatting in-text citations (APA 7)</li> <li>Complex citations</li> <li>Required Reading analysis</li> <li>Using Turnitin</li> <li>Academic Integrity</li> </ul>	<ul style="list-style-type: none"> <li>Complete AI modules &amp; quizzes</li> <li>APA or IEEE referencing guides</li> <li>Research for OP Assessment Task</li> </ul>		1, 2
4	<p><b>Quoting, paraphrasing &amp; citing sources and Report planning.</b></p> <ul style="list-style-type: none"> <li>Paraphrasing, quoting &amp; citing</li> <li>Complex citations: APA 7 &amp; IEEE</li> </ul>	<ul style="list-style-type: none"> <li>Paraphrasing, quoting &amp; citing mini-lecture &amp; activities</li> <li>Required Reading analysis: greater depth</li> <li>Research Report planning</li> <li>Numbering, headings &amp; subheadings</li> </ul>	<ul style="list-style-type: none"> <li>Academic research</li> <li>Paraphrasing practice</li> <li>Report Planning</li> <li>Student Forum</li> </ul>		1, 2
<b>Module 2: Future Thinking</b>					

5	<b>Developed Body paragraphs</b> <ul style="list-style-type: none"> <li>Organise for assignment success</li> <li>Report writing mini-lecture</li> </ul>	<ul style="list-style-type: none"> <li>Developed body paragraphs</li> <li>Topic sentences</li> <li>Paragraph analysis</li> <li>Paragraph drafting</li> <li>Changing quotes: ellipses and square brackets</li> </ul>	<ul style="list-style-type: none"> <li>Developed Paragraph practice</li> <li>Student Forum</li> </ul>		1, 2
6	<b>Using the literature in academic writing: synthesis</b> <ul style="list-style-type: none"> <li>Academic tone: intro to hedging &amp; boosting</li> <li>Revise paraphrasing</li> <li>Drafting, editing &amp; proofreading</li> </ul>	<ul style="list-style-type: none"> <li>Summary &amp; synthesis</li> <li>Showing source agreement &amp; disagreement</li> <li>Hedging &amp; boosting</li> <li>Paragraph exam practice</li> <li>Paragraph evaluation task (checklist provided)</li> </ul>	<ul style="list-style-type: none"> <li>Review: synthesis</li> <li>Analysis sentences</li> <li>Developed paragraph writing</li> </ul>		1, 2
7	<b>Writing report introductions, conclusions and recommendations</b> <ul style="list-style-type: none"> <li>Research Report introductions, conclusions &amp; recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Mid-trimester developed paragraph exam</li> <li>Report introductions and literature reviews</li> <li>Conclusions &amp; SMART recommendations</li> <li>Future thinking: Future thinking: Digital literacy and AI</li> <li>Professional email</li> <li>Model OP: Will AI do your job?</li> </ul>	<ul style="list-style-type: none"> <li>Research Report drafting</li> <li>Academic Phrasebook</li> <li>Try a psychometric test</li> </ul>	In-Class Exam: Developed Body Paragraph (20%)	1, 2
8	<b>Abstract writing and Reference lists; introduction to OP assessment</b> <ul style="list-style-type: none"> <li>Writing Abstracts</li> <li>Reference lists</li> <li>Oral Presentations: Griffith University video</li> </ul>	<ul style="list-style-type: none"> <li>Developed Paragraph feedback</li> <li>Writing Abstracts</li> <li>Reference lists</li> <li>Assessment Task 3 - team communication</li> <li>Model presentation analysis</li> <li>Oral Presentation Team formation &amp; meeting</li> </ul>	<ul style="list-style-type: none"> <li>Proofreading tips</li> <li>OP preparation</li> </ul>		1, 2, 3
<b>Module 3: Communicative Collaboration</b>					
9	<b>Collaboration</b> <ul style="list-style-type: none"> <li>Employability self-evaluation</li> <li>Oral presentations &amp; employability</li> <li>Model presentation analysis</li> </ul>	<ul style="list-style-type: none"> <li>Model presentation analysis</li> <li>Verbal &amp; non-verbal communication</li> <li>Group dynamic and role development</li> <li>Tuckman's theory: stages of teamwork</li> <li>Intercultural communication</li> <li>Notes &amp; Scripts</li> <li>OP meeting &amp; planning</li> </ul>	<ul style="list-style-type: none"> <li>The art of persuasion in the workplace</li> <li>OP Notes and Scripts</li> </ul>		1, 2, 3
10	<b>Strategies for successful teamwork: conflict resolution</b> <ul style="list-style-type: none"> <li>Model OP analysis</li> <li>Managing team conflict</li> </ul>	<ul style="list-style-type: none"> <li>Citing sources in an OP</li> <li>OP PPT design</li> <li>Conflict resolution in teams</li> <li>Scenario analysis</li> <li>Managing anxiety with OPs</li> <li>Assertive communication</li> <li>Team meeting &amp; troubleshoot</li> </ul>	<ul style="list-style-type: none"> <li>OP PPT design</li> <li>OP Team rehearsals</li> </ul>		1, 2, 3

11	<b>Strategies for success: career planning; OP delivery</b> <ul style="list-style-type: none"> <li>Planning professional development pathways</li> <li>OP rehearsals</li> <li>Team Presentation submission checklist</li> </ul>	<ul style="list-style-type: none"> <li>Delivery of ASSESSMENT TASK 3 - Oral Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Final Exam Revision</li> </ul>	Evidence of Learning due: Team Oral Presentation (40%)	1, 2, 3
12	<b>Final Exam Prep</b> <ul style="list-style-type: none"> <li>Final exam revision: course material weeks 1-8</li> </ul>	<ul style="list-style-type: none"> <li>Exams at uni</li> <li>Learning for different purposes</li> <li>Practice final exam</li> </ul>	<ul style="list-style-type: none"> <li>Exam revision</li> </ul>	Centralised Final Exam: Exam week (Short Answers) 40%	1, 2



## 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.

You are required to **submit your own work for marking**. All planning, notes and drafts need to be retained so they can be presented to your teacher if requested.

Please note that generative artificial intelligence (GenAI) applications are not permitted to be used for assessment content creation, translation or extensive language assistance unless specifically identified in the assessment guidelines. Where permission is given for the use of GenAI applications for assessment content creation, appropriate referencing must occur.

Students should follow all teacher directions about the use of Generative Artificial Intelligence (GenAI) tools in relation to formative and summative assessment tasks (including how to cite GenAI tools, if relevant). It should be noted that Turnitin provides teaching staff with a GenAI percentage indicator as well as an Originality Report which detects plagiarism.

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

**Task Type:** Written Exam

**Due Date:** In Class Exam, Week 7

**Weight:** 20%.

**Length:** 1 hour with 10 mins reading time (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 assignment 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 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 with 10 mins reading time

**Task Description:** The final exam assesses all course content relevant to written academic and professional skills. Questions are short answer format, including multiple-choice, one-word/sentence, and a paragraph.

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

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

### Task Requirements

When evidence of learning in the course is required to be submitted via Turnitin, links for uploading assignments will be found in the evidence of learning tile in the course site. These tasks will be marked in Turnitin and grades and feedback will be provided in Turnitin.

Turnitin is a tool for students to check for plagiarism and make corrections. 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.

If you do not submit your evidence of learning tasks or sit exams, you will receive a Did Not Submit (DNS) mark. That is, you will not receive marks for the tasks.

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 Sittings](#), [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 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](#) (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.

Copyright © - Griffith College

Note: Griffith College acknowledges content derived from Griffith University in Diploma level courses, as applicable.