



ACBE100

Academic Communication in Business and Economics

S2 Day 2016

Dept of Linguistics

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	4
<u>Policies and Procedures</u>	5
<u>Graduate Capabilities</u>	6

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Maria Herke

maria.herke@mq.edu.au

Margaret Wood

margaret.wood@mq.edu.au

Credit points

3

Prerequisites

Corequisites

Co-badged status

Unit description

This unit is designed to support students in their transition to university by enabling them to understand and achieve standards of performance required in an academic environment. The unit provides a three-level focus which is initiated by facilitating the development of academic practices, behaviours and values. Secondly, it fosters a level of familiarity with the disciplinary language, texts and conventions used when studying in programs offered by the Faculty of Business and Economics. Finally, it raises awareness of the impact of business and economics principles when they are applied to solving problems and addressing issues in contemporary society. Learning and assessment activities are designed to build the capacity for independent and collaborative approaches to learning. Students are guided to develop their capacity for reading, thinking and expressing ideas effectively and critically.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

- A] Read efficiently to gather, interpret, synthesise and apply concepts from discipline-specific sources.
- B] Critically evaluate information and ideas relevant to economic and business related disciplines.
- C] Analyse the purpose and language strategies of disciplinary and professional texts

D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.

E] Work co-operatively in teams to present discipline related concepts, both visually and orally.

F] Carry out directed reflection on the learning experience of the unit.

Assessment Tasks

Name	Weighting	Due
<u>Diagnostic Summary</u>	15%	Week 4
<u>Research Report</u>	40%	Week 8
<u>Group Video Presentation</u>	25%	Week 11
<u>Guided Reflection</u>	20%	Week 14

Diagnostic Summary

Due: **Week 4**

Weighting: **15%**

TBC

On successful completion you will be able to:

- A] Read efficiently to gather, interpret, synthesise and apply concepts from discipline-specific sources.
- C] Analyse the purpose and language strategies of disciplinary and professional texts

Research Report

Due: **Week 8**

Weighting: **40%**

TBC

On successful completion you will be able to:

- A] Read efficiently to gather, interpret, synthesise and apply concepts from discipline-specific sources.
- B] Critically evaluate information and ideas relevant to economic and business related disciplines.
- C] Analyse the purpose and language strategies of disciplinary and professional texts

- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.

Group Video Presentation

Due: **Week 11**

Weighting: **25%**

TBC

On successful completion you will be able to:

- A] Read efficiently to gather, interpret, synthesise and apply concepts from discipline-specific sources.
- B] Critically evaluate information and ideas relevant to economic and business related disciplines.
- C] Analyse the purpose and language strategies of disciplinary and professional texts
- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.
- E] Work co-operatively in teams to present discipline related concepts, both visually and orally.

Guided Reflection

Due: **Week 14**

Weighting: **20%**

TBC

On successful completion you will be able to:

- A] Read efficiently to gather, interpret, synthesise and apply concepts from discipline-specific sources.
- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.
- F] Carry out directed reflection on the learning experience of the unit.

Delivery and Resources

The learning and teaching strategies used in this Unit are weekly lectures with ECHO recordings, tutorials, online quizzes (accessed through the unit's iLearn site on request), discussions and assigned research and reading tasks.

It is expected that students in this unit will participate in individual and collaborative learning tasks such as working in groups in tutorials and completing assigned preparation tasks.

Students are also expected to complete preparation activities prior to tutorials.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

New Assessment Policy in effect from Session 2 2016 http://mq.edu.au/policy/docs/assessment/policy_2016.html. For more information visit http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)

- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.
- E] Work co-operatively in teams to present discipline related concepts, both visually and orally.

Assessment task

- Group Video Presentation

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- C] Analyse the purpose and language strategies of disciplinary and professional texts
- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.
- E] Work co-operatively in teams to present discipline related concepts, both visually and orally.
- F] Carry out directed reflection on the learning experience of the unit.

Assessment tasks

- Research Report
- Group Video Presentation

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcome

- F] Carry out directed reflection on the learning experience of the unit.

Assessment tasks

- Diagnostic Summary
- Research Report
- Group Video Presentation
- Guided Reflection

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- A] Read efficiently to gather, interpret, synthesise and apply concepts from discipline-specific sources.
- B] Critically evaluate information and ideas relevant to economic and business related disciplines.
- C] Analyse the purpose and language strategies of disciplinary and professional texts
- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.
- E] Work co-operatively in teams to present discipline related concepts, both visually and orally.
- F] Carry out directed reflection on the learning experience of the unit.

Assessment tasks

- Research Report
- Group Video Presentation
- Guided Reflection

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- A] Read efficiently to gather, interpret, synthesise and apply concepts from discipline-specific sources.
- B] Critically evaluate information and ideas relevant to economic and business related disciplines.
- C] Analyse the purpose and language strategies of disciplinary and professional texts
- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.
- E] Work co-operatively in teams to present discipline related concepts, both visually and orally.
- F] Carry out directed reflection on the learning experience of the unit.

Assessment tasks

- Diagnostic Summary
- Research Report
- Group Video Presentation
- Guided Reflection

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- A] Read efficiently to gather, interpret, synthesise and apply concepts from discipline-specific sources.
- B] Critically evaluate information and ideas relevant to economic and business related disciplines.
- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.
- E] Work co-operatively in teams to present discipline related concepts, both visually and orally.
- F] Carry out directed reflection on the learning experience of the unit.

Assessment tasks

- Research Report
- Group Video Presentation
- Guided Reflection

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- A] Read efficiently to gather, interpret, synthesise and apply concepts from discipline-specific sources.
- B] Critically evaluate information and ideas relevant to economic and business related disciplines.
- C] Analyse the purpose and language strategies of disciplinary and professional texts
- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.
- E] Work co-operatively in teams to present discipline related concepts, both visually and orally.
- F] Carry out directed reflection on the learning experience of the unit.

Assessment tasks

- Diagnostic Summary
- Research Report
- Group Video Presentation
- Guided Reflection

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- B] Critically evaluate information and ideas relevant to economic and business related disciplines.
- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.
- E] Work co-operatively in teams to present discipline related concepts, both visually and orally.

Assessment tasks

- Research Report
- Group Video Presentation

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- B] Critically evaluate information and ideas relevant to economic and business related disciplines.
- D] Apply the knowledge gained through critical evaluation and analysis of other writers to the production of student's own texts in both written and oral contexts.

Assessment tasks

- Research Report
- Group Video Presentation