



# EDIT600

## Communication, Publishing and Editing

S1 Online 2019

*Dept of Linguistics*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

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Credit points

4

Prerequisites

Admission to GradCertEditElecPub or MAccComm

Corequisites

Co-badged status

Unit description

This online unit aims to familiarise students with the myriad forms of communication, on- and off-line, so that they become critical receivers and effective producers, for any media they are working in. It cultivates awareness of the language of public, social and private communication, and raises questions about the thresholds of publishing in the twenty-first century. It examines the interplay between verbal communication and other visual, graphic and physical elements in specific contexts, such as exhibitions and in subtitling. Some assignments are collaborative. All are designed to develop individual skills in communication, to prepare for further training in professional editing in the Graduate Certificate in Editing and Electronic Publishing, and to substitute for the one-year's previous experience of editing which has hitherto been required.

## 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:

Enriched understanding of the spectrum of communication media: spoken, written, electronic, contextual etc.

Critical awareness of more and less effective communication through the various media available.

Ability to apply skills in communicating through alternative media, and integrating communication through multiple media in specific contexts

Recognition of the impacts of communication and the thresholds of publishing

Ability to collaborate with others in communication projects

Application of communication expertise in editing students' own work and that of their peers

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Language and medium quiz</a>	10%	No	15/03/19
<a href="#">Sociology of the digital media</a>	30%	No	7/04/19
<a href="#">Event planning project</a>	20%	No	5/05/19
<a href="#">Multimedia communication</a>	40%	No	9/06/19

### Language and medium quiz

Due: **15/03/19**

Weighting: **10%**

You will be presented with 5 samples of language/discourse drawn from different media. You will be asked to identify the medium in each case, and explain why you associate each sample with it.

On successful completion you will be able to:

- Enriched understanding of the spectrum of communication media: spoken, written, electronic, contextual etc.

### Sociology of the digital media

Due: **7/04/19**

Weighting: **30%**

Stimulus readings will be provided for this discussion, highlighting some of the social aspects of communicating via digital media, and those who access and use them. Your task is to extract an issue on which the articles either converge or diverge and present it in a summary for discussion, and to respond to others' chosen issues.

On successful completion you will be able to:

- Enriched understanding of the spectrum of communication media: spoken, written, electronic, contextual etc.
- Critical awareness of more and less effective communication through the various media available.
- Ability to apply skills in communicating through alternative media, and integrating communication through multiple media in specific contexts
- Recognition of the impacts of communication and the thresholds of publishing
- Application of communication expertise in editing students' own work and that of their peers

## Event planning project

Due: **5/05/19**

Weighting: **20%**

In this assignment, you'll work as in teams in planning and publicising the events of a conference (on a topic to be decided by the group). Each team member would take on a particular role, encompassing elements such as overview of the venue(s), events and logistics; designing flyer/poster publicity; designing online publicity; creation of local signage for conference participants. Within your groups you would decide on the location, timing etc. of the conference, work out the overall theme(s) within the topic; develop the style of publicity, and how to develop the publicity content for different media.

On successful completion you will be able to:

- Critical awareness of more and less effective communication through the various media available.
- Ability to apply skills in communicating through alternative media, and integrating communication through multiple media in specific contexts
- Ability to collaborate with others in communication projects
- Application of communication expertise in editing students' own work and that of their peers

## Multimedia communication

Due: **9/06/19**

Weighting: **40%**

This assignment is intended as a platform on which you offer a discriminating analysis (of around 2500 words) of the demands and applications of the various media discussed in the course, and their utility and value in relation to communicating and/or publishing a particular topic (of your own choosing) for a particular audience.

On successful completion you will be able to:

- Enriched understanding of the spectrum of communication media: spoken, written, electronic, contextual etc.
- Critical awareness of more and less effective communication through the various media available.
- Recognition of the impacts of communication and the thresholds of publishing
- Application of communication expertise in editing students' own work and that of their peers

## Delivery and Resources

Students will require Internet access with a reliable web browser and e-mail facility, and must be able to play back recorded lectures with accompanying slides.

## Unit Schedule

<b>Week 1:</b>	From conversation to mass communication
<b>Week 2:</b>	Language and communicative style
<b>Week 3:</b>	Publishing text in a single medium
<b>Week 4:</b>	Individual, group and sequential authorship
<b>Week 5:</b>	Individual, mass and specialised audiences
<b>Week 6:</b>	Signage and interpretation of exhibitions
<b>Week 7:</b>	Printed ephemera
<b>Week 8:</b>	The multimedia website
<b>Week 9:</b>	Captions, captioning and subtitling
<b>Week 10:</b>	Access to multimedia for the sight- and hearing-impaired
<b>Week 11:</b>	Editing apps, ebooks and emags
<b>Week 12:</b>	Editors and multimedia communication

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)

- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

### How to apply for a late submission of an assignment

All requests for special consideration, including extensions, must be submitted via [ASK.mq.edu.au](http://ASK.mq.edu.au) and provide suitable supporting documentation

### Late Assignment Submission

- Late submissions without an extension will receive a penalty of 5% of the total mark available for the assignment per day.
- Late submission of an assignment without an extension will not be permitted after marks have been released to the rest of the class.
- Extensions will only be given in special circumstances, and can be requested by completing the Special Consideration request at [ask.mq.edu.au](http://ask.mq.edu.au) and providing the requisite supporting documentation.
- For more information on Special Consideration, see the university website <https://students.mq.edu.au/study/my-study-program/special-consideration>
- Assignments submitted after the deadline, regardless of the reason, will be marked and returned at a date determined by the unit convenor.

- Extensions cannot continue beyond the start of the following semester, and students should be aware that long extensions may impact graduation dates.

## 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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@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/](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

- Critical awareness of more and less effective communication through the various media available.

- Ability to apply skills in communicating through alternative media, and integrating communication through multiple media in specific contexts
- Ability to collaborate with others in communication projects

## **Assessment tasks**

- Sociology of the digital media
- Event planning project
- Multimedia communication

## **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**

- Enriched understanding of the spectrum of communication media: spoken, written, electronic, contextual etc.
- Ability to apply skills in communicating through alternative media, and integrating communication through multiple media in specific contexts
- Recognition of the impacts of communication and the thresholds of publishing
- Ability to collaborate with others in communication projects
- Application of communication expertise in editing students' own work and that of their peers

## **Assessment tasks**

- Language and medium quiz
- Sociology of the digital media
- Event planning project
- Multimedia communication

## **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**

- Recognition of the impacts of communication and the thresholds of publishing

## **Assessment tasks**

- Sociology of the digital media
- Multimedia communication

## **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**

- Enriched understanding of the spectrum of communication media: spoken, written, electronic, contextual etc.
- Critical awareness of more and less effective communication through the various media available.
- Ability to apply skills in communicating through alternative media, and integrating communication through multiple media in specific contexts
- Recognition of the impacts of communication and the thresholds of publishing
- Ability to collaborate with others in communication projects
- Application of communication expertise in editing students' own work and that of their peers

## **Assessment tasks**

- Language and medium quiz
- Sociology of the digital media
- Event planning project
- Multimedia communication

## **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**

- Critical awareness of more and less effective communication through the various media available.
- Recognition of the impacts of communication and the thresholds of publishing
- Ability to collaborate with others in communication projects
- Application of communication expertise in editing students' own work and that of their peers

## **Assessment tasks**

- Sociology of the digital media
- Event planning project
- Multimedia communication

## **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**

- Critical awareness of more and less effective communication through the various media available.
- Ability to apply skills in communicating through alternative media, and integrating communication through multiple media in specific contexts
- Ability to collaborate with others in communication projects

## **Assessment tasks**

- Sociology of the digital media
- Event planning project
- Multimedia communication

## 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

- Enriched understanding of the spectrum of communication media: spoken, written, electronic, contextual etc.
- Ability to collaborate with others in communication projects
- Application of communication expertise in editing students' own work and that of their peers

### Assessment tasks

- Language and medium quiz
- Sociology of the digital media
- Event planning project
- Multimedia communication

## 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

- Recognition of the impacts of communication and the thresholds of publishing
- Ability to collaborate with others in communication projects

### Assessment tasks

- Sociology of the digital media
- Event planning project
- Multimedia communication

## 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**

- Recognition of the impacts of communication and the thresholds of publishing
- Ability to collaborate with others in communication projects

### **Assessment tasks**

- Sociology of the digital media
- Event planning project
- Multimedia communication