



LING289

Communication in Social Institutions

S1 Day 2019

Dept of Linguistics

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General Information

Unit convenor and teaching staff

Unit convenor

Susan Hoadley

susan.hoadley@mq.edu.au

Credit points

3

Prerequisites

12cp at 100 level or above

Corequisites

Co-badged status

Unit description

This unit explores communication as the means by which our social institutions function through discursive practices. In organisations, professions and other institutions, communication (spoken, written and multi-modal) is central to how 'things get done'. Taking an applied and socio linguistic approach, the unit introduces concepts and techniques to examine institutional communication in a range of contexts (eg clinical interaction, counselling, workplace talk, community meetings). By the end of the unit, students will have developed the skills not only to research and analyse the communication of social institutions, but also to develop their own communication skills for professional practice.

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:

Describe basic linguistic principles that can be applied to communication in social institutions and professional practice

Explain common features of “what goes on” and “what goes wrong” in communication in social institutions

Identify appropriate analytic tools and techniques used to understand communication

Apply analytic tools and techniques used to understand communication

Demonstrate the ability to reflect on learning in LING289 and its application to

communication in social institutions and professional practice

General Assessment Information

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>1.Participation and engagement</u>	20%	No	Weeks 2-13
<u>2. Communication analysis</u>	35%	No	Week 7
<u>3. Communication research</u>	45%	No	Week 13

1.Participation and engagement

Due: **Weeks 2-13**

Weighting: **20%**

Students will complete a series of online tasks and reflective activities over the course of the session.

On successful completion you will be able to:

- Describe basic linguistic principles that can be applied to communication in social institutions and professional practice
- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Demonstrate the ability to reflect on learning in LING289 and its application to communication in social institutions and professional practice

2. Communication analysis

Due: **Week 7**

Weighting: **35%**

Students will analyse and discuss an example of communication using tools and themes covered in the unit.

On successful completion you will be able to:

- Describe basic linguistic principles that can be applied to communication in social institutions and professional practice
- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions

- Identify appropriate analytic tools and techniques used to understand communication
- Apply analytic tools and techniques used to understand communication

3. Communication research

Due: **Week 13**

Weighting: **45%**

Students will select and analyse institutional/organisational text(s) and present the analysis and discussion of their findings in a video.

On successful completion you will be able to:

- Describe basic linguistic principles that can be applied to communication in social institutions and professional practice
- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Identify appropriate analytic tools and techniques used to understand communication
- Apply analytic tools and techniques used to understand communication
- Demonstrate the ability to reflect on learning in LING289 and its application to communication in social institutions and professional practice

Delivery and Resources

LING289 is taught in 'flipped' classroom mode. This means that the materials and resources required to study the unit are available to students via [iLearn](#). In addition, students must attend a weekly two hour on campus workshop tutorial in which they will discuss and put into practice the theory and concepts they have studied each week that underpin LING289.

Students must take responsibility for their own learning, prepare for workshops and make a positive contribution to the unit community.

There is no set textbook for this unit. Readings will be provided via iLearn.

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 or if you are a Global MBA student contact globalmba.support@mq.edu.au

Late Assessment Task Submission

- Late submissions without an extension will receive a penalty of 1% of the total mark available for the assessment task per day including weekend days (i.e. this is 1% of the total marks possible for the task – NOT 1% of the marks the student received. For example, if the assessment task is worth 100 marks and the student is two days late their mark for the task is reduced by 6 marks.)
- Extensions will only be given in special circumstances, and can be requested by completing the Special Consideration request at ask.mq.edu.au and providing the requisite supporting documentation.
- Submissions after the assessment task has been returned to the class may require a different assessment task to be completed at the unit convenor's discretion.
- Unit convenors have the discretion to determine whether or not students should fail a unit on the basis of lateness penalties alone if other learning outcomes of the unit have been met.

Student Support

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

[dents.mq.edu.au/support/](https://unitguides.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

If you are a Global MBA student contact 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/.

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

- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Apply analytic tools and techniques used to understand communication
- Demonstrate the ability to reflect on learning in LING289 and its application to communication in social institutions and professional practice

Assessment tasks

- 1.Participation and engagement
- 3. Communication research

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

- Describe basic linguistic principles that can be applied to communication in social institutions and professional practice
- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Identify appropriate analytic tools and techniques used to understand communication
- Apply analytic tools and techniques used to understand communication
- Demonstrate the ability to reflect on learning in LING289 and its application to communication in social institutions and professional practice

Assessment tasks

- 1.Participation and engagement
- 2. Communication analysis
- 3. Communication research

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 outcomes

- Describe basic linguistic principles that can be applied to communication in social institutions and professional practice
- Explain common features of “what goes on” and “what goes wrong” in communication in

social institutions

- Identify appropriate analytic tools and techniques used to understand communication
- Apply analytic tools and techniques used to understand communication
- Demonstrate the ability to reflect on learning in LING289 and its application to communication in social institutions and professional practice

Assessment task

- 1.Participation and engagement

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

- Describe basic linguistic principles that can be applied to communication in social institutions and professional practice
- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Identify appropriate analytic tools and techniques used to understand communication
- Apply analytic tools and techniques used to understand communication

Assessment tasks

- 1.Participation and engagement
- 2. Communication analysis
- 3. Communication research

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

- Describe basic linguistic principles that can be applied to communication in social institutions and professional practice
- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Identify appropriate analytic tools and techniques used to understand communication
- Apply analytic tools and techniques used to understand communication
- Demonstrate the ability to reflect on learning in LING289 and its application to communication in social institutions and professional practice

Assessment tasks

- 1. Participation and engagement
- 2. Communication analysis
- 3. Communication research

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

- Describe basic linguistic principles that can be applied to communication in social institutions and professional practice
- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Identify appropriate analytic tools and techniques used to understand communication
- Apply analytic tools and techniques used to understand communication

Assessment tasks

- 2. Communication analysis
- 3. Communication research

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

- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Identify appropriate analytic tools and techniques used to understand communication
- Apply analytic tools and techniques used to understand communication
- Demonstrate the ability to reflect on learning in LING289 and its application to communication in social institutions and professional practice

Assessment tasks

- 2. Communication analysis
- 3. Communication research

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

- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Identify appropriate analytic tools and techniques used to understand communication
- Apply analytic tools and techniques used to understand communication

Assessment task

- 3. Communication research

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

- Explain common features of “what goes on” and “what goes wrong” in communication in social institutions
- Apply analytic tools and techniques used to understand communication