ACOM1002

Academic Communication in Science

Session 2, Weekday attendance, North Ryde 2020

Department of Linguistics

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Disclaimer

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Notice

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and ot her small group learning activities on campus for the second half-year, while keeping an online ver sion available for those students unable to return or those who choose to continue their studies onli ne.

To check the availability of face-to-face and onlin e activities for your unit, please go to timetable vi ewer. To check detailed information on unit asses sments visit your unit's iLearn space or consult yo ur unit convenor.

General Information

Unit convenor and teaching staff Louise Kaktins louise.kaktins@mq.edu.au Maria Herke maria.herke@mq.edu.au
Credit points 10
Prerequisites
Corequisites
Co-badged status
Unit description This unit is designed to support you in your transition to university by enabling you 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 Science. Finally, it raises an awareness of the impact of scientific knowledge and the role of scientists when they act to solve problems and implement innovations affecting contemporary society. Learning and assessment activities are designed to build the capacity for independent and collaborative approaches to learning. You are guided to develop your 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:

ULO1: Demonstrate acceptable academic practices, behaviours and values (academic integrity) in the completion of assessment tasks and other learning activities.

ULO2: Critically gather, read, interpret, evaluate and synthesise information and ideas from appropriate sources.

ULO3: Produce written and multimodal texts appropriate to the purpose and audience in accordance with academic, disciplinary and professional communication conventions.
ULO4: Reflect on learning experience to inform future academic, disciplinary and professional practice.

General Assessment Information

Late Assessment Procedure

- Late submissions without an extension will receive a penalty of 3% of the total mark available for the assessment task per day including weekend days (i.e. this is 3% of the total marks possible for the task – NOT 3% 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.)
- Late submission of an assessment task without an extension will not be accepted at all after the date on which marked assessment tasks have been released to the rest of the class. Any student with unsubmitted work at this date will receive a mark of 0 for the assessment task.
- 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.
- Extensions that will result in submissions after the assessment task has been returned to the class will require a separate assessment task to be completed at the unit convenor's discretion.
- For more information on Special Consideration, see the university website https://students.mq.edu.au/study/my-study-program/special-consideration\
- If a student fails the unit due to non-submission of an assignment or non-attendance at an exam, an FA grade will be applied in accordance with the University's Assessment Policy.
- 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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Information Synthesis	20%	No	Week 5
Oral Presentation	20%	No	Week 8
Informative Brochure	15%	No	Week 11
Persuasive Research Report	25%	No	Week 13
e-Portfolio and Reflections	20%	No	Weeks 2 to 12

Information Synthesis

Assessment Type [1]: Summary
Indicative Time on Task [2]: 12 hours
Due: **Week 5**
Weighting: **20%**

You will present a synthesized summary of three sources focused on the topics of Undergraduate Science education and Work-Integrated Learning/ PACE. Two of the sources will be provided to you, while the third will be self-selected. Length: 750 words

On successful completion you will be able to:

- Demonstrate acceptable academic practices, behaviours and values (academic integrity) in the completion of assessment tasks and other learning activities.
- Critically gather, read, interpret, evaluate and synthesise information and ideas from appropriate sources.
- Produce written and multimodal texts appropriate to the purpose and audience in accordance with academic, disciplinary and professional communication conventions.

Oral Presentation

Assessment Type [1]: Presentation
Indicative Time on Task [2]: 25 hours
Due: **Week 8**
Weighting: **20%**

Oral Presentation- Verbal information Report: You will form a group to present a review of

specified units suitable for your chosen major or specialisation based on a synthesis of the knowledge gained from your individual information syntheses. Marks will be awarded on an individual (90%) and group (10%) basis. Length: Individual contributions of 5 minutes each as part of a group presentation Draft Submission Due: Tutorials Week 7 Presentation Delivery: Tutorials Week 8

On successful completion you will be able to:

- Demonstrate acceptable academic practices, behaviours and values (academic integrity) in the completion of assessment tasks and other learning activities.
- Critically gather, read, interpret, evaluate and synthesise information and ideas from appropriate sources.
- Produce written and multimodal texts appropriate to the purpose and audience in accordance with academic, disciplinary and professional communication conventions.

Informative Brochure

Assessment Type [1]: Non-academic writing
Indicative Time on Task [2]: 10 hours
Due: **Week 11**
Weighting: **15%**

For this assessment, you will transform the research report you produced for an earlier assessment into an informative brochure written for a general audience.

On successful completion you will be able to:

- Demonstrate acceptable academic practices, behaviours and values (academic integrity) in the completion of assessment tasks and other learning activities.
- Produce written and multimodal texts appropriate to the purpose and audience in accordance with academic, disciplinary and professional communication conventions.
- Reflect on learning experience to inform future academic, disciplinary and professional practice.

Persuasive Research Report

Assessment Type [1]: Report
Indicative Time on Task [2]: 20 hours
Due: **Week 13**
Weighting: **25%**

For this assessment, you will write a research report written for a professional scientific audience. In a following assessment you will then transform your research report into an informative brochure written for a general audience. Length: 1200 words

On successful completion you will be able to:

- Demonstrate acceptable academic practices, behaviours and values (academic integrity) in the completion of assessment tasks and other learning activities.
- Critically gather, read, interpret, evaluate and synthesise information and ideas from appropriate sources.
- Produce written and multimodal texts appropriate to the purpose and audience in accordance with academic, disciplinary and professional communication conventions.

e-Portfolio and Reflections

Assessment Type [1]: Reflective Writing
Indicative Time on Task [2]: 25 hours
Due: **Weeks 2 to 12**
Weighting: **20%**

This task is designed to allow you to reflect on and to showcase your achievements in ACOM1002. It also aims to explore your understanding of and engagement with the concepts of the unit. It will run over the entire semester, culminating in each student publishing an e-portfolio. The tasks are as follows: Three reflections over the semester, 250 words each. e-Portfolio, no word-length requirement (5%), due at end of week 13

On successful completion you will be able to:

- Reflect on learning experience to inform future academic, disciplinary and professional practice.

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[1] If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the Writing Centre for academic skills support.

[2] Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Lecture content will be delivered to you online via your ilearn site in the form of screencast videos (vlogs). There are no face to face lectures. **Tutorials are 2 hours**. Students are required to attend at least 80% of these valuable classes. The **prescribed text book** is:

Brick, J., Herke, M. & Wong, D. (2016). Academic Culture: A student's guide to studying at university. (3rd ed). South Yarra, Vic: Palgrave Macmillan

You can order it online from the co-op bookshop online site: http://www.coop.com.au
Recommended texts and apps you may find useful:

Butt, D., Fahey, R., Feez, S., & Spinks S. 2012, Using Functional Grammar: an Explorer's Guide, Palgrave Macmillan, (third edition).

iGE Grammar App for iPhone, iPad and Android (Available from the App store).

Collins COBUILD English Grammar HarperCollins, 2011

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). 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.)*

Students seeking more policy resources can visit the 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 (https://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

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 help you improve your marks and take control of your study.

- Getting help with your assignment
- Workshops
- StudyWise
- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

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.