



LING2289

Communication in Institutions, Organisations and Professions

Session 1, Weekday attendance, North Ryde 2020

Department of Linguistics

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Disclaimer

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General Information

Unit convenor and teaching staff

Dana Skopal

dana.skopal@mq.edu.au

Nick Wilson

nick.wilson@mq.edu.au

Margaret Wood

margaret.wood@mq.edu.au

Credit points

10

Prerequisites

40cp at 1000 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 communication in a range of contexts (eg clinical interaction, workplace talk, organisational governance). By the end of the unit, students will have developed the skills not only to research and analyse the communication in institutions, organisation and professions, 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:

ULO1: Characterise the operation of discursive practices in institutional contexts.

ULO2: Analyse spoken, written and multi-modal communication using linguistic concepts and techniques.

ULO3: Research, assess and critique institutional, organisational and/or professional communication (spoken, written and multi-modal).

ULO4: Critically reflect on and apply the concepts and techniques introduced in the unit to your own communication practices.

Assessment Tasks

Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the Coronavirus (COVID-19) pandemic.

Students should consult [iLearn](#) for revised unit information.

[Find out more about the Coronavirus \(COVID-19\) and potential impacts on staff and students](#)

Delivery and Resources

Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

This unit is taught in 'flipped' classroom mode. This means that online modules incorporating video lectures, activities, readings or similar are provided via iLearn (the Macquarie University Learning Management System) for each week. In addition, students must attend an on-campus, two-hour workshop tutorial each week, in which they will discuss and put into practice the theory and concepts they have studied via the online modules and other unit materials.

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

There is **no prescribed textbook** for this unit.

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.*)

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 submissions

- 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 the unit convenor's discretion
 - more than one week after the end of the teaching session at the unit convenor's discretion.
- 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 assessment task 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.

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.

Changes since First Published

Date	Description
21/02/2020	Dana Skopal added to Unit convenor and teaching staff section.