WACO1001

Academic Communication in the Social Sciences and Humanities

MUIC term 1, Weekday attendance, North Ryde 2020

Macquarie University International College

Coronavirus (COVID-19) Update
Due to the Coronavirus (COVID-18) pandemic, any references to assessment tasks and on-campus delivery may no longer be up-to-date on this page.
Students should consult iLearn for revised unit information.
Find out more about the Coronavirus (COVID-19) and potential impacts staff and students

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Disclaimer
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General Information

Unit convenor and teaching staff
Teacher
Kaye Carter
kaye.carter@mq.edu.au
Contact via Email staff member
Macquarie University International College
Contact staff member

Credit points
10

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 supporting 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 Arts. Finally, it raises an awareness of the diverse perspectives offered by disciplines and the different contributions they can make to solving problems and addressing issues of concern 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://students.mq.edu.au/important-dates

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

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.

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

**ULO4:** Understand the basic grammatical foundations of clear academic and professional communication.

**ULO5:** Reflect on learning experience to inform future academic, disciplinary and professional practice.

**ULO6:** Engage in collaborative learning activities.

### 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](https://iLearn) for revised unit information.

Find out more about the Coronavirus (COVID-19) and potential impacts 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](https://ask.mq.edu.au/account/pub/display/unit_status)

### Term Dates & College Calendar

Details of key dates during the term can be found on the [Important Dates](https://www.mq.edu.au/importantdates) calendar.

### Enrolment and Timetables

General timetable information is available via Macquarie University's [Timetable page](https://www.mq.edu.au/timetables).

Students will be able to enrol in units and register for classes via [eStudent](https://www.mq.edu.au/eStudent) and also view their personal timetable. It is the student’s responsibility to ensure that classes they have registered for do not clash.

Students are only permitted to attend classes in which they have registered via eStudent, unless they have written approval from the Student Services Manager. To seek approval, students must email [muic-elc.admin@mq.edu.au](mailto:muic-elc.admin@mq.edu.au) or speak to a member of the Student Administration and Services Team at The College Student Desk (Ground floor, 8 Sir Christopher Ondaatje Avenue). Approval will only be granted in exceptional circumstances.

The last day to enrol, add or change units is Tuesday of Week 1. Changing groups is not
possible after the enrolment period has concluded.

**Guest Lecturer Presentations and Workshops**

One or two Guest Lecturer presentations and/or workshops may be scheduled during the term. These sessions will take place outside of regular class time, usually in a lecture theatre on campus. In the session, a speaker (an expert or well-known academic in the field) will give a presentation on a particular topic related to the unit or field.

While attendance at guest lectures is not compulsory, and content covered is not examinable unless covered in regular classes, students are strongly encouraged to attend these sessions as they will:

- help them to engage with and broaden their understanding of the discipline;
- contextualise content covered in class by providing insights into recent research and workplace developments in the field;
- provide opportunities for networking; and
- provide experience of what lectures are like.

Specific details including time and venue for Guest Lecturer presentations and workshops will be posted in iLearn announcements and provided in class.

Recordings of these sessions may also be made available to students via iLearn.

**Attendance Requirements – All Students**

All students are expected to attend 100% of scheduled class time.

Attendance will be monitored in each lesson & students will be able to see their current attendance percentage to date and potential attendance percentage for each unit they have enrolled in via iLearn.

- **Current Attendance Percentage** will reflect the percentage of classes a student has attended so far (based only on the lessons held to date).
- **Potential Attendance Percentage** will reflect the percentage of classes a student can potentially attend by the end of the term, taking into consideration lessons attended and assuming the student also attends all future lessons scheduled (based only on the total number of lessons in the Term).

When a student is present for a part of a lesson (for example arrives late, leaves early, leaves the class frequently, particularly for lengthy periods), the teacher reserves the right to mark a student absent for that part of the lesson.

**Public Holidays and Make-up Lessons**

If any scheduled class falls on a public holiday, a make-up lesson will be scheduled, either online or face to face. Please check the iLearn announcements and your emails for details of the make-up lessons.
In Term 1, there will be no public holidays.

**Technology Used and Required**

- Access to internet (available on Campus using Macquarie OneNet and in designated 8SCO Self-Access Computer Laboratories);
- **iLab** - iLab is Macquarie University's personal computer laboratory on the Internet. It enables students to use the Microsoft Windows applications they require to do their university work from anywhere, anytime, on any device;
- Access to Macquarie University Library catalogue (MultiSearch); and
- Access to Microsoft Office Suite (available in 8SCO Self-Access Computer Laboratories and via iLab) software downloads page for full instructions.

**Bringing Your Own Device (BYOD)**

Macquarie University is BYOD (Bring Your Own Device) friendly and encourages students to bring their Windows or Mac devices to use on campus and during classes.

In some classes in this unit, you will need to have access to a mobile device, Office applications (Word, Excel and PowerPoint) and an Internet Browser of your choice. If you do not have your own device and computer access is required in a particular lesson, you may be able to borrow a laptop to use for the duration of the lesson.

As a Macquarie University student, you are entitled to free access to the Microsoft Office Suite, which you can access through iLab. If you have problems with this, please contact OneHelp.

If you do bring your own device, you will need to ensure that it is sufficiently charged as access to power points may not be available in the classrooms.

**iLearn**

iLearn is Macquarie's online learning management system and a principal teaching and learning resource which will be used throughout the term. Students must log in to iLearn at least 3 times per week to access important information including:

- Announcements and News Forums - Teaching staff will communicate to the class using iLearn announcements. Announcements may also be emailed to students’ Macquarie University email address, but students should also check the News Forum regularly;
- Attendance – current and potential attendance percentage for the Term;
- Unit Guide and staff contact details;
- Set unit readings available through MultiSearch (library);
- Lesson materials and recordings where available;
- Learning and teaching activities and resources, questions and solutions;
- Assessment instructions, questions, marking criteria and sample tasks;
- Assessment submission links such as Turnitin;

[https://unitguides.mq.edu.au/unit_offerings/125761/unit_guide/print](https://unitguides.mq.edu.au/unit_offerings/125761/unit_guide/print)
Useful Study Resources

**StudyWise** is an iLearn resource created by the Learning Skills Unit. This resource is specifically designed to help you to manage your studies, strengthen your study techniques, write effective assignments and improve your English language proficiency. Once you enrol in StudyWise, you can access it from your iLearn course list under the category "Student Support".

**InfoWise** will help you improve your research skills by teaching you how to use MultiSearch, decode citations, identify key search terms and use advanced search techniques.

**Lib Guides** provide students with links to electronic sources and websites that are good starting points for research in different fields or disciplines.

**MultiSearch** will connect you to Macquarie University Library and allow you to search library resources, databases, unit readings and past exam papers.

Macquarie University Library has released a mobile device app called libMQ. The app allows students to easily access MyLibrary (be notified about loans, renewals, holds and fees owing), book a computer, Library floor maps, see new books lists and search MultiSearch.

It can be downloaded from either Google Play or the App store.

**Academic Language and Learning Workshops** are designed to help you with Study Skills, Assignment Writing, Referencing and Academic Language.

**Research resources** provide information about:

- **Researching for your assignments**
- **How to manage your references**
- **Referencing style guides**
- **Subject and research guides**

Numeracy Support is provided by the **Numeracy Centre**. Students can attend these support classes on a drop-in basis as required.

**Studiosity** is a one-to-one personal study support service which may be made available via your iLearn unit. If available, you may use this service to get online study help and/or feedback on your assignment usually within 24 hours. If you are unsure whether this service is available in your unit or how to use this service, please check with your teacher. Please note that this is an external service and feedback provided is generic in nature (for example comments on grammar and cohesion) and may not be specific to the requirements of the task. If you require specific feedback on how your work aligns with the expectations of the unit or marking criteria, you should consult your teacher.
## Coronavirus (COVID-19) Update

The unit schedule/topics and any references to on-campus delivery below may no longer be relevant due to COVID-19. Please consult iLearn for latest details, and check here for updated delivery information: [https://ask.mq.edu.au/account/pub/display/unit_status](https://ask.mq.edu.au/account/pub/display/unit_status)

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| 1    | Introduction to WACO1001: unit guide and assessment tasks  
      Academic sources reliability tests  
      Integrative Summary: Structural stages  
      Social inclusion topics  
      Topic allocation  
      Introduction to APA Referencing  
      Reading strategies  
      Synthesising Evidence  
      Analysing a Writing Assignment Task  
      Formatting Guidelines | Proficiency Test (5% of Participation Mark) Lesson 5 |
| 2    | Structure of Integrative Summary (continued)  
      Cohesion  
      Incorporating evidence (how to quote sources)  
      Voice  
      Sentence structure  
      Paraphrasing techniques  
      Academic style  
      Interpreting Turnitin reports  
      Peer review Integrative Summary  
      Research skills needed to locate resources  
      Academic integrity  
      Reporting verbs  
      Referencing/Avoiding plagiarism | Online In-class Reading Quiz Lesson 2 (5% of Participation Mark)  
Online In-class Peer Review of Paraphrasing Lesson 2 (5% of Participation Mark)  
Online In-class Peer Review of Extended Paraphrasing Lesson 3 (5% of Participation Mark)  
Integrative Summary Draft due Friday, 11:30pm (5%)  
Integrative Summary and Reflection due Sunday, 11:30pm (20%) |
### 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](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central)

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| 3    | Introduction to persuasive essay  
      | Critical thinking  
      | Analysing persuasive essay questions  
      | Essay structure  
      | Cohesion revision  
      | Thesis statement for persuasive essay  
      | The structure of a data commentary  
      | Tabling evidence  
      | Hedging, boosters and attitude markers  
      | Creating an essay plan |
| 4    | Construct essay plan for persuasive essay  
      | Choosing evidence  
      | Academic features  
      | Extended end text referencing skills  
      | Extended academic style  
      | Integrating writers voice  
      | Writing body paragraphs |
| 5    | Writing a persuasive essay conclusion  
      | Study skills  
      | Metacognitive skills  
      | Participating in seminars and tutorials  
      | Introduce social inclusion working party task  
      | Assign topics and allocate roles for social inclusion working party |
| 6    | Working party groups meet  
      | Plain language for professional communication  
      | Professional email etiquette  
      | Research issue for discussion in working group  
      | Procedure for a working group  
      | Working group presents social inclusion scenario |

Online in-class Critical Thinking/Writing Quiz (5% of Participation Mark)

Persuasive Essay Draft due Tuesday, 11:30pm (5%)

Persuasive Essay due Friday, 11:30pm (30%)

In-class Working Group Presentation Lesson 3 (5%)

Professional Email due Friday, 11:30pm (10%)
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

**Academic Integrity**

Using the work or ideas of another person, whether intentionally or not, and presenting them as your own without clear acknowledgement of the source is called Plagiarism.

Macquarie University promotes awareness of information ethics through its Academic Integrity Policy. This means that:

- all academic work claimed as original must be the work of the person making the claim;
- all academic collaborations of any kind must be acknowledged;
- academic work must not be falsified in any way; and
- when the ideas of others are used, these ideas must be acknowledged appropriately.

All breaches of the Academic Integrity Policy are serious and penalties apply. Students should be aware that they may fail an assessment task, a unit or even be excluded from the University for breaching the Academic Integrity Policy.

**Assessment 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 should familiarise themselves with their responsibilities under the Assessment Policy, and notably Schedule 4 (Final Examination Requirements).

**Final Examination Script Viewings**

A student may request to view their final examination script once results have been released but scripts remain the property of Macquarie University.

Students should view their final examination paper prior to submitting a grade appeal, if this is relevant to their case. The viewing will be conducted in a secure location under supervision.

To request a final examination script viewing, please email muic-elm.admin@mq.edu.au and write 'script viewing' in the subject heading.

Scripts may be reviewed for up to 6 months following the results release date for the relevant Term.

**Grade Appeals**

A student who has been awarded a final grade for a unit has the right to appeal that grade as outlined in the Grade Appeal Policy. Grade appeals apply to the final mark and the grade a student receives for a unit of study. They do not apply to results received for individual assessment tasks.

Grade appeals must be submitted via ask.mq.edu.au within 20 working days from the published result date for the relevant unit. Before submitting a Grade Appeal, please ensure that you read the Grade Appeal Policy and note valid grounds for appeals.

Students are expected to seek feedback on individual assessment tasks prior to the award of a final grade. Students also have the right to request generic feedback from the teaching staff on their overall performance in the unit, including in a final examination. This can be done at any time in the six month period starting from the day on which the final grade of the relevant unit is published.

**Course Progression**

The College closely monitors students' academic progress as per the Progression Policy for Programs delivered by Macquarie University International College.

To maintain satisfactory academic progress, a student must successfully complete (pass) 50% or more of their enrolled units in a Term of study and meet any other requirements to pass listed in the Unit Guide.

Students who fail to make satisfactory academic progress will be classified as "at risk" and will be notified in writing. At-risk students may be required to undergo academic counselling, undertake certain initiatives or have conditions placed upon their enrolment to help them make satisfactory progress.

Students must also pass 50% or more of the units in two or more terms in order to meet Minimum Rate of Progress (MRP) requirements. A student is deemed not to be making Minimum Rate of Progress if they fail more than 50% of their enrolled units in two consecutive Terms of study, or if they have failed more than 50% of their units after studying two or more terms.
Any domestic student who has been identified as not meeting MRP requirements will be issued with a Notice of Intention to Exclude letter and may subsequently be excluded from the program.

Any international student who has been identified as not meeting MRP will be subject to exclusion from the program and be issued with a Notice of Intention to Report letter and may subsequently be reported to the Department of Home Affairs for not meeting visa requirements. International students must comply with the Progression Policy of the College in order to meet the conditions of their visa.

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 Enquiry Service
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

Equity 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.

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 from Previous Offering
The news page assessment task replaced with a working group presentation and a professional email tasks.

Learning and Teaching Activities
Lessons
Lessons will include a mixture of activities. New content and topics will be presented during lessons, and students will be given problems, practice questions and other interactive activities to apply the knowledge and the skills gained in the lesson. Students will be required to take notes, complete set tasks and engage in discussions and individual and group activities.

In class, specific time may be dedicated to work on assessment tasks and students will be given guidance and feedback to complete these. Certain lessons may be dedicated to independent research and reading related to the unit whether in the classroom or a computer lab.

Active Participation

Students will be required to not only attend but also actively participate in lessons. Active participation entails:

- active engagement in class activities;
- contribution to class discussions by asking and answering questions;
- coming to class prepared and having completed required pre-readings and activities;
- completion of set class and homework activities;
- collaboration with other students; and
- adhering to Macquarie University’s Student Code of Conduct.

Unit Specific Texts and Materials

The following texts have been prescribed for this unit.

Prescribed Texts:


The text will be available for purchase from the Co-Op Bookshop located in the C7A MUSE Building - 18 Wally’s Walk, Phone: 8986 4000.

All students should ensure that they have access to the prescribed text from the start of the Term as failure to do so could jeopardise their academic progress in this unit.

Other editions or formats of the above resource(s) may be acceptable, but you must students must consult teaching staff prior to purchasing these.

Recommended Texts:


Collins COBUILD English Grammar (2011). Harper Collins,
iGE Grammar App for iPhone, iPad and Android (Available from the App store).