



ACOM1001

Academic Communication in the Social Sciences and Humanities

Session 2, Special circumstance 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 other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff

Maria Herke

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Margaret Wood

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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 and Faculty of Medicine, Health and Human Sciences. 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://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: Understand the basic grammatical foundations of clear academic and professional communication

ULO5: 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
<u>Integrative Summary</u>	20%	No	6/09/2020
<u>Research News Page (Part B)</u>	15%	No	08/11/2020
<u>E-potfolio and Online Tasks</u>	30%	No	Week 1-13
<u>Grammar Quiz</u>	15%	No	Week 8
<u>Persuasive Essay (Part A)</u>	20%	No	25/10/2020

Integrative Summary

Assessment Type ¹: Summary

Indicative Time on Task ²: 12 hours

Due: **6/09/2020**

Weighting: **20%**

The Integrative Summary builds on the information from an annotation completed in an earlier tutorial class. The Integrative Summary will describe and discuss two sources relevant to the assigned social inclusion issue. It will summarise and integrate the salient arguments and supporting evidence to present the key knowledge relevant to the issue. Such knowledge may include descriptions, statistics, perspectives (e.g. opposing theories for approaching the issue), related programs (and their impact) and general discussion of the core issue. Students are required to reference at the two (2) sources and demonstrate the ability to synthesise information and varying perspectives on a certain aspect of the social inclusion issue. (800 words)

This assessment will also require students to write a reflective blog once feedback for the integrative summary has been received.

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

Research News Page (Part B)

Assessment Type ¹: Non-academic writing

Indicative Time on Task ²: 10 hours

Due: **08/11/2020**

Weighting: **15%**

Part B requires students to rewrite some aspects of the research that were written up in Integrative Summary into a News Page for a public audience. The News Page, while still formal and making reference to the literature will use more relaxed language than the Integrative Summary, which was written for an academic audience. Three (3) sources to be used. (500 words)

On successful completion you will be able to:

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- 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-potfolio and Online Tasks

Assessment Type **1**: Portfolio

Indicative Time on Task **2**: 20 hours

Due: **Week 1-13**

Weighting: **30%**

The E-portfolio and online tasks consist of three components which students will complete online. These include practice quizzes, a set of blogs and one final reflection. The assessment aims to test students' 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.

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
- Understand the basic grammatical foundations of clear academic and professional communication
- Reflect on learning experience to inform future academic, disciplinary and professional practice

Grammar Quiz

Assessment Type **1**: Quiz/Test

Indicative Time on Task **2**: 8 hours

Due: **Week 8**

Weighting: **15%**

The grammar quiz is an online randomised grammar quiz that tests knowledge of basic grammatical constituency. The quiz will be open for 1 week and will take 1 hour to complete once it has been begun.

To prepare for this quiz, students should participate in the online practice quizzes provided on the learn site. These practice quizzes can be attempted as many times as the student feels is necessary with no marks penalty.

On successful completion you will be able to:

- Produce written and multimodal texts appropriate to the purpose and audience in accordance with academic, disciplinary and professional communication conventions
- Understand the basic grammatical foundations of clear academic and professional communication

Persuasive Essay (Part A)

Assessment Type ¹: Essay

Indicative Time on Task ²: 20 hours

Due: **25/10/2020**

Weighting: **20%**

The Persuasive essay will require students to develop a thesis and argue a response to a given quote related to their social inclusion topic. Students need to correctly reference relevant evidence to support each argument before reiterating and reinforcing the thesis through a summary of salient arguments. Students are required to reference at least five (5) sources and demonstrate the ability to synthesise information and views from a variety of perspectives to produce a coherent, well-supported recommendation. (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

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 with associated online activities which will be available through the ACSH100 ilearn site. There are no face to face lectures.

Tutorials are just under 2 hours each week. Tutorial classes will be delivered both online (via Zoom) and face to face, depending on the enrolment you chose.

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 then Booktopia site: <https://www.booktopia.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 \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](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

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
29/07/2020	I swapped the due dates for the research News Page and the Persuasive essay as I had them in the wrong order