ACOM1001

Academic Communication in the Social Sciences and Humanities

Session 2, Online-scheduled-weekday 2022

Department of Linguistics

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General Information

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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

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

ULO3: Produce written and multimodal texts appropriate to the purpose and audience in accordance with academic, disciplinary and professional communication conventions

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

Assessment Tasks

Name	Weighting	Hurdle	Due
E-portfolio and Online Tasks	30%	No	Week 2-13
Integrative Summary	20%	No	4/9/22
Grammar Quiz	15%	No	Week 8
Research News Page (Part B)	15%	No	23/10/22
Persuasive Essay (Part A)	20%	No	6/11/22

E-portfolio and Online Tasks

Assessment Type [1]: Portfolio
Indicative Time on Task [2]: 20 hours
Due: **Week 2-13**
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

Integrative Summary

Assessment Type [1]: Summary
Indicative Time on Task [2]: 12 hours
Due: **4/9/22**
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:

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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
- 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:

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Research News Page (Part B)

Assessment Type [1]: Non-academic writing
Indicative Time on Task [2]: 10 hours
Due: **23/10/22**
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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Persuasive Essay (Part A)

Assessment Type [1]: Essay
Indicative Time on Task [2]: 20 hours

Due: **6/11/22**
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

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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 in the form of screencast videos (vlogs) with associated online activities, all of which will be available through the ACOM1001ilearn site. There are no face to face lectures.

Tutorials are 1 hour 50 mins. In the online version of ACOM1001, your tutorials will be delivered ionline via Zoom. Your tutor will provide you with the zoom link in Week 1. Unless you have permission to change, you should attend the tutorial class you are registered in. Students should aim to attend at least 80% of these valuable classes, exspecially the draft submission tutes.

The prescribed text book is

Brick, J., Herke, M. & Wong, D. (2020). Academic Culture: A student's guide to studying at university. (4th ed). South Yarra, Vic: Palgrave Macmillan

In addtion you are strongly recommended to access the following style guides:

APA 7th: https://apastyle.apa.org/ Go to Style and Grammar guidelines

Australian manual of style (Macquarie University Library/Database)

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://policies.mq.edu.au). 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
- Assessment Procedure
- Complaints Resolution Procedure for Students and Members of the Public
- Special Consideration Policy

Students seeking more policy resources can visit Student Policies (https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.edu.au) and use the search tool.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/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

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

Requesting an extension to assignment due date

On occasion, you may be in a situation when you aren't able to submit an assessment task on time. Extensions are only given in special circumstances, by completing a Special Consideration request. For more information on Special Consideration, see https://students.mq.edu.au/study/my-study-program/special-consideration

Late submission of assignments

If you haven't been approved for an extension and you submit your assessment task late, penalties are applied. You should consult your unit convenor if you are in this position. Late submissions will receive a 5% per day penalty. If you submit the assessment task 10 days or more beyond the due date, without an approved extension, you will be awarded a maximum of 50% of the overall assessment marks. Weekends and public holidays are included.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Workshops
- Chat with a WriteWISE peer writing leader
- Access StudyWISE
- Upload an assignment to Studiosity
- Complete the 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

Macquarie University offers a range of Student Support Services including:

- IT Support
- Accessibility and disability support with study
- Mental health support
- Safety support to respond to bullying, harassment, sexual harassment and sexual assault
- Social support including information about finances, tenancy and legal issues

Student Enquiries

Got a question? Ask us via AskMQ, or contact Service Connect.

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.