

Printed: 19 November 2024, 09:25AM

The published on-line version of the Course Profile is the authoritative version and by the publication of the Course Profile on-line the University deems the student has been notified of and read the course requirements.

1. General Course Information

1.1 Course Details

COURSE CODE	9300EPP
COURSE TITLE	Academic Communication
ACADEMIC ORGANISATION	GBS Griffith Business School
TRIMESTER	Trimester 2 2024
MODE	Mixed Mode, Intensive
LEVEL	Non Award
LOCATION	Gold Coast, On Campus
CREDIT POINT VALUE	10

Restrictions:

Restriction: Students must be enrolled in 9954 EmpowerED Learning Program

Course Description:

This course hones language and literacy for academic and professional communication, developing planning, presentation, and synthesis skills. It develops written, oral and digital communication skills, bolstering confidence to meet diverse audience needs and strengthening readiness for future success.

1.2 Course Introduction

In this course, you will develop your language and literacy skills essential for effective communication in academic and professional contexts. Building on knowledge of research and academic integrity practices from 9200EPP, you'll enhance your ability to plan and present information, communicating your ideas clearly through practice in paraphrasing, summarizing, and synthesizing information. Moreover, you will refine your oral presentation skills building your confidence to discuss ideas in a variety of media and modes. This course will assist you to develop the skills needed to communicate effectively in both academic and professional settings, ensuring your readiness for success in your future endeavors.

1.3 Course Staff

Primary Convenor **APro Amanda Daly**

EMAIL	a.daly@griffith.edu.au
CAMPUS	Nathan Campus
BUILDING	Business 1 (N50)
ROOM	2.38

Course Moderator **Dr Claire Rodway****EMAIL** empowered@griffith.edu.au**CONSULTATION** A Course Profile Moderator is an academic with expertise in this field of study. The Moderator checks the Course Profile to ensure that it meets the University's quality requirements as well as its suitability and relevance to your level and the program/major or specialisation. **The Course Profile Moderator is NOT part of the teaching team of the course.**

1.4 Timetable

Timetables are available on [the Programs and Courses website](#).

The Griffith Business School expects students enrolling in an on-campus course to have the capacity and commitment to attend class. Students should be prepared to commit approximately 150 hours of work over the whole trimester for a 10 credit point course. This includes class attendance and private time spent on learning activities and assessment items including exam revision, and it applies to all modes of course delivery - on campus, online, and on campus mixed mode - irrespective of the duration of the course.

NB: Details contained in this section of the course profile and section 4.1 Learning Activities are to be read in conjunction with the official class timetable. The published class timetable which is the authoritative source for timetabling information for all campuses can be located by clicking on the link above.

Additional Timetable Information

This course is offered intensively over 6 weeks. Commencing in week 8, there are two workshops to attend each week. Attendance is required to complete in-class assessed activities and reflections.

1.5 Lecture Capture

It is standard practice at Griffith University that lectures timetabled in lecture capture-enabled venues are recorded and made available to students on the relevant course site, in accordance with the University's [Lecture Capture Policy](#).

The lecture series delivered as part of this course will be recorded and accessible via the Learning@Griffith course site.

1.6 Technical Specifications

Please visit <https://www.griffith.edu.au/about-griffith/campuses-facilities/digital/it-requirements> for details of the technical specifications required to study this course.

2. Aims, Outcomes & Graduate Attributes

2.1 Course Aims

This course aims to enhance language and literacy skills crucial for effective communication in academic and professional contexts. Leveraging prior knowledge from 9200EPP, it focuses on refining your ability to plan and present information clearly through exercises in paraphrasing, summarizing, and synthesizing. You will develop awareness of the skills required to convey information effectively through different academic genres. Additionally, the course aims to boost confidence in oral presentations across different media, preparing you to communicate adeptly in diverse settings for future success.

2.2 Learning Outcomes

After successfully completing this course you should be able to:

- 1 identify and apply key features of effective communication for university study
- 2 communicate knowledge and ideas through different media within an academic context
- 3 apply critical thinking skills to synthesise scholarly sources of information

2.3. Graduate Attributes

For further details on the Griffith Graduate please [click here](#)

Griffith University prepares influential graduates to be:

- [Knowledgeable and skilled, with critical judgement](#)
- [Effective communicators and collaborators](#)
- [Innovative, creative and entrepreneurial](#)
- [Socially responsible and engaged in their communities](#)
- [Culturally capable when working with First Australians](#)
- [Effective in culturally diverse and international environments](#)

Additional GBS Griffith Business School Information on Graduate Attributes Professional Skills

All students graduating from the Griffith Business School, will have a thorough grounding in business based courses, and in addition will have acquired a high level of knowledge from specialist courses they have studied in relevant industry or public sector areas.

They will understand in the context of those areas:

- relationships and networks of corporate, non-government and government organisations
- distinctive systems of operations and management
- various stakeholder perspectives
- development of human capital
- customer perceptions of quality
- need for sustainability
- cultural and social responsibilities
- need for analytical decision making using evidence based research
- requirement for strategic thinking

The Griffith Business School Mission statement - *To deliver outstanding business education and research through engagement and industry, government and the social communities we serve, and to do so in ways that contribute to a prosperous, equitable and sustainable future.*

The Griffith Business School Equity statement - *Social inclusion is intrinsic to all aspects of University life. Equity, diversity and social inclusion will be expressed in teaching, research, service and community engagement at all levels.*

3. Learning Resources

3.1 Required Resources

Details of your Required Learning Resources are available from the [Reading List](#).

3.2 Recommended Resources

Details of your Recommended Learning Resources are available from the [Reading List](#).

3.3 University Learning Resources

The University provides many facilities and support services to assist students in their studies. Links to information about University support resources that are available to students include:

Readings: From the reading list, students can access Required and Recommended Learning Resources through direct links to articles, ebooks, databases, websites, the Library catalogue and digitised readings in one convenient place. Students can also prioritise their readings, add personal study notes, and export citations.

Learning@Griffith: There is a dedicated page for this course at myGriffith.

Student Support: Provides a range of services to support students throughout their studies including personal support such as Counselling and Health Services; Academic support; and Financial and Welfare support.

Careers and Employment: The team provides Career Wellbeing, Career Planning and Decision Making, Finding Jobs, Skills Identification and Development, Graduate Employment Information, LinkedIn Profile Review, Interview Preparation, Online Psychometric and Aptitude Test Preparation, International Student Support, Disability Disclosure Strategies and Higher Degree Research (HDR) Career Consultations.

Library: The Library provides a wide range of quality client-focused services and programs to students, researchers and staff of the University. The Library works in collaboration with the academic community to achieve academic and research outcomes.

Student Computing: The University provides access to common use computing facilities for educational purposes.

Griffith Information Technology Code of Practice - Provides guidance to all users of Griffith University Information Technology.

Academic Integrity Module: This module will help you to understand the principles around integrity and will set you up for success at University and in the workplace. It will take approximately 15 minutes to complete. It is strongly encouraged that you complete it by the end of the first trimester of study.

Academic integrity student tutorial: This tutorial helps you understand more about academic integrity and why it is important. You will learn about the types of academic misconduct and the University's policies.

Academic Integrity Declaration

Breaches of academic integrity seriously compromise student learning, as well as the academic quality of the University's programs. All breaches of academic integrity are taken seriously.

By enrolling in this course and submitting assessment, I agree that:

- I have read the [Student Academic Integrity Policy](#) and the [Student Breaches of Academic Integrity Procedure](#).
- Except where indicated through references/citations, all assessment submitted will be my own work, based on my personal study and/or research.
- I will not collude with another student or person in the production of assessment in this course unless group work and collaboration is an expectation of the assessment item.
- No assessment item has been submitted for assessment in any other course at Griffith, or at any other University or at any other time in the same course without the permission of the relevant Course Convenor.
- I will not copy in part or in whole or otherwise plagiarise the work of other students and/or other persons.
- I will not make any of my assessment in this course available to another student, without the permission of the Course Convenor.
- In the case of online quizzes and examinations, I will only access the materials permitted in the exam instructions and limit my internet usage to what is needed to take the exam.

I accept that should I be found to be in breach of the non-disclosure provision identified above, action will be taken under the [Student Academic Integrity Policy](#). Penalties may include failing the course or exclusion from the University.

I also **acknowledge** and agree that the course convenor may:

- Give access to assessment to another Griffith staff member for the purpose of marking.
- Submit assessment items to a text-matching service. This web-based service will retain a copy of any assessment item for checking the work of other students but will not reproduce it in any form.
- Use assessment items for the purposes of moderation, or as exemplars, according to University policies.

GBS Griffith Business School

3.4 Learning Resources

Teaching and learning partnerships require clear and open communications.

The following guidelines outline the communication channels and how information is provided to students.

1. Staff Consultation Times are posted on the course website on Learning@Griffith (ie. under "Staff Information") and outside staff offices. You can communicate in person with your convenor during office hours, by making an appointment or as appropriate during class time. It is sometimes difficult for convenors to talk with students immediately before and at the end of class due to the other prior university commitments. Please do not be offended if you are requested to visit during office hours for assistance, or asked to make an appointment.

2. Email -Staff to student: From time to time it may be necessary to send an official email about the course to you. Communication will be through your official University student email address only. It is your responsibility to regularly check your university email. You may arrange for your student email to be forwarded to another email address. However, it is your responsibility to ensure that the address used by you has sufficient capacity/quota to receive messages. Student to staff: All emails to course staff MUST contain the course code and subject heading (eg. 1001XXX Course Name, subject heading), and should come from your official University student email address, otherwise, they may be left unopened or not actioned and therefore you may not receive an answer.

3. Course Communications through Learning@Griffith - Course notices will be delivered at lectures and/or posted under the announcement section on Learning@Griffith. The course web page is an important communication tool for this course. Information related to lectures and/or tutorials, assessment items, learning resources, and other relevant course information will be posted to this site on a regular basis. It is your responsibility to check this site at least twice a week. Remember any posted material is a learning aid only, and is not a substitute for attendance. Lecture notes do not replace the need to develop note-taking skills and to synthesise the information provided during your classes.

4. Additional Learning Resources - Students are encouraged to visit the Griffith University library website for information on the Library Help Desk, research support, and workshops and training available at Griffith University.

4. Teaching & Learning Activities

4.1 Learning Activities

DATE	WORKSHOP	ASSESSMENT
9 Sep - 15 Sep	Module 1: Principles of Effective Communication Learning Outcomes: 1, 2	
16 Sep - 22 Sep	Module 2: Argumentation Learning Outcomes: 1, 2, 3	A1: Essay Plan (25%): Due Fri 20 September 5pm Learning Outcomes: 1, 2, 3
23 Sep - 29 Sep	Module 3: Evaluation, Analysis & Synthesis Learning Outcomes: 1, 2, 3	
30 Sep - 6 Oct	Module 4: Critical Writing Learning Outcomes: 1, 2, 3	
7 Oct - 13 Oct	Module 5: Interpersonal & Oral Communication: Due to the King's Birthday public holiday on Mon 7th, there are no classes for GC or OL students that day. See Section 4.2 for details. Learning Outcomes: 1, 2, 3	A2: Essay (20%): Due Tues 8 October 9am Learning Outcomes: 1, 2, 3
14 Oct - 20 Oct	Module 6: Presentations, Peer review & feedback Learning Outcomes: 1, 2	A3: Presentation (40%): Due Mon 14 October 9am Learning Outcomes: 1, 2, 3 A4: Action Plan (15%): Due 5pm of last scheduled workshop Learning Outcomes: 1, 2, 3

4.2 Other Teaching and Learning Activities Information

This course is intensive and is offered from week 8 - week 13.

PUBLIC HOLIDAY 7 OCTOBER: Due to the King's Birthday public holiday, there are no classes for GC or OL students that day. The LG class on 8 Oct will be cancelled. You should complete the content in the online module.

5. Assessment Plan

5.1 Assessment Summary

This is a summary of the assessment in the course. For detailed information on each assessment, see [5.2 Assessment Detail](#) below.

ASSESSMENT TASK	DUE DATE	WEIGHTING	MARKED OUT OF	LEARNING OUTCOMES	MAXIMUM EXTENSION PERIOD
<i>Log of Learning Activities</i> Academic Communication portfolio	9 Sep 24 - 18 Oct 24 17:00	100%	100 marks	1, 2, 3	

5.2 Assessment Detail

Title: Academic Communication portfolio

Type: Log of Learning Activities

Learning Outcomes Assessed: 1, 2, 3

Due Date:

9 Sep 24 - 18 Oct 24 17:00

Weight: 100%

Marked out of: 100

Task Description:

You will create a portfolio of learning activities using a range of media. See the course site for details.

Due dates for each task are listed in Section 4.1 of this course profile

Criteria & Marking:

See the course site for marking criteria.

Submission: Via the 'Assignments' tool in Learning@Griffith. In Person at the School Department.

This assessment item:

- is a school based activity
- is an individual activity
- includes a self assessment activity
- does not have a re-attempt provision

5.3 Late Submission

For all non-Honours Dissertation courses: Please refer to [Assessment Procedures for Students](#).

For all Honours Dissertation courses: Enrolment in an Honours degree shall be cancelled and the candidature terminated if the candidate fails to lodge their Honours dissertation by the prescribed date including any approved extensions.

5.4 Other Assessment Information

Supplementary Assessment is available in this course.

Supplementary assessment may be awarded if you have submitted all the assessment requirements of the course, and you have received a grade of 3 or have achieved an overall percentage equivalent to the grade of 3 or higher, but you have not achieved a pass or the required minimum mark in one or more mandatory pass components of the course.

You are allowed one attempt at a supplementary assessment item per course per trimester. If you gain a pass mark for your supplementary assessment item, you will be awarded a grade of 4.

Where you do not achieve a pass mark for the supplementary assessment item, the original grade of 3 for the course will remain, except for courses using the Medical School grading basis where a non-graded fail (NGF) is awarded.

Please see the [Assessment Procedure for Students](#) for more information.

Final Grades

A student's final grade for this course will be based on the aggregation and weighting of marks across assessment, any mandatory pass components and grade cut-offs. Grade cut-offs can vary, so you will need to wait for the official release of grades to be sure of your grade for this course.

- This course is a graded course (i.e 7, 6, 5, 4, 3, 2, 1).

6. Policies & Guidelines

This section contains the details of and links to the most relevant policies and course guidelines. For further details on University Policies please visit the [Policy Library](#)

6.1 Assessment Related Policies and Guidelines

University Policies & Guidelines

The University's policies can be found in the [Griffith Policy Library](#).

Specific assessment policies include:

- [Assessment Policy](#)
- [Assessment Procedure for Students](#)

GBS Griffith Business School

Assessment Guidelines

1. All assignments submitted for grading must be word processed. You are expected to retain copies of all assessment items submitted until a final grade for the course has been awarded. Creating a backup of all your computer files is highly recommended.
2. If the assessment task is not submitted in the specified manner at the specified time, as contained in this Course Profile, penalties for late submission will apply. Refer to "Unit" Section on Late Submission Assignments.
3. It is recommended that you utilise the text-matching service prescribed for this course prior to submitting your written assessment. This service can aid in understanding plagiarism and the importance of proper attribution of any borrowed content. Please check the submission requirements in this course profile to confirm the required text matching service (ie SafeAssign or TurnItIn) to be used in this course.
4. Citation and referencing format should conform to the GBS guidelines both in the body of your paper and its attached reference section. Please check with your convenor to confirm the required style (ie. APA (American Psychological Association) or Harvard) and refer to the GBS Resource Bank for correct referencing format.
5. Students enrolling in this course are expected to have attained a grade of 4 or better in any prerequisite course/s. Where prerequisite course requirements have been fulfilled through credit arrangements for prior study, students are expected to be able to demonstrate the skills and knowledge equivalent to those required for a grade of 4 at Griffith University. Where students are unable to demonstrate skills and knowledge at this level they may experience difficulty with the course.

6.2 Other Policies and Guidelines

University Policies and Guidelines

Students are responsible for ensuring that they have read all sections of the Course Profile for the course/s in which they are enrolled in any enrolment period. The published online version of the Course Profile is the authoritative version and by the publication of the Course Profile online, the University deems the student has been notified of and read the course requirements. Variations to the Course Profile during the trimester of offer are not permitted except in exceptional circumstances and will be advised in writing to all enrolled students and via the Learning@Griffith website. Additional information regarding the content of this course may be published on the [Learning@Griffith](#) website.

Copyright matters

Copyright applies to all teaching materials and materials generated by students which substantially relate to Griffith University courses. *Students are warned against selling Griffith University teaching materials and their student notes online through commercial websites during and after their studies.* You will almost certainly be in breach of copyright law and Griffith's IT Code of Practice if you post these materials on the internet and commercial websites. Please refer to the [Copyright Guide for Students](#) for further information.

Health and Safety

Griffith University is committed to providing a safe work and study environment. However, all students, staff and visitors have an obligation to ensure the safety of themselves and those whose safety may be affected by their actions. Staff in control of learning activities will ensure as far as reasonably practical, that those activities are safe and that all safety obligations are being met. Students are required to comply with all safety instructions and are requested to report safety concerns to the University.

General health and safety information is available on the [Health, Safety and Wellbeing](#) website.

Other Key Student-Related Policies

All University policy documents are accessible to students via the [Griffith Policy Library](#). Links to key policy documents, in addition to those listed in 6.1 above, are included below for easy reference:

- [Student Communications Policy](#)
- [Student Conduct Safety and Wellbeing](#)
- [Enrolment Policy](#)
- [Student Charter Framework](#)
- [Student Review and Appeals Policy](#)
- [Student Review and Appeals Procedure](#)
- [Student Complaints Policy](#)
- [Students with Disabilities Policy](#)

Learning Summary

Below is a table showing the relationship between the learning outcomes for this course, the learning activities used to develop each outcome and the assessment task used to assess each outcome.

Learning Outcomes

After successfully completing this course you should be able to:

- 1 identify and apply key features of effective communication for university study

- 2 communicate knowledge and ideas through different media within an academic context
- 3 apply critical thinking skills to synthesise scholarly sources of information

Assessment & Learning Activities

LEARNING ACTIVITIES	LEARNING OUTCOMES		
	1	2	3
Module 1: Principles of Effective Communication (Workshop)	●	●	
Module 2: Argumentation (Workshop)	●	●	●
A1: Essay Plan (25%) (Assessment)	●	●	●
Module 3: Evaluation, Analysis & Synthesis (Workshop)	●	●	●
Module 4: Critical Writing (Workshop)	●	●	●
Module 5: Interpersonal & Oral Communication (Workshop)	●	●	●
A2: Essay (20%) (Assessment)	●	●	●
Module 6: Presentations, Peer review & feedback (Workshop)	●	●	
A3: Presentation (40%) (Assessment)	●	●	●
A4: Action Plan (15%) (Assessment)	●	●	●
ASSESSMENT TASKS			
Academic Communication portfolio	●	●	●

Graduate Attributes

For further details on the Griffith Graduate please [click here](#)

Griffith University prepares influential graduates to be:

- [Knowledgeable and skilled, with critical judgement](#)
- [Effective communicators and collaborators](#)
- [Innovative, creative and entrepreneurial](#)
- [Socially responsible and engaged in their communities](#)
- [Culturally capable when working with First Australians](#)
- [Effective in culturally diverse and international environments](#)

This table demonstrates where each of the Griffith Graduate Attributes is taught, practised and assessed in this course.

University wide attributes

GRADUATE ATTRIBUTE	TAUGHT	PRACTISED	ASSESSED
Knowledgeable and skilled, with critical judgement			
Effective communicators and collaborators			
Innovative, creative and entrepreneurial			
Socially responsible and engaged in their communities			
Culturally capable when working with First Australians			
Effective in culturally diverse and international environments			