

Unit Outline

COMS1010 Academic and Professional Communications Semester 1, 2021

Unit study package code:	COMS1010
Mode of study:	Internal
Tuition pattern summary:	This unit does not have a fieldwork component.
Credit Value:	25.0
Pre-requisite units:	Nil
Co-requisite units:	Nil
Anti-requisite units:	CMHL1000 (v.0) Foundations for Professional Health Practice or any previous version <i>AND</i> GRDE1024 (v.0) Design Theory in Practice or any previous version
Result type:	Grade/Mark
Approved incidental fees:	Information about approved incidental fees can be obtained from our website. Visit fees.curtin.edu.au/incidental_fees.cfm for details.
Unit coordinator:	Title: Ms Name: Carol Igglesden Phone: +618 9266 3493 Email: APC100@curtin.edu.au Location: Building: 209 - Room: 416

Teaching Staff:

Administrative contact:	Name: MCASI Teaching Support Team Phone: +618 9266 7598 Email: MCASITeachingSupport@curtin.edu.au Location: Building: 208 - Room: 414
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Learning Management System: [Blackboard](https://lms.curtin.edu.au) (lms.curtin.edu.au)

Acknowledgement of Country

We respectfully acknowledge the Indigenous Elders, custodians, their descendants and kin of this land past and present. The [Centre for Aboriginal Studies](#) aspires to contribute to positive social change for Indigenous Australians through higher education and research.

Syllabus

Research, written communication and oral presentation in academic and professional contexts. Develop reflective, critical and evaluative thinking and teamwork skills, and the ability to articulate the practices that lead to successful learning.

Introduction

Welcome to Academic and Professional Communications, a core first-year unit of the Bachelor of Arts, Bachelor of Applied Science (Architecture) and Bachelor of Applied Science (Construction Management and Economics) degrees.

This unit is designed to introduce you to the learning, thinking and communication processes you need in order to succeed in your studies: to research, develop understanding, think critically and reflectively, make presentations at a university level, and communicate effectively in the academic and professional context of your chosen discipline. It is specifically intended for first year students and, as such, aims to help you to make a smooth transition to academic and professional life.

Unit Learning Outcomes

All graduates of Curtin University achieve a set of six Graduate Capabilities during their course of study. These inform an employer that, through your studies, you have acquired discipline knowledge and a range of other skills and capabilities which employers would value in a professional setting. Each unit in your course addresses the Graduate Capabilities through a clearly identified set of learning outcomes. They form a vital part in the process referred to as assurance of learning. The learning outcomes notify you of what you are expected to know, understand or be able to do in order to be successful in this unit. Each assessment for this unit is carefully designed to test your knowledge of one or more of the unit learning outcomes. On successfully completing all of the assessments you will have achieved all of these learning outcomes.

Your course has been designed so that on graduating you will have achieved all of Curtin's Graduate Capabilities through the assurance of learning processes in each unit.

On successful completion of this unit students can:		Graduate Capabilities addressed
1	Find, evaluate and synthesize information in specific contexts for scholarly and research purposes	 
2	Demonstrate critical, logical and reflective thinking skills appropriate to university study, including Indigenous perspectives	 
3	Complete a piece of academic writing that demonstrates an understanding of academic integrity in integrating print and/or visual texts	 
4	Articulate understandings of the language, concepts and practices of the learning context, and of themselves as students	 
5	Write and speak in clear, correct language appropriate to the discipline	 

Curtin's Graduate Capabilities

	Apply discipline knowledge, principles and concepts		Innovative, creative and entrepreneurial		Effective communicators with digital competency
	Globally engaged and responsive		Culturally competent to engage respectfully with local First Peoples and other diverse cultures		Industry connected and career capable

Find out more about Curtin's Graduate Capabilities at the Curtin Learning and Teaching website: ct.curtin.edu.au

Learning Activities

This unit is delivered over 12 teaching weeks. You are required to:

- View a 1-hour lecture in Week 1
- Complete readings as per the program calendar
- Take part in weekly tutorial activities
- Use the resources available through Blackboard and the Curtin Library to complete assessments and develop your communications.
- Complete a research assignment, an essay, and a critical reflection portfolio.
- The compulsory SUCCESS exercise is also administered through this unit.

Learning Resources

Essential texts

The required textbook(s) for this unit are:

- Grellier, Jane, and Veronica Goerke. 2018. *Communications Toolkit*. 4th ed. Melbourne: Cengage Learning. (or 2nd edition 2010, or 3rd edition 2014).

(ISBN/ISSN: 9.78017018476E+012)

Online resources

- Grellier, Jane, and Veronica Goerke. 2018. *Communications Toolkit*. 4th ed. Melbourne: Cengage Learning. (or 2nd edition 2010, or 3rd edition 2014).

(<https://au.cengage.com/c/communications-toolkit-44-4th-edition-4e-grellier-goerke/9780170401623/>)

(ISBN/ISSN: 9.78017018476E+012)

Other resources

Online resources

There are several resources available to you that are essential for this unit.

1. **Blackboard** - Use your Oasis login to access the Blackboard website, the gateway to useful resources for this unit (<https://oasis.curtin.edu.au>).
2. **Curtin Library** - The access point to all library resources (library.curtin.edu.au).

Assessment

Assessment policy exemptions

- There are no exemptions to the assessment policy

Assessment schedule

	Task	Value %	Date Due	Unit Learning Outcome(s) Assessed	Late Assessments Accepted?*	Assessment Extensions Considered?*
1	Research Assignment	15%	Week: 4 Day: Friday 26 March Time: Before midnight Perth time	1,2,5	Yes	Yes
2	Academic Essay	45%	Week: 8, revised for Week 14 Day: Fri 23 April, revised for Fri 4 June Time: Before midnight Perth time	1,2,3,5	Yes	Yes
3	Critical Reflection Portfolio	40%	Week: 12 Day: Friday 21 May Time: Before midnight Perth time	2,4,5	Yes	Yes

*Please refer to the Late Assessment and the Assessment Extension sections below for specific details and conditions.

Detailed information on assessment tasks

1. Research assignment

Worth: 15 marks

Due: Week 4 (Friday, before midnight Perth time)

This assignment is designed to introduce you to the research and referencing skills you will require to be successful in your course. Your topic focuses on the role of the discipline professional (or relevant issue) in your chosen field of study.

The assignment acts as a foundation for Assignment 2, the academic essay, so you will keep your chosen topic for both of these assignments. For the assignment, you must closely follow complex and detailed instructions, as explained in the assignment brief. You will find many student examples and further details in Blackboard.

Assignment 1 marking criteria

- Appropriateness, currency and range of texts (see FAQ2 on the Bb sidebar for a discussion of what makes texts current or recent)
- Accuracy and completeness of APA 7th/Chicago 17Bth referencing according to your discipline
- Understanding of main arguments and related ideas of texts
- Clarity and conciseness of written English

- Fulfilment of assignment brief
- Formatting and online submission of assignment

Please find the detailed brief for this assignment, including marking/self-assessment rubrics, in the unit Blackboard site at Assignments > Assignment 1: Research assignment.

YOU MUST FOLLOW THIS BRIEF IN ORDER TO SUCCEED IN THE ASSIGNMENT.

2. Essay

Worth: 45 marks

Due: Week 8 Friday, before midnight Perth time, then revised on the basis of tutor feedback and resubmitted by midnight Friday of Week 14

For this assignment, you will write a well-researched 1500-word scholarly argumentative essay on the topic you chose for your research assignment. You will find multiple student examples and further details in Blackboard.

Assignment 2 marking criteria

- Currency and appropriateness of scholarly research
- Quality of argument and structure of ideas
- Use of the conventions of the essay
- Accuracy and completeness of APA 7th/Chicago 17B referencing for both in-text and end-of-text referencing according to your discipline
- Clarity, conciseness and quality of written English
- Fulfilment of assignment brief
- Correct formatting and online submission

In revised essay: Engagement with feedback through the revision process

Please find the detailed brief for this assignment, including marking/self-assessment rubrics, in the unit Blackboard site at Assignments > Assignment 2: Essay.

YOU MUST FOLLOW THIS BRIEF IN ORDER TO SUCCEED IN THE ASSIGNMENT.

3. Critical reflection portfolio

Worth: 40 marks

Due: Week 12 (before midnight Perth time on Friday)

This portfolio is designed to challenge your thinking, and to introduce you to some of the group communications processes you will engage in during your professional life. We encourage you, where possible, to approach the project from the point of view of the discipline you are enrolled in. The project has both group and individual components.

In groups available on the Blackboard tutorial discussion board, you will put together a project in which each member contributes. The project involves you finding and critically reflecting on primary texts. Examples and ideas are provided on the Blackboard site.

Assignment 3 marking criteria

- Selection of texts, including at least one created by an Indigenous person, to show a range of assumptions on the issue
- Critical reflection on the individual texts, exploring how they challenge your assumptions
- Contribution to the project, as evidenced in your discussion board posts

- Thoughtfulness of final critical reflection on the unit
- Formatting, referencing and submission of assignment

Please find the detailed brief for this assignment, including marking/self-assessment rubrics, in the unit Blackboard site at Assignments > Assignment 3: Critical reflection portfolio.

YOU MUST FOLLOW THIS BRIEF IN ORDER TO SUCCEED IN THE ASSIGNMENT.

SUCCESS diagnostic exercise

This exercise is **compulsory** for all students.

Due: Week 1 (before midnight on **Friday 5 March**). This can be accessed through the SUCCESS diagnostic exercise (PELA) link on sidebar of Blackboard for your unit. You need to complete the exercise, then submit it through the same link. This task will NOT count towards your final grade, but you **must** complete it, otherwise you will fail this unit. If you have previously done this exercise, you may not have to repeat it. Please contact the Faculty English Language Development Coordinator on EnglishHum@curtin.edu.au as soon as possible, to confirm.

SUCCESS program

The university (in conjunction with the Unit Coordinator and the Faculty English Language Development Coordinator) provides a program for those students who require, or would like, additional support to develop their academic writing. SUCCESS is a free one-hour class running each teaching week from Weeks 3 to 13 of the semester. The class will involve small-group support activities designed to develop your English/academic language skills so that you will be more likely to succeed in this unit and your future studies. There will be no extra homework from this class, and no pre-reading needed.

SUCCESS Online for Humanities is available for Fully Online students.

If the markers decide from your diagnostic exercise (which must be completed in Week 1) that you need to participate in the SUCCESS program, you will be required to enrol in SUCCESS and complete **at least 7** of the 10 modules. You will be notified towards the end of Week 2 by your Curtin student email and, if you are required to do these classes, you must enrol immediately. The SUCCESS program (for Bentley-based students) begins in Week 3. Fully Online students may choose to enrol in on campus classes if they wish. More information will be available in the lecture and tutorials.

Students required to complete SUCCESS: You must complete at least 7 of the SUCCESS modules. Failure to do so will result in the awarding of a F-IN (Fail Incomplete) Grade for your unit, irrespective of the mark achieved.

Students who are not required to attend the SUCCESS program, but who wish to participate, are welcome to join in if there are spaces available. For more information, please contact Chantelle Leach on EnglishHum@curtin.edu.au

Submitting Assignments

Submit written assignments by midnight Perth time on Fridays so that your tutor can return them to you promptly for the next stage of your writing. Submit through the Assignments link in Blackboard. Be aware that when you submit each assignment to Blackboard, it will automatically be submitted to Turnitin and you will receive a report describing the similarities between your assignment and all the texts stored in the Turnitin database.

You must submit each assignment using the appropriate template, which includes your personal details, a cross on each scale on the page and a self-critique comment. Templates are available in the Assignments section of Blackboard.

Pass requirements

There are three requirements to achieve a 'pass' grade in this unit:

1. An overall mark of 50% across the different assessments in the unit, and
2. All assessments must be attempted and submitted, and
3. The SUCCESS diagnostic exercise must be completed, and a minimum of seven (7) SUCCESS online modules, if instructed.

Failure to attempt and submit an assessment will result in a 'Fail-incomplete' grade for the unit, irrespective of the mark achieved.

As this unit is a core unit, if you fail you **must re-enrol** in a future study period and complete the unit successfully.

Assessment Moderation

Fair assessment through moderation

Moderation describes a quality assurance process to ensure that assessments are appropriate to the learning outcomes, and that students work is evaluated consistently by assessors. Minimum standards for the moderation of assessments are described in the Assessment and Student Progression Manual, available from policies.curtin.edu.au/findapolicy/

Pre-marking moderation

- Staff assessing student work in this unit are provided with the assessment rubric/marketing guide in advance of the marking task for the purpose of pre-marking moderation
- Assessment task details and marking criteria are provided to students in the unit outline or prior to the assessment task
- The Unit Coordinator is available to assessors to provide clarification and/or guidance if required during the assessment or marking process.

Intra-marking / Post-marking moderation

Where multiple staff are involved in the assessment of student work, the Unit coordinator reviews the outputs of those markers early in the marking process.

See Post-marking Moderation

Post-marking Moderation

- Second marking or checking of second marking of a random sample of student work to check for consistent application of marking criteria and standards.
- Second marking or checking of second marking student work deemed to be borderline (just above/below pass mark).
- Second marking or checking of second marking of a sample of outliers (high or low scoring assessments).

Late assessment

Where the submission of a late assessment is permitted, late penalties will be consistently applied in this unit.

Where a late assessment **is** permitted for an assessment item or the entirety of the unit (refer to the Assessment Schedule table in this Unit Outline) and the student does not have an approved assessment extension:

1. For assessment items submitted within the first 24 hours after the due date/time, students will be penalised by a deduction of 5% of the total marks allocated for the assessment task;
2. For each additional 24 hour period commenced an additional penalty of 10% of the total marks allocated for the assessment item will be deducted; and
3. Assessment items submitted more than 168 hours late (7 calendar days) will receive a mark of zero.

Where late assessment **is NOT** permitted for an assessment item or the entirety of the unit (refer to the Assessment Schedule table in this Unit Outline) and the student does not have an approved assessment extension:

1. All assessment items submitted after the due date/time will receive a mark of zero.

Assessment extension

Where an application for an assessment extension **is** permitted for an assessment item(s) within this unit (refer to the Assessment Schedule table in this Unit Outline):

1. A student who is unable to complete an assessment item by/on the due date/time as a result of exceptional circumstances beyond the student's control, may apply for an assessment extension on the Assessment Extension Application Form as prescribed by the Academic Registrar. The form is available on the Forms page at <https://students.curtin.edu.au/essentials/forms-documents/forms/> and also within the student's OASIS (My Studies tab – Quick Forms) account.
2. The student will be expected to submit their application for an Assessment Extension with supporting documentation:
 - a. Australian Campuses: via the online form
 - b. Offshore campuses: to the School representative nominated below
3. Timely submission of this information supports the assessment process. For applications that are declined, delayed submission may have significant ramifications on the possible marks awarded.
4. An application may be accepted up to five working days after the due date/time of the assessment item where the student is able to provide a verifiable explanation as to why they were not able to submit the application prior to the assessment due date/time

Where an application for an assessment extension **is NOT** permitted for an assessment item(s) within this unit (refer to the Assessment Schedule table in this Unit Outline):

1. All assessment items submitted after the due date/time will be subject to late penalties or receive a mark of zero depending on the unit permitting late assessment submissions.

All assessment extensions must be submitted via the online form:

https://students.connect.curtin.edu.au/app/assessment_extension.

For any other enquiries please contact Curtin Connect via the Student Enquiry Webform

<https://students.connect.curtin.edu.au/app/ask> or by phone on 1300 222 888.

Deferred assessments

If your results show that you have been granted a deferred assessment you should immediately check OASIS for details.

Further assessment

Further assessments, if granted by the Board of Examiners, will be held between 07/07/2021 and 04/08/2021 . Notification to students will be made after the Board of Examiners meeting via the Official Communications Channel in OASIS.

It is the responsibility of the student to be available to complete the requirements of a further assessment. If your results show that you have been granted a further assessment you should immediately check OASIS for details.

Reasonable adjustments for students with disabilities/health circumstances likely to impact on studies

A [Curtin Access Plan](#) (CAP) is a document that outlines the type and level of support required by a student with a disability or health condition to have equitable access to their studies at Curtin. Carers for people with disability may also be eligible for support. This support can include alternative exam or test arrangements, study materials in accessible formats, access to Curtin's facilities and services or other support as discussed with an advisor from [AccessAbility Services](#).

Documentation is required from your treating Health Professional to confirm your health circumstances or carer responsibilities.

If you think you may be eligible for a CAP, please contact AccessAbility Services. If you already have a CAP please provide it to the Unit Coordinator in week 1 of each study period.

Referencing style

The referencing style for this unit is either APA 7th or Chicago 17th, depending on your study discipline. Check with your tutor. .

More information on this referencing style can be obtained at <https://libguides.library.curtin.edu.au/referencing#linkid=library-home-links-referencing>

Privacy

As part of a learning or assessment activity, or class participation, your image or voice may be recorded or transmitted by equipment and systems operated by Curtin University. Transmission may be to other venues on campus or to others both in Australia and overseas.

Your image or voice may also be recorded by students on personal equipment for individual or group study or assessment purposes. Such recordings may not be reproduced or uploaded to a publicly accessible web environment. If you wish to make such recordings for study purposes as a courtesy you should always seek the permission of those who are impacted by the recording.

Recording of classes or course materials may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than personal study for the enrolled students in the unit. Breach of this may subject a student to disciplinary action under Statute No 10 – Student Disciplinary Statute.

If you wish to discuss this please talk to your Unit Coordinator.

Copyright

The course material for this unit is provided to you for your own research and study only. It is subject to copyright. It is a copyright infringement to make this material available on third party websites.

Academic Integrity (including plagiarism and cheating)

Academic Integrity

Curtin's [Student Charter](#), [Academic Integrity Program \(AIP\)](#), and core [Values](#) guide expectations regarding student behaviour and responsibilities. Information on these topics can be found on the [Student Essentials Website](#) or the Academic Integrity tab in Blackboard.

Academic Integrity Warnings

An Academic Integrity Warning may be issued to a New-to-Curtin student if they have inadequately acknowledged sources or collaborated inappropriately. [The Management of Academic Integrity Warnings for New to Curtin Students Procedures](#) provide further information and explain who is considered to be New-to-Curtin.

Academic Misconduct

Students with an academic breach that do not meet the New-to-Curtin criteria will be managed through the misconduct process. [Academic Misconduct](#) means conduct by a student that is dishonest or unfair in connection with any academic work. This includes all types of plagiarism, cheating, collusion, falsification or fabrication of data or other content, and Academic Misconduct Other, such as falsifying medical certificates for extension. More details can be found on the [Student Essentials Website](#) or on the [Academic Integrity Website](#).

Staff members are required to report suspected misconduct and an inquiry may take place. If misconduct is determined it will result in penalties, which may include a warning, a reduced or nil grade, a requirement to repeat the assessment, an annulled grade (ANN) or termination from the course. Some penalties may impact on future enrolment.

Academic work under inquiry will not be graded until the process has concluded. If your work is the subject of an inquiry you will be notified by email and Official Communication with an opportunity to respond. Appropriate support will be provided. For more information refer to [Statute No.10 Student Discipline and Academic Misconduct Rules](#).

Information and Communications Technology (ICT) Expectations

Curtin students are expected to have reliable internet access in order to connect to OASIS email and learning systems such as Blackboard and Library Services.

You may also require a computer or mobile device for preparing and submitting your work.

Curtin Official Communication Channel and Oasis

Students are responsible for checking the Official Communication Channel (OCC) via Oasis regularly (at least once per week). Important communications such as assessment extension application outcomes will always be sent via the OCC. Your OCC inbox is accessible via Curtin Student OASIS.

Use of the Blackboard App

A Blackboard App is available to download from Google Play or the Apple App Store. Please note that the App does not support all Blackboard functions and external links such as Reading Lists and iLectures cannot be accessed. To view iLectures on a mobile device, use the Echo360 App, which can also be downloaded from Google Play or the Apple App Store. Reading Lists should be accessed via web based Blackboard, e.g. Chrome or Firefox.

Please ensure you are always using the latest version of the app for best results as updates are frequently applied. Please also note that Curtin University is not responsible for the Blackboard app and any feedback you have should be made on the app directly.

For general ICT assistance, in the first instance please contact OASIS Student Support:

oasisapps.curtin.edu.au/help/general/support.cfm

For specific assistance with any of the items listed below, please contact The Learning Centre:

life.curtin.edu.au/learning-support/learning_centre.htm

- Using Blackboard, the I Drive and Back-Up files
- Introduction to PowerPoint, Word and Excel

Additional information

It is your responsibility to ensure that your enrolment is correct - you can check your enrolment through the eStudent option on OASIS, where you can also print an Enrolment Advice.

Enrolment

It is your responsibility to ensure that your enrolment is correct - you can check your enrolment through the eStudent option on OASIS, where you can also print an Enrolment Advice.

Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation, policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- Values and Signature Behaviours
- the University's policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University's policies on appropriate use of software and computer facilities

Information on all of the above is available through the University's "Student Rights and Responsibilities" website at: students.curtin.edu.au/rights.

Student Equity

There are a number of factors that might disadvantage some students from participating in their studies or assessments to the best of their ability, under standard conditions. These factors may include a disability or medical condition (e.g. mental illness, chronic illness, physical or sensory disability, learning disability), significant caring responsibilities, pregnancy, religious practices, living in a remote location, or another reason. If you believe you may be unfairly disadvantaged on these or other grounds please contact the appropriate service below. It is important to note that the staff of the University may not be able to meet your needs if they are not informed of your individual circumstances, so please get in touch with the appropriate service if you require assistance.

To discuss your needs in relation to:

- Disability or medical conditions, contact AccessAbility Services: <https://students.curtin.edu.au/personal-support/disability/>
- Elite athletes, contact Elite Athlete Coordinator: <https://stadium.curtin.edu.au/sport/academy/elite-athlete-program/>
- All other grounds, contact the Student Wellbeing Advisory Service: <https://students.curtin.edu.au/personal-support/counselling-guidance/wellbeing/>

Recent unit changes

Students are encouraged to provide unit feedback through **eVALUate**, Curtin's online student feedback system. For more information about **eVALUate**, please refer to evaluate.curtin.edu.au/info/.

	To view previous student feedback about this unit, search for the Unit Summary Report at https://evaluate.curtin.edu.au/student/unit_search.cfm . See https://evaluate.curtin.edu.au/info/dates.cfm to find out when you can eVALUate this unit.
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Recent changes to this unit include:

- Change in weightings of Assignment 2 and Assignment 3
- Streamlining of Assignment 3
- Indigenous perspective requirement in Assignment 3
- Concessions on self-plagiarism for repeating students

Program calendar

Week	Tutorials	Text	Formal Assessment
1 1 March	<p>Introductory lecture: view recording via Collaborate. Collaborate Ultra (access through Blackboard) online Q and A session with Unit Coordinator March 3, 6.00pm Perth time.</p> <p>Tutorial: Introduction to the unit and your tutorial group Analysing research topic</p>	Chapters 1 and 2	SUCCESS diagnostic due before midnight Friday 5 March
2 8 March	<p>Reading scholarly texts</p> <p>Research in your discipline</p>	Chapters 3 and 4	
3 15 March	<p>APA (7th ed.) or Chicago 17th (depending on study discipline)</p> <p>Preparing for research assignment</p> <p>Introduction to critical reflection</p>	Chapters 5 and 7	
4 22 March	<p>Essay conventions: thesis statements and introductions</p> <p><i>Census date: Friday 26 March</i></p>	Chapters 7 and 9	Submit Assignment 1: Research Assignment before midnight on Friday 26 March
5 29 March	<p>Workshop on essay writing: paragraphing; quoting and paraphrasing; academic honesty and plagiarism; visual plagiarism</p>	Chapters 5, 6 and 9	
6 5 April	Tuition-free week		
7 12 April	<p>Workshop on essay writing: conclusions; incorporating examples from primary research; referencing figures/graphics</p>	Chapters 5 and 9	
8 19 April	<p>Workshop on Critical Reflection Portfolio</p> <p>Reading visual texts</p> <p>Teamwork</p>	Chapters 7 and 15	Submit Assignment 2 (first version essay) before midnight on Friday 23 April
9 26 April	<p>Workshop on Critical Reflection Portfolio</p> <p>Intercultural Communication</p>	Chapters 14 and 15	
10	Workshop on Critical Reflection Portfolio	Chapters	

3 May	Giving and Receiving Feedback	13 and 14	
11 10 May	Workshop on Critical Reflection Portfolio Redrafting essays: structure, argument and analysis Writing well; synthesising from more than one text.	Chapters 6, 9 and 10	
12 17 May	Workshop on Critical Reflection Portfolio Redrafting essays: referencing and plagiarism; clear, correct and formal English	Chapters 5, 11 and 12	Submit Assignment 3 (Critical Reflection Portfolio) before midnight on Friday 21 May
13 24 May	Redrafting essays Assignment 3 Critical Reflection Portfolio Show and Tell	Chapters 9 and 16	Submit Assignment 2 (revised essay) before midnight on Friday 4 June