Unit Outline
COMS0002 Foundations of Communication
Semester 1, 2017

Unit study package code: COMS0002
Mode of study: Fully Online
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: Nil
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.

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Teaching Staff:

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Learning Management System: Blackboard (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
Students develop their knowledge and skills in effective spoken, written and graphic communication in a tertiary context. Communication strategies appropriate for purpose and audience are applied in practical and interactive learning tasks involving interpersonal communication, presentation, negotiation and language skills.
Introduction

Features of spoken, written and online communication are identified, and strategies to enhance effectiveness in learning environments are defined and demonstrated with examples. Communication strategies appropriate for purpose and audience are applied in practical and interactive learning tasks involving interpersonal communication, presentation, negotiation and language skills through individual and group learning practices using various online technologies.

Unit Learning Outcomes

All graduates of Curtin University achieve a set of nine graduate attributes during their course of study. These tell an employer that, through your studies, you have acquired discipline knowledge and a range of other skills and attributes which employers say would be useful in a professional setting. Each unit in your course addresses the graduate attributes 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 tell you 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 achievement 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 we can say you will have achieved all of Curtin's Graduate Attributes through the assurance of learning process in each unit.

<table>
<thead>
<tr>
<th>On successful completion of this unit students can:</th>
<th>Graduate Attributes addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Identify and use interpersonal strategies appropriate for purpose and audience when communicating in spoken, written and online modes in the learning environment</td>
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<tr>
<td>2 Execute an oral presentation using visual tools to enhance the message</td>
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<tr>
<td>3 Participate in a team project and produce a blog or wiki on an assigned topic that demonstrates effective online, interpersonal and collaborative learning practices,</td>
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<tr>
<td>4 Demonstrate competent communicative skill in using English for academic purposes (in reading, writing, speaking and listening)</td>
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Curtin's Graduate Attributes

<table>
<thead>
<tr>
<th>Apply discipline knowledge</th>
<th>Thinking skills (use analytical skills to solve problems)</th>
<th>Information skills (confidence to investigate new ideas)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication skills</td>
<td>Technology skills</td>
<td>Learning how to learn</td>
</tr>
<tr>
<td>International perspective</td>
<td>Cultural understanding</td>
<td>Professional Skills (work independently and as a team)</td>
</tr>
<tr>
<td>(value the perspectives of others)</td>
<td></td>
<td>(plan own work)</td>
</tr>
</tbody>
</table>

Find out more about Curtin's Graduate attributes at the Office of Teaching & Learning website: ctl.curtin.edu.au

Learning Activities

This unit covers several areas of communication: interpersonal communication, netiquette, communicating online, collaboration and teamwork and presentations. These areas are interconnected and you will need to refer to parts of each of them when you are working on your assessments. It is important that you work through all of the unit resources, as your achievement in the assessment tasks will heavily depend upon this.

It is integral to this unit to engage with your peers for discussions, presentations, sharing information and feedback. Assessments must be consistently well-presented as an electronic document with a cover sheet, in a format that can be accessed by your tutors. All assessments require a high standard of literacy and must be referenced in APA 6th edition format.
TUITION PATTERN: FULLY ONLINE STUDENTS
You are required to work through all the online material in your own time, and prepare your answers to the tutorial questions by yourself each week. Your answers can be posted on the Discussion Board, and feedback will be provided by an online tutor as well as your peers. You will be allocated an online tutor who should be your first point of contact. Your tutor will be available via email so you can ask for clarification on any difficult content.

Learning Resources
Recommended texts
You do not have to purchase the following textbooks but you may like to refer to them.


Other resources
It is also recommended that you use a good dictionary and/or thesaurus (print or online version).

Extensive reading is encouraged and will be a requirement for all modules and assessments. Further assistance with your research, reading, referencing and writing skills is available at Curtin on-line via your UniReady LibGuides: http://libguides.library.curtin.edu.au/uniready and more academic study skills are available at The Learning Centre: http://learningcentre.curtin.edu.au/online

NOTE: Wikipedia is NOT an appropriate academic reference for use in assignments.

Assessment
Assessment schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Value %</th>
<th>Date Due</th>
<th>Unit Learning Outcome(s) Assessed</th>
</tr>
</thead>
</table>
| 1 Structured discussion | 15 percent | Week: 4  
Day: Saturday 25th March  
Time: 11.59pm WST | 1,4 |
| 2 Group task       | 35 percent | Week: 10  
Day: Sunday 7th May  
Time: 11.59pm WST | 1,3,4 |
| 3 Individual Reflection | 10 percent | Week: 11  
Day: Monday 8th May  
Time: 11.59pm WST | 1,3,4 |
| 4 Oral presentation | 40 percent | Week: 14  
Day: Saturday 3rd June  
Time: 11.59pm WST | 1,2,4 |

Detailed information on assessment tasks

1. Assessment One - Discussion Task: 15%

Please refer to the Assessments area in Blackboard for information, questions, Assessment Instructions and the Assessment Template. This assessment activity requires you to respond to set topic-related questions and engage in meaningful online conversations with your peers on the Discussion Board. You need to research the tasks, post your ideas and respond to other students’ posts in a timely manner. You will then need to use the information gathered, write up your answers and submit through Blackboard (via Turnitin) using the Assessment Template provided. Any sources used will need to be referenced. Your lecturer will expect to see you attempt to do this.
2. **Assessment Two - Group Task: 35%**

The group task is a project which evaluates websites. Please check with your tutor that your chosen websites are suitable BEFORE you embark on your research.

Your tutor will allocate you to a group. Contact your tutor if you have not been assigned to a group by week 6. Your main task is to conduct an evaluation of websites using the given criteria and present your findings in a written report. The process of evaluating the websites must be completed using an online collaborative tool and only work posted on this site will be assessed. The completed written report must be uploaded to Blackboard (via Turnitin) and must include all of the requirements according to the assessment instructions.

The Group Task is based largely on the capacity of group members to work as a team to fulfil the task requirements. Therefore, each individual is responsible for the group to successfully work together. To encourage participation and contribution, group members will be assessed based on their group’s ability to work together, their final group submission as well as each individual’s contribution.

**Please note that if an individual does not actively contribute to their group’s submission, they will be removed from the group, and may receive a zero mark for this assessment.**

Please refer to the Assessments area in Blackboard for further information, instructions and the marking key.

3. **Assessment Three - Individual Reflection and Group Evaluation: 10%**

The individual task is a written reflection of your experience in completing the group project assessment, and your evaluation of your group members’ performances.

Your task is to write a concise reflection (300 words), in which you reflect on your own learning experiences about effective communication and teamwork relating to your group project. In addition, you must include an evaluation of your group members’ performances against the rules the group established, using the template supplied.

**Please refer to the Assessments area in Blackboard for further information, instructions and the marking key.**

4. **Assessment Four - Oral presentation 40%**

This assessment focuses on oral communication skills as well as visual presentation. You are expected to present your point of view, on a topic provided, by orally completing a PowerPoint presentation using **VoiceThread**.

The presentation must be **TEN MINUTES**.

You are also expected to complete a **practice VoiceThread** and the shared VoiceThread link should be posted on the Discussion Board by the end of Week 13.

**Please refer to the Assessments area in Blackboard for the detailed assessment information and marking rubric for guidelines on this Assessment.** There is also information on the software you can use to record your oral presentation in the topic materials.

**Pass requirements**

A mark of at least 50% is required to pass the unit.
Fair assessment through moderation

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

Late assessment policy

This ensures that the requirements for submission of assignments and other work to be assessed are fair, transparent, equitable, and that penalties are consistently applied.

1. All assessments students are required to submit will have a due date and time specified on this Unit Outline.
2. Students will be penalised by a deduction of ten percent per calendar day for a late assessment submission (e.g. a mark equivalent to 10% of the total allocated for the assessment will be deducted from the marked value for every day that the assessment is late). This means that an assessment worth 20 marks will have two marks deducted per calendar day late. Hence if it was handed in three calendar days late and given a mark of 16/20, the student would receive 10/20. An assessment more than seven calendar days overdue will not be marked and will receive a mark of 0.

Assessment extension

A student unable to complete an assessment task by/on the original published date/time (e.g. examinations, tests) or due date/time (e.g. assignments) must apply for an assessment extension using the Assessment Extension form (available from the Forms page at students.curtin.edu.au/administration/) as prescribed by the Academic Registrar. It is the responsibility of the student to demonstrate and provide evidence for exceptional circumstances beyond the student’s control that prevent them from completing/submitting the assessment task.

The student will be expected to lodge the form and supporting documentation with the unit coordinator before the assessment date/time or due date/time. An application may be accepted up to five working days after the date or due date of the assessment task where the student is able to provide an acceptable explanation as to why he or she was not able to submit the application prior to the assessment date. An application for an assessment extension will not be accepted after the date of the Board of Examiners’ meeting.

Deferred assessments

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

Supplementary assessments

Supplementary assessments are not available in this unit.

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. 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 Disability Services (disability.curtin.edu.au). Documentation is required from your treating Health Professional to confirm your health circumstances.

If you think you may be eligible for a CAP, please contact Disability Services. If you already have a CAP please provide it to the Unit Coordinator at the beginning of each study period.
Referencing style

The referencing style for this unit is APA 6th Ed.
More information can be found on this style from the Library web site:

Copyright

© Curtin University. 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)

Any conduct by a student that is dishonest or unfair in connection with any academic work is considered to be academic misconduct. Plagiarism and cheating are serious offences that will be investigated and may result in penalties such as reduced or zero grades, annulled units or even termination from the course. Assessments under investigation will not be given a mark until the matter is concluded. This may result in the unit grade being withheld or a grade of Fail Incomplete (F-IN) until a decision has been made by the Student Disciplinary Panel. This may impact on enrolment in further units/study periods.

Plagiarism occurs when work or property of another person is presented as one's own, without appropriate acknowledgement or referencing. Submitting work which has been produced by someone else (e.g. allowing or contracting another person to do the work for which you claim authorship) is also plagiarism. Submitted work is subjected to a plagiarism detection process, which may include the use of text matching systems or interviews with students to determine authorship.

Cheating includes (but is not limited to) asking or paying someone to complete an assessment task for you or any use of unauthorised materials or assistance during an examination or test.

From Semester 1, 2016, all incoming coursework students are required to complete Curtin’s Academic Integrity Program (AIP). If a student does not pass the program by the end of their first study period of enrolment at Curtin, their marks will be withheld until they pass. More information about the AIP can be found at:
https://academicintegrity.curtin.edu.au/students/AIP.cfm

Refer to the Academic Integrity tab in Blackboard or academicintegrity.curtin.edu.au for more information, including student guidelines for avoiding plagiarism.

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.

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

Policy and Procedures for UniReady Enabling Program
The policy and procedures contained in the Curtin University Admission and Enrolment Manual and the Assessment and Student Progression Manual are specifically adopted as applying to the UniReady enabling program. UniReady students meet the definition of "student" for the purposes of Statute 10 and therefore the Academic and General Misconduct Rules and the Academic Guidelines on Academic Integrity apply equally to students enrolled in the UniReady course.

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 these things 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 family 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 Student Equity at eesj@curtin.edu.au or go to http://eesj.curtin.edu.au/student_equity/index.cfm for more information.

You can also contact Counselling and Disability services: http://www.disability.curtin.edu.au or the Multi-faith services: http://life.curtin.edu.au/health-and-wellbeing/about_multifaith_services.htm for further information.

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. For general wellbeing concerns or advice please contact Curtin's Student Wellbeing Advisory Service at: http://life.curtin.edu.au/health-and-wellbeing/student_wellbeing_service.htm

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.

Recent changes to this unit include:
The format of the Assessment 1 submission has changed.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>27 February</td>
<td>Topic 1: Introduction, academic and digital integrity</td>
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<tr>
<td>2</td>
<td>6 March</td>
<td>Topic 2: Understanding what communication is</td>
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<td></td>
<td><em>(Group discussion for Assessment 1)</em></td>
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<tr>
<td></td>
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<td><strong>Public Holiday Monday 6th March – but not a Curtin Holiday</strong></td>
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<tr>
<td>3</td>
<td>13 March</td>
<td>Topic 3: Communication types and settings</td>
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<td></td>
<td></td>
<td><em>(Group discussion for Assessment 1)</em></td>
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<tr>
<td>4</td>
<td>20 March</td>
<td>Topic 4: Effective communication skills</td>
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<td></td>
<td><em>(Group discussion for Assessment 1)</em></td>
<td>Assessment 1, Saturday, 25th March by 11.59pm WST.</td>
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<tr>
<td>5</td>
<td>27 March</td>
<td>Topic 5: Online security, social media and online educational tools</td>
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<td></td>
<td><em>(Groups formed for Assessment 2)</em></td>
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<tr>
<td>6</td>
<td>3 April</td>
<td>Topic 6: Collaborating and communicating effectively in teams</td>
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<tr>
<td>7</td>
<td>10 April</td>
<td>Tuition free week</td>
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<tr>
<td>8</td>
<td>17 April</td>
<td>Tuition free week</td>
<td></td>
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<tr>
<td>9</td>
<td>24 April</td>
<td>Topic 7: Working in teams</td>
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<tr>
<td>10</td>
<td>1 May</td>
<td>Topic 8: Visual communication</td>
<td>Assessment 2, Sunday 7th May by 11.59pm WST</td>
</tr>
<tr>
<td>11</td>
<td>8 May</td>
<td>Topic 9: Public speaking and oral presentations</td>
<td>Assessment 3, Monday, 8th May by 11.59pm WST</td>
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<tr>
<td>12</td>
<td>15 May</td>
<td>Topic 10: Oral communication tools</td>
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<tr>
<td>13</td>
<td>22 May</td>
<td>Topic 11: University learning environment</td>
<td>Practice oral presentation using VoiceThread</td>
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<tr>
<td>14</td>
<td>29 May</td>
<td>Topic 12: Revision, trial presentation submission</td>
<td>Assessment 4, by Saturday 3rd June by 11.59pm WST</td>
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<tr>
<td></td>
<td></td>
<td>No exams in this unit</td>
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