1. **What is this course about?**

1.1 **Description**

In this course, you have the opportunity to develop the writing and study skills necessary to manage tertiary study effectively. As well as general instruction in time management and effective reading and note-taking skills, this course introduces you to the common features of academic writing and includes how to conduct academic research at the University’s library and how to use an approved referencing system for your written assessment tasks. You will be given many opportunities to apply and develop these study and academic skills during tutorial/workshop sessions.

1.2 **Course topics**

This course will develop these qualities and skills through a collaborative learning environment:

- Writing Skills: Writing essays and reports. Summarising and paraphrasing. Referencing.
- Reading Skills: Understanding academic texts. Reading effectively.
- Note-taking Skills: Effective note-taking.
- Study Skills: Critical thinking.
- Academic Management Skills: Time management, information gathering and collaborative learning.

2. **What level is this course?**

100 level Introductory - Discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Normally associated with the first full-time year of an undergraduate program.

3. **What is the unit value of this course?**

12 units

Please be aware units from this course cannot be counted for credit towards an award-bearing program.
4. How does this course contribute to my learning?

<table>
<thead>
<tr>
<th>Specific Learning Outcomes</th>
<th>Assessment Tasks</th>
<th>Graduate Qualities or Professional Standards mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>On successful completion of this course you should be able to:</td>
<td>You will be assessed on the learning outcome in task/s:</td>
<td>Completing these tasks successfully will contribute to you becoming:</td>
</tr>
<tr>
<td>Demonstrate time management, academic information gathering and general organisational skills</td>
<td>Task 1 Task 3</td>
<td>Empowered.</td>
</tr>
<tr>
<td>Read, examine and assess the layout and structure of an academic article. Identify the main ideas and summarise.</td>
<td>Task 2 Task 3 Task 4</td>
<td>Empowered.</td>
</tr>
<tr>
<td>Reflect on, relate and adapt knowledge and skills in a range of contexts for further academic studies.</td>
<td>Task 2</td>
<td>Creative and critical thinkers.</td>
</tr>
<tr>
<td>Develop a reasoned argument by applying critical thinking skills to support a point of view.</td>
<td>Task 3 Task 4</td>
<td>Creative and critical thinkers.</td>
</tr>
<tr>
<td>Apply academic writing conventions within a range of written assessment tasks.</td>
<td>Task 3 Task 4</td>
<td>Empowered.</td>
</tr>
<tr>
<td>Quote and paraphrase from a range of academic sources using a set referencing style.</td>
<td>Task 3 Task 4</td>
<td>Creative and critical thinkers</td>
</tr>
</tbody>
</table>

5. Am I eligible to enrol in this course?
Refer to the USC Glossary of terms for definitions of "pre-requisites, co-requisites and anti-requisites".

5.1 Enrolment restrictions
Students must be enrolled in TP000 or XE001

5.2 Pre-requisites
Nil

5.3 Co-requisites
Nil

5.4 Anti-requisites
Nil

5.5 Specific assumed prior knowledge and skills (where applicable)
Nil
6. How am I going to be assessed?

6.1 Grading scale
Standard – High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL)

6.2 Details of early feedback on progress
Task 1, three BlackBoard quizzes are to be completed within the first three weeks of the semester. Formative assessment also takes place in tutorials in Weeks 2-4 leading up to the submission of Task 2 Summative Assessment in Week 5.

6.3 Assessment tasks

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Assessment Tasks</th>
<th>Individual or Group</th>
<th>Weighting %</th>
<th>What is the duration / length?</th>
<th>When should I submit?</th>
<th>Where should I submit it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quiz</td>
<td>Individual</td>
<td>Formative feedback</td>
<td>3 quizzes – 10 questions each</td>
<td>Weeks 2, 3, 4</td>
<td>BlackBoard</td>
</tr>
<tr>
<td>2</td>
<td>Quiz - Understanding Academic Writing</td>
<td>Individual</td>
<td>20%</td>
<td>20 marks</td>
<td>Week 5</td>
<td>BlackBoard</td>
</tr>
<tr>
<td>3</td>
<td>Argumentative Essay</td>
<td>Individual</td>
<td>40%</td>
<td>600 words</td>
<td>Week 9</td>
<td>BlackBoard [SafeAssign]</td>
</tr>
<tr>
<td>4</td>
<td>Report</td>
<td>Individual</td>
<td>40%</td>
<td>1000-1200 words</td>
<td>Week 13</td>
<td>Hardcopy at Assignment Collection Box</td>
</tr>
</tbody>
</table>

100%

Assessment Task 1: Quiz

**Goal:** A successful, independent learner at university demonstrates good time management and organisational skills and the ability to gather academic information. These quizzes provide an opportunity for you to assess yourself against these benchmark attributes.

**Product:** Quiz – 10 multi-choice questions per quiz.

**Format:** There are three quizzes on BlackBoard. One quiz is to be completed in each week of Week 2, Week 3 and Week 4. You may complete the quiz at any time during the week.

**Criteria:** You will be assessed on your knowledge of the course in general, assessment items, materials, the help and support networks available to you, your time management awareness and organisational skills. Formative feedback will be provided via BlackBoard for each of your answers.

Assessment Task 2: Understanding Academic Writing

**Goal:** An important skill at university is to be able to understand, analyse and critically evaluate the large amounts of information contained in written texts. You will apply skimming, scanning and intensive reading skills, and critical analysis to understand both the broad and detailed content of an academic article. This task will introduce and provide practice of these skills.

**Product:** Quiz

**Format:** Multi-choice questions and short answer

**Criteria:**
- You will be assessed on your ability to apply skim, scan and intensive reading skills and identify appropriate academic vocabulary and summarised information.
### Assessment Task 3: Argumentative Essay

<table>
<thead>
<tr>
<th><strong>Goal:</strong></th>
<th>Being able to conduct academic research and integrate the results of this with your own ideas on issues is an essential skill at university. This task will develop your researching skills through an argumentative essay and will require you to use the Harvard Referencing style.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product:</strong></td>
<td>Argumentative Essay</td>
</tr>
<tr>
<td><strong>Format:</strong></td>
<td>This is an individual written task assessment in the form of an argumentative essay. You will select an essay topic of interest from a range provided and write a five-paragraph essay incorporating appropriate academic research which will be fully referenced. Word length: 600 +/- 10% This assessment is submitted in Week 9 via BlackBoard - Safe Assign. Further detailed information for this task is available under the TPP101 Assessment tab on BlackBoard.</td>
</tr>
<tr>
<td><strong>Criteria:</strong></td>
<td>A Marking Rubric is attached to the Task Assessment Sheet and this details the criteria on which your task submission is assessed. These include: - Introduction and conclusion: structure and content - Main arguments: structure, development of ideas and integration of supporting evidence, in-text referencing, academic style, vocabulary selection, spelling and grammar - Referencing: Harvard style and formatting features, number and quality of reference sources - Formatting Features: page layout, font style and size, word count</td>
</tr>
</tbody>
</table>

### Assessment Task 4: Report

<table>
<thead>
<tr>
<th><strong>Goal:</strong></th>
<th>This task has been designed to allow you to use all of the academic skills, writing conventions, reading and research skills developed and practiced in this course to produce a report. You will quote and paraphrase from a range of academic sources using a set referencing style. Collaborative learning is a common feature of many undergraduate courses at university and this assessment piece will give you some important grounding and experience in working in groups to produce an academic product either as an individual or a group. Communication, cooperation, time management and information sharing as well as research and writing skills are all essential for completion of this report.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product:</strong></td>
<td>Report</td>
</tr>
<tr>
<td><strong>Format:</strong></td>
<td>You will write either a Scientific Report or a Business Report, incorporating appropriate academic research which will be fully referenced. Word length: 1000-1200 +/- 10% This assessment is submitted in Week 13 as a printed and bound hardcopy to the assignment collection box at your study location. See Assessment Tab Task 4 for details. Further detailed information for this task is available under the TPP101 Assessment tab on BlackBoard.</td>
</tr>
<tr>
<td><strong>Criteria:</strong></td>
<td>A Marking Rubric is attached to the Task Assessment Sheet and this details the criteria on which your report is assessed. These include: <strong>SCIENTIFIC REPORT</strong> - Abstract - Introduction, Literature Review, Methods and Materials - Results and Discussion - Academic Writing Style – cohesion, vocabulary, grammar, spelling - Referencing – Harvard Style, number and quality of reference sources - Formatting Features – page layout, font style and size, word count <strong>BUSINESS REPORT</strong> - Executive Summary - Introduction and Body - Conclusion and Recommendations - Table of Contents and Appendices</td>
</tr>
</tbody>
</table>
7. Directed study hours
The directed study hours listed here are a portion of the workload for this course. A 12 unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

<table>
<thead>
<tr>
<th>Location</th>
<th>Directed study hours for location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sippy Downs</td>
<td>A one-hour lecture and two-hour tutorial per week for 13 weeks</td>
</tr>
<tr>
<td>Fraser Coast</td>
<td></td>
</tr>
<tr>
<td>Gympie</td>
<td></td>
</tr>
<tr>
<td>Caboolture</td>
<td></td>
</tr>
<tr>
<td>Moreton Bay</td>
<td></td>
</tr>
</tbody>
</table>

7.2 Course content

<table>
<thead>
<tr>
<th>Week # / Module #</th>
<th>What key concepts/content will I learn?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td><strong>Academic + Study Management skills:</strong> Course objectives, Course Outline, BlackBoard, overview of assessment tasks, communication protocol, help + support networks, time management. <strong>Academic Reading Skills:</strong> Journal articles Introduction to Task 2 Skim, scan and intensive reading strategies. Understanding vocabulary from context. <strong>Academic Analysis Skills:</strong> Critical thinking in an academic environment <strong>Academic Writing Skills:</strong> Note-taking</td>
</tr>
<tr>
<td>Module 2</td>
<td><strong>Academic Writing:</strong> Harvard referencing Argumentative essays – structure + content Synthesising research Perfecting your proofreading</td>
</tr>
<tr>
<td>Module 3</td>
<td><strong>Study Management Skills:</strong> Collaboration + group dynamics <strong>Academic Writing:</strong> Reports Report structure + content Using visual information in reports <strong>Transitioning to undergraduate studies</strong></td>
</tr>
</tbody>
</table>

Please note the course content may be subject to variation.

8. What resources do I need to undertake this course?
Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.
8.1 Prescribed text(s)
Please note that you need to have regular access to the resource(s) listed below as they are required:

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPP101 Course Reader</td>
<td>Semester 2 2019</td>
<td>TPP101 Academic Skills for Success</td>
<td>Available from USC MaPS and on BlackBoard under TPP101, MATERIALS tab.</td>
</tr>
</tbody>
</table>

8.2 Specific requirements
Optional: The Study Skills Handbook 5th edn. Stella Cottrell, Palgrave MacMillan. ISBN: 9781137610874. There are no other specific materials, equipment or clothing items for this course.

9. Risk management
Health and safety risks for this course have been assessed as low.

It is your responsibility as a student to review course material, search online, discuss with lecturers and peers, and understand the health and safety risks associated with your specific course of study. It is also your responsibility to familiarise yourself with the University’s general health and safety principles by reviewing the online Health Safety and Wellbeing training module for students, and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1 Assessment: Academic Integrity
Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2 Assessment: Additional requirements
Eligibility for Supplementary Assessment
Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

a) The final mark is in the percentage range 47% to 49.4%
b) The course is graded using the Standard Grading scale
c) You have not failed an assessment task in the course due to academic misconduct


10.3 **Assessment: Submission penalties**

Late submission of assessment tasks will be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day.
- 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task.

Weekdays and weekends are included in the calculation of days late.

To request an extension, you must contact your Course Coordinator and supply the required documentation to negotiate an outcome.

10.4 **Study help**

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to [Student Hub](http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching).

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 **Links to relevant University policy and procedures**

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website:
http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.6 **General Enquiries**

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC South Bank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au