Course Outline

ENGG0360

Communicating in Engineering

Faculty of Engineering

Term 3, 2020

<p style="text-align:center">Welcome to ENGG0360!</p>

This course outline contains *staffing details, course information, an overview of the course aims and outcomes, what you need to do to be successful in this course, course structure, assessment details, academic integrity, support services and a list of resources.*

1. *Staff*

Position	Name	Email	Consultation times and locations
Course Coordinator Faculty of Engineering	Iain Skinner	i.skinner@unsw.edu.au	*Consultation times:* Please email to arrange an online consultation.
CourseTutor (SACS)	Caroline Lunt	caroline.lunt@unsw.edu.au	
Grammar Tutor UNSW Global	James Heath	j.heath@unsw.edu.au	

UNSW would like to Respectfully Acknowledge the Traditional Custodians, the Bedegal (Kensington campus), Gadigal (City and Art & Design Campuses) and the Ngunnawal people (Australian Defence Force Academy in Canberra) of the lands where each campus of UNSW is located.

2. *Course Information*

This course is worth 6 Units of Credit.

It runs for the full term (from week 1: Monday 14th September to week 10: Friday 18th December 2020) and consists of 4.5 hours of contact hours per week. You should allocate 10 hours per week for independent study (i.e. in addition to class contact) related to the course. This includes preparation for class/workshops participation (pre & post learning activities) and completion of the assessment tasks.

The class times are:

- Tuesday 2pm – 3.30pm: Workshop 1 (1.5 hours)
- Tuesday 4pm – 5pm: Student Office hour (1 hour)
- Wednesday 10am – 1100/11.30am: Workshop 2 (1 – 1.5 hours)
- Wednesday 11:30am – 1:00pm Grammar Class (1.5 hours)

Student office hour

Student office hours are part of the timetable and are a confidential space. The weekly office hour provides time for you and your tutor to raise academic concerns and discuss them. You can drop in on your office hour, to request support on study skills, or for reassurance and advice on academic concerns.

2.1 Course Summary

This course is designed to introduce communication strategies in the context of Engineering & build academic skills that will help you to progress through university. It will introduce you to the standard practices of a professional. Written documents are at the core of professional activity, and these must be clear and concise. Sound verbal attributes are also imperative. To this end conventions are important in order for you to communicate appropriately to a specific audience.
These include:

- Using different genres of technical writing and structuring paragraphs within them
- Making syntactic and lexical choices which are appropriate for a given context
- Creating appropriate tables and figures, and labeling these
- Delivering clear oral assessment
- Applying critical thinking
- Exhibiting successful teamwork
- Giving and receiving peer feedback
- Practicing self-assessment
- Engaging in self-reflection

2.2 Course aims

ENGG0360 is designed with this primary aim:

To improve students' confidence and competence when communicating in English at a professional level by:

- enabling students to analyse and construct the conventional structures used when presenting technical, academic arguments; and
- enhancing students' engagement in independent learning and their critical reflection on that learning through exposure to a variety of feedback mechanisms.

2.3 Course learning outcomes (CLO's)

At the successful completion of this course you (the student) should be able to:

1. *Communicate* appropriately and professionally, for a variety of oral and written purposes, using formal language, grammar and text structures (Level of thinking 6) – *Aligns with all assessments.*

2. Self-correct and provide effective feedback to peers, after *reflecting* upon work undertaken (Level of thinking 6) – *Aligns with assessments 1, 2, 3, 4 & 6.*

3. *Communicate* effectively in the context of teamwork (Level of thinking 6) – *Aligns with assessments 2 & 3.*

4. *Evaluate* relevant information from several sources and acknowledge with appropriate referencing style/s (Level of Thinking 5) – *Aligns with assessments 1, 2, 3, 4 & 6.*

2.4 Graduate attributes & professional standards

This course will foster the appropriate communication skills to achieve the required UNSW graduate attributes (solution-focused reflective scholars, entrepreneurial leaders, ethical professionals, life-long learners, and global citizens) and the engineering professional standard (3.2. Effective oral and written communication in professional and lay domains.)

3. Strategies and approaches to learning

3.1 Learning and teaching activities

The formal teaching will be delivered online and face-to-face in the context of a student-centred workshops. There will be practical in-class learning activities to develop your professional writing and oral skills and on-going opportunities for discussion and development of key academic skills. Group interaction and collaboration will be frequent features of the classes. The emphasis on group-work will prepare you for future teamwork and leadership roles. Feedback mechanisms will include teacher and peer review. These activities allow you to engage actively with the learning process and provide structured opportunities for self-reflection. They emphasise the relevance of what is being learnt and encourage you to accept responsibility for their own learning. Active learning means that you should come to classes with the relevant pre- & post-work prepared. Remember that workshops are about your learning; teachers simply facilitate this.

The design of ENGG0360 ensures that the learning activities are linked to professional practice in the field of Engineering and are also relevant to your further studies.

3.2 Expectations of students

Attendance

This course adopts the regular university rule that you must attend at least 80% of classes. Please contact your tutors or the course coordinator beforehand, if you are *not* able to attend a workshop. It is expected you will attend your online classes as well as participate in the related learning activities.

Class participation

Your participation mark is based on a number of factors including: your willingness to contribute and share ideas in class, your ability to respond to questions and give peer feedback, as well as completing pre & post learning activities independently.

4. Course schedule and structure

Detailed instructions for each week's classes can be found on Moodle. You must consult Moodle regularly for updates and additions to the learning materials. Those highlighted are planned to be delivered face-to-face on campus; the others online using Zoom.

Week	Type	Content
Week 1	Workshop (1.1)	An Introduction to ENGG0360
	Workshop (1.2)	Engineering Marvels Assessment 1
Week 2	Workshop (2.1)	Research Skills
	Workshop (2.2)	Group Work
Week 3	Workshop (3.1)	Academic Writing (1) & Reading Skills Assessment 2
	Workshop (3.2)	Faculty Workshop: Science or engineering?
Week 4	Workshop (4.1)	Evidence based Research
	Workshop (4.2)	Referring to other Sources (part 1) Referring to other Sources (part 2)
Week 5	Workshop (5.1)	Innovation Assessment 3
	Workshop (5.2)	Oral Communication Skills SACS Guest Lecture
Week 6	NO WORKSHOPS (TERM BREAK)	
Week 7	Workshop (7.1)	Individual Presentations (1)
	Workshop (7.2)	Individual Presentations (2)
Week 8	Workshop (8.1)	Academic Writing (part 2) & Assessment 4
	Workshop (8.2)	Critical Thinking
Week 9	Workshop (9.1)	Needs based
	Workshop (9.2)	Peer review
Week 10	Workshop (10.1)	Faculty conversation
	Workshop (10.2)	Self-assessment & Course feedback Assessment 6

5. Assessment

5.1 Assessment tasks, feedback on assessment & rubrics

The assessment tasks have been designed to reward you for your achievements, measured against the stated aims and learning outcomes and within the context of the nominated graduate attributes. They involve your producing communication-based artifacts, and in doing so considering how well you and your peers are doing, in order to reflect and improve upon your work. Formative and summative teacher feedback will also be given to improve your skills. Rubrics and / or a marking criterion will be included for each assessment to determine your mark for your completed assessments. The table below details of how the final mark in this course will be calculated. To pass the course, all assessments must be completed.

Assessment task	Length – (10% +/_ leeway)	Weight	Due date
Assessment 1: Written Diagnostic (Individual)	200 words	Hurdle task (through Smarthinking)	Sunday Week. 2 11.59pm
Assessment 2: Report (Group) & Self-reflection (Individual)	1000 words	Draft Report – feedback only Final Report 15% & Self-reflection 5%	Friday Week. 4 11.59pm Sunday Week.5 11.59pm
Assessment 3: Written Proposal (Group) & Presentation (Individual)	1200 words	Proposal 15% Presentation 15%	Friday Week 7. 11.59 Tuesday & Wednesday Week 7 (in-class)
Assessment 4: Researched Essay (Individual)	1500 words	30%	Friday Week 10. 11.59
Assessment 5: Grammar test (Individual)		10%	Wednesday Week 10 (in-class)
Assessment 6: Participation (Individual)		10%	Ongoing throughout the course

5.2 Submission of assessment tasks

All written assignments must be submitted on Turnitin by the due date. All presentations must be completed in class on the assigned day. Requests for extensions must be made before the due date, please email your tutor to discuss. As this is a credit bearing course, late completion will be penalised: 3% of the total mark will be subtracted each day the assignment is late, including weekends. For example, if you submit the first essay five days late, then you will lose 15% of the total mark. In cases of unforeseen circumstances or illness, accompanying documentation is required (please refer to www.student.unsw.edu.au/special-consideration). Prolonged absence from class with require a medical certificate or a letter from an authority.

6. Academic integrity, referencing and plagiarism

Referencing is a way of acknowledging the sources of information that you use to complete your own work. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism. It is also poor professional practice, as in engineering it is necessary to be able to trace to the original source.

In this course you will be expected to **use Harvard referencing**. Further information about referencing styles can be located at https://student.unsw.edu.au/referencing

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage.[1] At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

UNSW defines *plagiarism* as using words or ideas of others and passing them off as one's own or republishing one's own previously submitted work and presenting it as new findings or work without referencing the earlier work. This practice undermines academic and research integrity and is not tolerated at the University.

Types of Plagiarism

Copying**:** Using the same or very similar text or idea to the original text or idea without appropriately acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement. This can also include combining cited and non-cited (copied) passages.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas

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[1] International Centre for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Collusion: Presenting work as independent work when it has been prepared in whole or part in through unauthorised collaboration with other people. This includes students providing their submitted work to another student for the purpose of them plagiarising, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking or receiving payment for completing academic work. This should not be confused with academic collaboration.

Contract cheating: Contract cheating is also known as engaging in 'ghost-writing'. It is a form of collusion. When a student or researcher engages another person to complete work for them and then submits the work as their own. This includes circumstances where a student or researcher submits work, they may have edited which was substantially the work of another person, or where a student or researcher prepares a draft that is substantially modified by another (beyond minor editing).

Inappropriate citation: Citing sources which have not been read, not acknowledging the 'secondary' source from which knowledge of them has been obtained. This may include fabricating citations, or inaccurately citing sources which goes beyond typographical errors.

Self-plagiarism: An author republishing their own previously submitted work and presenting it as new findings or work without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. In the student or researcher context, self-plagiarism includes re-using parts, or all of a body of work that has already been submitted for assessment without proper citation. Where a student is repeating a course, they should seek permission from the course coordinator before re-submitting, in whole or part, the same piece of assessment

For more information see: https://student.unsw.edu.au/plagiarism

7. Additional support for students

Student support services

Student Academic and Career Success (SACS) provides educational written materials, workshops, and tutorials to aid students in their university studies. These include:

- correct referencing practices
- paraphrasing, summarising, essay writing, and time management
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual consultations are available on request from Student Academic and Careers Success at https://student.unsw.edu.au/skills You are also reminded that careful time management is an important part of study and you should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

There are also a number of other student services on campus dedicated to supporting the student experience. These services include: New Student Support, International Student Experience Unit, Financial Assistance, Wellbeing, Health & Safety, Peer Support Program, Nura Gili, Equitable Learning Services, the Nucleus and the Library.

8. Resources

Moodle Course

This course has an online (moodle) component which can be accessed at:
https://moodle.telt.unsw.edu.au/course/index.php. Login with your z-pass and select course ENGG0360. If you have any problems accessing moodle, please contact the IT Support Helpdesk on 9385 1333.

Moodle is where you can find information concerning the course, access resources, upload your assignments, check your feedback/grades, and ask/answer questions in the online discussion forum. Materials will be added weekly in Moodle to add to your learning materials. Moodle contains pre and post lesson activities that you should complete at the prescribed times.

Texts

There is no prescribed text for this. However, reference will be made to a number of texts and articles that are available via the UNSW library.