

## EPHUMA 172: Reading, Writing and Critical Thinking

Ourimbah

Semester 1 - 2024



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

*The Pathways and Academic Learning Support Centre recognises and respects the unique history and culture of Aboriginal and Torres Strait Islander peoples and their unbroken relationship with the lands and the waters of Australia over millennia. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education. The Centre is committed to providing a culturally safe and inclusive environment for all.*

## OVERVIEW

<b>Course Description</b>	This course has been designed to assist students in their ongoing development of the academic literacies necessary for success in their enabling studies and in preparation for their entry into undergraduate study. This course aims to engage students in the processes and practices of university reading, writing, and speaking, with a focus on helping students enter into academic disciplinary communities. The course aims to challenge students' thinking and to develop the critical reasoning and written and oral language skills required for study at an undergraduate level.
<b>Academic Progress Requirements</b>	Nil
<b>Requisites</b>	If you are enrolled in or have successfully completed EPHUMA122, EPHUMA123 or EPHUMA171 you cannot enrol in this course.
<b>Contact Hours</b>	<b>Lecture</b> Face to Face On Campus 1 hour(s) per week(s) for 12 week(s) starting Week 1  <b>Tutorial</b> Face to Face On Campus 2 hour(s) per week(s) for 12 week(s) starting Week 1
<b>Unit Weighting</b>	10
<b>Workload</b>	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

# COURSE OUTLINE

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# CONTACTS

<b>Course Coordinator</b>	<b>Mrs Natasha Stone</b> <a href="mailto:natasha.stone@newcastle.edu.au">natasha.stone@newcastle.edu.au</a> Consultation: Please email to schedule an appointment.		
<b>Teaching Staff</b>	Other teaching staff will be advised on the course Canvas site.		
<b>School Office</b>	<table><tr><td><b>Callaghan</b> Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a></td><td><b>Ourimbah</b> HO 168, Humanities Building Ph: 02 4348 4076 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a></td></tr></table>	<b>Callaghan</b> Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>	<b>Ourimbah</b> HO 168, Humanities Building Ph: 02 4348 4076 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>
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# SYLLABUS

<b>Course Content</b>	<ul style="list-style-type: none"><li>• Academic writing skills and practices, including those involved in the production of different text types</li><li>• Analysis of the principles of academic integrity and their application via the process of referencing</li><li>• Critical reading aimed at developing student capacity for deeper understanding of a variety of texts, with scaffolded introduction to academic text types</li><li>• Research skills and effective use of evidence from scholarly literature to support an argument</li><li>• Oral presentation skills</li><li>• Critical thinking skills</li></ul>
<b>Course Learning Outcomes</b>	<p><b>On successful completion of this course, students will be able to:</b></p> <ol style="list-style-type: none"><li>1. Apply technique of critical reading to a variety of texts.</li><li>2. Demonstrate academic skills of close analysis and critical reading.</li><li>3. Demonstrate the ability to source and critically analyse and evaluate information in support of their point of view.</li><li>4. Demonstrate knowledge of the conventions of speaking in an academic context.</li><li>5. Demonstrate membership in an academic community by adhering to the principles of academic integrity and referencing.</li></ol>
<b>Course Materials</b>	All course materials will be provided on the course Canvas site. Students are not required to purchase a textbook.

# SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb	Introduction to academic literacies	Introduction to academic literacies and digital literacies	
2	4 Mar	Politics of Knowledge and Academic Integrity	Practice: Politics of Knowledge and you Workshop: Course Readings	
3	11 Mar	Unpacking an assessment question; undertaking research; skimming and scanning	Practice: Understanding Instructional verbs and how to find research for a written assessment	
4	18 Mar	Referencing and Turnitin (Why, how, styles and Turnitin)	Practice: Referencing and the AIM	<b>Referencing Quiz</b> Sunday 24 <sup>th</sup> March 5:00pm
5	25 Mar	Summarising, Paraphrasing and Quoting	Practice: Summarising, paraphrasing and quoting Workshop: Writing Portfolio 1	
6	1 Apr	Features of an essay and report (structure and language)	Practice: Structure and language features of an essay and report	<b>Writing Portfolio 1</b> Paraphrasing (Wingate Reading) Sunday 7 <sup>th</sup> April 5:00pm
7	8 Apr	Brainstorming, mind-mapping and planning; thesis statement development	Practice: Brainstorming ideas for an essay or report and creating a thesis statement	
<b>Recess</b>				
<b>Recess</b>				
8	29 Apr	Writing paragraphs (transforming notes into an essay or report)	Practice: Writing an academic paragraph	
9	6 May	Grey Literature vs Academic Scholarly Literature	Practice: Adding critical thinking and analysis to an academic paragraph with evidence Workshop: Writing Portfolio 2	<b>Writing Portfolio 2</b> Critical response related to prelim research for presentation Sunday 12 <sup>th</sup> May 5:00pm
10	13 May	Digital literacies and oral presentation techniques	Practice: Analysing features of an oral presentation	
11	20 May	Utilising Feedback	In class oral presentations and final workshop for essay or report	<b>Oral Presentation script</b> Sunday 26 <sup>th</sup> May 5:00pm
12	27 May	Course revision	Final in class oral presentations	
13	3 Jun	No classes		<b>Essay/Report</b> Sunday 9 <sup>th</sup> June 5:00pm
<b>Examination Period</b>				
<b>Examination Period</b>				

# ASSESSMENTS

This course has 4 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Referencing Quiz	Sunday 24 <sup>th</sup> March 5:00pm	Individual	10%	5
2	Writing Portfolio	Sunday 7 <sup>th</sup> April 5:00pm Sunday 12 <sup>th</sup> May 5:00pm	Individual	30%	1, 2, 3, 5
3	Oral Presentation	Presentation: during week 11 and 12 tutorials Script: Sunday 26 <sup>th</sup> May 5:00pm	Individual	20%	3, 4, 5
4	Essay or Report	Sunday 9 <sup>th</sup> June 5:00pm	Individual	40%	1, 2, 3, 5

## Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 5% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

## Assessment 1 – Referencing Quiz

<b>Assessment Type</b>	Quiz
<b>Description</b>	This assessment is a 45 minute online referencing quiz worth 10% of the final grade. Only one attempt is allowed and the quiz must be completed in one sitting.
<b>Weighting</b>	10%
<b>Due Date</b>	Sunday 24 <sup>th</sup> March 5:00pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Correctly apply knowledge and understanding of key concepts related to referencing materials.
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Online

## Assessment 2 – Writing Portfolio

<b>Assessment Type</b>	Written Assignment
<b>Description</b>	Students will be asked to submit 2 short assessments (300 words each) that respond to a prompt question or topic. A full schedule and list of topics is provided on Canvas. Time will be set aside to do these tasks in tutorials, where tutors will be available to provide feedback and support, however students are responsible for ensuring that tasks are completed by the due date.
<b>Weighting</b>	30%
<b>Due Date</b>	Sunday 7 <sup>th</sup> April 5:00pm Sunday 12 <sup>th</sup> May 5:00pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided on Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Online

## Assessment 3 - Oral Presentation

<b>Assessment Type</b>	Presentation
<b>Description</b>	Students are to give a 3-minute oral presentation (equivalent to 500 words). A full description of the task and its requirements will be available on Canvas and discussed in class.
<b>Weighting</b>	20%
<b>Due Date</b>	Presentation: during week 11 and 12 tutorials Script: Sunday 26 <sup>th</sup> May 5:00pm
<b>Submission Method</b>	In class and online
<b>Assessment Criteria</b>	Rubric provided on Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Online

## Assessment 4 – Essay or Report

<b>Assessment Type</b>	Written Assignment
<b>Description</b>	This task is designed to allow students to practice writing a sustained 1200 word piece of work using the conventions of the most common text types required at university. This includes appropriate structure and organisation of ideas, referencing, argument, research and writing to a discipline convention. Write an essay or report that responds to one of the questions or prompts listed on Canvas. A full rubric is provided on Canvas. The essay or report cannot be work previously submitted in another class as this is a breach of academic integrity.
<b>Weighting</b>	40%
<b>Due Date</b>	Sunday 9 <sup>th</sup> June 5:00pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided on Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Online

## ADDITIONAL INFORMATION

**Grading Scheme** This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

### Communication Methods

**Email** is the principal form of communication at the university and within this course. Always use your student email (NUmail), rather than a private email address, and check this regularly. As Course Coordinator I will try to respond to your email within three (3) working days. I will not normally respond to emails over the weekends. Please be courteous in your email communication and in the online space.

**Canvas** is used to distribute course material, announcements and other information. It is also used for online quizzes and to allow students to track their individual progressive assessment results throughout the semester via Grades.

**Discussions forums** in Canvas can be used to ask questions about minor issues. Students are strongly encouraged to use these to communicate with each other, discuss issues relating to the course, and solve minor problems.

### Attendance and Engagement

In addition to face-to-face hours in class, out-of-class study and related work will require an additional commitment of up to 10 hours per week of reading, preparation, and study time over the semester. Students are required to spend on average 120-140 hours of effort (contact and non-contact hours including assessment) per semester per 10 unit course.

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To maximise your learning opportunities, you should read all relevant material prior to attending class.

It is strongly recommended that you attend your classes every week. Our data shows that you will get better results if you attend class with your peers. If you do have to miss a class, you should catch up on any missed work by accessing lecture recordings if you are enrolled face-to-face. While online tutorials are recorded, on-campus tutorials are not, so you should view other resources available on your Canvas site and contact your course coordinator if you would like advice on how to best catch up on any material that was missed. **If you are unable to attend classes regularly you should reach out to your course coordinator as soon as possible to discuss ways that you can continue to engage with the learning material.**

A plan of regular revision throughout the semester is also strongly recommended to help you manage your time, consolidate information and retain that knowledge for the duration of the course and beyond.

Assessment items have been designed to reinforce and revise the course material, and ensure you are up to date with course content. You are required to submit all assessable items by the due dates unless prior arrangements have been made.

#### **Additional Contact Details**

If you have any questions about your course, please speak with your course coordinator, lecturer or tutor first. For general enquiries, please contact the Pathways and Academic Learning Support Centre Office or your Student Liaison Officer. Contact details for both the office and Student Liaison Officers can be found [here](#).

Yapug students can also contact your Indigenous Enabling Learning Advisor [Hannah Pipe](#) or your Program Convenor [Dan Collins](#).

#### **Adverse Circumstances**

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for Adverse Circumstances must be lodged via the online Adverse Circumstances system for all individual assessment items worth 30% or greater **by 11:00pm on the day the assessment is due**. For assessment items less than 30%, you will need to contact your Course Coordinator by 11:00pm on the due date of the assessment item.

Before applying you must refer to the [Adverse Circumstances Affecting Assessment Items Procedure](#) and the [Adverse Circumstances Affecting Assessment Items Policy](#).

Please note that students must submit their adverse circumstances application via the online Adverse Circumstances system by 11:00pm on the due date of the assessment item, even if you are using a [Reasonable Adjustment Plan \(RAP\)](#) as your supporting documentation.

#### **Written Assessment Word Limits**

If this course includes written assessments, the word limit listed will include headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices and footnotes. You will not receive a penalty for exceeding the word limit (there is a tolerance of up to 10%), but any work after the maximum word limit may not be included within the allocation of marks.

#### **Academic Misconduct**

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. Please refer to the [Student Academic Integrity Policy](#).

#### **Oral Interviews (Vivas)**

As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the [Oral Examination \(viva\) Procedure](#). In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the [Student Conduct Rule](#).

#### **Workplace Health and**

There are no specific WH&S requirements for this course.

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## Safety Requirements

<b>Software</b>	Free Microsoft Office software is available to enrolled students <a href="#">here</a> and includes 5 TB of free cloud storage with OneDrive.
<b>Timetable</b>	Your timetable for this course is available via the myUni Student Portal and can also be found <a href="#">here</a> .
<b>Course Evaluation</b>	Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.
<b>Important Policy Information</b>	The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the <a href="#">policies and procedures</a> that support a safe and respectful environment at the University.

*This course outline was approved by the Director, PALS. No alteration of this course outline is permitted without Director approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*

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