

EPPREP 860: Digital Literacies

Online

Summer 2 - 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

Course Description

This course has been designed for students to undertake prior to commencing their enabling or undergraduate studies, who would benefit from focused digital literacy development, to support their tertiary study. Communication and access to information in higher education is increasingly through digital technologies, that require specific skillsets. Similarly, online, blended and hybrid learning necessitates a broader set of practical skills in content creation, to engage with online tutorial activities, assessments and exams. These skillsets will continue to be critical beyond the classroom, as students move into the professional world. Students will develop institutional, digital, information, and communication skills which are required for success in their enabling and undergraduate degree studies. Students will use and interact with University software, systems and processes. Digital literacies will be analysed, practised and applied in a forum that is university specific.

Academic Progress Requirements

Nil

Requisites

This course is only available to domestic students enrolled in NUPrep Bridging and Refresher [22223].

Contact Hours

Online Activity

Online

20 hour(s) per term for 1 term starting Week 1

Online students will undertake self-directed learning for an equivalent number of hours to the on campus delivery.

Unit Weighting

5

Workload

Students are required to spend on average 20 hours of effort (contact and non-contact) including assessments per 5 unit course.

COURSE OUTLINE

CONTACTS

Course Coordinator	Ms Kellie Morrison Kellie.Morrison@newcastle.edu.au (02) 4921 8925 Consultation: Please email to schedule an appointment.	
Teaching Staff	Other teaching staff will be advised on the course Canvas site.	
School Office	Callaghan Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 enabling@newcastle.edu.au	Ourimbah HO 168, Humanities Building Ph: 02 4348 4076 enabling@newcastle.edu.au

SYLLABUS

Course Content	To develop digital literacy skills for success in their degree studies students will undertake: <ul style="list-style-type: none">• Activities to develop digital communication skills;• Activities and exercises that develop information literacy skills;• Analysis of a range of digital texts, including online journal articles, digital media and/or multi-media products;• Discussion of online safety, cyber-security, digital footprints, and online reputations;• The production of digital media including; podcasts, videos and / or online presentation.
Course Learning Outcomes	On successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Engage in appropriate online communication via a variety of channels.2. Evaluate their own digital identity.3. Apply critical thinking techniques to digital texts.4. Create a digital media product.
Course Materials	All course materials will be provided on the course Canvas site. Students are not required to purchase a textbook.

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	Writing Task (Online Communication)	Friday 9 th February 5pm	Individual	20%	1
2	Research Task (Database Search)	Wednesday 14 th February 5pm	Individual	20%	2
3	Reflection Task	Monday 19 th February 5pm	Individual	20%	3
4	Create a Media Product	Thursday 22 nd February 5pm	Individual	40%	1, 2, 3, 4

Late Submissions	Completion of each assessment item is necessary for a pass grade in this course. Extensions of time may be granted in consultation with your Course Coordinator.
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Assessment 1 - Writing Task (Online Communication)

Assessment Type	Written Assignment
Description	Write an effective 100-150 word email to a Course Coordinator (to a specific, given prompt), applying the principles of communication outlined in Module 1. Refer to Canvas, in the "Assignments" section for additional details and instructions.
Weighting	20%
Due Date	Friday 9 th February 5pm
Submission Method	Online
Assessment Criteria	Rubric provided on Canvas
Return Method	Online
Feedback Provided	Feedback will be provided on Canvas

Assessment 2 - Research Task (Database Search)

Assessment Type	Written Assignment
Description	Write a 250 word reflection about how you currently represent yourself in online environments. Refer to Canvas, in the "Assignments" section for additional details and instructions, there are four questions you will need to reflect upon.
Weighting	20%
Due Date	Wednesday 14 th February 5pm
Submission Method	Online
Assessment Criteria	Rubric provided on Canvas
Return Method	Online
Feedback Provided	Feedback will be provided on Canvas

Assessment 3 - Reflection Task

Assessment Type	Written Assignment
Description	Conduct a database search, find a journal article and evaluate the quality of that journal article. Refer to Canvas for further instructions.
Weighting	20%
Due Date	Monday 19 th February 5pm
Submission Method	Online
Assessment Criteria	Rubric provided on Canvas
Return Method	Online
Feedback Provided	Feedback will be provided on Canvas

Assessment 4 - Create a Media Product

Assessment Type	Project
Description	Your final assessment in this course is to create a 2 minute "talking head" video containing your image and audio. Your video should reflect upon your digital capabilities after completing this course. Specifically, you will be asked to explain and reflect upon: <ul style="list-style-type: none">• Your areas of strength, in terms of digital capabilities?• Which areas can be improved upon?• What steps will you now take to improve your capabilities?
Weighting	Refer to Canvas for important additional details and instructions. 40%
Due Date	Thursday 22 nd February 5pm
Submission Method	Online
Assessment Criteria	Rubric provided on Canvas
Return Method	Online
Feedback Provided	Feedback will be provided on Canvas

ADDITIONAL INFORMATION

Grading Scheme

This course is graded as follows:

Grade	Description
Ungraded Pass (UP)	There are no marks associated with this result and you have met the level requirements to pass the course.
Fail (FF)	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. 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. The University of Newcastle has a [Code of Conduct](#) that covers all communications in the University for staff and students.

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 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.

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.

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](#).

Workplace Health and Safety Requirements

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

Important Policy Information

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the [policies and procedures](#) that support a safe and respectful environment at the University.

Course Evaluation

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.

Timetable

Your timetable for this course is available via the myUni Student Portal and can also be found [here](#).

Software

Free Microsoft Office software is available to enrolled students [here](#) and includes 5 TB of free cloud storage with OneDrive.

**Written Assessment
Word Limits**

Word limits for your written assessments includes 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.

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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