



Wollongong College Australia

A College of the University of Wollongong

Australia

Wollongong

University Access Program

Subject Outline Summer 2009/10

UAP 001 Language and Literacy

ITC Education Ltd trading as
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Language and Literacy

Subject description

This subject is designed to help students acquire and practise the essential skills required at an Australian university. Language and Literacy focuses on critical thinking, research and appropriate oral and written presentation of research results. A key element of this subject is the expectation that students take responsibility for their own learning and consistently strive to improve their own work.

Students will conduct independent research using the resources of the University of Wollongong library, lead and participate in class discussions and submit written assignments, including an academic essay.

Subject structure

Language and Literacy is a 6 credit point, single session subject consisting of 3 hours of scheduled classes per week. The session is of 14 weeks' duration with face-to-face classes scheduled for the first 12 weeks and a study/examination period in weeks 13 and 14.

Optional, but highly recommended is a one hour weekly [PASS](#) session (Wollongong Campus ONLY). Statistics have shown that students who attend PASS every week have significantly better results than students who choose not to attend. For many students, PASS attendance has proven to be the difference between achieving a pass or a fail.

In addition to scheduled class sessions, students are expected to spend additional time in individual study and research. As a general guideline students will need to spend at least 1 hour in private study (including completing homework and revision) for every hour of scheduled class time.

Teachers will be available for a consultation time each week. Students will be notified of the time and location of the consultation session during Week 1 of the Session. It is recommended that students experiencing difficulty with this subject arrange to consult with the teacher as difficulties are encountered.

Some students may require tutorial support to improve language/literacy skills. Where this is recommended, students will be advised to use the College's self-access facilities in the Multimedia Centre in their own time. These facilities are located upstairs in building 30.

Learning resources

There is no set text for this subject. Students may, however, find books on study skills, academic writing and tertiary skills useful. It is recommended that students also purchase the latest edition of a suitable concise dictionary such as an Oxford, Collins or Macquarie.

Students are also expected to use the online resources of the University of Wollongong Library, including databases such as Proquest 5000, Expanded Academic Index and APAIS. They will also be expected to keep up to date with news and current affairs by regularly reading reputable newspapers and journals and watching news and current affairs programs.

Subject outcomes

Successful completion of Language and Literacy will enable students to:

- apply effective reading strategies to a range of texts
- analyse essay questions being guided by directional terms and key words
- develop confidence and competence in using the resources of an academic library
- plan and construct a fully-referenced, researched essay
- give a critical assessment of the reliability of sources in oral and written form
- adequately and appropriately acknowledge sources in oral and written work
- participate effectively in tutorial discussions
- understand that learning is an evolving, lifelong process rather than something that can be accomplished in a session or program
- apply reflective learning skills and evaluate their own needs and achievements

Participation

Active participation in classes is expected of all students in all classes in the University Access Program. Participation in class discussions will help develop the student's confidence in questioning and commenting on material presented, encourage critical thinking and allow the tutor to evaluate the student's progress.

Participation includes:

- Constructive contribution to general class discussion
- Active participation in tutorial support classes where recommended
- Proactive consultation with class teacher and/or tutorial support where relevant
- Completion of non-assessable tasks including homework and practice tasks
- Preparation for teacher-student consultation sessions
- Active participation in group work

Subject outline in weeks

The following guide to lessons and activities may be adjusted to suit the needs of the group as long as subject outcomes and assessment criteria are met.

Week 1

Subject requirements and assessment tasks

Introduction to academic study:

- independent research
- critical thinking / evaluating sources of information
- avoiding plagiarism / acknowledging sources

Explanation of research questions

Week 2

Selection of research questions

Analysing and brainstorming research questions

Library Skills class

Week 3

Critical reading of sources of information / Model article analysis

Week 4

Academic writing: discussion essays / argument essays / reports

Week 5

Structure in academic writing:

- Introductions / paragraphs / essays
- Academic Writing features

Week 6

Academic Skills Practice

Week 7

Academic Skills Practice

Week 8

Oral presentation skills / Presentation practice

Week 9

Final editing of essays

Weeks 10-12

Class Discussions

Revision of skills taught during preceding weeks

Exam preparation

Weeks 13 & 14 Final examination Period

Examination and study period. Please refer to examination timetable for the exact date, time and location of the final exam.

Assessment

Assessment and plagiarism policy

All written assessment tasks, with the exception of examinations and in-class tasks, must be word-processed unless students are otherwise advised.

Students must keep copies of all assessment tasks submitted for marking with the exception of class tests and examinations.

Plagiarism is a form of cheating or stealing that happens when a student uses someone else's work and presents it as his/her own without showing where it comes from. To avoid this, students are expected to submit their own original work for assessment and to accurately acknowledge all references and sources used in essays and assignments.

All submitted work must have the prescribed cover sheet complete with the student's full name, student number and tutor's name. Work not clearly identified in this way will not be marked.

For information regarding assessment, plagiarism, acknowledging sources and examination rules, please refer to the Wollongong College Australia Student Handbook <http://www.wca.uow.edu.au/handbook>

Assessment schedule

Task	Due	Weighting	Approx. Length/Time
Article Analysis	Week 5	15%	Approx 3 - 5 pages
Research Progress Paper	Week 6	15%	Approx 500 words
Essay	Week 10	30%	Approx 1,400 words
Oral Communication Skills	Weeks 10-12	10%	10 – 15 minutes
Final Examination	Week 13/14	30%	2 hours

Marking Guidelines

WCA best practice is that students can normally expect to have assessment tasks handed back within two weeks, and before the next assessment task is due. On occasion there may be exceptions to this time frame due to, for example, the size of the task, the size of the class, teacher illness or teacher leave.

Where there are several teachers marking a major assessment task, tasks will be handed back by all the teachers within the same week.

Assessment criteria and explanation of components

All assessment components are marked according to set marking criteria. Some assessment tasks may undergo check-marking by a panel of tutors.

Article Analysis **15%**

The first assessment task is a written analysis of a set academic article. Students are required to address questions about the author's aims and/or claims, reasoning and evidence, comprehensiveness and balance of treatment of the subject matter.

Instructions, questions and detailed marking criteria are set out in the Article Analysis Cover Sheet.

Research Progress Paper **15%**

Students are required to submit an introduction and one argument based on their independent research on their chosen research question. Students must also include an annotated bibliography for this task.

Detailed marking criteria are set out in the Research Progress Paper Cover Sheet.

Essay **30%**

The essay is the culmination of the student's independent research. Students are expected to write a formal argument essay, ie, adopt a position on their research question, provide reasoned explanation and evidence in support of their claims, refute counterarguments, and accurately and appropriately acknowledge their sources. The essay is marked on depth and breadth of research, content, structure, language and acknowledgment of sources.

Detailed marking criteria are set out in the Essay Cover Sheet.

Oral Communication Skills **10%**

Students will be required to lead a class discussion on their essay question and also participate in discussions on other research questions.

An instruction sheet further explaining this task will be handed out during session.

Final Examination **30%**

The final examination is a 2-hour written examination that will require students to demonstrate their skills in critical analysis.

Detailed marking criteria will be discussed during exam preparation in Week 12.