

# UCC101 Academic and Professional Skills: Planning for Success

**School:** School of Education and Tertiary Access

2026 | Trimester 1

UniSC Sunshine Coast

UniSC Moreton Bay

UniSC Caboolture

UniSC Fraser Coast

UniSC Gympie

**BLENDED  
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Online

**ONLINE**

You can do this course without coming onto campus, unless your program has specified a mandatory onsite requirement.

*Please go to [usc.edu.au](http://usc.edu.au) for up to date information on the teaching sessions and campuses where this course is usually offered.*

## 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 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. How will this course be delivered?

| ACTIVITY   | HOURS | BEGINNING WEEK | FREQUENCY |
|--|-------|----------------|-----------|
| <b>BLENDED LEARNING</b>  |       |                |           |
| <b>Learning materials</b> – You are required to engage and interact with VLM – Video Learning Materials, presented in an MP4 video format. These will be between 40-50 minutes in length. One per week. In addition, there may be related activities based on this content. E.g. quizzes | 1hr   | Week 1         | 12 times  |
| <b>Tutorial/Workshop 1</b> – Tutorials will be delivered face to face at the campus locations.   | 2hrs  | Week 1         | 12 times  |
| <b>ONLINE</b>  |       |                |           |
| <b>Learning materials</b> – You are required to engage and interact with VLM – Video Learning Materials, presented in an MP4 video format. These will be between 40-50 minutes in length. One per week. In addition, there may be related activities based on this content. E.g. quizzes | 1hr   | Week 1         | 12 times  |
| <b>Tutorial/Workshop 1</b> – Tutorials will be delivered via Zoom.   | 2hrs  | Week 1         | 12 times  |

## 1.3. Course Topics

### Module 1 – Introduction to the course and academic writing

- Course overview, introduction, access to help and support networks.
- Introduction to academic writing. Essay structure.
- Harvard referencing.

### Module 2 – Academic Essays

- Introduction to layout and content of academic journal articles. Using UniSC library databases to find academic literature.
- Critical analysis of research sources. Academic essays; review of essay structure. Understanding the writing process. Developing an essay plan.
- Paraphrases and quotations – integrating academic research into writing. Academic essays; writing introductions and conclusions.
- Essay critique. Integrating research into academic writing; cohesion.
- Understanding academic argument and persuasion. Academic essays; developing cohesion.

### Module 3 – Numeracy and Scientific Reports

- Introduction to academic numeracy; understanding visual information [graphs, tables, pie charts]
- Introduction to scientific report structure and content.
- Including visual information in reports.
- Scientific report critique

## 2. What level is this course?

100 Level (Introductory)

Engaging with discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Limited or no prerequisites. Normally, associated with the first full-time study year of an undergraduate program.

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

12 units

#### 4. How does this course contribute to my learning?

| COURSE LEARNING OUTCOMES  |   | GRADUATE QUALITIES   |
|---|---|--|
| On successful completion of this course, you should be able to... |   | Completing these tasks successfully will contribute to you becoming... |
| 1   | Demonstrate key time management and effective organisational practices  | Empowered  |
| 2   | Read, interpret and appraise academic articles. Identify the main ideas and summarise. Display knowledge of academic writing conventions. | Creative and critical thinker  |
| 3   | Articulate effective academic and professional communication for different contexts.  | Empowered  |

#### 5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

##### 5.1. Pre-requisites

Enrolled in programs UC101, UC102, UC103 or UC104

##### 5.2. Co-requisites

Not applicable

##### 5.3. Anti-requisites

Not applicable

##### 5.4. Specific assumed prior knowledge and skills (where applicable)

None

#### 6. How am I going to be assessed?

##### 6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

##### 6.2. Details of early feedback on progress

See Assessment tasks for formative assessment items: Task 1 Quizzes x 3

##### 6.3. Assessment tasks

| DELIVERY MODE | TASK NO. | ASSESSMENT PRODUCT | INDIVIDUAL OR GROUP | WEIGHTING % | WHAT IS THE DURATION / LENGTH? | WHEN SHOULD I SUBMIT? | WHERE SHOULD I SUBMIT IT?                          |
|---------------|----------|--------------------|---------------------|-------------|--------------------------------|-----------------------|--|
| All           | 1        | Quiz/zes           | Individual          | 0%          | 3 quizzes - 10 questions each  | Refer to Format       | Online Test (Quiz)                                 |
| All           | 2        | Quiz/zes           | Individual          | 20%         | 90 minutes                     | Week 4                | Online Test (Quiz)                                 |
| All           | 3        | Essay              | Individual          | 50%         | 600 words                      | Week 10               | Online Assignment Submission with plagiarism check |
| All           | 4        | Quiz/zes           | Individual          | 30%         | 180 minutes                    | Week 12               | Online Test (Quiz)                                 |

#### All - Assessment Task 1: Quiz

|                        |   |  |                                  |
|------------------------|---|--|----------------------------------|
| <b>GOAL:</b>           | 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. |  |                                  |
| <b>PRODUCT:</b>        | Quiz/zes  |  |                                  |
| <b>FORMAT:</b>         | Multiple Choice<br>Trimester 1 + 2: Submit in Weeks 2, 3, 4   |  |                                  |
| <b>CRITERIA:</b>       | <b>No.</b>  |  | <b>Learning Outcome assessed</b> |
|                        | 1   | 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 is provided via Canvas. | 1 2 3                            |
| <b>GENERIC SKILLS:</b> |   |  |                                  |

#### All - Assessment Task 2: Quiz Understanding Academic Writing

|                        |   |  |                                  |
|------------------------|---|--|----------------------------------|
| <b>GOAL:</b>           | Being able to identify the key components of an essay and critically analyse these with respect to structure, cohesion, academic style, vocabulary selection, spelling, referencing and grammatical accuracy is a key skill in developing awareness of academic writing protocols. This task will develop your understanding of academic writing skills through analysis of a number of sections of an essay. |  |                                  |
| <b>PRODUCT:</b>        | Quiz/zes  |  |                                  |
| <b>FORMAT:</b>         | Multiple choice and ordering  |  |                                  |
| <b>CRITERIA:</b>       | <b>No.</b>  |  | <b>Learning Outcome assessed</b> |
|                        | 1   | Essay paragraph structure  | 2                                |
|                        | 2   | Grammatical accuracy and appropriate use of academic vocabulary/expression | 2                                |
|                        | 3   | Harvard referencing [in-text and reference list] structure and formatting  | 2                                |
| <b>GENERIC SKILLS:</b> | Communication   |  |                                  |

### All - Assessment Task 3: Argumentative Essay

|                 |   |  |                           |
|-----------------|---|--|---------------------------|
| GOAL:           | 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   |  |                           |
| PRODUCT:        | Essay   |  |                           |
| FORMAT:         | This is an individual written task assessment in the form of an argumentative essay.You will write a five-paragraph essay incorporating appropriate academic research which will be fully referenced.Structure of essay:Introduction and conclusion: 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. Word length: 600 +/- 10%. |  |                           |
| CRITERIA:       | No.   |  | Learning Outcome assessed |
|                 | 1   | Structure of essay                                 | 2                         |
|                 | 2   | Logic and critical thinking - development of ideas | 2                         |
|                 | 3   | Integration of supporting evidence                 | 2                         |
|                 | 4   | Academic referencing – Harvard                     | 2                         |
|                 | 5   | Communication – language, editing, grammar         | 2                         |
| GENERIC SKILLS: | Communication   |  |                           |

### All - Assessment Task 4: Report analysis

|                 |   |  |                           |
|-----------------|---|--|---------------------------|
| GOAL:           | This task will test your knowledge on the components of academic writing, research and referencing within the style of a report. Specifically, attention will be placed on report structure, layout and content, and inclusion and understanding of visual information. |  |                           |
| PRODUCT:        | Quiz/zes  |  |                           |
| FORMAT:         | In class Multi-choice   |  |                           |
| CRITERIA:       | No.   |  | Learning Outcome assessed |
|                 | 1   | Structure of report                                | 3                         |
|                 | 2   | Logic and critical thinking - development of ideas | 3                         |
|                 | 3   | Integration of supporting evidence                 | 3                         |
|                 | 4   | Academic referencing – Harvard                     | 3                         |
|                 | 5   | Communication – language, editing, grammar         | 3                         |
| GENERIC SKILLS: | Communication   |  |                           |

## 7. Directed study hours

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. Student workload is calculated at 12.5 learning hours per one unit.

### 7.1. Schedule

| PERIOD AND TOPIC | ACTIVITIES |
|------------------|------------|
| n/a              | n/a        |

## 8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

### 8.2. Specific requirements

None

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility 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 and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training 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 Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

### 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%; and
- (b) The course is graded using the Standard Grading scale

Eligibility for Supplementary Assessment

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The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct

### 10.3. Assessment: Submission penalties

Late submissions may be penalised up to and including the following maximum percentage of the assessment task's identified value, with weekdays and weekends included in the calculation of days late:

- (a) One day: deduct 5%;
- (b) Two days: deduct 10%;
- (c) Three days: deduct 20%;
- (d) Four days: deduct 40%;
- (e) Five days: deduct 60%;
- (f) Six days: deduct 80%;
- (g) Seven days: A result of zero is awarded for the assessment task.

The following penalties will apply for a late submission for an online examination:

Less than 15 minutes: No penalty

From 15 minutes to 30 minutes: 20% penalty

More than 30 minutes: 100% penalty

#### 10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email [safe@usc.edu.au](mailto:safe@usc.edu.au).

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au).

#### 10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

#### 10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

#### 10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

#### 10.8. 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
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

#### 10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

#### 10.10. General Enquiries

##### **In person:**

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

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)