

600-619 Science and Communication

Credit Points:	12.50
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	2009, This subject commences in the following study period/s: Semester 1, - Taught on campus.
Time Commitment:	Contact Hours: 36 hours comprising 2 one-hour lectures per week and 2 two-hour practical classes per week commencing 23 April. Total Time Commitment: Not available
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	Students undertaking this subject will be expected to be competent in word-processing and basic library research skills using internet databases.
Coordinator:	Ms Moreen Anderson
Subject Overview:	This subject reviews the range of competencies needed to operate effectively in the workplace. Students develop a clear understanding of the nature of managerial work and the kinds of skills required to manage oneself and others in organisations. Communication is emphasised throughout the subject. It is the foundation on which a range of management skills is based, for example, the ability to consult, influence and negotiate with others. Students also explore the nature of self-leadership and the kinds of tools and techniques used to set and attain goals. The subject will provide students with practical experience of communicating and working in groups, how to give and receive feedback and how to present scientific ideas persuasively to business audiences.
Objectives:	This subject prepares students for the work environment – whether this is in the field of scientific research, industry or the public sector. It is estimated that managers spend around 60-80% of their daily working lives communicating and therefore a key objective is to provide students with the opportunity to practise and develop skills in this area. In the early stages of the program, however, students will first have the chance to reflect on their personal and career related goals and the type of work environment that may suit them. They will be made aware of the range of competences needed in order to manage the transition into full-time employment and, in the process, place into context the technical knowledge and skills that may be required. They will learn how to work in groups and communicate effectively with their peers. They will also learn the essentials of business presentation design and delivery.
Assessment:	This subject is marked on a Pass/Fail only basis. One group assignment (20%) - the length of this assignment and its submission date will be made available to students prior to the commencement of the subject; class participation (10%); and one two-hour closed book end of semester examination (70%). This subject is assessed on a pass/fail basis. Students must satisfactorily complete all assessment components in order to obtain a pass result.
Prescribed Texts:	Cameron, S. (2007) The Business Student's Handbook: Learning Skills for Study and Employment, 4th Edition, Prentice Hall.
Recommended Texts:	None.
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees

Generic Skills:	<p>At the completion of this subject, students should have an understanding of:</p> <ul style="list-style-type: none"> • the range of competences required to operate effectively in a work setting; • their broad life goals and career preferences; • the process of self-development; • the principles underlying group design, process and purpose; • the essentials of communication and the importance of clear objectives, right attitudes and skills; and • how to give and receive feedback. <p>At the end of the subject, students should have developed their capacity to:</p> <ul style="list-style-type: none"> • identify individual strengths and areas for development; • prioritise, meet deadlines and engage in self-directed learning; • give and receive constructive feedback that aids development; • work effectively in a group; • communicate complex ideas in written and oral form; • design a presentation that is logical, clear and appropriate for a given audience; and • deliver an engaging and persuasive presentation.
Notes:	<p>This subject will be taught in semester one on Thursdays: 6.00pm – 9.00pm and Fridays: 2.15pm – 5.15pm (students need to attend both sessions) for six weeks commencing on Thursday 23 April. The venue is the CUB Theatre at the Melbourne Business School, 200 Leicester Street, Carlton.</p>
Related Majors/Minors/ Specialisations:	<p>R05 PB Master of Science (Biotechnology) R05 PE Master of Science (Environmental Science) R05 PM Master of Science (Management Science) R05 PN Master of Science (Nanotechnology) R05 RA Master of Science - Geography (not offered until 2010) R05 RB Master of Science - Botany R05 RC Master of Science - Chemistry R05 RG Master of Sciences - Genetics R05 RH Master of Science - Biomedical and Health Sciences R05 RI Master of Science - Information Systems R05 RM Master of Science - Mathematics and Statistics R05 RP Master of Science - Physics R05 RZ Master of Science - Zoology</p>