

<b>Assessment Brief</b>	
<b>Program</b>	Bachelor of Applied Social Science
<b>Subject</b>	Interpersonal communication
<b>Subject code</b>	COU101A
<b>Name of assessment</b>	Assessment 3: Reflective Journal
<b>Length</b>	2500 words
<b>Learning outcomes addressed by this assessment:</b>	A, B, C, D, E, F
<b>Submission Date:</b>	End of week 11, Sunday 11.55 pm
<b>Assessment brief summary:</b>	Keep a weekly journal throughout the term (weeks 2-11). In your journal, you should document and reflect on how you have engaged with and applied interpersonal communication skills in a range of contexts.
<b>Total marks</b>	35
<b>Weighting</b>	35%
<p>Students are advised that <b>any submissions past the due date incur a 10% penalty per day</b>, calculated from the total mark e.g. a task marked out of 40 will incur a 4 mark penalty per day.</p> <p>For more information, please refer to the <i>Academic Progression Policy</i> on <a href="http://www.think.edu.au/about-think/think-quality/our-policies">http://www.think.edu.au/about-think/think-quality/our-policies</a>.</p>	

**Assessment Description:**

This assessment asks you to document and reflect on your learning journey through the unit and apply interpersonal communication skills appropriately in a range of contexts.

Keep a weekly journal throughout the term (weeks 2-11). In your journal, you should document and reflect on how you have engaged with and applied interpersonal communication skills in a range of contexts.

You should include some of the interpersonal communication skills from this list:

- rapport development
- listening skills
- assertiveness skills
- verbal communication and the use of language
- appropriate non-verbal skills.
- cultural difference and diversity in communication
- the use of silence and power
- your communication in the future.

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Your journal should include:

- an introductory section (approximately 250 words) setting the context for your journal and what you hope to achieve. Provide an outline of the organisation of the journal.
- an entry for each week of the term (200 words) in which you
  - identify the key skill you used,
  - define it
  - provide a detailed account of how you applied it and
  - Analyse its effectiveness (how the person responded, your response and feelings about the experience, what might this experience mean in that context? What other perspectives, theories or concepts could be applied to the situation? )
- a summary section (approximately 250 words) outlining what you have learned from your journal and how you will apply that knowledge



### Marking Criteria:

Reflective Journal	Max. in category	Your points
Use of interpersonal communication skills described and defined accurately and verbatim examples provided	5	
Ability to analyse and assess the effective use of the interpersonal communication skills and area for improvement identified	5	
Areas for improvement identified and strategies for development proposed	5	
Interpersonal communication skill development and progress over the term documented well	5	
Evidence of familiarity with relevant interpersonal communication literature and theory	5	
Regularity and consistency of weekly journal entries	5	
Word count, readability, and structure	5	
<b>Total:</b>	<b>35</b>	
<b>Comments:</b>		

### What we want to see:

**Researching:** You can search for peer-reviewed journal articles, which you can find in the online journal databases and which can be accessed from the library homepage. Reputable news sites such as The Conversation (<https://theconversation.com/au/health>), online dictionaries and online encyclopedias are acceptable as a starting point to gain knowledge about a topic. Government departments, research institutes such as the National Health and Medical Research Council (NHMRC), international organisations such as the World Health Organisation (WHO) and local not for profit organisations such as the Cancer Council are also good resources.

**Formatting:** The assessment MUST be submitted electronically in **Microsoft Word format**. Other formats may not be readable by markers. Please be aware that any assessments submitted in other formats will be considered LATE and will lose marks until it is presented in Word.

**What we don't want to see:**

**Plagiarism:** All sources of information need to properly be acknowledged. Please refer to the plagiarism website on blackboard<sup>i</sup>. By clicking the 'Upload this file' button you acknowledge that you have read, understood and can confirm that the work you are about to submit complies with the Flexible and Online plagiarism policy as shown in the JNI Student Handbook. Like other forms of cheating plagiarism is treated seriously. Plagiarising students will be referred to the Program Manager.

**Word Count:** Marks will be deducted for failure to adhere to the word count – as a general rule you may go over or under by 10% than the stated length.

**Late Submissions:** Students are advised that any submissions past the due date incur a 10% penalty per day, calculated from the total mark e.g. a task marked out of 30 will incur 3 marks penalty per day.

**No submission:** Students must attempt all tasks to be eligible to pass the unit.

**Resources:****1. Academic writing guide link**

[https://laureate-au.blackboard.com/webapps/blackboard/content/listContent.jsp?course\\_id=20163\\_1&content\\_id=2498847\\_1&mode=reset](https://laureate-au.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=20163_1&content_id=2498847_1&mode=reset)

**2. Writing & referencing: The link to the Learning and Academic Skills Unit (LASU)**

is on the left pulldown menu on the blackboard home page:

[https://laureate-au.blackboard.com/webapps/blackboard/content/listContent.jsp?course\\_id=20163\\_1&content\\_id=2498847\\_1&mode=reset](https://laureate-au.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=20163_1&content_id=2498847_1&mode=reset)

The Learning Support Hub provides a series of academic skills workshops. Please contact your campus Academic Skills Facilitator in your state through this link <http://library.laureate.net.au/learningsupport/all>

**3. Researching:** A guide to researching is available on the library page

[http://library.think.edu.au/research\\_skills/](http://library.think.edu.au/research_skills/).

Please contact your campus library staff in your state through this link

<http://library.laureate.net.au/learningsupport/all> for further assistance with research.

*More information can be found in Think Education Assessment Policy document on the Think Education website.*

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<sup>i</sup> [https://laureate-au.blackboard.com/webapps/blackboard/content/listContent.jsp?course\\_id=\\_20163\\_1&content\\_id=\\_2498858\\_1&mode=reset](https://laureate-au.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=_20163_1&content_id=_2498858_1&mode=reset)