



PAPER OUTLINE 2013

Paper Code & Title: NZSM 006 *Communication Skills*
Year: 2013 **Points:** 6
CRN: 13913 **Trimester:** 1 **Campus:** NZSM - Massey Mt Cook
Prerequisites: None
Corequisites: None
Restrictions: Massey 219.043 (*Massey University Paper*)

Key dates: Teaching dates: 8 April – 21 June 2013
 Easter break: 28 March–3 April 2013

Final item of assessment due: 13 May 2013
Withdrawal dates: 15 March 2013

You can withdraw from this course on or before this date with full refund of the course fee by completing an FHSS Course Add/Drop form. After this date, a Fee Reconsideration will only be granted in exceptional circumstances. Information on withdrawals and refunds may be found at:

<http://www.victoria.ac.nz/home/admisenrol/payments/witdrawlsrefunds>

Note that both late withdrawal and course failure may affect your Studylink eligibility. See below for more details.

Course Coordinator: Ben Wilcock
Contact phone: 04 463 5233 x35820 **Email:** *Ben.wilcock@nzsm.ac.nz*
Office located at: 1D34, Mt Cook Campus
Office hours: Wednesday, 12-1pm

Other staff member(s): Andy Mauafua
Class times & rooms: Wednesday, 2:10am–4:00pm (Mt Cook campus 1D18)

PAPER PRESCRIPTION

This paper develops students' understanding of the basic elements of communication and builds learning and self-motivational skills. Students are assisted to develop strategies that promote effective writing, speaking, research and interpersonal skills.

TEACHING LEARNING SUMMARY

This course comprises one 2-hour lecture per week.

See attached course syllabus for more information.

EXPECTED WORKLOAD

A 6-point first-trimester paper should require at least 60 hours work (including class time). This means that in term time, the midterm break and study week you should be prepared to spend on average 4 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

LEARNING OBJECTIVES

Students who have successfully completed this paper will:

1. understand the many career paths open to a musician
2. demonstrate skills involved in obtaining employment, eg writing a CV
3. demonstrate awareness of the issues involved in taxation
4. demonstrate awareness of the health, cultural, and management issues involved in a musical career

ASSESSMENT REQUIREMENTS

Approved assessment regime

The following assessment regime for this paper has been approved by the NZSM Academic Committee:

There are 2 items of assessment:

1. Two assignments (66%)
2. Class participation (34%)

Assessment details for this offering

<i>Assessment name</i>	<i>Word length / duration</i>	<i>Learning outcome(s)</i>	<i>Due date</i>	<i>% of final grade</i>
Assignment 1	N/A	2	7th June, 2013	33%
Assignment 2	N/A	3,4	7th June, 2013	33%
Class participation	N/A	1	21st June, 2013	34%

Please see attached syllabus

PENALTIES

Assignments must be submitted by the due dates. In fairness to other students, unless a medical certificate is produced, assessment submitted after 5pm on the due date will be subject to a 5% demerit on your grade, increasing by 5% each further working day it is overdue.

Students, who for exceptional reasons can justify an extension for an item of assessment, must apply to the Course Coordinator *before* the due date. Please note that no extensions can be granted for tutorial assignments.

ASSIGNMENT PRESENTATION

Written work should be presented according to the guidelines set out in the **NZSM Guidelines for Academic Work**, which can be downloaded as a PDF document from the NZSM Website <http://www.nzsm.ac.nz/study/programmes.aspx> (in the right-hand column). Five percent (5%) will be deducted for written work that does not conform to these standards.

MANDATORY PAPER REQUIREMENTS

Each student must:

- a) complete each item of assessment worth at least 10% specified for this course (subject to penalties for late submission of work).
- b) attend at least 80% of lectures and 80% of tutorials (if relevant) related to this course.

If for health reasons you are unable to complete all the work required for assessment purposes for this paper by 3 July, you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

DEPOSIT AND COLLECTION OF ASSESSMENT

*Assignments should be handed in in class
Marked assignments will be returned to students in class time.*

SCALING OF GRADES

To obtain a fair distribution of marks relative to assignment difficulty, scaling may be employed on some or all assessment items in accordance with guidelines set out in the VUW Assessment Handbook:

http://www.victoria.ac.nz/home/about_victoria/avcacademic/publications/assessment-handbook.pdf

ACADEMIC PROGRESS, NON-ENGAGEMENT & STUDENT LOAN ELIGIBILITY

All NZSM students are bound by the VUW Academic Progress Statute. VUW manages the enrolment of students who are not making satisfactory academic progress by:

- restricting the number of courses that students may enrol in, and/or
- requiring students to meet certain conditions.

Students whose academic progress continues to be unsatisfactory may be suspended for a specified period. Students who return after suspension and whose academic progress remains unsatisfactory may be excluded from the University.

Any student who is enrolled in more than two courses in a trimester and achieves E grades in all courses will be considered “non-engaged”. The University can suspend or exclude such students. For full details about restrictions and conditions refer to:

<http://www.victoria.ac.nz/home/study/academic-progress>

Also, please note that students will be required to pass at least half of their courses in order to continue to qualify for a student loan. For more information see:

<http://www.victoria.ac.nz/home/admisenrol/payments/loansandallowances/performance-criteria>

COMMUNICATION OF ADDITIONAL INFORMATION

Official notices issued after the paper has commenced will be posted on the board outside the NZSM office on the Mt Cook campus. Notices concerning a number of papers will also be posted on Blackboard. The Course Coordinator will specify if Blackboard will be used.

STUDENT REPRESENTATIVES

Student representatives for the NZSM are elected in the first week of the trimester, and their names and contact details will be available to VUWSA and/or MaWSA, the Course Coordinator and to each class. You can find out more information on Class Representatives on the VUWSA website (*<http://www.vuwsa.org.nz>*) or MaWSA website (*<http://www.mawsa.org.nz>*)

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that university staff and students, in their teaching and learning, are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the school's learning, teaching and research activities are based. The NZSM's reputation for academic integrity adds value to your qualification.

The NZSM defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the NZSM website: <http://www.nzsm.ac.nz/about/statutes-policies.aspx#plagiarism>

GENERAL NZSM POLICIES AND STATUTES

Students should familiarise themselves with the NZSM's policies and statutes, especially those regarding Personal Courses of Study, Academic Grievances, Staff and Student Conduct. Please see <http://www.nzsm.ac.nz/about/statutes-policies.aspx>

For any statutes relating to the particular qualifications being studied, see either the Massey University Calendar or the Victoria University of Wellington Calendar.

Information about Student Services, including Academic Mentoring for Māori and Pasifika Students, and support for Students with Disabilities, is to be found in the NZSM Student Handbook (available from the NZSM offices on each campus).

HUMAN ETHICS GUIDELINES

Any student assessment or project at any level that involves human subjects (including the documenting, interviewing and recording of information from people) must follow ethics guidelines. For courses in Music Therapy, students must follow Massey University Ethics guidelines. For all other courses, students must follow VUW Ethics Guidelines. For information and assistance as it relates to your course, consult first with your Course Coordinator. Guidelines are given at these URLs:

- <http://www.victoria.ac.nz/fgr/current-phd/ethics>
- <http://www.massey.ac.nz/massey/research/research-ethics/human-ethics>

WHERE TO FIND MORE DETAILED INFORMATION

As Victoria University of Wellington is the Institute of Enrolment for the NZSM, further detailed information about dates, grades, enrolment procedures and qualification status can be found on their website:

- Student grades, academic profile, academic timetable, campus announcements, etc.:
 - my.vuw.ac.nz
- Key dates, explanations of grades, plagiarism:
 - www.victoria.ac.nz/home/study
- Monitoring of academic progress, and how enrolment can be restricted:
 - www.victoria.ac.nz/home/study/academic-progress
- Course withdrawal, degree planning, credit transfer and academic transcripts:
 - www.victoria.ac.nz/fhss/student-admin/faqs

EVENTS

Regular events are held during trimesters 1 & 2 at all NZSM campuses. These events are for the benefit of all students, and include performances, masterclasses, special lectures and workshops given by staff, students and visiting artists.

All students are expected to keep time free to attend the weekly lunchtime concert on Friday at 12.10pm, along with other events as required.

Students should sign up to the **Dawn Chorus**, the NZSM's events e-newsletter, by emailing events@nzsm.ac.nz with "subscribe dawn chorus" in the subject line.

Events & Marketing Coordinator: Stephen Gibbs

Phone: (04) 463 4766 **Email:** stephen.gibbs@nzsm.ac.nz

Website: <http://www.nzsm.ac.nz/events/>