

Communication Plan [EXAMPLE]

SL1001 Introduction to Speech – SP1, 2020

This is an example 'Communication Plan'.

Week	Content	Medium
OWeek	Invitation to online subject orientation.	Announcement
	Welcome, getting organized, getting help, accessing subject site and orientation to the assessment discussion board where students can post queries about assessment tasks.	Message/email
Week 1 Speech pathology landscape in Australia	Class registration reminder – scroll down for specific information and a video demonstration: https://www.jcu.edu.au/students/enrolment/class-registration-schedule , last day Sunday 08/03/20	Announcement
	This week's topic, getting started	Message/email
	Assessment task (AT) 2 information and support	Announcement and short video in the assessment folder further explaining this task
Week 2 Professional communication for clinical and academic purposes	What should have been achieved last week, this week's topic, catch up strategies.	Short video embedded in the week 2 Ultra Doc
	Reminder: complete tutorial preparation activity, discussion board contribution, guest speaker next week	Announcement
Week 3 Information literacy	What should have been achieved last week, this week's topic, catch up strategies.	Short video embedded in the week 3 Ultra Doc
	Reminder: complete tutorial preparation activity, discussion board contribution, SPyce project	Announcement
Week 4 Cultural, linguistic and bio-medical foundations of	What should have been achieved last week, this week's topic, catch up strategies + general positive feedback re progress expectations, level of engagement, relationship bw engagement and marks and reminder about the Week 4 'check in' - virtual office hours via Collaborate	Short video embedded in the week 3 Ultra Doc

communication and swallowing	Reminder: draft AT3 due Week 7 – getting started strategies	Announcement and short video in the assessment folder further explaining this task
Week 5 Pause week	What should have been achieved last week, this week's topic, catch up strategies.	Short video embedded in the week 5 Ultra Doc
	General/whole class feedback re AT2 completion – successes and suggestions	Announcement and short video in assessment folder
	Reminder: AT1 next week, 'in class'	Announcement and short video in the assessment folder further explaining this task
	Census date alert (Thursday 27/08/20) – link to Census Date information - https://www.jcu.edu.au/important-dates/2020/august/census-date-for-study-period-2	Announcement
Week 6 Observation skills, clinical reasoning to aid decision-making, communication in society	What should have been achieved last week, this week's topic, catch up strategies.	Short video embedded in the week 6 Ultra Doc
	Reminder: complete tutorial preparation activity, contribute to Padlet	Announcement
	AT3 Draft due next week 6/04/20 by 9AM, refer to information sources, remind consultation hours and access	Announcement
Week 7 Communication development	What should have been achieved last week, this week's topic, catch up strategies.	Short video embedded in the week 7 Ultra Doc
	Reminder: AT3 final due Week 10 Tuesday 5/5/20 at 9AM, suggested strategies, support available, public holiday next week	Announcement
Week 8 Foundations of speech pathology assessment and intervention	What should have been achieved last week, this week's topic, catch up strategies. Reminder about the guest speaker this week, lecture recess next week	Short video embedded in the week 8 Ultra Doc
	Reminder: AT4 due date	Announcement and short video in the assessment

		folder further explaining this task
Lecture recess / study vacation		
Week 9 Developmental speech disorders	Welcome back. Summarise what we covered during the first 8 weeks and what's upcoming for rest of the semester. Reminder that there is a public holiday next week and there will be an e-lecture instead of synchronous lecture	Short video embedded in the week 9 Ultra Doc
	General feedback re AT3 drafts, refer to rubric, strategies to achieve a good mark, support available, final draft due	Announcement and short video in assessment folder
Week 10 Developmental language disorders	What should have been achieved last week, this week's topic, catch up strategies, reminder about this week's e-lecture and AT4 due next week	Short video embedded in the week 10 Ultra Doc
	Reminder to submit AT3 final draft by 9AM Tuesday 5/5/20	Announcement
	Reminder: tutorial preparation activity in groups, contribute to discussion board	Announcement
Week 11 Acquired speech and language disorders	What should have been achieved last week, this week's topic, catch up strategies, and reminder: tutorial preparation activity, Padlet contribution	Short video embedded in the week 11 Ultra Doc
Week 12 Fluency impairments and cases	What should have been achieved last week, this week's topic, catch up strategies, and reminder: tutorial preparation activity, complete quiz	Short video embedded in the week 12 Ultra Doc
	Exam information, support available, link to Learning Centre/exam preparation strategies, e.g. https://www.jcu.edu.au/students/learning-centre/exams	Announcement
Week 13 Swallowing impairments (dysphagia)	What should have been achieved last week, this week's topic, catch up strategies, and reminder: Tutorial preparation activity, subject revision, examination preparation strategies	Short video embedded in the week 13 Ultra Doc
	Overview of exam and expectations	Announcement and short video in the assessment

		folder further outlining exam
	Your JCU survey – request participation – link to information: https://www.jcu.edu.au/students/feedback-and-complaints/yourjcu-survey/faqs	Announcement and message/email
Week 14	Congratulations on completion, appreciation of participation, good luck for exam, Your JCU survey – request participation – link to information: https://www.jcu.edu.au/students/feedback-and-complaints/yourjcu-survey/faqs	Message/email that includes personal short video