MAS 350

Media Internship

S2 Day 2018

Department of Media, Music, Communication and Cultural Studies

Contents

Disclaimer

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General Information

Unit convenor and teaching staff
Unit Staff
MAS350
media.internship@mq.edu.au

Unit Convenor
Rachael Gunn
rachael.gunn@mq.edu.au
Contact via appointment
10 Hadenfield Ave, room 153

Co-ordinator for Community Video Production (CVP) stream
Iqbal Barkat
iqbal.barkat@mq.edu.au
Contact via appointment
10 Hadenfield Ave, room 191B

Internship/PACE Activity administration
Arts PACE Office
arts.pace@mq.edu.au
Contact via appointment

Credit points
3

Prerequisites
39cp at 100 level or above

Corequisites
(6cp in MAS or MECO units at 300 level) or admission to BMktgMedia

Co-badged status

Unit description

This unit is intended to provide students with hands-on experience as part of their undergraduate studies. Through project-based and work-integrated learning activities, this unit integrates academic and vocational knowledge in order to maximise students' employability. In order to fulfil the requirements of this unit, students undertake a 45 hour (minimum) Internship/PACE activity working under supervision. Students choose from 3 options for this unit. Option 1 involves student-initiated placements; students can source their own Internship/PACE activity and propose this to the University for approval. Option 2 features University assisted placements; the University can assist students with opportunities. Option 3 involves PACE partners being invited onto campus to work with student groups on a project the group(s) have been assigned by the partner organisation(s).

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments

Develop professional, creative, practical and employability skills based on the requirements of the workplace/community/industry

Communicate media-specific and professional discourse

Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability

Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability

Reflect on your personal development during the internship and your progression to employment

General Assessment Information

Assessment tasks

It is understood by the unit staff that many of the tasks in this unit are different to any sort of assessment students may have completed previously in their studies. In this unit, students will be completing varied types of research, and have to write and reference in different styles. Since this unit focuses on professional practice, self-reflection, and independent learning, it consequently requires different types of assessment tasks. As such, the assessment tasks in this unit have been designed to expand your skill set in ways that will help you achieve ongoing employability in your chosen field. Please keep in mind that these tasks are equally new to ALL

students in the unit, and that your undergraduate degree is designed to facilitate learning in ways that will sometimes take you out of your 'comfort zone'. As such, students are encouraged to be proactive and independent in their learning.

Feedback

Feedback on assessments and student learning and performance will be provided in a range of ways. Students will receive formal individual feedback on their performance in assessments in the form of general comments, rubric and in-text comments attached to assignments marked in Grademark/Turnitin. They may receive further individual feedback from the unit staff in email communication and personal consultations. They will receive informal feedback with their cohort through the 'announcement' function on iLearn and also in classes. Marks are made available in the Gradebook function in iLearn.

Professionalism

As a PACE unit, MAS350 requires a greater level of professionalism from its students than other undergraduate courses. Students should therefore aim to practice and develop their professional skills over the course of the semester. This may be in their attire (what they wear to MAS350-related meets), and should be demonstrated throughout their communication with staff. Professional email writing and etiquette is a valuable skill to take with you into the workforce.

Assessment Tasks

Name	Weighting	Hurdle	Due
Online Participation	30%	No	Ongoing
Placement Research Report	35%	No	5pm Friday Week 7
Presentation	35%	No	Week 13
Internship/PACE Activity	0%	Yes	Ongoing
Log Sheet	0%	Yes	5pm Friday Week 14

Online Participation

Due: **Ongoing**
Weighting: **30%**

Overview

iLearn activities will be used for online participation activities throughout this unit. Students should respond to these activities within the stated deadlines. These activities include self-reflection, critical analysis, peer-review, and professional skills development. Further instructions are available on iLearn.

Assessment criteria

- Understanding and application of relevant theoretical idea(s)/knowledge(s), and professional skills
- Participation in group discussions and responsiveness to other group members; critical and self-reflective awareness
- Engagement with group forum activities, including timeliness and number of forum posts

For a full assessment rubric, please refer to the unit's iLearn page. Assessments standards in this unit align with the University's grade descriptors, see further here.

Please refer to the 'Late Submission and Special Consideration' section.

On successful completion you will be able to:
- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments
- Communicate media-specific and professional discourse
- Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability
- Reflect on your personal development during the internship and your progression to employment

Placement Research Report

Due: **5pm Friday Week 7**
Weighting: **35%**

Overview

Length: 2000-2500 words

The aim of this task is for students to gain a deeper understanding of their placement and the broader organisation/industry/community in which it is situated. Students will do this through conducting in-depth research presented in a highly polished and professional report. Students must use a minimum of 10 sources, which will include a variety of types of texts, and reference in Chicago footnote referencing style. The word count is inclusive of all components of the report (headings, body, references, etc.). Further details will be provided in a guide on iLearn.

Please note: This research report is designed to be completed independent of the placement (students are not expected to use company resources for research). Students must contact the unit staff within two weeks of this assessment's due date if they have still not finalised their PACE activity.

Submission instructions

The Placement Research Report must be submitted as a single PDF file via the turnitin link on iLearn before the due date and time. If any issues arise during submission, you must email the unit convenor ASAP with a copy of your assessment attached.

Assessment Criteria

- Increased understanding of your placement and its sector

- Thorough research into your placement through a variety of sources

- Correct referencing in the appropriate style

- Written clearly and concisely in a formal, factual style

- The document is clear, polished and professional

For a full assessment rubric, please refer to the unit's iLearn page. Assessments standards in this unit align with the University's grade descriptors, see further here.

Please refer to the 'Late Submission and Special Consideration' section.

On successful completion you will be able to:

- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments

- Develop professional, creative, practical and employability skills based on the requirements of the workplace/community/industry

- Communicate media-specific and professional discourse

- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability

Presentation

Due: **Week 13**
Weighting: **35%**

Overview

Length: 6:30-7:00 minutes*

This task is designed for you to synthesise your academic and vocational knowledge and present it in the form of a professional presentation. Critically evaluate specific academic ideas/theories learnt in your degree in light of the internship/PACE activity experience you have just completed. The Presentation should incorporate self-reflection, but it is still an academic piece of work that requires references. Presentations will be held in Week 13 – a schedule will be opened on iLearn. Further details will be provided in a guide on iLearn.

*CVP Students (Option Four)

For students participating in the Community Video Production (CVP) Stream coordinated by Dr Iqbal Barkat, at the start of your presentation you will have an additional 2 minutes to screen excerpt(s) from your film(s).

Research and References

- Minimum of 2 unit readings to demonstrate your engagement with the unit material

- Independent research of a minimum of 4 other types of sources to demonstrate your ability to integrate knowledge from a variety of contexts.
- Any borrowed ideas or quotations should be referenced in full onscreen, with a reference list shown onscreen at the end of the presentation (any referencing style is acceptable).

Presentations

- Presentations must not exceed 7 minutes.
- Students should prepare relevant audiovisual material (such as PowerPoint slides) to aid in their presentation. These must be submitted to the turnitin link on iLearn prior to the presentation.
- No technical support will be provided – it is the student's responsibility to ensure that any additional material is easily accessible.
- All presentations will be filmed for record-keeping purposes only.

Examples of this assessment will be discussed in classes, and resources will be posted on iLearn.

Assessment Criteria:

- Understanding of relevant theoretical idea(s)/knowledge
- Ability to connect and synthesise relevant theoretical idea(s)/knowledge from degree with employment contexts
- Reflect on your personal and professional development during the internship with a view to ongoing employability
- Presentation is thoughtfully structured and well-timed
- Speaker is clear, engaging, and professional
- Professional slides that visually contribute to the presentation
- References are correct and clearly displayed

For a full assessment rubric, please refer to the unit's iLearn page. Assessments standards in this unit align with the University's grade descriptors, see further here.

Late Submission and Special Consideration

Students who miss their presentation will forfeit the marks for that assessment. Where a Special Consideration application has been approved, alternative arrangements will be made for the student.

On successful completion you will be able to:
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- Develop professional, creative, practical and employability skills based on the

requirements of the workplace/community/industry

- Communicate media-specific and professional discourse
- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability
- Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability
- Reflect on your personal development during the internship and your progression to employment

Internship/PACE Activity

Due: **Ongoing**
Weighting: **0%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

Overview

MAS350 is a PACE unit, which is intended to provide students with hands-on experience as part of their undergraduate studies. In order to fulfil the requirements of this unit, students must undertake a 45hour (minimum) internship/PACE activity working under supervision. All MAS350 placements must be approved by the University before students can proceed. This task receives a grade of Complete or Incomplete but is not given a mark. Students must submit a signed log sheet indicating they have completed this minimum 45hour activity to pass the unit, irrespective of other results. Details about the log sheet are provided below. Students are encouraged to keep a diary of their internship/PACE activity that details their expectations, observations, tasks, and continues to reflect upon their personal and professional strengths and weaknesses.

Organising the internship

To begin, students choose from four options in this unit, which they indicate through a *Preference Form*sent to their student email before commencement of semester:

Option One involves student-initiated placements: you have the option of finding your own PACE activity that you can propose to the university for approval.

Option Two involves university-assisted placements: you have the option of organising your placement with the assistance of the university. Students are encouraged to visit the PACE Opportunities page (search MAS350 as a keyword). The Arts PACE office will also provide additional assistance and support with the submission of internship applications. If you choose this option, it is imperative that you diligently consult with the PACE staff and provide them with adequate detail so that they can assist you.

Option Three is an on-campus project: this option will involve a partner organisation that is subject to change each semester. Further details will be made available on iLearn.

Option Four is the group-based Community Video Production (CVP) stream: this option is co-ordinated by Dr Iqbal Barkat and involves working in groups to produce video content for

selected PACE partners. Please ensure you have been in contact with Dr Barkat prior to selecting this option.

Please note: There is no guarantee students will be able to intern at the organization of their choosing. To increase the likelihood of successfully attaining unique and highly sought-after internships, the University recommends starting the process as early as possible. Also, due to various workplace conditions and/or contexts, early (pre-session) commencement may be required.

Forms

Students need to be aware of three forms in this unit – Preference Form, Proposal Form, and Log Sheet.

1. Preference Form – Students must complete a Preference Form to indicate which of the above options they would like to pursue (may not be required if the student has organised early commencement).

2. Proposal Form – Once students have organised their placements, they will then need to complete a Proposal Form which will be emailed to them by the Arts PACE office. This form proposes your internship to the University for approval as the activity for MAS350. As a number of different parties need to assess and the approve the activity proposed in this form, students should allow at least a week between the submission of their form and the commencement of their internship. Important: It is the student's responsibility to let the unit staff know as soon as possible if there are any changes to their internship (such as location changes, placement supervisor, etc.) since the submission of their Proposal Form.

3. Log Sheet – Upon completing the minimum 45hour requirement, students must have their Log Sheet signed by their placement supervisor and submitted on iLearn (details below).

Internship due dates

- The Preference Form is due by the end of Week 1.
- All Placements should be finalised by the end of Week 5, unless you are already in ongoing contact with the Arts PACE Office.
- Placement dates should not exceed session dates. Students should finish their 45hours by Week 14.

On successful completion you will be able to:
- Develop professional, creative, practical and employability skills based on the requirements of the workplace/community/industry

- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability
- Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability
- Reflect on your personal development during the internship and your progression to employment

Log Sheet

Due: **5pm Friday Week 14**

Weighting: **0%**

This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

Overview

The log sheet is a record that shows you have completed the above detailed 45hour (minimum) internship/PACE activity working under supervision. Students should download the log sheet available on iLearn, and keep a detailed record of the hours and tasks completed during your internship.

At the end of your placement, the log sheet must be signed by your placement supervisor to show you have completed the 45hour minimum requirement under supervision. Students should allow plenty of time for their placement supervisor to sign this form.

Students must submit their signed log sheet to the assignment submission dropbox on iLearn by 5pm Friday of Week 14. If there are any issues they should contact the unit staff asap.

This task receives a grade of Complete or Incomplete but is not given a mark. Students must submit this form in order to pass the unit, irrespective of other results.

On successful completion you will be able to:
- Develop professional, creative, practical and employability skills based on the requirements of the workplace/community/industry
- Reflect on your personal development during the internship and your progression to employment

Delivery and Resources

For all unit and internship related enquires students are encouraged to email **media.internship@mq.edu.au**. This generic email address is accessible by all unit staff and will help save time and email traffic.

Unit staff:

- Dr Rachael Gunn is the unit convenor for MAS350: rachael.gunn@mq.edu.au

- Dr Iqbal Barkat is the co-ordinator for Community Video Production (CVP) stream: iqbal.barkat@mq.edu.au

- For help with placements or PACE related resources, please contact the Faculty of Arts PACE team: arts.pace@mq.edu.au

Further instructions and information about the unit is available on iLearn.

See also the university PACE site and the Faculty of Arts PACE site.

Unit Schedule

Classes

MAS350 features 6 x 1hour lectorials in the first half of semester (weeks 1-6 inclusive). These will be held on Tuesdays 2-3pm at 4 Western Rd - 320 Tutorial Rm.

These classes will assist students with organising their internship and will also focus on professional skills development. These classes are compulsory and will not be recorded. Some online resources will be posted.

The first lectorial is in Week 1.

Online

Students are expected to regularly visit the unit's iLearn site to ensure they are up to date with unit announcements. Regularly visiting the iLearn site will help you stay in touch with the unit staff and cohort, and will also enable you to share your placement experiences and assessment queries.

Readings

The MAS350 unit readings are accessed via the library's multi-search system and are listed on iLearn. The readings are essential preparation for your assignments and help you meet the learning outcomes. Students are expected to go beyond the set readings through independent research that is both specific to their area of study and also to their placement.

Technology used and required

Computer and Internet access are required. Basic computer skills (e.g., internet browsing) and skills in word processing are also a requirement.

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- Fitness to Practice Procedure
- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy *(Note: The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Undergraduate students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/study/getting-started/student-conduct

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au.

MMCCS website:

https://www.mq.edu.au/about_us/faculties_and_departments/faculty_of_arts/department_of_media_music_communication_and_cultural_studies/

MMCCS Session Re-mark Application: http://www.mq.edu.au/pubstatic/public/download/?id=167914

Information is correct at the time of publication.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments
- Develop professional, creative, practical and employability skills based on the requirements of the workplace/community/industry

Assessment tasks

- Placement Research Report
- Presentation

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to

handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments
- Develop professional, creative, practical and employability skills based on the requirements of the workplace/community/industry
- Communicate media-specific and professional discourse
- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability
- Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability
- Reflect on your personal development during the internship and your progression to employment

Assessment tasks

- Placement Research Report
- Internship/PACE Activity

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability
- Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability
- Reflect on your personal development during the internship and your progression to employment

Assessment tasks

- Online Participation

- Placement Research Report

- Presentation

- Log Sheet

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments

- Communicate media-specific and professional discourse

- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability

- Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability

Assessment tasks

- Placement Research Report

- Presentation

- Internship/PACE Activity

- Log Sheet

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments

- Communicate media-specific and professional discourse
- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability
- Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability
- Reflect on your personal development during the internship and your progression to employment

Assessment tasks

- Online Participation
- Placement Research Report
- Presentation
- Internship/PACE Activity

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments
- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability
- Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability
- Reflect on your personal development during the internship and your progression to employment

Assessment tasks

- Placement Research Report
- Presentation

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to

read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments
- Communicate media-specific and professional discourse
- Reflect on your personal development during the internship and your progression to employment

Assessment tasks

- Online Participation
- Placement Research Report
- Presentation
- Internship/PACE Activity

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Communicate media-specific and professional discourse
- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability
- Demonstrate an ability to integrate academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability
- Reflect on your personal development during the internship and your progression to employment

Assessment tasks

- Placement Research Report
- Internship/PACE Activity

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative, practical and employability skills based on the requirements of the workplace/community/industry
- Connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability

Assessment task

- Internship/PACE Activity

Changes from Previous Offering

Instead of weekly lectures and consultations, this unit will now hold six 1-hour lectorials in the first half of semester to provide students with the administrative assistance they need in organising their internship. These lectorials will also focus on professional skills development so that students are better equipped for the professional environment. This revised class structure will consist of the same contact hours as previous offerings but will be more beneficial to students' employability. Having the classes in the first half of semester also means that more students will be able to attend, as the majority of students complete their internship in the second half of semester and so are less available to attend classes.

The 'iLearn Diary and Response' and 'Resumé and Cover Letter' has been repackaged into the 'Online Participation' task as many students found the requirements and due dates of the iLearn Diary confusing.

The part 2 reflective component of the 'Placement Research Report' has been removed and will be addressed in the 'online participation' task. The word count of report has not changed, allowing for greater research and depth of the context of the placement.

Late Submission and Special Consideration

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

Please note: Extensions and late penalties will be applied per 24hour period. I.e. If the original deadline was Monday 5pm and the student received 2 days extension, the assessment will then

be due on Wednesday 5pm. This is to help prepare students for employment contexts.

Students with a pre-existing disability/health condition or prolonged adverse circumstances may be eligible for ongoing assistance and support. Such support is governed by other policies and may be sought and coordinated through Campus Wellbeing and Support Services.