MMCC3150

Media Internship

Session 1, Weekday attendance, North Ryde 2020

Department of Media, Music, Communication and Cultural Studies

Contents

General Information

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

Unit Convenor
Dr Rachael Gunn
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By appointment

Arts PACE Office
arts.pace@mq.edu.au
By appointment

CVP Co-ordinator
Dr Iqbal Barkat
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10HA, Office 191B
By appointment

Credit points
10

Prerequisites
130cp at 1000 level or above and Permission by Special approval

Corequisites
20cp in MMCC units at 3000 Level

Co-badged status

> Unit description
> In this unit media students have the opportunity to use their academic learning in employment contexts and further develop their theoretical and practical skills. Students undertake a 45-hour (minimum) Internship/PACE activity in a media-related role working under supervision. To assist with their placement, students are organised into streams based on their media specialisations and/or interests, for example, community video production, public relations and social media, radio production and broadcasting, journalism, and interactive media design, etc. Students will gain a greater understanding of the media industries and their employment options. This unit promotes learning through participation with community partners as well as the development of graduate capabilities and professional skills. This unit is aimed at students in the following majors: Games and Interactivity; Journalism and Non-Fiction Writing; Interactive Design; Media, Culture and Communications; Media Studies; Moving Image and Sound Studies; Public Relations and Social Media; Radio and Podcasting; Screen, Practice and Production, and International Communications. Students seeking to enrol in this unit should contact the Arts PACE office (arts.pace@mq.edu.au) at least six weeks before the commencement of session.

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:

ULO1: connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability.

ULO2: integrate reflective practice and self-management tactics to respond to the placement challenges and to enhance career-readiness.

ULO3: apply and develop professional and interpersonal skills to navigate the interconnected and fast-paced global workplace.

ULO4: communicate media-specific and professional discourse in appropriate styles and formats.

ULO5: synthesize and integrate disciplinary knowledge in the course and program and evaluate how that knowledge will inform and impact future experiential learning and professional development skills.

Assessment Tasks

Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the Coronavirus (COVID-19) pandemic.

Students should consult iLearn for revised unit information.

Find out more about the Coronavirus (COVID-19) and potential impacts on staff and students

General Assessment Information

Assignment grading

All assignments of this unit are aligned to the standards outlined in the Macquarie University Assessment Policy. Marking rubric for each of the assignments is available on the iLearn. Students are expected to read the rubric before working on the assignment.

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 will receive reflections from a peer required for an assignment. They may receive further individual feedback from the unit staff in email communication and personal consultations by phone or face to face as requested by appointment. As part of the cohort, they will receive informal group feedback through the 'announcement' function on iLearn and also in classes. Marks are made available in the Gradebook function in iLearn.

Delivery and Resources

Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

Classes

This unit features six 1-hour lectorials held on Wednesdays 6-7pm, 10HA, T1. Please check the MQ Timetables website for any updated information. These lectorials are scheduled for the following weeks: 1, 2, 3, 4, 5, 11. Please refer to iLearn for weekly scheduling details.

Students are expected to attend all classes for MMCC3150. The six lectorials are not optional: they deliver important content and are a central component of meeting the learning outcomes in this unit. Lectorial attendance is also used to identify students at risk of failing the unit or who are experiencing unforeseen disruption. These classes will not be recorded. Some online resources will be posted on iLearn. Students who elect to not attend classes will miss out on unit content, learning activities, and staff support, and therefore do so at their own risk.

Classes start in week one.

Online

Regularly engaging with the unit's iLearn site is a central component of meeting the learning outcomes in this unit. On iLearn, students will access the required unit readings, engage with the learning activities, access important assessment and career resources, communicate with unit staff and fellow students, and submit assessment tasks. The Online Participation tasks are worth 30% of your overall unit grade, and requires students to log on to iLearn and complete tasks on a weekly basis.

Readings

The unit readings are listed on iLearn and accessed via Leganto. These readings are essential preparation for your assignments and will help you meet the learning outcomes. Students are expected to go beyond the set readings through independent research that is both specific to their discipline and placement.

Technology used and required

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

Contacts

For all unit and internship related enquires students are encouraged to email **media.internship@mq.edu.au** - this greatly reduces email traffic and duplicated enquiries.

Please refer to iLearn for further instructions and information about the unit.

See also the Macquarie University PACE site and the Faculty of Arts PACE site.

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.)*

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 published on platform other than eStudent, (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@mq.edu.au

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 help you improve your marks and take control of your study.

- Getting help with your assignment

- Workshops

- StudyWise

- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides

- Ask a Librarian

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

If you are a Global MBA student contact globalmba.support@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.

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.

Changes from Previous Offering

Some weekly readings and Lectorials have been updated to reflect recent changes in the fields of media and employability.

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.