



MMCC3160

Arts Management Internship

Session 2, Weekday attendance, North Ryde 2020

Department of Media, Music, Communication and Cultural Studies

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Disclaimer

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Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff

Lecturer

Andrew Robson

andrew.robson@mq.edu.au

Contact via Email

10HA Rm 256

See iLearn for details

Credit points

10

Prerequisites

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

Corequisites

20cp in MMCC at 3000 Level

Co-badged status

Unit description

This unit is intended to provide students with hands-on arts management experience within the creative and cultural industries. Through project-based and work-integrated learning activities, this unit integrates academic and industry knowledge in order to maximize students' employability in this sector. In order to fulfill 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). Students seeking to enrol in this unit should contact the Arts PACE office (pace.arts@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: develop and apply creative, practical and professional skills based on the requirements of the workplace.

ULO2: apply and evaluate critically the integration of disciplinary knowledge to collaborative learning activities situated in real environments.

ULO3: synthesise academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability.

ULO4: analyse and reflect on your personal development during the internship and your progression to employment.

General Assessment Information

Assessment standards

All written assessments are to be submitted via Turnitin on iLearn. Please see the unit iLearn site for more information.

Assessment standards in this unit align with the University's grade descriptors, available at: <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/assessment>

Rubrics are used for all assessments and are available on iLearn.

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. *Students are encouraged to make use of seminars as opportunities for feedback from the tutor on works in progress.* Marks are made available in the Gradebook function in iLearn.

Late submission of work:

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 (including weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

MMCCS website https://www.mq.edu.au/about_us/faculties_and_departments/faculty_of_arts/departments/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

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Professional writing</u>	15%	No	Friday Week 7
<u>Diary and Logsheets</u>	25%	No	Weeks 2 - 11 (inclusive)
<u>Placement critique, reflective writing and examples of work</u>	40%	No	Week 12
<u>Project Presentation</u>	20%	No	Week 12 (individual time TBA)

Professional writing

Assessment Type ¹: Work-integrated task

Indicative Time on Task ²: 10 hours

Due: **Friday Week 7**

Weighting: **15%**

Students will draft and submit a job application consisting of a CV and a cover letter.

This assessment requires students to consider the development and documentation of work/s and/or task/s in relation to their professional goals.

Refer to iLearn for further information.

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- apply and evaluate critically the integration of disciplinary knowledge to collaborative learning activities situated in real environments.
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Diary and Logsheets

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 20 hours

Due: **Weeks 2 - 11 (inclusive)**

Weighting: **25%**

Students will post 10 weekly diary entries on the unit iLearn site. Students will also submit a completed logsheet (signed by their internship supervisor) showing that they have completed the

45 hour minimum requirement.

Refer to iLearn for further information.

On successful completion you will be able to:

- develop and apply creative, practical and professional skills based on the requirements of the workplace.
- synthesise academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability.
- analyse and reflect on your personal development during the internship and your progression to employment.

Placement critique, reflective writing and examples of work

Assessment Type ¹: Project

Indicative Time on Task ²: 34 hours

Due: **Week 12**

Weighting: **40%**

Students will submit an integrative project that situates their internship within a broader cultural context and disciplinary knowledge.

This requires students to reflect on their internship, program of study, disciplinary skill acquisition and samples of work.

Refer to iLearn for further information.

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- synthesise academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability.
- analyse and reflect on your personal development during the internship and your progression to employment.

Project Presentation

Assessment Type ¹: Presentation

Indicative Time on Task ²: 15 hours

Due: **Week 12 (individual time TBA)**

Weighting: **20%**

This assessment is a summary of the project as a five minute oral presentation.

Refer to iLearn for further information.

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 - synthesise academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability.
 - analyse and reflect on your personal development during the internship and your progression to employment.
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¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

In addition to the mandatory 45 hours (minimum) of the internships, students are required to attend 2 x two-hour seminars during the semester. These will be held in **Week 2** and **Week 8** (see details below).

SEMINAR 1: 1pm - 3pm Tuesday 4 August (Location: 23WW T2 Theatre)

SEMINAR 2: 1pm - 3pm Tuesday 29 September (Location: 23WW T2 Theatre)

Unit readings can be accessed via the Leganto link on ilearn

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](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) (<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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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

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.