



FOAR7004

Arts Internship for Researchers

Session 2, Special circumstance 2020

Arts Faculty level units

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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

Tanya Evans

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Linda Evans

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Credit points

10

Prerequisites

Admission to BPhil/MRes

Corequisites

Co-badged status

Unit description

This unit will give BPhil students the opportunity to complete a research project as part of a team in an academic or industry setting. The project will be aligned with the host's strategic research priorities, and both managed and delivered by the student in consultation with their host supervisor. Students will also receive practical information about research careers in academic and non-academic settings and will reflect on what it means to be a researcher in the 21st century. Students must complete 100 hours as an intern in addition to written assessments and an in-class presentation.

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: Apply existing skills and knowledge to solving real-world problems.

ULO2: Demonstrate independent research and synthesis of acquired knowledge and skills.

ULO3: Participate in and contribute effectively to independent and/or team-based research.

ULO4: Model best research practice and demonstrate commitment to an ethical,

reflective approach in a professional context.

General Assessment Information

Assignment submission

The deadline for written assignments will always be **midnight Sunday** in the week they are due. Written work must be submitted via the Turnitin links on the FOAR7004 iLearn website.

Late submission penalty: Written assignments

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.

Late submission penalty: Employability Journal

Students must post a 50-100 word response to the Employability Journal on iLearn by midnight Sunday in Weeks 2-11. Posts submitted by the deadline will automatically receive **1%**. Posts made after the deadline will receive **zero** unless an application for Special Consideration has been approved.

Word limits

Assignment **word limits DO NOT include footnotes or bibliographies.**

Important note on final marks

Please note with respect to the marks you receive for work during the session: that the marks given are *indicative only*. Final marks will be determined after moderation. See further the note on Results in the Policies and Procedures section below.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Reflective report</u>	50%	No	midnight Sunday, Week 13
<u>Employability journal</u>	10%	No	midnight Sunday, Weeks 2-11
<u>Project presentation</u>	20%	No	midnight Sunday, Week 12
<u>Project management plan</u>	20%	No	midnight Sunday, Week 4

Reflective report

Assessment Type ¹: Report

Indicative Time on Task ²: 10 hours

Due: **midnight Sunday, Week 13**

Weighting: **50%**

Preparation of a comprehensive portfolio drawing on both information gained during the semester and personal reflections on the student's experience as a research intern.

On successful completion you will be able to:

- Apply existing skills and knowledge to solving real-world problems.
- Participate in and contribute effectively to independent and/or team-based research.
- Model best research practice and demonstrate commitment to an ethical, reflective approach in a professional context.

Employability journal

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 10 hours

Due: **midnight Sunday, Weeks 2-11**

Weighting: **10%**

Weekly completion of a reading followed by a short reflective blog post to the iLearn forum.

On successful completion you will be able to:

- Model best research practice and demonstrate commitment to an ethical, reflective approach in a professional context.

Project presentation

Assessment Type ¹: Media presentation

Indicative Time on Task ²: 5 hours

Due: **midnight Sunday, Week 12**

Weighting: **20%**

A short video presentation summarising the internship activity undertaken.

On successful completion you will be able to:

- Demonstrate independent research and synthesis of acquired knowledge and skills.
- Participate in and contribute effectively to independent and/or team-based research.

Project management plan

Assessment Type ¹: Plan

Indicative Time on Task ²: 4 hours

Due: **midnight Sunday, Week 4**

Weighting: **20%**

Preparation of a structured project plan for the internship

On successful completion you will be able to:

- Apply existing skills and knowledge to solving real-world problems.
- Demonstrate independent research and synthesis of acquired knowledge and skills.

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

Lectorials

Due to COVID-19 restrictions, FOAR7004 will be delivered partially online via prerecorded lectures and partially via live Zoom discussion sessions (time to be announced).

Weekly steps

You will be expected to monitor the FOAR7004 iLearn site closely each week.

Your required steps in most weeks are as follows:

1. **Listen** to the **prerecorded** overview of the weekly topic (c. 30 minutes).
2. **Attend** a 30-minute **Zoom** discussion session.
3. **Complete** the Required Reading from the textbook.
4. **Post** a response to the Employability Journal forum by midnight Sunday.

Note: In Weeks 6, 8, and 13 there will be no prerecorded lecture but each Zoom session will be 60 minutes long. No class will take place in Week 12.

Textbook

The required text for FOAR7004 is Barbara Bassot's, *Employability Journal* (Palgrave, 2017), which is available through Booktopia or the Book Depository. Two copies will also be available through the Library. The textbook is required to complete the weekly participation task.

Unit Schedule

Week 1: Unit overview (30 min prerecorded lecture + 30 min Zoom session)

PART 1: Researcher toolkit

Week 2: Essential organisational skills (30 min prerecorded lecture + 30 min Zoom session)

Week 3: Personal and interpersonal skills (30 min prerecorded lecture + 30 min Zoom session)

Week 4: Funding research (30 min prerecorded lecture + 30 min Zoom session)

PART 2: Being a researcher

Week 5: Being an academic researcher (30 min prerecorded lecture + 30 min Zoom session)

Week 6: Conversations with academic researchers (60 min Zoom session only)

Week 7: Being a professional researcher (30 min prerecorded lecture + 30 min Zoom session)

Week 8: Conversations with professional researchers (60 min Zoom session only)

Week 9: Challenges in a research career (30 min prerecorded lecture + 30 min Zoom session)

PART 3: Career planning

Week 10: Networking etc (30 min prerecorded lecture + 30 min Zoom session)

Week 11: Reflection and future plans (30 min prerecorded lecture + 30 min Zoom session)

Conclusion

Week 12: No class

Week 13: Presentations Q&A (60 min Zoom session only)

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.

Changes from Previous Offering

Not applicable. FOAR7004 is a new unit.

Internships

Hours

FOAR7004 is a PACE unit in which students must complete a specified number of hours on placement. In this unit, students are required to complete **100 hours** working as an intern on an approved research project. The remaining **50 hours** are comprised of lectorial attendance and assessment preparation. Students must log their internship hours using a **time-sheet** provided on the FOAR7004 iLearn site. Completed hours must be signed off regularly by the intern's host supervisor.

Support

Students are encouraged to contact both Arts PACE (arts.pace@mq.edu.au) and the convenor if they encounter any difficulties while on placement.