MMCC3150

Media Internship

Session 2, Special circumstance 2020

Department of Media, Music, Communication and Cultural Studies

Contents

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
Unit Convenor
Rachael Gunn
rachael.gunn@mq.edu.au

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.

General Assessment Information

Internship/PACE Activity

MMCC3150 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 placements must be approved by the University before students can proceed. Placements must be completed within semester dates (unless Early Commencement has been approved).

At the end of their placement, students must submit a Log Sheet that indicates they have completed this minimum 45hour activity, which is signed by their supervisor. This Log Sheet is due in Week 14 (further details on iLearn).

Late Penalty 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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Presentation	35%	No	5pm 3 November 2020
1. Placement Research Report (For non-CVP students only) or 2. Portfolio (For CVP students only)	35%	No	5pm 18 September 2020
Online Participation	30%	No	Weeks 1-10

Presentation

Assessment Type [1]: Presentation
Indicative Time on Task [2]: 33 hours
Due: **5pm 3 November 2020**
Weighting: **35%**

Deliver a professional presentation that synthesises your academic and vocational knowledge with a view to ongoing employability.

Refer to iLearn for further information.

On successful completion you will be able to:

- connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability.
- communicate media-specific and professional discourse in appropriate styles and formats.
- 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.

1. Placement Research Report (For non-CVP students only) or 2. Portfolio (For CVP students only)

Assessment Type [1]: Project
Indicative Time on Task [2]: 33 hours
Due: **5pm 18 September 2020**
Weighting: **35%**

1. Produce a professional research report into the organisation and industry in which you are doing your placement. This assessment is only for students not participating in the Community

Video Production (CVP) for their PACE Activity. OR 2. Students will work in small groups on a Creative Production (film, podcast, etc.) that is related to and required of their PACE Activity. Students will also complete an individual Critical Reflection that will reflect upon and analyse the student's individual contribution. This assessment is only for students participating in the Community Video Production (CVP) for their PACE Activity.

Students must also submit a signed log sheet indicating they have completed this 45hour (minimum) internship/PACE activity working under supervision.

Refer to iLearn for further information.

On successful completion you will be able to:
- connect and translate theoretical ideas and understand these ideas within employment contexts with a view to achieving on-going employability.
- integrate reflective practice and self-management tactics to respond to the placement challenges and to enhance career-readiness.
- apply and develop professional and interpersonal skills to navigate the interconnected and fast-paced global workplace.
- communicate media-specific and professional discourse in appropriate styles and formats.
- 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.

Online Participation

Assessment Type [1]: Participatory task
Indicative Time on Task [2]: 15 hours
Due: **Weeks 1-10**
Weighting: **30%**

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.

Refer to iLearn for further information.

On successful completion you will be able to:
- integrate reflective practice and self-management tactics to respond to the placement challenges and to enhance career-readiness.
- apply and develop professional and interpersonal skills to navigate the interconnected and fast-paced global workplace.
- 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.

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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

Enrolment

Students seeking to enrol in this unit should contact the Arts PACE office (arts.pace@mq.edu.au).

Classes

This unit utilises a combination of lectorials and consultations to better support students both prepare for and progress through their Internship/PACE Activity. There are a total of six 1hr lectorials - week 2, week 3, week 4, week 5, week 8, week 10. Attendance is expected at lectorials. All other weeks (1, 6, 7, 9, 11, 12) have a consultation, which are informal and optional (please note that the unit convenor will leave at 6.15 if no-one shows). Further details are available on iLearn.

Readings

The MMCC3150 unit readings are listed on iLearn and accessed via Leganto. 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.

Website

The website for this unit is provided through the University's iLearn system. iLearn can be found at http://ilearn.mq.edu.au. If you are enrolled in this unit you should have access to the material on iLearn once you log on. Students are expected to regularly visit the unit's iLearn site to engage with the unit materials, utilise the assessment and career resources, and to stay up to date with unit announcements. 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. Regularly visiting the iLearn site will also help students stay in touch with the unit staff and cohort, and will also enable your to share your placement experiences and assessment queries.

Technology used and required

Computer and Internet access are required. Basic computer skills (e.g., internet browsing), skills

in word processing and powerpoint 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.)*

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

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.