FOAR7004

Arts Internship for Researchers
Session 2, Weekday attendance, North Ryde 2021

Arts Faculty level units

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Notice
Some on-campus classes have moved online for the first two weeks of Session, before returning to campus in Week 3. If you are studying a unit outside of the primary Session 2 timetable, please contact your teaching staff team for further details.

Some classes/teaching activities cannot be moved online and must be taught on campus. To find out if you are enrolled in one of these classes/teaching activities, you can check to see if your unit is on the list of units with mandatory on-campus classes/teaching activities.

Your Unit Convenor will provide more information via an iLearn announcement when your iLearn unit becomes available.
General Information

<table>
<thead>
<tr>
<th>Unit convenor and teaching staff</th>
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<tbody>
<tr>
<td>Credit points</td>
</tr>
<tr>
<td>10</td>
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<tr>
<td>Prerequisites</td>
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<tr>
<td>Admission to MRes</td>
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<td>Corequisites</td>
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<td>Co-badged status</td>
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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://students.mq.edu.au/important-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 – **10 marks out of 100 credit will be deducted per day** for assignments submitted after the due date – and (b) no assignment will be accepted seven 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project management plan</strong></td>
<td>20%</td>
<td>No</td>
<td>23:59, 22/08/21</td>
</tr>
<tr>
<td><strong>Reflective report</strong></td>
<td>50%</td>
<td>No</td>
<td>23:59, 7/11/21</td>
</tr>
<tr>
<td><strong>Project presentation</strong></td>
<td>20%</td>
<td>No</td>
<td>23:59, 31/10/21</td>
</tr>
<tr>
<td><strong>Employability journal</strong></td>
<td>10%</td>
<td>No</td>
<td>23:59, Sunday, Weekly</td>
</tr>
</tbody>
</table>

**Project management plan**

Assessment Type 1: Plan
Indicative Time on Task 2: 4 hours
Due: **23:59, 22/08/21**
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.

**Reflective report**

**Assessment Type**: Report  
**Indicative Time on Task**: 10 hours  
**Due**: 23:59, 7/11/21  
**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.

**Project presentation**

**Assessment Type**: Media presentation  
**Indicative Time on Task**: 5 hours  
**Due**: 23:59, 31/10/21  
**Weighting**: 20%

A short in-class or 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.

**Employability journal**

**Assessment Type**: Participatory task  
**Indicative Time on Task**: 10 hours  
**Due**: 23:59, Sunday, Weekly
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.

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 Learning Skills Unit 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 face-to-face discussion sessions on Wednesday 11-12pm 01CC 207 Learning Space, Central Courtyard

**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 prerescaced overview of the weekly topic (c. 30 minutes).
2. **Attend** a one hour face-to-face 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 f2f 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

Introduction  Week 1: Week 1: Unit overview

PART 1: Researcher toolkit

Week 2: Essential organisational skills  Week 3: Personal and interpersonal skills  Week 4: Funding research - Project Management Plan due, midnight Sunday

PART 2: Being a researcher  Week 5: Being an academic researcher  Week 6: Conversations with academic researchers  Week 7: Being a professional researcher  Week 8: Conversations with professional researchers  Week 9: Challenges in a research career

PART 3: Career planning  Week 10: Networking etc  Week 11: Reflection and future plans

Conclusion  Week 12: No class - Project Presentation video due, midnight Sunday  Week 13: Presentations Q&A - Reflective Report due, midnight Sunday

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/admin/other-resources/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 Enquiry Service
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

Equity 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.

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
Discussion sessions will be take place face-to-face rather than online