



# FOAR7004

## Arts Internship for Researchers

Session 2, Fully online/virtual 2021

*Arts Faculty level units*

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#### **Disclaimer**

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#### **Session 2 Learning and Teaching Update**

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

## General Information

Unit convenor and teaching staff

Tanya Evans

[tanya.evans@mq.edu.au](mailto:tanya.evans@mq.edu.au)

Credit points

10

Prerequisites

Admission to 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://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

Name	Weighting	Hurdle	Due
<a href="#"><u>Project management plan</u></a>	20%	No	23:59, 22/08/21
<a href="#"><u>Reflective report</u></a>	50%	No	23:59, 7/11/21
<a href="#"><u>Project presentation</u></a>	20%	No	23:59, 31/10/21
<a href="#"><u>Employability journal</u></a>	10%	No	23:59, Sunday, Weekly

### Project management plan

Assessment Type <sup>1</sup>: Plan

Indicative Time on Task <sup>2</sup>: 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 <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 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 <sup>1</sup>: Media presentation

Indicative Time on Task <sup>2</sup>: 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 <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 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.

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<sup>1</sup> 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.

<sup>2</sup> 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/zoom 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 **prerecorded** overview of the weekly topic (c. 30 minutes).
2. **Attend** a one hour zoom discussion session that will take place at the same time as the face-to-face seminar discussion.
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: 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 \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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.