



MMCC8045

Professional Practices

Session 2, Special circumstances 2021

Department of Media, Communications, Creative Arts, Language and Literature

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	6
<u>Policies and Procedures</u>	7

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

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

Unit Convenor

Rachael Gunn

rachael.gunn@mq.edu.au

See iLearn for consultation times

Credit points

10

Prerequisites

Admission to MMediaComm or MCrlnd and permission by special approval

Corequisites

Co-badged status

Unit description

The objective of this unit is for students to develop professional media and creative skills. Students demonstrate their skills across a variety of formats in either project design, aesthetics, and management, or creative entrepreneurship tactics and strategies. This unit promotes learning through participation with community partners as well as the development of graduate capabilities and professional skills.

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 professional, collaborative, and interpersonal skills to navigate the interconnected and fast-paced global workplace

ULO2: integrate reflective practice and self-management tactics to improve employability.

ULO3: connect, synthesize, and apply theoretical knowledge to employment and project contexts

ULO4: communicate media/creative industries discourse in appropriate styles and formats.

General Assessment Information

Late Penalty and Special Consideration (Extension requests)

All extension requests must go through [Special Consideration](#).

Please note that the University and the Faculty of Arts have launched a new assessment policy effective as of 1 July 2021. This new policy particularly affects LATE SUBMISSION OF ASSIGNMENTS.

The Faculty policy in relation to late assessment submissions is as follows:

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. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests, etc.

To be very clear:

- Unless you have applied for special consideration and had your application approved, for each day your assignment is late, 10 marks will be deducted. For example, if you submit your assignment 7 days late, 70 marks will be deducted, which means you will fail that assignment.
- If your assignment is more than 7 days late (including weekends), you will get 0 for your assignment.

These are serious penalties that will substantially alter your final grade and even determine whether you pass or fail this unit. Please make every effort to submit your assignment by the due date.

If you find you cannot submit your assignment on time, please apply for Special Consideration through AskMQ. Make sure you read Macquarie University's policy regarding Special Consideration requests before you apply: <https://students.mq.edu.au/study/assessment-exams/special-consideration>

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.

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.

Professional Practice Activity

In this unit, students must complete a minimum 30 hour professional internship or project ("Professional Practice Activity" or PPA) that will develop and demonstrate graduate capabilities and professional skills acquired during their studies. As such, it is designed to be completed in

the final session of your degree. All PPAs must be approved by the unit staff before commencement, and students must use the unit log sheet to record a breakdown of the hours and work completed. This log sheet must be submitted at the end of session to show you have met these unit requirements (note: for internships this log must also be signed off by the supervisor) - see iLearn for due date.

Assessment Tasks

Name	Weighting	Hurdle	Due
Online Quizzes	30%	No	17:00 03/09/2021; 17:00 08/10/2021; 17:00 29/10/2021
Portfolio Part 1	35%	No	17:00 10/09/2021
Portfolio Part 2	35%	No	17:00 12/11/2021

Online Quizzes

Assessment Type ¹: Quiz/Test

Indicative Time on Task ²: 30 hours

Due: **17:00 03/09/2021; 17:00 08/10/2021; 17:00 29/10/2021**

Weighting: **30%**

Students will complete online quizzes that will assess their knowledge and understanding of unit content, including key professional practices in the media and creative industries. Refer to iLearn for further information.

On successful completion you will be able to:

- develop professional, collaborative, and interpersonal skills to navigate the interconnected and fast-paced global workplace
- connect, synthesize, and apply theoretical knowledge to employment and project contexts

Portfolio Part 1

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 30 hours

Due: **17:00 10/09/2021**

Weighting: **35%**

Students will submit a portfolio of work that shows their progress of learning in this unit, including

key tasks related to professional development, career management, reflective practice, and relevant theoretical knowledge and professional practice. A reflective portfolio introduction needs to be included. Students are expected to synthesise and apply theoretical knowledge relevant to employment contexts in ways that underpin the portfolio task. Refer to iLearn for further information.

On successful completion you will be able to:

- integrate reflective practice and self-management tactics to improve employability.
- connect, synthesize, and apply theoretical knowledge to employment and project contexts
- communicate media/creative industries discourse in appropriate styles and formats.

Portfolio Part 2

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 30 hours

Due: **17:00 12/11/2021**

Weighting: **35%**

Students will submit a portfolio of work that shows their progress of learning in this unit, including key tasks related to professional development, career management, reflective practice, and relevant theoretical knowledge and professional practice. A reflective portfolio introduction needs to be included. Students are expected to synthesise and apply theoretical knowledge relevant to employment contexts in ways that underpin the portfolio task. Refer to iLearn for further information.

On successful completion you will be able to:

- integrate reflective practice and self-management tactics to improve employability.
- connect, synthesize, and apply theoretical knowledge to employment and project contexts
- communicate media/creative industries discourse in appropriate styles and formats.

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

Classes

This unit will be delivered as two-hour weekly interactive seminars. Attendance is required at all seminars. Further details regarding schedule and topics are available on iLearn. For current updates, please consult the [MQ Timetables website](#).

Internship

As a requirement of this unit, students must undertake a Professional Practice Activity (PPA) of at least 30 hours over the course of semester. There are two types of PPA that students can undertake: 1. Internship; 2. Student-designed project. PPAs must be aligned with the student's career goals, enhance their employability skills, and help them progress in their career development. All PPAs must be approved by the unit staff before students can proceed.

To prepare for their PPA, students are encouraged to utilise the following resources:

- [MQ Career and Employment Services](#)
- [WIL for international students](#)

And to find your own internship:

- [CareerHub](#) - MQ's own job portal (use your student OneID and password to activate your account when you first visit)
- [The Loop](#)
- [Pedestrian TV](#)
- [Screen Hub](#)
- [Centre for Policy Development](#)
- [Australian Council for International Development](#)
- [Powerhouse Museum](#)
- [UNICEF Internships \(education, policy, digital media, communications\)](#)
- [Centre for Volunteering](#)
- [Ethical Jobs](#)
- [UN Online Volunteering](#)
- [GradAustralia](#)
- [GradConnection](#)
- [ArtsHub](#)

Consultations

The unit convenor will hold regularly weekly consultations on zoom where students can discuss their PPA progress, the course content, and any issues or concerns they have. Students may

attend these consultations individually or in groups. No appointment is necessary. Refer to iLearn for specific times.

Emails

Students are expected to regularly check their student email account throughout the semester and up until grades are released. Students are also expected to respond to the unit staff (and their internship supervisor) in a timely and professional manner. If a student has a query, they should email during business hours, and from their student email account. If a student is not able to access their student email account, they should provide an alternative account asap for staff and supervisors to contact them.

Website

The website for this unit is provided through the University's iLearn system, which can be found [here](#). If you are enrolled in this unit you should have access to the material on iLearn (from one week before the start of semester). Students are expected to regularly visit the unit's iLearn site to engage with the unit materials and announcements, utilise the assessment and career resources, and interact with their peers.

Readings

The MMCC8045 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' understanding of, and engagement with, the readings are also assessed in the Online Quizzes and Portfolio assessments. 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.

Technology used and required

Computer and Internet access are required. Basic computer skills (e.g. internet browsing), skills in word processing and powerpoint, and emailing are also a requirement.

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 \(https://students.mq.edu.au/su\)](https://students.mq.edu.au/su)

[port/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 \(https://policies.mq.edu.au\)](#) 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](#) 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.