



# MMCC3150

## Media Internship

Session 2, Special circumstances, North Ryde 2021

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

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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

Unit Convenor

Rachael Gunn

[rachael.gunn@mq.edu.au](mailto:rachael.gunn@mq.edu.au)

See iLearn for consultation times

Unit email

[media.internship@mq.edu.au](mailto:media.internship@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](mailto: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

### 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.

### **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).

Students must contact the Arts PACE Office prior to the start of session to begin organising their placement. Students have two options in this unit. They may nominate their own internship to the unit staff for approval, or they can be allocated a university placement based on their preferences. Please see the unit's [PACEWISE](#) page for due dates for these processes. Please note that these due dates are prior to the start of session, and so late enrolments are very difficult to accommodate.

Once students have started their approved placement, they must keep a record of their hours using the online log sheet system (link provided on iLearn). At the end of their placement, and once they have completed a minimum of 45hours, students need to send their log sheet to their supervisor to sign off on. This must be done before the log sheet due date in Week 14 (further details on iLearn).

## **Assessment Tasks**

Name	Weighting	Hurdle	Due
<a href="#">Presentation</a>	35%	No	17:00 05/11/2021
<a href="#">1. Placement Research Report (For non-CVP students only) or 2. Portfolio (For CVP students only)</a>	35%	No	17:00 03/09/2021

Name	Weighting	Hurdle	Due
<u>Online Participation</u>	30%	No	17:00 Friday, weekly

## Presentation

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

Indicative Time on Task <sup>2</sup>: 33 hours

Due: **17:00 05/11/2021**

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 <sup>1</sup>: Project

Indicative Time on Task <sup>2</sup>: 33 hours

Due: **17:00 03/09/2021**

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 <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **17:00 Friday, weekly**

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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<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 [Writing Centre](#) 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

### Enrolment

Students seeking to enrol in this unit should contact the Arts PACE office (arts.pace@mq.edu.au) prior to the start of session. MMCC3150's iLearn site will open 1 week prior to the start of session. For more information about MMCC3150 before this date, please visit the unit's [PACEWISE page](#) (you may need to 'enrol' into the PACEWISE iLearn unit to view the content). Further resources and information about doing PACE in the Faculty of Arts can be found [here](#).

### Internship

See above section 'General Assessment Information' for information regarding internship requirements.

### Classes

This unit has a total of 6 x 1-hour seminars - see iLearn for class schedule. Seminars will be online (zoom) and recorded. Refer to the [timetable](#) for details.

### Consultations

The unit convenor will hold regularly weekly consultations on zoom where students can discuss their internship 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.

### 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.

### 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 convenor, Arts PACE Office, 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. Students should email [media.internship@mq.edu.au](mailto:media.internship@mq.edu.au) for any queries related to the unit - this email account is accessed by both the Arts PACE Office and the unit convenor.

## **Website**

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. This site will open 1 week prior to the start of session. The Online Participation tasks are worth 30% of the 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 them to share 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, 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 \(https://students.mq.edu.au/support/study/policies\)](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](https://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.