MMCC3160

Arts Management Internship

Session 2, Special circumstances, North Ryde 2021

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

Contents

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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
Lecturer
Andrew Robson
andrew.robson@mq.edu.au
Contact via Email
Room 253, 10 Hadenfeld Ave
Please email for consultation time

Credit points
10

Prerequisites
130cp at 1000 level or above and Permission by Special approval

Corequisites
20cp in MMCC at 3000 Level

Co-badged status

Unit description
This unit is intended to provide students with hands-on arts management experience within the creative and cultural industries. Through project-based and work-integrated learning activities, this unit integrates academic and industry knowledge in order to maximize students' employability in this sector. In order to fulfill the requirements of this unit, students undertake a 45 hour (minimum) Internship/PACE activity working under supervision. Students choose from 3 options for this unit. Option 1 involves student-initiated placements; students can source their own Internship/PACE activity and propose this to the University for approval. Option 2 features University-assisted placements; the University can assist students with opportunities. Option 3 involves PACE partners being invited onto campus to work with student groups on a project the group(s) have been assigned by the partner organisation(s). Students seeking to enrol in this unit should contact the Arts PACE office (pace.arts@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: develop and apply creative, practical and professional skills based on the requirements of the workplace.

ULO2: apply and evaluate critically the integration of disciplinary knowledge to collaborative learning activities situated in real environments.

ULO3: synthesise academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability.

ULO4: analyse and reflect on your personal development during the internship and your progression to employment.

General Assessment Information

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

Assessment Tasks

Name	Weighting	Hurdle	Due
Presentation and examples of work	60%	No	Written: 23:59pm 27/10/2021 Presentation: Week 12
Diary and Logsheets	40%	No	23:59pm 22/10/2021

Presentation and examples of work

Assessment Type [1]: Project
Indicative Time on Task [2]: 54 hours
Due: **Written: 23:59pm 27/10/2021 Presentation: Week 12**
Weighting: **60%**

Students will present and submit an integrative project that situates their internship within a broader cultural context, disciplinary knowledge, and individual career aspirations/goals. This requires students to reflect on their internship, program of study, disciplinary skill acquisition and samples of work. Refer to iLearn for further information.

On successful completion you will be able to:
- develop and apply creative, practical and professional skills based on the requirements of the workplace.
- apply and evaluate critically the integration of disciplinary knowledge to collaborative learning activities situated in real environments.
- synthesise academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability.
- analyse and reflect on your personal development during the internship and your progression to employment.

Diary and Logsheets

Assessment Type [1]: Reflective Writing
Indicative Time on Task [2]: 25 hours
Due: **23:59pm 22/10/2021**
Weighting: **40%**

Students will post 4 x 300 word reflective diary entries on the unit iLearn site. These submissions

will be evenly spaced over the duration of the student's placement. Students will also submit a completed logsheet (signed by their internship supervisor) showing that they have completed the 45 hour minimum requirement. Refer to iLearn for further information.

On successful completion you will be able to:

- develop and apply creative, practical and professional skills based on the requirements of the workplace.
- synthesise academic and vocational knowledge in order to maximise personal engagement and achievement in relation to employability.
- analyse and reflect on your personal development during the internship and your progression to employment.

[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

In addition to the mandatory 45 hours (minimum) of the internships, students are required to attend 2 x two-hour seminars during the semester. These will be held in **Week 2** and **Week 8** (see details below).

SEMINAR 1: 9am - 11am Thursday 5 August

SEMINAR 2: 9am - 11am Thursday 30 September

Please see **ilearn** for location details

Unit readings can be accessed via the Leganto link on ilearn

Policies and Procedures

Macquarie UMniversity policies and procedures are accessible from Policy Central (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). 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 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.