



FOAR7004

PACE: Arts Internship for Researchers

Session 2, In person-scheduled-weekday, North Ryde 2022

Arts Faculty level units

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	6

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General Information

Unit convenor and teaching staff

Tanya Evans

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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://www.mq.edu.au/study/calendar-of-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

The deadline for written assignments will always be 11.55pm Sunday in the week they are due. Written work must be submitted via the Turnitin links on the FOAR7004 iLearn website.

Late Assessment Submission Penalty

Unless a Special Consideration request has been submitted and approved, **a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted**, up until the 7th day (including weekends). After the 7th day, a mark of '0' (zero) will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical issue.

This late penalty will apply to non-timed sensitive assessment (incl essays, reports, posters, portfolios, journals, recordings etc). **Late submission of time sensitive tasks** (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs etc) **will only be addressed by the unit convenor in a Special consideration application. Special Consideration outcome may result in a new question or topic.**

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
Employability journal	10%	No	23.55 Sunday, Weekly
Project management plan	20%	No	23.55 21/8/22
Project presentation	30%	No	23.55 30/10/22
Reflective report	40%	No	23.55 6/11/22

Employability journal

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 10 hours

Due: **23.55 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.

Project management plan

Assessment Type **1**: Plan

Indicative Time on Task **2**: 4 hours

Due: **23.55 21/8/22**

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.

Project presentation

Assessment Type **1**: Media presentation

Indicative Time on Task **2**: 5 hours

Due: **23.55 30/10/22**

Weighting: **30%**

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.

Reflective report

Assessment Type ¹: Report

Indicative Time on Task ²: 10 hours

Due: **23.55 6/11/22**

Weighting: **40%**

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.

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

For internal students - 1 hour seminar Wednesday 2-3pm

For external students - 1 hour zoom seminar

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 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: 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

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

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.s.mq.edu.au\)](https://policies.s.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](#)
- [Assessment Procedure](#)
- [Complaints Resolution 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 or if you are a Global MBA student contact globalmba.support@mq.edu.au

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault

- [Social support including information about finances, tenancy and legal issues](#)

Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

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.