MMCC3121

PACE: Creative Industries Internship

Session 2, In person-scheduled-weekday, North Ryde 2023

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

Contents

Disclaimer

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General Information

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PACE Officer
Regis Ilustre
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Contact by email

Credit points
10

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

Corequisites

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 maximise students' employability in this sector. In order to fulfil 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. Visit Employability Connect for important information on this unit.

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: demonstrate professional, creative and practical skills based on the requirements of the workplace/community/industry.

ULO2: evaluate and report on workplace issues such as: planning and time-management, working within a budget, working collaboratively, leadership, creativity and problem-solving.

ULO3: critically evaluate the placement and observe how it fits in its sector.

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

ULO5: apply research skills and disciplinary knowledge to collaborative learning activities situated in real environments.

General Assessment Information

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.**

Assessment Tasks

Name	Weighting	Hurdle	Due
Professional writing	20%	No	23:55 25/08/2023
Diary and Logsheets	20%	No	23:55 20/10/2023
Placement Presentation and Report	60%	No	23:55 27/20/2023

Professional writing

Assessment Type [1]: Work-integrated task
Indicative Time on Task [2]: 15 hours
Due: **23:55 25/08/2023**
Weighting: **20%**

Students will draft and submit a CV with a short referenced introduction. This assessment requires students to consider the development of these materials in relation to their professional goals. Refer to iLearn for further information.

On successful completion you will be able to:

- demonstrate professional, creative and practical skills based on the requirements of the workplace/community/industry.
- critically evaluate the placement and observe how it fits in its sector.
- 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]: 20 hours
Due: **23:55 20/10/2023**
Weighting: **20%**

Students will post 4 x 250 word diary entries on the unit iLearn site. The diary entries are to be evenly spaced across the session. 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:

- demonstrate professional, creative and practical skills based on the requirements of the workplace/community/industry.
- evaluate and report on workplace issues such as: planning and time-management, working within a budget, working collaboratively, leadership, creativity and problem-solving.
- critically evaluate the placement and observe how it fits in its sector.

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

Placement Presentation and Report

Assessment Type [1]: Presentation
Indicative Time on Task [2]: 44 hours
Due: **23:55 27/20/2023**
Weighting: **60%**

This assessment comprises two parts. 1) A 1500 word research report based on the student's internship placement and 2) A summarised presentation (5 minutes) of the report. Refer to iLearn for further information.

On successful completion you will be able to:

- demonstrate professional, creative and practical skills based on the requirements of the workplace/community/industry.
- evaluate and report on workplace issues such as: planning and time-management, working within a budget, working collaboratively, leadership, creativity and problem-solving.
- critically evaluate the placement and observe how it fits in its sector.
- analyse and reflect on your personal development during the internship and your progression to employment.
- apply research skills and disciplinary knowledge to collaborative learning activities situated in real environments.

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[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

Seminars

In addition to the mandatory 45 hours (minimum) of the internships, students are required to

attend 6 x two-hour seminars during the semester. These will be held in **Weeks 1, 3, 5, 7, 9 and 11**

SEMINAR: 4 - 6 pm Mondays (in odd numbered weeks) Rm 187 Building 10 Hadenfeld

Readings

Unit readings may be accessed via the Leganto link in ilearn

Enrolment

Students seeking to enrol in this unit should review the information available on the MMCC3121 CareerHub website and complete the Enrolment Request Form. Please note that you do not have to submit a Special Approval request to enrol in the unit. Further resources and information about doing PACE in the Faculty of Arts can be found here.

Internship/PACE Activity

MMCC3121 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 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 may be allocated a university placement based on their preferences. Please see the MMCC3121 CareerHub website for due dates and forms. 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 in iLearn). At the end of their placement, and once they have completed a minimum of 45 hours, students need to send their log sheet to their supervisor for sign-off . This must be done before the submission of the Research Report in Week 12 (further details in iLearn).

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 and readings. 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.

Unit Schedule

Week 1: Seminar 1 - Introduction

Week 3: Seminar 2 - Professional Skills in the Workplace

Week 5: Seminar 3 - Challenges in the Creative Arts Sector

Week 7: Seminar 4 - Professional Development Including Grant Writing, Networking and More

Mid-Term Break

Week 9: Seminar 5 - Industry Guest (watch iLearn for details)

Week 11: Seminar 6 - Looking Forward to Work

Week 13: Presentations (all presentations will be online via Zoom. See iLearn for details and online links)

Policies and Procedures

Macquarie University 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
- 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). 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

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 Advocacy provides independent advice on MQ policies, procedures, and processes

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.