



# MMCC3150

## PACE: Media Internship

Session 2, Online-scheduled-weekday 2023

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

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	3
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	4
<a href="#"><u>Delivery and Resources</u></a>	7
<a href="#"><u>Unit Schedule</u></a>	8
<a href="#"><u>Policies and Procedures</u></a>	8

---

#### **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.

## General Information

Unit convenor and teaching staff

Accessible by all unit staff

Unit staff

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

Unit Convenor

Rachael Gunn

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

10HA 165H

See iLearn for consultation times and zoom link

Co-Convenor

Catherine Fargher

[catherine.fargher@mq.edu.au](mailto:catherine.fargher@mq.edu.au)

Arts PACE Officer

Lucy Schulz Guzman

[arts.pace@mq.edu.au](mailto:arts.pace@mq.edu.au)

Stephen Collins

[stephen.collins@mq.edu.au](mailto:stephen.collins@mq.edu.au)

Credit points

10

Prerequisites

(Admission to BMediaComm or BMktgMedia) or (MMCC1000 and MMCC1005 and MMCC2023 and MMCC2060 and MMCC2077)

Corequisites

20cp in MMCC units at 3000 Level

Co-badged status

### Unit description

In this unit, media students apply their academic learning to employment contexts and further develop their theoretical and practical skills. Students undertake a 70-hour Internship/PACE activity in a media-related role working under supervision. 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 media and communications students (and associated majors). Students seeking to enrol in this unit should refer to [MMCC3150's Employability Connect page](#) at least eight 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 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 written reports and recordings only. **Late submission of time sensitive tasks** (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs **will be addressed by the unit convenor in a Special consideration****

application.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Engagement and Performance</a>	20%	No	Fortnightly
<a href="#">Reflective Task 1</a>	20%	No	23:55 on 18/08/2023
<a href="#">Reflective Task 2</a>	25%	No	23:55 on 29/09/2023
<a href="#">Presentation &amp; Log Sheet</a>	35%	No	23:55 on 03/11/2023

### Engagement and Performance

Assessment Type <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 0 hours

Due: **Fortnightly**

Weighting: **20%**

This task requires you to actively and productively engage in all seminar discussions and activities. It also requires you to conduct yourself in a professional manner in your internship. 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.

### Reflective Task 1

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 14 hours

Due: **23:55 on 18/08/2023**

Weighting: **20%**

This task requires you to reflect upon set questions in preparation for your internship. To complete this task, you must have your internship approved by the Arts PACE Office. 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.

## Reflective Task 2

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 18 hours

Due: **23:55 on 29/09/2023**

Weighting: **25%**

This task requires you to reflect upon how your disciplinary learning informs your internship experience. 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.

## Presentation & Log Sheet

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

Indicative Time on Task <sup>2</sup>: 28 hours

Due: **23:55 on 03/11/2023**

Weighting: **35%**

This task requires you to develop and deliver a presentation that draws on your disciplinary knowledge and internship experience to offer an informed professional reflection.

It also requires you to submit your log sheet to your internship supervisor for sign off to show you have completed the minimum 70 hours in the approved internship.

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.

---

<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 review the information available on the [MMCC3150 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

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 70hour (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 [MMCC3150 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](#). At the end of their placement, and once they have completed a minimum of 70hours, 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 13 (further details on iLearn).

### Classes

This unit has a total of 6 x 2-hour seminars over the course of the semester. There is a seminar scheduled for the following weeks: 1, 3, 5, 7, 9, and 11. Students are expected to attend all classes. Students can enrol in a face to face class, or an online class. Refer to the [timetable](#) for specific class details.

Classes start in **Week One**.

### Consultations

The unit convenor will hold regularly weekly consultations on zoom where you can discuss your internship progress, the course content, and any issues or concerns. You may attend these consultations individually or in groups. No appointment is necessary, but please arrive within the first 15 minutes of the scheduled time. See iLearn for consultation times and zoom link.

### 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**

Prior to session, students can access information about the unit from [MMCC3150's CareerHub website](#). During session, 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.

### **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**

This unit will hold 2-hour seminars in weeks 1, 3, 5, 7, 9, and 11. These classes will feature a combination of readings-based discussion, internship goal setting, reflection, self-analysis, and professional skills development. A full topic schedule is available on iLearn.

## **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](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/su\)](https://students.mq.edu.au/su)



[pport/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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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.

---

Unit information based on version 2023.04 of the [Handbook](#)