



# MMCC3160

## PACE: Arts Management Internship

Session 2, In person-scheduled-weekday, North Ryde 2024

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

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Convenor and Lecturer

Andrew Robson

[andrew.robson@mq.edu.au](mailto:andrew.robson@mq.edu.au)

Office: 191J, 10 Hadenfeld Ave

Consultation by appointment

Credit points

10

Prerequisites

130cp at 1000 level or above and (Admission to BMusic) or (MMCC1012 and MMCC1030 and MMCC2057 and MMCC2033 and MMCC2000)

Corequisites

Co-badged status

Unit description

This unit provides students with hands-on experience within the music and creative industries, and their associated management practices. Through project-based and/or 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 will gain a greater understanding of the music industries, associated practices and career options. This unit requires students to reflect on their music learning and professional goals. 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. 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:** 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 professional development and your progression to employment.

## 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
<a href="#"><u>Reflective writing, diary entries and logsheets</u></a>	40%	No	23:55 21/10/2024 (Mon Wk 12)
<a href="#"><u>Presentation and examples of work</u></a>	60%	No	Written: 23:55 27/10/2024 Presentation: Week 13

### Reflective writing, diary entries and logsheets

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

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **23:55 21/10/2024 (Mon Wk 12)**

Weighting: **40%**

Students will post regular reflective diary entries on the unit iLearn site. These submissions will be spaced over the duration of the session and 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 professional development and your progression to employment.

## Presentation and examples of work

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

Indicative Time on Task <sup>2</sup>: 54 hours

Due: **Written: 23:55 27/10/2024 Presentation: Week 13**

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. The project requires students to reflect on their internship and disciplinary skill acquisition, and program of study, samples of work and career aspirations which includes a component of professional writing. The presentation will be delivered in a slide/multi-media format with associated documentation to a maximum of 2000 words including references. 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 professional development and your progression to employment.

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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

### 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: 9am -11am Wednesday (in odd numbered weeks) The Week 1 seminar will be held in Rm 187, 10 Hadenfeld Ave. Susequent semiars will be held in Rm123 (The Ensemble Room), 10 Hadenfeld Ave. Online students will join the seminars via a Zoom link. The Zoom link can be found on the unit ilearn page.**

### 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 [CareerHub website](#) and complete the Enrolment Request Form. Further resources and information about PACE in the Faculty of Arts can be found [here](#).

Unit Schedule

Week 1: Seminar 1

Week 3: Seminar 2

Week 5: Seminar 3

Week 7: Seminar 4

Week 9: Seminar 5

Week 11: Seminar 6

Week 13: Presentations (individual times TBA)

Seminars will cover a range of topics, please see ilearn for further details

## 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) (<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)

## 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.

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Unit information based on version 2024.02 of the [Handbook](#)