ICOM828
International Communications Internship
S1 Day 2015
Dept of Media, Music & Cultural Studies

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General Information

Unit convenor and teaching staff
Unit Convenor
Brent Keogh
brent.keogh@mq.edu.au
Contact via brent.keogh@mq.edu.au

Credit points
4

Prerequisites
8cp in ICOM units at 800 level

Corequisites

Co-badged status

Unit description
This unit provides students with an opportunity to engage in practical work in their chosen field, as well as produce a research document showing evidence of critical thinking. Students are required to identify, locate, prepare for, engage in and report on a work integrated learning experience (internship) in their area of preference. They will undertake an internship of a total of 100 hours (or longer) and produce a critical commentary of 3500 words.

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:

- Identify specialised skills, capabilities and knowledge acquired from their Master’s degree in International Communications and apply these to their internship project(s) and related tasks.
- Synthesize the specialised skills, capabilities and advanced theoretical knowledge obtained from university studies with practical experience in the workplace.
- Relate corporate knowledge and skills acquired in their workplace to university post-graduate studies.
- Create advanced-level, specialised project-based work assignments and provide project
reports on such assignments to decision-makers in the workplace.
Develop problem-solving strategies, such as working within limited budgets and working around system blockages.
Utilise effective communication skills including negotiation, oral, written and/or visual communication skills, that can be implemented in diverse social, cultural, and professional contexts.

Assessment Tasks

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Diary Postings

Due: **Every Second Week**
Weighting: **15%**

Every second week during your placement, you are required to post a 100 to 200 word diary entry on the unit iLearn site, as well as at least five responses to other students’ posts. In the diary entries you will briefly outline the activities you undertook for your placement that week, and make at least one critical observation about your placement. This may be, for example, a difficulty you faced, or something you learned about the media industry in general; it may also be something you will reflect on later in your End of Placement Report. The purpose of this is to share experiences with your fellow enrolled students and with the unit convenor, and also to encourage ongoing reflection while you are undertaking your placement.

This is also one of the systems that the unit convenor has put in place to monitor and detect when something has gone wrong with your placement. It is therefore of utmost importance that you complete this task. Note that any work place bullying and resulting psychological damage counts. The University has a duty of care for you and therefore this is one of the work placement safety monitoring systems that has been put in place for you. Note however, that this is not the only system, if anything problematic occurs during your placement, you are required to contact the unit convenor immediately on:

02 9850 2107

brent.keogh@mq.edu.au

Assessment Criteria

Postings on iLearn will be examined with address to the following criteria:
On successful completion you will be able to:

• Identify specialised skills, capabilities and knowledge acquired from their Master’s
degree in International Communications and apply these to their internship project(s) and
related tasks.
• Create advanced-level, specialised project-based work assignments and provide project
reports on such assignments to decision-makers in the workplace.
• Develop problem-solving strategies, such as working within limited budgets and working
around system blockages.
• Utilise effective communication skills including negotiation, oral, written and/or visual
communication skills, that can be implemented in diverse social, cultural, and
professional contexts.

End of Placement Report
Due: Friday Week 12
Weighting: 20%

In 1000 words, your End of Placement Report needs to address the following questions. Provide
evidence to substantiate your claims. This task will be assessed with regard to how well you
have developed the graduate capabilities, and have met the learning outcomes, for this unit.

1. PG - Discipline Knowledge and Skills
Can you demonstrate that through your work placement you are able to identify specialised
skills, capabilities and knowledge acquired from your Master’s degree in International
Communications and apply these to your internship project(s) and related tasks?

2. PG - Critical, Analytical and Integrative Thinking
Can you demonstrate that through your work placement you are able to synthesize the
specialised skills, capabilities and advanced theoretical knowledge obtained from university
studies with practical experience in the workplace?

3. PG - Research and Problem Solving Capability
Can you demonstrate that you are capable of systematic enquiry and that you are able to use
research skills to create new knowledge that can be applied to real world issues, or to contribute
to a field of study or practice to enhance society? Can you also demonstrate that you are capable of creative questioning, problem finding and problem solving?

4. PG - Effective Communication

Can you demonstrate that you are able to relate corporate knowledge and skills acquired in their workplace to university post-graduate studies?

5. PG - Engaged and Responsible, Active and Ethical Citizens

Can you demonstrate that you are ethically aware and are capable of confident transformative action in relation to your professional responsibilities and the wider community? Do you have a sense of connectedness with others and country and do you have a sense of mutual obligation? Are you able to appreciate the impact of your professional role for social justice and inclusion related to national and global issues?

6. PG - Capable of Professional and Personal Judgment and Initiative

Have you been able to demonstrate a high standard of discernment and common sense in your professional and personal judgment? Do you have the ability to make informed choices and decisions that reflect both the nature of your professional work and your personal perspectives?

Assessment Criteria

End of Placement Reports will be examined with address to the following criteria:

- Does the report demonstrate an adequate familiarity with and communication of how the student has met the learning outcomes for this unit?
- Does the report clearly identify how the internship has achieved its aims?
- Is the report presented in a competent literary style and with satisfactory referencing?

On successful completion you will be able to:

- Relate corporate knowledge and skills acquired in their workplace to university post-graduate studies.
- Create advanced-level, specialised project-based work assignments and provide project reports on such assignments to decision-makers in the workplace.
- Develop problem-solving strategies, such as working within limited budgets and working around system blockages.
- Utilise effective communication skills including negotiation, oral, written and/or visual communication skills, that can be implemented in diverse social, cultural, and professional contexts.
Research Essay

Due: **Friday Week 13**
Weighting: **50%**

This essay involves an engagement with theoretical areas or issues around your placement. It forms the critical analysis part of your internship assessment, where you relate your experience to academic studies you have undertaken in media units. Research essays should be 3000 words and needs to be word-processed, with normal referencing procedures (Harvard referencing).

**Research Question:**

"Internships: Inevitable career step or exploitation?"

There is an increasing number of pieces published that have have wrestled with the concept of the internship, considering both the potential advantages it affords prospective candidates and the potential for exploiting the candidate through unpaid labour. The following piece published in the Guardian in 2014 is but one example:


In your essay, critically assess the political economy of the internship based on your research and relevant sources. In your response, you may wish to consider the implications and dynamics between exploitation vs. opportunity. Though your essay may be informed by your own experience, this assessment task should be primarily based on your research and critical academic skills.

If you need an extension this must be agreed on after discussion with the ICOM828 convener, who may ask for documentation. You must apply for an extension before the assignment due date. Extensions asked for after the due date will not be granted. Penalties will be imposed for late submission of this assignment. Your International Communications Internship

**Assessment Criteria**

Research Essay will be assessed on the following criteria:

- Research underlying your critical evaluation (its extent and focus)
- Strength of the arguments in your critical evaluation (their logic and supporting research evidence)
- Efficiency of expression and appropriate language (succinct and focused, academic writing style)
- Essay organisation and presentation (its logic and clarity).
• Minimum of eight peer-reviewed academic sources

On successful completion you will be able to:
• Identify specialised skills, capabilities and knowledge acquired from their Master’s degree in International Communications and apply these to their internship project(s) and related tasks.
• Synthesize the specialised skills, capabilities and advanced theoretical knowledge obtained from university studies with practical experience in the workplace.
• Relate corporate knowledge and skills acquired in their workplace to university post-graduate studies.
• Utilise effective communication skills including negotiation, oral, written and/or visual communication skills, that can be implemented in diverse social, cultural, and professional contexts.

Essay Abstract and Outline
Due: **Friday Week 4**
Weighting: **15%**

(1) A resource list which covers the academic material (of part thereof) that will be used for the essay. Each listing should provide full bibliographical details (follow Harvard referencing). There should be no less than 6 listings, and no more than 10.

AND

(2) An essay outline/abstract which presents the main argument of the essay, as well as the main points that will be discussed. This is to be approximately 250 words long and must be presented in complete paragraphs.

Assessment Criteria:
- Essay plan demonstrates clarity and facility of language expected at Master's level
- Essay plan demonstrates evidence of critical thinking and engagement with the course content
- Essay plan demonstrates an ability to synthesize complex ideas
- Bibliography demonstrates independent research skills, identifying appropriate and relevant sources.
On successful completion you will be able to:
  • Synthesize the specialised skills, capabilities and advanced theoretical knowledge obtained from university studies with practical experience in the workplace.
  • Utilise effective communication skills including negotiation, oral, written and/or visual communication skills, that can be implemented in diverse social, cultural, and professional contexts.

**Delivery and Resources**

**Assignment submission**

**Electronic Submissions**

Assignments for this unit will be submitted online via the Turn It In/Grademark software that can be accessed through the ICOM828 iLearn unit.

To submit an assignment:
1. Go to the ICOM828 iLearn site.
2. Click on the relevant Turn It In assignment name.
3. Click on the *Submit Paper* tab.
4. Select *Student Name*.
5. Enter a *Submission Title*.
6. Select *Submission Part* if there are multiple parts available.
7. Click *Browse* and select the file you would like to submit.
8. Click *Add Submission*.

**Examination**

There is no examination for this unit.

**Recommended Reading**


**Extensions and special consideration**

Students will be required to adhere to the following Special Consideration Policy.

**Special Consideration Policy**

http://www.mq.edu.au/policy/docs/special_consideration/policy.html

**Applying for Special Consideration**

Students applying for Special Consideration circumstances of three (3) consecutive days duration, within a study period, and/or prevent completion of a formal examination must submit an on-line application with the Faculty of Arts. For an application to be valid, it must include a completed Application for Special Consideration form and all supporting documentation. The online Special Consideration application is found at: http://www.arts.mq.edu.au/current_students/ undergraduate/admin_central/special_consideration.

**Internship Placement Agreement**

Internships are designed to help students make the link between theoretical and methodological studies by learning to apply what they have learnt in a practical situation, and to give internship
providers the opportunity to work with a current undergraduate student with a background in media production. They involve a three-way partnership between the university, the placement provider and the student. Participation involves specific responsibilities for each party, as set out below.

RESPONSIBILITIES OF MACQUARIE UNIVERSITY

The University is responsible for the development and implementation of Participation Units. The University agrees to:

(a) Provide third party public liability and personal accident insurance coverage for Students undertaking a Participation Activity;

(b) Provide a contact person who will liaise with the Organisation throughout the duration of the Student’s Participation Activity;

(c) Monitor and evaluate the quality of the Participation Activity;

(d) Ensure the proposed Participation Activity, where appropriate, passes through the University’s ethics clearance procedure prior to commencement;

(e) Provide the Organisation with information regarding the Participation Units, including objectives and assessment requirements;

(f) Provide pro-formas for the agreed Participation Activity reports (where required);

(g) Ensure that Students engaged in a Participation Activity with the Organisation sign an undertaking in the form set out in the Participation and Community Engagement Partnership Agreement;

(h) Provide consent forms for criminal record or any other checks required by the Host Organisation prior to the Student’s commencement in the Participation Activity; and

(i) Take exclusive responsibility for the discipline of the Student; and overall responsibility for assessing the academic performance of the Student in the unit.

RESPONSIBILITIES OF THE ORGANISATION

The Organisation is responsible for agreeing to the specification of the Participation Activity and the ongoing supervision of the Student during the activity. It agrees to:

(a) Comply with the occupational health and safety laws of the state or territory where the Participation Activity will be undertaken;

(b) Conduct orientation for the Student about the Organisation: informing them about occupational health & safety requirements; emergency procedures; expected standards of dress and presentation; confidentiality privacy; and ethical guidelines etc;

(c) Provide sufficient resources/facilities for the Student to undertake the Participation Activity, including supervision by the person listed in the Schedule in the Participation and Community
Engagement Partnership

Agreement;

(d) Advise the University and the Student of any clearances that the Organisation deems necessary for the Participation Activity and ongoing supervision of the Student(s);

(e) Ensure that the Student is aware and where practical, notify the Student of any relevant privacy, confidentiality, ethical or other requirements attaching to, or copyright, design or other intellectual property interests in, any records, documents, works, materials, artefacts, exhibits, models displays or any other objects in the custody of the Host Organisation to which the Student is given access for the purpose of preparing and completing the Participation Activity;

(f) Provide reports as specified in the relevant Participation Unit on the Student's performance in the participation activity;

(g) Acknowledge, where possible, the Student's role in authoring any Materials and any use made by the Organisation of those Materials; and

(h) Agree that the University unit convenor may view the Participation Activity and/or Materials for the purposes of assessing the Student's performance in the unit.

RESPONSIBILITIES OF THE STUDENT

The Student is responsible for completing the Participation Unit and for adhering to the systems that the unit convenor has put in place to monitor and detect when something has gone wrong. Note that any work place bullying and resulting psychological damage counts. The University has a duty of care for each student and therefore you will need to complete assessment task number 2, as this is one of the ways in which your placement is monitored. Furthermore, if anything problematic occurs during your placement, you are required to contact the unit convenor as soon as possible on:

02 9850 2107

brent.keogh@mq.edu.au

In addition, you are required to attend the first class for this unit as this is when the unit convenor will go through the Occupational Heath and Safety issues relating to ICOM828 work placements. Students are also required to:

(a) Complete all the assessment tasks required for the Participation Unit,

(b) Complete appropriate health checks and any other clearances deemed necessary by Macquarie University and or the Organisation;

(c) Meet the time commitment required to undertake the Participation Activity;

(d) Complete the tasks involved in the Participation Activity in a diligent and professional manner;

(e) Maintain high standards of behaviour and personal presentation throughout the Participation
Activity;

(f) Abide by and cooperate with the Organisation with respect to all the rules, requirements, and procedures of the Organisation, including (without limitation) those dealing with occupational health and safety, equal employment opportunity, security, criminal record and child protection legislation checks and confidentiality;

(g) Take due care in handling of materials and objects;

(h) Participate in the required classes and assessment tasks for the Participation Unit;

(i) Refer any problems or concerns that cannot be readily dealt by me and/or Host supervisor to my Macquarie University supervisor or other appropriate University staff member as soon as possible;

(j) Acknowledge the Organisation’s role in hosting me in the Participation Activity in any documentation I prepare which is based on or incorporates or refers to materials produced during the course of the Participation Activity;

(k) Not use the materials in any manner which is in breach of the requirements concerning confidentiality, privacy, ethics or intellectual property notified to me by the Organisation and/or Macquarie University;

(l) Assign all intellectual property in any materials including but not limited to reports, data, presentations, programmes, designs, diagrams, drawings produced by me during the Participation Activity to the Organisation from the time of its creation or development. This assignment will come into effect from the date on which I commence the Participation Activity or the date upon which the relevant rights come into existence where the material or any part of it is created after I commence the Participation Activity; and

(m) Give the Organisation all reasonable assistance to facilitate any application for any formal protection of these materials and shall sign, execute and deliver any documents, forms and papers required to be produced or obtained in connection with any such application at the Organisation’s sole cost and expense.

Unit Webpage and Technology Used and Required

Online units can be accessed at: http://ilearn.mq.edu.au/.

PC and Internet access are required. Basic computer skills (e.g., internet browsing) and skills in word processing are also a requirement. Please consult teaching staff for any further, more specific requirements.
Unit Schedule

Frequently Asked Questions (FAQs)

1. Do we have to find our own placement?

Yes – (see memorandum below for more details). You should work independently to find a placement. The course convenor has an industry ‘ideas list’ database that has been accumulated primarily through past placements. You can access this database if you so desire. You can also book a time to consult with the unit convenor concerning your placement. Once you have found an organisation that is willing to host you for your work placement, you will need to complete the first assessment task. This assessment task is designed to enable you to demonstrate that you are capable of developing negotiating skills with people from a variety of professional backgrounds. This includes being able to execute student and placement agreements in a competent and timely manner. You will be assessed in terms of the timeliness and competence you display when working with your chosen organisation to execute the following agreements.

If you can’t find one yourself, think about where you would like to be working and look at relevant companies to approach and contact them. We encourage you to find something you really want to do. If you can’t find something, or if you are finding that no-one is responding, then contact the convenor.

2. How many hours do we have to work?

100 hours during the timeframe of S1, which works out at approx. 1 day per teaching week.

3. How do we split the 100 hours?

You can negotiate that with your host organisation and their requirements.

4. What is deadline for handing in the Student Proposal Form?

If you submit the form any later than Week 5, you will find it more difficult to accommodate the 100 hours, so it is recommended that you secure your placement earlier in the semester. If you are struggling to sort out a placement, it is essential to contact the convenor to discuss problems you are facing.

5. What if my internship doesn’t work out with my placement?

This could happen due to a restructure of the organisation, or a change in supervisor, if you find that you aren’t learning anything or if there are human resource issues. Your convenor should be alerted to these issues in advance so that the problems can either be resolved or an alternative sought. But please make sure you discuss any potential issues with your convenor and also suggest that the supervisor makes contact too. We will help you find a second placement where you can do the balance of the hours.

6. How is my internship assessed? Does my supervisor have a role in how I am assessed?
There are four assessment tasks. Look at the unit guide or iLearn for assessment task details. Your supervisor will send the convenor a brief report at the end of the placement but this will not impact on your academic performance.

7. What happens if I haven’t completed my 100 hours by the end of the semester?

Your final essay must be handed in on the due date even if you haven’t completed the hours, and you are still required to complete the hours in order to pass. If you are finding it difficult to complete the hours, please contact the convenor as early as possible to find a solution.

8. Am I covered by insurance for my internship?

Yes. If you are officially enrolled in the unit and you are undertaking the internship in the timeframe in which the unit runs (see forms on iLearn).

Memorandum to ICOM828 Students

ICOM828 requires students to identify their own internship site and then submit their materials for approval. Recommendations for internship sites are available from the unit convenor. Whether planning, creating, or selecting an internship, student interns should be applying certain general principles in order to ensure an optimal experience (see unit learning outcomes). An internship that does not challenge or lead to professional or personal growth will be of little long-term value. If students already have work experience in a particular area but still wish to pursue an internship in a similar area, they should approach the internship from a new perspective, one that will not be a matter of repeating tasks they already have experienced.

Instructions for Students

Students are required to:

a. Read the unit outline that you will be emailed (to your "firstname.lastname@students.mq.edu.au" email address) and/or download a copy via the unit iLearn site.

b. Work independently to find a placement. The course convenor has an industry contacts database that has been accumulated primarily through past placements. You can access this database if you so desire. You can also book a time to consult with the unit convenor concerning your placement.

c. Once you have found an organisation that is willing to host you for your work placement, you will need to complete the first assessment task. This assessment task is designed to enable you to demonstrate that you are capable of professional and personal judgment and initiative regarding the complexity, ambiguity and diversity that is generated by the changing environment in which media practitioners are located. This includes being able to execute the following agreement in a competent and timely manner. You will be assessed in terms of the timeliness and competence you display when working with your chosen organisation to execute the following agreement. Failure to submit the document will result in you receiving a fail grade for this unit.

https://unitguides.mq.edu.au/unit_offerings/49230/unit_guide/print
Please have the organisation complete and sign:

1. The Participation Activity Design Form.
   This document is available for download from the unit iLearn site.

Also read the following docs:

2. The Insurance Information form.
3. The insurance certificates of currency 1 and 2 (these can be provided to the organisation upon request).
4. The Log Sheet.

These documents are also available for download from the unit iLearn site.

N.B. Submit your Participation Activity Design Form on iLearn.

d. All ICOM828 placements will need to be approved by the University before you can proceed.

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:


In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student_conduct/](https://students.mq.edu.au/support/student_conduct/)

Results

Results shown in iLearn, 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.
Additional information


MMCCS Session Re-mark Application: http://www.mq.edu.au/pubstatic/public/download/?id=167914

Information is correct at the time of publication

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 improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

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

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/help/

When using the University's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.
This graduate capability is supported by:

**Learning outcomes**

- Relate corporate knowledge and skills acquired in their workplace to university post-graduate studies.
- Create advanced-level, specialised project-based work assignments and provide project reports on such assignments to decision-makers in the workplace.
- Develop problem-solving strategies, such as working within limited budgets and working around system blockages.

**Assessment tasks**

- End of Placement Report
- Research Essay

**PG - Discipline Knowledge and Skills**

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

**Learning outcome**

- Synthesize the specialised skills, capabilities and advanced theoretical knowledge obtained from university studies with practical experience in the workplace.

**Assessment tasks**

- Diary Postings
- Research Essay
- Essay Abstract and Outline

**PG - Critical, Analytical and Integrative Thinking**

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

**Learning outcomes**

- Identify specialised skills, capabilities and knowledge acquired from their Master’s degree in International Communications and apply these to their internship project(s) and
related tasks.

- Relate corporate knowledge and skills acquired in their workplace to university postgraduate studies.
- Utilise effective communication skills including negotiation, oral, written and/or visual communication skills, that can be implemented in diverse social, cultural, and professional contexts.

**Assessment tasks**

- End of Placement Report
- Research Essay
- Essay Abstract and Outline

**PG - Research and Problem Solving Capability**

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

**Learning outcomes**

- Identify specialised skills, capabilities and knowledge acquired from their Master’s degree in International Communications and apply these to their internship project(s) and related tasks.
- Develop problem-solving strategies, such as working within limited budgets and working around system blockages.

**Assessment task**

- Diary Postings

**PG - Effective Communication**

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

**Learning outcomes**

- Relate corporate knowledge and skills acquired in their workplace to university postgraduate studies.
• Utilise effective communication skills including negotiation, oral, written and/or visual communication skills, that can be implemented in diverse social, cultural, and professional contexts.

Assessment tasks

• Diary Postings
• End of Placement Report
• Research Essay
• Essay Abstract and Outline

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

• Synthesize the specialised skills, capabilities and advanced theoretical knowledge obtained from university studies with practical experience in the workplace.
• Create advanced-level, specialised project-based work assignments and provide project reports on such assignments to decision-makers in the workplace.

Assessment task

• End of Placement Report