



MMCS321

Arts Management Internship

S2 Day 2019

Department of Media, Music, Communication and Cultural Studies

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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

Unit Convenor

Andrew Robson

andrew.robson@mq.edu.au

Contact via andrew.robson@mq.edu.au

10HA Room 256

Consultation hours: Please email for an appointment

Credit points

3

Prerequisites

39cp at 100 level or above

Corequisites

3cp in CUL or DANC or MAS or MMCS or MUS units at 300 level

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).

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:

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

Formulate creative problem-solving strategies to deal with issues such as: working within a limited budget; functioning in a team with people from a variety of professional backgrounds and negotiating unexpected hurdles.

Critically appraise the placement and observe how it fits in its sector.

Reflect on your personal development during the internship and your progression to employment.

Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments.

General Assessment Information

Feedback:

Feedback in this unit is available in multiple forms: informal feedback through the 'announcement' function in iLearn, if there are points of relevance to the whole class; in email communication with individual students by the convenor in response to questions related to unit activities; in face to face consultations as requested by appointment; as general comment, rubric and in-text comments attached to assignments marked in Turnitin.

Assessment Task Examples:

Examples of relevant and related assessment tasks will be discussed in tutorials.

Late submission of work:

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (including weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

MMCCS website https://www.mq.edu.au/about_us/faculties_and_departments/faculty_of_arts/departments/media_music_communication_and_cultural_studies/

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

Information is correct at the time of publication

Assessment Tasks

Name	Weighting	Hurdle	Due
Diary & Logsheets	40%	No	Weekly (wks 2 - 11 inc.)

Name	Weighting	Hurdle	Due
<u>Report & Presentation</u>	60%	No	Wk13 Report 4/11 Pres 4/11

Diary & Logsheets

Due: **Weekly (wks 2 - 11 inc.)**

Weighting: **40%**

1. iLearn Diary

Due dates: 11:59pm, Friday of every week - commencing Week 2 until Friday Week 11 (10 entries in total)

Each week students are required to post a 300 word diary entry on the unit iLearn site. This reflective task is designed to enhance the coherence, quality and viability of your program of study. To help guide these responses, a weekly topic or question/s will be provided and students are also encouraged to draw from the ideas discussed in the unit readings to add further depth and context to diary entries.

Each diary entry will briefly outline the activities you undertook towards or for your placement during that week, and make at least one critical observation about your placement. This may be, for example, an achievement, a difficulty you faced, or something you learned about arts management and the creative industries in general; it may also be something you will reflect on later in the 'Presentation & Report' task. The purpose of this task is to encourage ongoing reflection while you are preparing for or undertaking your placement and to assist you in achieving a number of graduate outcomes by ensuring program breadth and context as well as depth as key parts of this transformational learning experience.

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 across the semester.

Please be advised that any workplace bullying and resulting psychological damage should be included. 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. Please also note that this is not the only system, so if anything problematic occurs during your placement, you are required to contact the unit convenor immediately on andrew.robson@mq.edu.au

2. Log sheet

All students must hand in a completed log sheet (available on iLearn under Assessments) which has been signed by the placement supervisor to show they have completed the 45 hour minimum requirement. This must be included with the Final 'Report' in Week 13.

Marking criteria:

1. Demonstrated ability to reflect critically on the activities undertaken as part of the PACE

placement

2. Demonstrated ability to connect the weekly topic/question and unit readings to practical experiences
3. Ability to critically and analytically discuss employability and the extent to which individual PACE activities are contributing to this goal
4. Appropriate academic writing and referencing

Marking Rubric:

The marking rubric for this assessment task is available on ilearn

On successful completion you will be able to:

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Report & Presentation

Due: **Wk13 Report 4/11 Pres 4/11**

Weighting: **60%**

Report Due Date: 11:59pm Monday 4 November (uploaded to iLearn)

Presentation Due Date: Monday 4 November (individual presentation time to be advised)

Task Description: This assessment task is worth a total of 60% and is in two parts:

1. A report of 1500 words (inclusive of references and in-text citations) due week 13 40%
2. A five minute oral presentation of the report also due in week 13 20%

Report Question:

In what ways has your internship with _____ (your organization) contributed to your understanding of Australia's 'creative industries'?

In this assessment task you are asked to focus on issues raised during your internship and situate these in a broader cultural context. Your report and presentation can focus on a particular area of interest or offer a more general appraisal of your organization's activities. Consider topics such as:

- funding (government and/or philanthropic)
- the use of traditional and social media
- audience engagement
- the diversification of income streams
- long term planning

In addition to the unit readings it is expected that students will draw on a range of resources specific to their chosen area.

Report Marking Criteria

1. Clarity of expression
2. Report structure
3. Appropriate argument
4. Ability to relate ideas to readings and independent research
5. Appropriate academic sources and referencing - Reports must include a minimum of five (5) scholarly sources

Presentation Marking Criteria

1. Clarity of expression
2. Ability to summarise the report in an oral presentation
3. Effective use of audio/visual aids
4. Ability to stay within allowed time (five mins)

Marking Rubric:

The marking rubric for this assessment task is available on ilearn

On successful completion you will be able to:

- Develop professional, creative and practical skills based on the requirements of the workplace/community/industry.
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- Critically appraise the placement and observe how it fits in its sector.

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- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments.

Delivery and Resources

In addition to the mandatory 45 hours (minimum) of the internships, MMCS321 students are required to attend three two-hour seminars during the semester.

These will be held on **Mondays in Week 2 (5/8), Week 8 (30/9) and Week 13 (4/11)**. Please refer to your timetable for seminar venue and start time.

Attendance:

Students are expected to attend all seminars for MMCS321. These seminars are not optional: they deliver important content and are a central component of meeting the learning outcomes in this unit. Students who elect to not attend these seminars will miss out on unit content and learning activities, and do so at their own risk.

Assignment Submission:

Electronic Submissions

Assignments for this unit will be submitted online via the *Turnitin* software that can be accessed through the MMCS321 iLearn unit.

To submit an assignment:

1. Go to the MMCS321 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.

Extensions and Disruptions to Studies:

Please refer to the following webpage for policy information relating to Disruptions to Studies: http://students.mq.edu.au/student_admin/exams/disruption_to_studies/

Required and recommended texts and/or materials:

Reading List:

The following readings are electronically available via Leganto.

1. Hesmondhalgh, D and Baker, S (2011) 'Introduction: Can Creative Labour Be Good Work?' in Creative Labour: Media Work in Three Cultural Industries, Routledge: Milton Park.
2. Flew, T. (2013) 'Industries' in 'Global Creative Industries', Polity Press, Cambridge UK 1-27

Additional reading:

1. Brindle, M (2011) Careers and internships in arts management. In: The Arts Management Handbook: New Directions for Students and Practitioners. New York, M.E. Sharpe, pp.185–216.
2. McGuigan, J (2010) Creative labour, cultural work and individualisation. International journal of cultural policy, 16:3, 323-335.

Additional resources can be found at:

<http://mediaculturalwork.org/>

Independent Research:

In addition to the unit readings, it is expected that students will engage in independent research and will draw on a range of sources specific to their chosen area as reports must include a minimum of five (5) scholarly sources.

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.

Questions about your internship placement:

Please contact the arts PACE office for information about placement paperwork required arts.pace@mq.edu.au.

Unit Schedule

Please note: Compulsory two-hour seminars will be held on Mondays in weeks 2, 8 & 13

Week 2 - Introductory Session

Week 8 - Mid-session discussion: 'Reflect, Revise, Renew'

Week 13 - Presentation & Report (individual presentation of final assessment task - presentations times TBA)

Please check your timetable for details

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). 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](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/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

Re-Marks The in-session re-mark application form is available at <http://www.mq.edu.au/pubstati c/public/download/?id=167914>

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](#)

If you are a Global MBA student contact globalmba.support@mq.edu.au

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.

Graduate Capabilities

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative and practical skills based on the requirements of the workplace/community/industry.
- Formulate creative problem-solving strategies to deal with issues such as: working within a limited budget; functioning in a team with people from a variety of professional backgrounds and negotiating unexpected hurdles.
- Critically appraise the placement and observe how it fits in its sector.
- Reflect on your personal development during the internship and your progression to employment.
- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments.

Assessment tasks

- Diary & Logsheets
- Report & Presentation

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative and practical skills based on the requirements of the workplace/community/industry.
- Formulate creative problem-solving strategies to deal with issues such as: working within a limited budget; functioning in a team with people from a variety of professional backgrounds and negotiating unexpected hurdles.
- Critically appraise the placement and observe how it fits in its sector.
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Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative and practical skills based on the requirements of the workplace/community/industry.
- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments.

Assessment tasks

- Diary & Logsheets
- Report & Presentation

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative and practical skills based on the requirements of the workplace/community/industry.
- Formulate creative problem-solving strategies to deal with issues such as: working within a limited budget; functioning in a team with people from a variety of professional backgrounds and negotiating unexpected hurdles.
- Critically appraise the placement and observe how it fits in its sector.
- Reflect on your personal development during the internship and your progression to employment.
- Demonstrate an ability to conduct research that integrates disciplinary knowledge with

collaborative learning activities situated in real environments.

Assessment tasks

- Diary & Logsheets
- Report & Presentation

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative and practical skills based on the requirements of the workplace/community/industry.
- Formulate creative problem-solving strategies to deal with issues such as: working within a limited budget; functioning in a team with people from a variety of professional backgrounds and negotiating unexpected hurdles.
- Critically appraise the placement and observe how it fits in its sector.
- Reflect on your personal development during the internship and your progression to employment.
- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments.

Assessment tasks

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- Report & Presentation

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative and practical skills based on the requirements of the

workplace/community/industry.

- Formulate creative problem-solving strategies to deal with issues such as: working within a limited budget; functioning in a team with people from a variety of professional backgrounds and negotiating unexpected hurdles.
- Critically appraise the placement and observe how it fits in its sector.
- Reflect on your personal development during the internship and your progression to employment.
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Assessment tasks

- Diary & Logsheets
- Report & Presentation

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative and practical skills based on the requirements of the workplace/community/industry.
- Formulate creative problem-solving strategies to deal with issues such as: working within a limited budget; functioning in a team with people from a variety of professional backgrounds and negotiating unexpected hurdles.
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- Report & Presentation

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative and practical skills based on the requirements of the workplace/community/industry.
- Formulate creative problem-solving strategies to deal with issues such as: working within a limited budget; functioning in a team with people from a variety of professional backgrounds and negotiating unexpected hurdles.
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Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Develop professional, creative and practical skills based on the requirements of the workplace/community/industry.
- Formulate creative problem-solving strategies to deal with issues such as: working within a limited budget; functioning in a team with people from a variety of professional backgrounds and negotiating unexpected hurdles.
- Reflect on your personal development during the internship and your progression to

employment.

- Demonstrate an ability to conduct research that integrates disciplinary knowledge with collaborative learning activities situated in real environments.

Assessment tasks

- Diary & Logsheets
- Report & Presentation

Changes since First Published

Date	Description
01/08/2019	One seminar date needed to be amended, all other details are correct.