

MDIA3007

Media and Arts Internship

Term 3, 2021

now have published work I can include in my CV or portfolio

Comment: Yes – this was one of the most incredible parts of the experience providing me with the chance to learn more about retouching skin in portraits. This internship has given me the confidence to work with a potential client for any future video editing jobs that I may consider pursuing, whether commercial or creative.

Comment: Absolutely! Franny has made a great addition to the team and supported in many areas of the agency, we look forward to continuing our working relationship with her.

industry and become more employable. You are supported by UNSW at every step in the process, which is very comforting.

-Would you recommend the internship subject to other students? YES NO

-I agree that UNSW can publish and attribute my comments in full or in part. YES NO

Please add any other comments you would like here

Thank you for the opportunity!

Comment: I definitely enjoyed the opportunity to observe the process behind the scenes and to be a part of the team. I was targeted towards graphic design, I learnt many other marketing and advertising skills that were relevant to my degree and profession.

Although the internship was polished and published article.

It was a pleasure having Steven as a part of the team. He interacted well with team members, and was always helpful.

My hosts were very honest, welcoming and professional throughout the 10 weeks and I believe I built a strong relationship with them. They often included me in decisions about the brand other than just graphic design and they both strived to teach me skills in other areas relevant to my degree.

Overall, this internship was an incredibly valuable experience for me.

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Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Emma A. Jane	emma.jane@unsw.edu.au	By appointment		

School Contact Information

School of the Arts and Media

Room 312, Level 3, Robert Webster Building (G14)

Phone: (02) 9385 4856

Email: sam@unsw.edu.au

Website: www.arts.unsw.edu.au/sam

Acknowledgement of Country

UNSW Arts, Design and Architecture Kensington and Paddington campuses are built on Aboriginal Lands. We pay our respects to the Bidjigal and Gadigal peoples who are the Custodians of these lands. We acknowledge the Aboriginal and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and pay respect to their unique values, and their continuing and enduring cultures which deepen and enrich the life of our nation and communities.



Image courtesy of the Office of the Pro Vice-Chancellor Indigenous [UNSW's Indigenous strategy](#)

Course Details

Units of Credit 6

Summary of the Course

This course offered by the School of the Arts and Media provides you with an opportunity to undertake industry-engaged learning through internship opportunities with relevant industry hosts. Ideally, you will undertake an internship after you have completed a year of full-time study (or equivalent). At the end of the internship you will provide a summative report of your experiences and work examples completed during the internship.

The internship requires a total commitment of 100-150 hours of work with a host organisation and can be taken in first, second or third term, or over the summer period. Internship opportunities are advertised via the FASS_WIL_SAM Internship page: <https://moodle.telt.unsw.edu.au/course/view.php?id=33514>. Alternatively, you may independently approach a relevant organisation to apply for an internship. Prior to seeking an internship, you may wish to contact UNSW Careers and Employment - <https://www.careers.unsw.edu.au/>- for help assembling your CV, cover letter, and other components of your application.

For more information, visit <https://www.arts.unsw.edu.au/sam/study-us/internships>. For any enquiries, please email the WIL Unit at FASS-WIL@unsw.edu.au

To be eligible for this course, you must have a minimum WAM of 65.

Course Learning Outcomes

1. have gained experience of industry processes and practices
2. apply theoretical concepts and practical skills gained in the program to real-world contexts
3. have enhanced their capacity for independent engagement with industry providers

Teaching Strategies

This course has no formal teaching component.

Assessment

This subject is ungraded so a pass is dependent on Satisfactory (SY) or Unsatisfactory (FL) in meeting the course requirements. An SY grade will not affect your weighted average mark (WAM) but a FL grade will. To receive a Satisfactory grade for this course, you will need to:

1. Complete at least 100 hours of your internship.
2. Complete (and submit to the Faculty WIL unit) a Timesheet showing the hours you worked during your internship
3. Complete a Student Feedback Form.
4. Ask your supervisor to complete a Host Feedback Form.
5. Complete and submit your Work Evidence (demonstrating a serious attempt to answer the task requirements).
6. Complete and submit your Critical Reflection (demonstrating a serious attempt to answer the task requirements).

Assessment task	Weight	Due Date	Course Learning Outcomes Assessed
1. Work Evidence	50%	19/11/2021 05:00 PM	1, 3
2. Critical Reflection	50%	19/11/2021 05:00 PM	1, 2

Assessment 1: Work Evidence

Assessment length: Minimum of 250 words (or rough equivalent for non-text-based submissions) but may make up more of the 1500 to 2500 words required for both assignments in this course

Due date: 19/11/2021 05:00 PM

Students will present a sample of, reports on, or links to original work undertaken/produced during and for the purposes of the internship. This may be a holistic written document (eg news story, client profile etc) or records of research undertaken to prepare for a document/event/process in the host organization, reporting on tasks undertaken, description of workflow in relation to a larger process, or similar, ie it should provide evidence of practical work undertaken during the placement. This should be a minimum of 250 words but may make up more of the combined total of 1500-2500wds for both assessment components.

Grading will be Satisfactory/Unsatisfactory only and no further feedback will be provided.

This is not a Turnitin assignment

Assessment 2: Critical Reflection

Assessment length: Minimum of 500 words (or rough equivalent for non-text-based submissions) but may make up more of the 1500 to 2500 words required for both assignments in this course

Due date: 19/11/2021 05:00 PM

Students will submit a critical reflection which (i) briefly describes the type of media organization they were placed in (in general terms only, without naming) and their role within it; (ii) identifies a relevant role in the organization at or close to 'entry' level and the skills and attributes needed to complete such a role;

(iii) addresses how the type of work they have undertaken/produced during their placement contributes to their host organization and/or relevant media industry. In this last component students should explicitly reflect on such factors as the host/industry agenda, challenges and innovations for the host/industry, questions of ethics which may arise in relation to this work, questions of industry standards, industry processes or media forms. Academic reference should be made, using the Harvard system, and a minimum of five separate academic sources used, to support/explain/define the relevant concepts. The reflective analysis as a whole should be a minimum of 500 words but may make up more of the combined total of 1500-2500 word limit for both assessment components.

Grading will be Satisfactory/Unsatisfactory only and no further feedback will be provided.

This is not a Turnitin assignment

Attendance Requirements

While there are no formal classes involved in this subject, you must complete at least 100 hours of your internship and work through the onboarding kit and other resources provided on the course Moodle site.

Resources

Prescribed Resources

Please work through the **onboarding kit** you'll find on Moodle before commencing your internship. Other helpful resources can be found on the course Moodle site.

Course Evaluation and Development

We respond to feedback received via direct email to the Course Convenor and the WIL Unit, and information provided in the student and host feedback forms.

We hope you enjoy your internship!



Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au . Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices

The [UNSW Academic Skills support](#) offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library has [the ELISE tool](#) available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study. Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided.)

For essential student information relating to:

- requests for extension;
- late submissions guidelines;
- review of marks;
- UNSW Health and Safety policies;
- examination procedures;
- special consideration in the event of illness or misadventure;
- student equity and disability;
- and other essential academic information, see

<https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

Image Credit

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