



UNSW
SYDNEY

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HUMS2000

Arts Internship

Term Two // 2020

Course Overview

Staff Contact Details

Convenors

| Name | Email | Availability | Location | Phone |
|---------------|--|-----------------------|--|-------|
| Louise Studdy | l.studdy@unsw.edu.au | Email for appointment | Room 165 -8 ,First floor, Morven Brown Building | |

School Contact Information

School of Social Sciences

Room 159

Morven Brown C20

email: soss@unsw.edu.au

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Course Details

Credit Points 6

Summary of the Course

Subject Area: *Arts*

This course can also be studied in the following specialisations: *Criminology, Media (Media Production), Media (Screen and Sound), Media (Comms & Journalism), Media (Public Relations and Advertising)*

The HUMS2000 course is an elective in the UNSW Arts and Social Sciences programs and the Criminology major in the Bachelor of Psychological Sciences program. It may be taken at the end of a first year of study and offers students work experience in a range of organisations utilising social research and policy and humanities skills.

The vocational placement, which is worked in the Sydney metropolitan area, provides work experience at a host organisation for 14 full days (105 working hours). This practical experience is accompanied by a reading program. The reading component examines different approaches to the study of organisations, their structures, functions and policies, as well as links these issues to the placement experience.

Note: Students must have achieved a credit level or better average across the courses in their degree. The internship may be included as part of a major in the Faculty programs with the permission of the relevant Convenor.

For details on how to apply please contact the Faculty Work Integrated Learning Unit : FASS-WIL@unsw.edu.au .

Course Learning Outcomes

1. Investigate the dynamics of working within an organisation whether private, public or not for profit (NFP)
2. Participate in an action research project or take responsibility for business related tasks
3. Articulate an in depth understanding of several key aspects of organisational theory with clear links to the host and internship tasks/project
4. Experience the pace and priorities of a professional work environment and identify and develop some of the skills and knowledge needed to gain employment

Teaching Strategies

Teaching Strategies and Rationale:

The learning and assessment in this course is aimed at giving students the real life experience for applying and further enhancing their knowledge and skills in relation to their degree.

The internship schedule is supported by a reading program that examines different approaches to the study of organisations (their structure, functions and policies) and students are expected to identify links to their placement experience.

Students will spend 105 hours working at a host organisation generally one or two days per week to fit

around the ten week term. The student is allocated a host supervisor who will provide orientation, feedback on the student's work and support. Consultation with the host supervisor can assist in gaining access to relevant information and documents as well as a greater insight into how the agency works.

As this course incorporates a reading program, students are expected to be independent and self-directed learners. The Course Convenor meets students around day 2 of their internship and then on an as-needs basis whilst providing email and / or telephone academic support. Once the student has chosen the specific focus for their essay summary with help from the Course Convenor, they are expected to locate interesting articles and material to incorporate into their summary and organisational essay.

Students are enrolled in HUMS2000 after a host organisation has been sourced and the Course Academic has endorsed the internship.

Assessment

Assessments

Task

Length / duration

Weight

Due date

Learning Outcomes

Assessment 1: Essay plan summary,

750 – 1,000 total word count

20 %

Due 6pm on day 7 of the vocational placement (i.e.. after 7 full days have been completed.)

- Embody a developing knowledge of organisational theory with practice based experience
- Create a framework to undertake a critical analysis of the organisational environment
- Begin to examine the dynamics of working within, and the structure of, the host organisation

Assessment 2: Organisational essay

2,000 total word count

60 %

Due 6 pm on day 28, 2 calendar weeks after the last day of the vocational placement (14 days on internship plus 14 calendar days = 28).

- Embody a knowledge of organisational theory with practice based experience
- Undertake a critical analysis of the organisational environment
- Examine the dynamics of working within, and structure of, the host organisation

Assessment 3: Reflective journal on the placement)

750 – 1,400 total word count

20%

Due 6 pm on *day 28, - 2 calendar weeks after the last day of the vocational placement*

- Critically reflect on work based experiences and interrogate different aspects of organisational theory both orally and in writing

Details of assessment tasks:

By undertaking these assessment tasks, students are meant to demonstrate progressive learning by planning and being involved in a work based project. This will result in the **production of a well-argued essay, which uses a theoretical framework from organizational theory and incorporates insights gained from their vocational placement experience.**

For students doing more than one day per week this will require intensive reading before and at the start of the internship to allow adequate preparation for the first assessment due on day 7. Meeting with Louise Studdy, the Academic Convenor will assist in directing the student to appropriate readings, clarifying the parameters of organizational theory and assistance with drafting a question for the first assessment.

Using their experience from their vocational placement students should be able to provide an understanding of the organizational processes and structure they have encountered during their vocational placement. While gaining insight into their host organization, students will be expected to complete the tasks assigned to them by their nominated workplace supervisor. To successfully achieve these tasks, their supervisor is expected to ensure the intern understands the nature of the tasks they have been given.

Assessments should be referenced in accordance with the *School of Social Sciences Referencing Guide*, available at <https://socialsciences.arts.unsw.edu.au/students/resources/policies-guidelines/>.

Assessment Tasks

| Assessment task | Weight | Due Date | Student Learning Outcomes Assessed |
|--------------------------|--------|---|------------------------------------|
| Draft Essay Plan Summary | 20% | Due after 7 days of internship completed. | 1,3 |
| Reflective Journal | 20% | 14 calendar days after the internship finishes. | 1,2,4 |
| Organisational essay | 60% | 14 calendar days after the internship has been completed. | 2,3,4 |

Assessment Details

Assessment 1: Draft Essay Plan Summary

Start date: Not Applicable

Length: 750 - 1000 words

Details:

Precursor to the organisational essay. 750 to 1000 words. Written feedback within 10 working days.

Additional details:

The student meets with the Academic Convenor after 2- 3 days of the internship to discuss areas of interest for the topic for this essay summary (and this topic is maintained for the organizational essay.) The topic is a statement or question that incorporates a few key aspects of organizational theory e.g. the structure, function , culture, leadership, communication, challenges etc that can be closely related to the student's intern tasks. Students can use an approach that incorporates e.g. an organizational perspective, management perspective, knowledge perspective or can look at some organizational models and test out if they are explain how their host organization functions. The structure of this paper will be clarified especially if students have not completed an essay summary before. Although a summary, it is to be written as an academic paper so not dot points. Students develop an argument, and identify how they plan to use relevant texts and articles (see leganto for our texts and suggested literature) to support this. Suggested ideas are shared by the Convenor, as needed, and support by email and further meetings are provided. Two seminars are offered during the term for peer support, academic guidance and sharing of internship experience. It is crucial , as there are no weekly tutorials , that students start reading as early as they can, to acquaint themselves with aspects of organizational theory that interest them and are relevant to their host. Making links with the reading to one's host can be exciting and insightful. Students must reference this paper with at least five (5) articles in addition to the leganto list which means they need to source five or more relevant articles or chapters on their chosen topic.

Turnitin setting: This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Assessment 2: Reflective Journal

Start date: Students to add notes weekly on their experience to assist in final paper.

Length: 750 - 1400 words

Details:

2nd of 2 final essays 750 to 1400 words. Written feedback within 10 working days.

Additional details:

For most students this is an enjoyable paper to complete. It is made easier by adding some notes each week to a journal on what the student observes, is surprised by, as well as challenging moments or tasks, and highlights that help show that the intern is progressing with skills and / or knowledge of their industry, It is recommended to read an article or two on " internships" early on in the internship (there are many) to gain some insight into the joys and challenges that can be experienced in an internship. It may give students confidence to tackle a challenge early on (e.g. being given repetitive tasks, or not receiving enough feedback on one's work). Students are expected to cite from two to three articles on internships, from several pieces of organisational literature, share good examples from this internship to support their comments and to include answers to the questions provided on Moodle. A bibliography is to be included with the articles that the student has cited from as well items from the leganto list that are used. Students are encouraged to draw on literature from their University studies. This paper can be

structured as the student chooses e.g. into stages of the internship or using the suggested headings on Moodle. It is important that the student can indicate their progress on how they have engaged with the literature and identify what learning they have achieved in areas such as the challenge of moving from the University setting to the workplace (especially if it is their first internship), the impact of diversity around them and what ethical and social responsibilities are involved in their industry or area of specialty . Listing key skills and new knowledge gained can be linked to examples from the student's role and tasks undertaken.

Turnitin setting: This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Assessment 3: Organisational essay

Start date: Not Applicable

Length: 2000 words

Details:

1 of 2 x Final essays 2000 words. Written feedback within 10 working days.

Additional details:

This critical analysis builds on the essay summary already submitted using a similar structure and the same question / statement. Students are expected to have continued to read throughout the internship to find additional literature and to incorporate suggestions in the feedback provided on the summary. Leganto provides a starting point with key texts on both NFP and profit organization but students need to locate specific articles / information that pertain to their host organization / relevant industry. Clear examples from the student's host organization are to be provided and linked to the selected organizational components to demonstrate solid reading and reflection on the topics as well as the student's ability to tease out how relevant the literature is to their specific host. Students are encouraged to meet with their host supervisor regularly (for supervision and to gain feedback on their work) but to also make time to discuss their essay topic so as to gain greater insights into the organization's functioning and processes, history, culture and to learn how to access any relevant documents (mission statements, annual reports etc). Supervisors should have been provided with a brief outline of the HUMS2000 assessments but will need input on what the student is focussing on. At no time does the student name the host organization but refers to the host.

Students are to demonstrate an in-depth engagement with the relevant theoretical knowledge and to be able to discuss this within the wider context of Australian and or / overseas where possible. As this is an organizational analysis, students need to show sound skills in locating, evaluating and using relevant information as well as using their initiative and creativity in the manner in which they approach the topic and the conclusions they draw. Combining careful observation with skillful tactful questions to supervisors and other team members will be needed throughout the internship.

Students are encouraged to keep regular contact with their Academic Convenor for guidance, discussion of ways to develop this assessment and for tips on further reading.

Turnitin setting: This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Resources

Prescribed Resources

PRESCRIBED RESOURCES

For students in Not for Profit (NFP) / Public organisations:

Anheier, Helmut K. **Non – Profit Organisations : Theory, Management and Policy**. 2nd edition Hoboken, Routledge, 2014. (2nd edition is online and more recent editions are available in the bookshop).

Plus choose one from:

Organisation Theory and Design . Cengage Learning. RL Daft. 12th edition. Cincinnati. 2015

Or

Clegg, S. **Managing and Organisations: An Introduction to Theory and Practice**. 3rd ed. L.A. Sage. London. 2011.

2) For students in private enterprise organisations:

Choose 2 texts from :

Clegg, S – **Managing and Organisations** – for details see above,

Cengage (R. Daft) -**Organisation Theory and Design**- see above,

Wood, et al .**Organisational Behaviour : Core Concepts and Applications**. 4th Ed. Milton. Qld. Wiley and Sons. 2016 (has some good case studies).

Recommended Resources

RECOMMENDED RESOURCES

Dunford, N. **Organisational Behaviour : an Organisational Analysis** Perspective . Addison- Wesley. 1992. Chs 1,2, 5 and 7

The SAGE handbook of Organisation Studies. Clegg, S. (editor). Chapters are on specialised topics.

***All readings are available through the leganto link on Moodle. Please note there are more readings listed in leganto to those above.

Course Evaluation and Development

COURSE EVALUATION AND DEVELOPMENT

Feedback from students is welcomed and highly valued by the Convenor with the aim of improving the delivery of this Course. Students are welcome to share feedback during the term. Two seminars each term were introduced in 2019 as students welcomed the opportunity to meet other HUMS2000 students, discuss the assessments and to share their intern experience. Students have emphasised that they found the one on one consultations very helpful to engage with the academic side of the subject, tease out a particular focus, have organisational theory clarified in terms of their host and to gain guidance on which literature may be most useful. More resources are developed as requested and are shared. My experience feedback is used to maintain aspects that were seen to be helpful and to modify or add processes or resources to assist students.

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 also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information 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 before the due date, or for the purpose of them plagiarising at any time, 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:

- Paraphrasing, summarising, essay writing and time management
- Appropriate use of and attribution for a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre (<http://www.lc.unsw.edu.au/>). Students are also reminded that careful time management is an important part of study and 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 also 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

Some of these areas will be familiar to you, others will be new. Gaining a solid understanding of all the related aspects of ELISE will help you make the most of your studies at UNSW.

<http://subjectguides.library.unsw.edu.au/elise/aboutelise>

Academic Information

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

Synergies in Sound 2016

CRICOS

CRICOS Provider Code: 00098G

Acknowledgement of Country

We acknowledge the Bedegal people who are the traditional custodians of the lands on which UNSW Kensington campus is located.