HUMS2000

Arts Internship

Term Two // 2021

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Louise Studdy	l.studdy@unsw.edu.au	please email for consultation time (remote and or on campus)	Morven Brown level 1 room 167	90658048

School Contact Information

School of Social Sciences

Room 159

Morven Brown C20

email: soss@unsw.edu.au

phone: 02 9385 1807

Course Details

Credit Points 6

Summary of the Course

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

Aligned with the UNSW's emphasis on work integrated learning (WIL), this course is a supported internship designed to give you an understanding of organisational contexts through work place orientated experience which uses and develops the skills gained in your studies. Self-guided reading on organisational theory, plus research on a particular aspect of your internship will enhance your understanding of your host organisation as well as develop the knowledge and skills required to work in your specific industry or field.

Note : Students must have achieved a credit level or better average across the course in their degree. The internship may be included as part of a major stream in the Faculty programs with the permission of the relevant Convenor.
For details on how to apply please contact the Faculty Work Integrated 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

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Draft Essay Plan Summary	20%	after seven (7) days completed of internship	1, 3
Reflective Journal	20%	14 calendar days after internship finished	1, 2, 4
Organisational essay	60%	14 calendar days after internship 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.

Submission notes: Refer to Moodle page

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

Assessment 2: Reflective Journal

Start date: Not Applicable

Length: 750 - 1400 words

Details:

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

Submission notes: Refer to the Moodle page

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.

Submission notes: Refer to our Moodle page.

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

Resources

Prescribed Resources

Resources will be added to the Moodle page. See leganto.

Recommended Resources

This will be added to the Moodle page. See leganto.

Course Evaluation and Development

 Two optional seminars are offered to students during the term at a time that suits all students and the Convenor. Informal feedback is sought from students as to usefulness of the readings, the assessments and what could be modified to enhance greater student learning. Students will complete an evaluation form at the end of the internship. The convenor is also open to receiving feedback during the term. MyExperience feedback is valued and used to improve the student experience.

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/

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Acknowledgement of Country

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