Faculty of Law, Humanities and the Arts
School of the Arts, English and Media
Subject Outline

CACS302
Creative Arts Internship

6 Credit Points

Autumn Session 2016
Wollongong (On Campus)

Pre-requisites: CACS101, CACS102, at least 24cp at 200-level and an interview
Students must have a weighted average mark (WAM) of a high credit of 70% or better to be eligible to apply for this subject.

Co-requisites: Nil

Teaching Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Room</th>
<th>Telephone</th>
<th>Email</th>
<th>Consultation Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Coordinator</td>
<td>Teo Treloar</td>
<td>25:140</td>
<td>4298 1120</td>
<td><a href="mailto:treloar@uow.edu.au">treloar@uow.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>

Discipline Leader

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Name</th>
<th>Room</th>
<th>Telephone</th>
<th>Email</th>
<th>Consultation Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary Arts</td>
<td>Dr Penny Harris</td>
<td>25.154</td>
<td>4221 5218</td>
<td><a href="mailto:pennyh@uow.edu.au">pennyh@uow.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>

Faculty Contact Details

LHA Central
Location: Building 19 Room 1050
Ph: (02) 4221 3456
lha-enquiries@uow.edu.au
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Subject Information

Subject Description

The Faculty offers a number of industry placements each year. These offer students hands-on experience in cultural organisations that have agreed to partner with the Faculty on this initiative. Typically students will spend a minimum of 60 hours in an organisation, working on an agreed project with exposure to a fully operational professional environment. These hours can be undertaken on a daily basis or as a single block as negotiated with the host organisation. Students are selected for this opportunity on the basis of both strong academic achievement and through application and interview.

Subject Objectives/Learning Outcomes

On successful completion of this subject, students will be able to:
1. understand employment and industry issues in Australian cultural organisations
2. engage with new ways of thinking about work and associated activities in a cultural organisation
3. reflect on workplace challenges and the relevant skills needed to address these
4. apply flexible, thorough and creative approaches to the problems they encounter during their internship
5. communicate more effectively with employers, clients and peers
6. understand and be able to deploy the skills needed to develop an application and a CV, participate in a job interview, and reflect on the experiences of doing these
7. keep a log and reflect on workplace experiences and the manner in which these will have an impact on wider career choices.

Graduate Qualities

Successfully completing the learning and assessment tasks in this subject will assist students in developing the following Graduate Qualities:

Informed
Demonstrate skills and knowledge of the practice, languages, forms, materials, technologies and techniques in their discipline. Understand the roles creative professionals play within society and how history has informed contemporary practice.

Independent learners
Develop and evaluate ideas, concepts, sources and processes by thinking creatively, critically and reflectively. Be able to identify, acknowledge and engage the work, ideas and influences of others.

Problem solvers
Adapt and respond flexibly to different conditions as a creative professional and apply relevant skills and knowledge from a variety of disciplines to realise creative works and products.

Effective communicators
Interpret, communicate, and present ideas, problems, arguments and stories in mediums that engage audiences and communities. Be able to work collaboratively in a range of different settings, recognising how culture can shape communication.

Responsible
Be able to reflect on their practice and its implications for diverse local, national and international communities. Act with integrity, making ethically-informed professional choices.

For further information on The Schools of the Arts English and Media and UOW Graduate qualities please refer to: http://lha.uow.edu.au/future-students/graduate-qualities/index.html
Attendance

Students are expected to attend all classes. Your active and constructive presence in class makes an important contribution to your education as well as that of your peers. Failure to meet attendance requirements as set out below may significantly diminish your mark, and possibly lead to failure.

Students who do not attend at least 80% of all classes (fewer than 10 of 12 classes) including lectures, tutorials, practicals, workshops, computer labs, studios and seminars, risk possible failure in the subject. Roll books will be maintained. Arrival 10 minutes late at class may be deemed an absence. Similarly, students who leave a class early without a satisfactory explanation will be regarded as having been absent from that class and roll books marked accordingly.

Early departure in order to attend another class or an employment commitment does not constitute a satisfactory explanation. Absences incurred by a timetable clash with another subject or by employment commitments do not represent legitimate reasons for absence.

Students should note that the teaching session includes the study recess (week 14) and examination period (weeks 15 and 16) and they must therefore be available if required for final assessments scheduled by the Faculty or the University.

Should your attendance fall below 60% (fewer than 8 classes of 12) owing to unforeseen circumstances or a serious medical condition, you should apply for a withdrawal without academic penalty on compassionate grounds. A passing grade cannot be awarded in these circumstances.

It is the student’s responsibility to advise the subject coordinator or tutor of the reasons for any absence from a class. It is not the responsibility of the teacher to provide remedial instruction to those who have not attended classes.

The maximum mark for a student who fails to satisfy the above requirements is 49% (Technical Fail).

Timetable

For current timetable information please refer to the online Subject Timetable on the Current Students webpage: http://www.uow.edu.au/student/timetables/index.html
Weekly Outline: Class Type - Lecture/Tutorial

The primary focus of this subject will be on the 60-hour internship students undertake. All tutorials will be conducted in an on-line format and will be available on the Moodle site. On-line tutorials are compulsory and attendance will be noted by your engagement with the tutorial literature and through the subject Moodle forums. Course work and assessments are designed to reflect the real world experience of the internship. The below timetable is a loose structure and is negotiable depending on the timing of your internship.

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Lecture Topic/Description</th>
<th>Task Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Overview of CACS302. How to make the most out of your internship experience. Are you ready for the professional workplace?</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>29/02/16</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>Negotiated internship</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>07/03/16</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Negotiated internship</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>14/03/16</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>Negotiated internship</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>21/03/15</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>Careers for Creative Arts graduates Labour market, economic outlook Identifying opportunities</td>
<td>Assessment 1, Workplace journal part 1.</td>
</tr>
<tr>
<td>Commencing</td>
<td>28/03/16</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>Negotiated internship</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>04/04/16</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Negotiated internship</td>
<td></td>
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<tr>
<td>Commencing</td>
<td>11/04/15</td>
<td></td>
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<tr>
<td>Week 8</td>
<td>Negotiated internship</td>
<td></td>
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<tr>
<td>Commencing</td>
<td>18/04/15</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>MID-SESSION RECESS - NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>25/04/16</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>Where to after the Internship? Integrating the internship experience Job search skills, Creative job search</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>02/05/16</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Negotiated internship</td>
<td>Assessment 2 submission. Workplace journal part 2</td>
</tr>
<tr>
<td>Commencing</td>
<td>09/05/16</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>Negotiated internship</td>
<td>Assessment 3. Reflective report.</td>
</tr>
<tr>
<td>Commencing</td>
<td>16/05/16</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>Negotiated internship</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>23/05/16</td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td>No lecture</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>30/05/16</td>
<td></td>
</tr>
<tr>
<td>Week 15</td>
<td>Study Recess</td>
<td></td>
</tr>
<tr>
<td>Commencing</td>
<td>06/06/16</td>
<td></td>
</tr>
</tbody>
</table>
**Assessment Information**

**Assessment**

The Faculty of Law, Humanities and the Arts reserves the right to scale marks in accordance with the University’s *Assessment Guidelines - Scaling*. Marks are not final until declared by the Faculty Assessment Committee.

**Referencing**

Referencing is an essential component of academic writing or presentation since it enables the reader to follow up the source of ideas and information presented in your work, and to examine the interpretation you place on the material discovered in your research. Reliable referencing clearly indicates where you have drawn your own conclusions from the evidence presented. Importantly, much of the material you will use is covered by copyright which means that you must acknowledge any source of information, including books, journals, newsprint, images and the internet.

It is obligatory for students to reference all sources used in their written work including electronic material. Students should consult the University library website for a detailed explanation and examples of how to reference electronic material correctly: [http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html](http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html)

Different programs use different referencing styles to reflect the needs of their discipline. It is the student’s responsibility to check which referencing style is used.

*Additional Comments:*

Clear examples of how to reference correctly, across a wide variety of source materials, can be found on the UOW Library website:
- Library Resources - Referencing and Citing

**Academic Integrity and Plagiarism Policy**

The University’s Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University’s expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism can be detected and has led to students being expelled from the University.
The use by students of any website that provides access to essays or other assessment items (sometimes marketed as ‘resources’), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. This is considered academic misconduct and students place themselves at risk of being expelled from the University.

Students should refer to:

Submission, Receipt & Collection of Assessment Tasks

Assessments are to be submitted on the due dates and via the submission method specified in each assessment task listed in this Subject Outline. Penalties apply for late submission.

_Unless otherwise stated, students are required to attempt all assessment tasks worth 15% or more to be eligible for a passing grade in this subject. Students who do not meet this requirement will fail the subject._

Submission of Assessment Tasks

Unless otherwise indicated in this Subject Outline, written assessments must be submitted through LHA Central in building 19, room 1050, by 4pm on the due date.

All assessments submitted must have attached an individualised cover sheet with a bar code. Instructions on how to create and submit the cover sheet can be found at the Faculty’s webpage: http://lha.uow.edu.au/current-students/UOW154553.html

If an extension is not granted, any assessment lodged after 4pm on the due date will be considered late and will incur late penalties (see ‘late submission’ section below).

Receipt of Assessment Tasks

At LHA Central 19, assessments submitted with an individualised cover sheet and barcode will automatically receive an electronic receipt as evidence of submission; this receipt will be issued to your University email account.

Please note that you will need to print the cover sheet on a laser printer (use the library or computer lab printers if necessary) because ink jet printers may not print to the quality needed to make the barcode readable by the scanners.

It is the responsibility of the student to keep a copy of all work submitted for assessment to the Faculty.

In the case where a student submits an assessment that does not incorporate an automated electronic receipt as evidence of submission, the student may request a paper receipt as proof.

Assessment task submission via post, fax or e-mail

Assessments submitted via post, fax or e-mail will _only be accepted with the written prior approval from the subject’s coordinator._

As a general rule, assessments will not be accepted or marked if submitted by fax except in special cases where the Subject Coordinator has given prior approval. Students that are given prior approval to submit an assessment via fax must have the relevant coversheet attached and clearly address the fax to the Subject Coordinator via fax number 02 4221 5341.
Students that are given prior approval to submit an assessment via email must have the relevant coversheet attached with the assessment and email the Subject Coordinator directly and copy the LHA Central email lha-enquiries@uow.edu.au.

Students that are given prior approval to submit an assessment, with the relevant coversheet attached, via Australia Post must use registered mail – this will ensure that there is an official receipt of mailing the assessment on the due date. Students must retain the evidence of posting the assessment.

The envelope should be addressed to:

The subject coordinator or tutor’s name,
Faculty of Law, Humanities and the Arts
University of Wollongong,
Northfields Avenue, NSW 2522

Collection of Assessment
The University’s Code of Practice Teaching and Assessment requires that at least one assessment be assessed and returned before Week 9 of session.

Assessments submitted during session will be returned to you by your lecturer or tutor. LHA Central does not hold any assessments during session.

Assessments submitted at the end of session will be held at LHA Central 19 up until the end of Week 3 of the following session. After this time, assessments will be returned to the respective Subject Coordinator.

South Coast and Southern Highland Campuses
Unless your tutor or lecturer asks you to do otherwise, submit all assessments following the procedures set out on your campus.

All assessments must have a cover sheet attached. Ensure that all sections are filled in including your tutor’s name, the assessment question and sign the plagiarism declaration. You can download a coversheet from the Faculty’s webpage at: http://lha.uow.edu.au/current-students/UOW154553.html

Students must keep a copy of all work submitted for assessment to the Faculty.

Assessments submitted via post, fax or e-mail will only be accepted with the written prior approval from the subject’s coordinator.

The University’s Code of Practice Teaching and Assessment requires that at least one assessment be assessed and returned before Week 9 of session.

Assessments submitted during session will be returned to you by your lecturer or tutor.

Late Submission of Assessments

In the absence of an approved request for Academic Consideration (see the General Advice Guide for information about, and links to, the Academic Consideration Policy) in the form of an extension, assessment tasks must be submitted by 4pm (unless otherwise specified in the Assessment Task information) on the due date. Assessments submitted within three (3) working days of the due date will be marked no higher than a Pass Grade (50 - 64%). Work submitted beyond three (3) days of the due date will be accepted as a component of the subject, but no mark will be awarded.

An assessment task that is submitted after 4pm on any day will be deemed to have been submitted on the next working day. Penalties accrue on each day that the assessment task is late, including Saturdays, Sundays and public holidays.

For assessments that are required to be submitted in hard copy via LHA Central in building 19, submission must be made by 4pm on weekdays to be recorded as submitted on that day.
Only with the written prior approval from the subject’s coordinator, students may submit their assessment on a Saturday, Sunday or public holiday in electronic format via email to the Subject Coordinator’s email address. This is on the condition that they submit the hard copy of this assessment task by 4pm on the next working day with a completed statutory declaration (in the form available at http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow060608.pdf) to the effect that they confirm that the electronic and hard copies of the assessment are identical in all material respects. Where this is done, the submission date will be deemed to be that of the electronic submission for purposes of calculation of the late penalty.

In the absence of an extension having been granted pursuant to the Academic Consideration Policy, work submitted beyond seven (7) days of the due date will be accepted only if submission of that assessment is necessary to pass the subject but a mark of ‘zero’ will be recorded.

Electronic Submission of Assessments

Where assessments must be submitted electronically (i.e. through an eLearning site) the procedures for doing so will be in accordance with the Code of Practice — Teaching and Assessment, and specified in each assessment task listed in this Subject Outline. It is important that students retain receipts of materials submitted electronically.

Retention of Assessments

Assessment work (with the exception of theses) will be retained at least until the end of the academic appeal period. The appeal period is 21 days after distribution of marks or release of final grades. For further information please refer to Academic Grievance Policy - Coursework & Honours Students on the UOW website.

- Academic Grievance Policy - Coursework and Honours Students

Theses submitted or completed by students for the purposes of assessment or evaluation will be retained for a minimum of 3 years after date of submission. For further information please refer to Academic Grievance Policy (Higher Degree Research Students) on the UOW website.

- Academic Grievance Policy (Higher Degree Research Students)

Student Review of Mark / Grade

A student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student’s right to appropriate and useful feedback on their performance in an assessment task under the Code of Practice – Teaching and Assessment. The student should do so by contacting the Subject Coordinator or another member of the subject teaching team as soon as possible after notification to the student of the mark or grade.

For more information refer to Clause 6.1 of the Coursework Student Academic Complaints Policy:
# Subject Assessment Tasks

## Assessment 1: Workplace Journal

<table>
<thead>
<tr>
<th>Marking:</th>
<th>Marked out of 100 - 35%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>The workplace journal will be a blog that details your tasks and experiences in your internship role. The journal will be in the form of a wordpress blog and submitted online.</td>
</tr>
<tr>
<td>Due Date:</td>
<td>At the 30 hour mark of negotiated internship</td>
</tr>
<tr>
<td>Graduate Quality developed:</td>
<td>Informed/Independent learners/Problem solvers/Effective communicators/Responsible</td>
</tr>
<tr>
<td>Format:</td>
<td>Wordpress blog</td>
</tr>
</tbody>
</table>

**Assessment Criteria:**

- Demonstrated engagement with an internship. Evidence of this will be through the creation of a comprehensive Wordpress blog. The blog will describe, reflect upon and analyse the internship in the context of the roles that are being undertaken by the participant.
  1. Weekly entries of no less than 500 words, in addition to archival information such as photos and internship related paraphernalia.
  2. Analysis of tutorials and how that information applies to your internship and understanding of the professional environment.

<table>
<thead>
<tr>
<th>Submission Method:</th>
<th>On-line/Moodle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Submission Method:</td>
<td>N/A</td>
</tr>
<tr>
<td>Must Attempt:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## Assessment 2: Workplace Journal submission 2.

<table>
<thead>
<tr>
<th>Marking:</th>
<th>Marked out of 100 - 35%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>The workplace journal will be a blog that details your tasks and experiences in your internship role. The journal will be in the form of a wordpress blog and submitted online.</td>
</tr>
<tr>
<td>Due Date:</td>
<td>At the 60 hour mark of negotiated internship</td>
</tr>
<tr>
<td>Graduate Quality developed:</td>
<td>Informed/Independent learners/Problem solvers/Effective communicators/Responsible</td>
</tr>
<tr>
<td>Format:</td>
<td>Wordpress blog</td>
</tr>
</tbody>
</table>

**Assessment Criteria:**

1. Demonstrated engagement with an internship. Evidence of this will be through the creation of a comprehensive Wordpress blog. The blog will describe, reflect upon and analyse the internship in the context of the roles that are being undertaken by the participant.

2. Weekly entries of no less than 500 words, in addition to archival information such as photos and internship related paraphernalia.
### Assessment 3: Reflective report

<table>
<thead>
<tr>
<th>Marking:</th>
<th>Marked out of 100 - 30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>A reflective report of 1000 words is then to be written analysing the internship experience. Topics to be addressed include the following.</td>
</tr>
<tr>
<td></td>
<td>1. Original expectations of the internship</td>
</tr>
<tr>
<td></td>
<td>2. Workplace skills developed during the internship</td>
</tr>
<tr>
<td></td>
<td>3. Lessons learned re employability skill strengths and areas of weakness</td>
</tr>
<tr>
<td></td>
<td>4. Experiences of workplace culture</td>
</tr>
<tr>
<td></td>
<td>5. Highlights and challenges</td>
</tr>
<tr>
<td>Due Date:</td>
<td>2 weeks post internship completion</td>
</tr>
<tr>
<td>Graduate Quality developed:</td>
<td>Informed/Independent learners/Problem solvers/Effective communicators/Responsible</td>
</tr>
<tr>
<td>Format:</td>
<td>PDF</td>
</tr>
<tr>
<td>Assessment Criteria:</td>
<td>1. Demonstrated engagement with Internship.</td>
</tr>
<tr>
<td></td>
<td>2. Demonstrated understanding of internship role, responsibilities and workplace environment.</td>
</tr>
<tr>
<td></td>
<td>3. Reflect upon and describe key experiences learned during the internship placement.</td>
</tr>
<tr>
<td></td>
<td>4. Demonstrated understanding of employability strategies learned during tutorials.</td>
</tr>
<tr>
<td></td>
<td>5. Identification of employability strengths and weaknesses.</td>
</tr>
</tbody>
</table>

| Submission Method: | On-line/Moodle |
| Other Submission Method: | N/A |
| Must Attempt: | Yes |

### Supplementary Assessment

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are identified as meriting an offer of a supplementary assessment. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made. Students who satisfactorily complete a supplementary assessment will be awarded a grade of 50% (Pass Supplementary)
Subject Resources and Materials

Set Texts

Provided on the Moodle site

Recommended Reading / Viewing / Listening

Subscription to ARTSHUB.

These resources are recommended and are not intended to be exhaustive. Students are encouraged to use the Library catalogue and databases to locate additional resources and supplement the recommendations with resources you discover through your own research, both online and in hard copy.

- UOW Library website

Subject materials, such as Subject Readers and Textbooks, can be purchased through the UniShop.

General Advice Guide

Each session the Faculty of Law, Humanities and the Arts produces a guide to Faculty and University policies, programs and resources.

Students are encouraged to access a copy of the General Advice Guide at the start of each session.