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ARTS3021

Creative Writing Internship

Term Three // 2019

School of the Arts and Media // UNSW Arts and Social Sciences

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Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
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School Contact Information

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The School of the Arts and Media would like to Respectfully Acknowledge the Traditional Custodians, the Bedegal (Kensington campus), Gadigal (City and Art & Design Campuses) and the Ngunnawal people (Australian Defence Force Academy in Canberra) of the lands where each campus of UNSW is located.

Course Details

Credit Points 6

Summary of the Course

Subject Area: *Creative Writing*

This course provides you with an opportunity to undertake work-integrated learning and gain industry experience with a host organisation closely related to your Major in Creative Writing. You may also apply to work on attachment on an academic research project or work in an editorial role for an academic journal. Ideally, you will undertake an internship after you have completed 1.5 years of full-time study (or equivalent) and completed a minimum of 18 UOC in the Major. 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 may normally be taken in first, second or summer semester. Internship opportunities are advertised via the School of the Arts and Media Internship Newsletter. Alternatively you may approach a relevant organisation to apply for an internship. Prior to seeking an internship, you should attend an internship information session run by the School of the Arts and Media.

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.

Course requirements include:

- Completion of a minimum of 100 hours of placement
- Submissions of assessment tasks 1 & 2 demonstrating a serious attempt to answer the task requirements
- Submission of both the host and student feedback forms

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Critical Reflection	50%	22/11/2019 05:00 PM	1,2
Work Evidence	50%	22/11/2019 05:00 PM	1,3

Assessment Details

Assessment 1: Critical Reflection

Start date:

Details: Students will submit a critical reflection whichbriefly describes the type of organization they were placed in and their role within it;identifies a relevant role in the organization at or close to 'entry' level and the skills and attributes needed to complete such a role;addresses how the type of work they have undertaken/produced during their placement contributes to their host organization and/or relevant 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 and some summative feedback will be provided.

Assessment 2: Work Evidence

Start date:

Details: Students will present a sample of original work undertaken/produced during and for the purposes of the internship. This may be a holistic written document 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 1500-2500 words for both assessment components.Grading will be Satisfactory/Unsatisfactory and some summative feedback will be provided.

Resources

Prescribed Resources

There are no prescribed resources for this course.

Recommended Resources

Course Evaluation and Development

Submission of Assessment Tasks

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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