HUMS2000

Arts Internship

Term One // 2019

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Louise Studdy	L.Studdy@unsw.edu.au	By appointment via email	G50 Morven Brown	93851662

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

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 HUMS 2000 course is an elective in the UNSW Arts and Social Sciences programs and the Criminology major stream 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 stream 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. Write an critical-analysis-based essay, evidence of action research
2. Be involved in an action research project
3. Complete a business oriented task
4. Understand the dynamics of working within organisation

Teaching Strategies

Teaching Strategies and Rationale:

The practical vocational placement schedule is supported by a reading program that examines different approaches to the study of organisations (their structures, functions and policies) and links these issues to the placement experience.

Students will spend 105 working hours at a host organisation and will have their work evaluated by the host organisation. In addition, students will complete a daily diary and an essay based on their analysis of the organisation. They will also complete an evaluation of their workplace experience as feedback to the course convenors

This course is a reading program and students are expected to be independent and self-drected learners. Course convenors meet students on an as-needs basis.

Before beginning an vocational placement, the scope of a student's vocational placement activities will be agreed with the host organisation. Students will have a strong voice in these initial negotiations and will be asked to signal their agreement. A student commencing vocational placement work will be assigned a host supervisor to manage their specific vocational placement activities.

Students are enrolled in HUMS 2000 after a host organisation has been sourced and the Course Academic has endorsed the placement. We will be using Moodle to support the learning and teaching activities of this course.

Assessment

All students need to meet the Convenor after about two days of their internship or earlier if a summer internship. Not only is the academic work clarified but the Convenor assists the students in the development of a study focus for assessment 1 and 2 (same topic is used for both).

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Draft Essay Plan Summary	15%	7th day of internship	1
Reflective Journal	15%	14 days after internship completed	2,4
Host Evaluation	20%	Host to complete when intern finishes.	2,3,4
Organisational essay	50%	14 days after internship finished.	3,4

Assessment Details

Assessment 1: Draft Essay Plan Summary

Start date: Varies according to date of internship

Length: 750 - 1000 words

Details: Precursor to the organisational essay. 750 to 1000 words. Written feedback

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

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

Assessment 3: Host Evaluation

Start date: Not Applicable

Length: n/a

Details: This does not take into consideration the workplace component. This is the final assessment task for this course.Feedback from host supervisor.

Turnitin setting: This is not a Turnitin assignment

Assessment 4: Organisational essay

Start date: Not Applicable

Length: 2000 words

Details: 1 of 2 x Final essays 2000 words Written feedback

Additional details:

Host evaluation is sent by UNSW IT around the time that internship is completed. Students are encouraged to remind supervisors to complete to avoid delay in their release of marks.

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

Resources

Prescribed Resources

Anheier HK (2005) **Non-profit Organisations: Theory, Management, Policy**, Abingdon, UK, Routledge. (A must read for students in Not for Profit organisations.)

Clarke T and Clegg SR (2000) **Changing paradigms: The Transformation of Management Knowledge for the 21st Century,** London, Harper Collins.

Clegg SR, Kornberger MM, and Pitsis TS (2016) **Managing and Organizations: An Introduction to Theory and Practice** (4th Edition), London, SAGE Publications.

Clegg SR, Hardy C, Lawrence TB and Nord WR (eds.) (2006) **The SAGE handbook of organization studies** (2nd Edition), London, SAGE Publications.

Daft RL (2016) **Organisation Theory and Design** (12th Ed.) Boston, USA, Cengage Learning. Shafritz JM, Ott SJ and Jang YS (2015) **Classics of Organizational Theory** (8th Ed.) Belmont, Calif: Wadsworth.

Wood J, Zeffane RM, Fromholtz M, Wiesner R, Morrison R, Factor A, McKeown T, Schermerhorn (Jr) JR, Hunt JG, and Osborn RN (2015) **Organisational Behaviour: Core Concepts and Applications**, Fourth Australasian Edition, Australia, Wiley and sons.

Recommended Resources

Clegg SR (1990) **Modern Organisations**, London, SAGE Publications. (Chapters 1 to 3)

Dunford R (1992) **Organisational Behaviour: An Organisational Analysis Perspective**, Sydney, Addison Wesley. (Chapters 1, 2, 5 and 7 but the whole book is worth the reading effort and will prepare you well)

Keyton, J. (2005) **Communication and Organisational Culture. A Key to Understanding Work Experiences.** London, Sage Publications. (Chapters 1,2 and 3 but worth looking at to gain greater understanding of culture in organisations.)

Morgan G (2006) **Images of Organisations**, (updated edition) Thousand Oaks, SAGE Publications. (Introduction and Chapters 5, 6, 8, 9 and 11 but again the whole merits attention)

**Articles on the internship experience will be recommended for the Reflection paper when student meets Academic Convenor.)

Course Evaluation and Development

Informal feedback will be recorded as shared in the meetings with the Convenor and this will include feedback on the internship as it progresses, the student experience of the HUMS 2000 assessments and the impact of the various readings on organisational theory. Formal feedback from Myexperience will be carefull reviewed to improve the quality of this Course for future students. Student feedback on the internship experience is sought through a generated email from WIL after the internship has been completed. In response to past student comments on the value of Convenor contact during the

internship, emails are regularly sent to see how the student is progressing with the readings, progress on their assessments and update on how the intership is for them. Follow up meetings can be arranged by email.

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

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