



**UNSW**  
SYDNEY

Australia's  
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University



# HUMS2000

Arts Internship

Term Two // 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	9385 1661

### School Contact Information

School of Social Sciences

Room 159

Morven Brown C20

email: [soass@unsw.edu.au](mailto:soass@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](mailto: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-directed 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

## [Assessments](#)

Task	Length / duration	Weight	Due date	Learning Outcomes
<a href="#">Assessment 1:</a> Essay plan summary,	750 – 1,000 total word count	15%	<i>Due 6pm on day 7 of the vocational placement</i>	<ul style="list-style-type: none"><li>• Embody a developing knowledge of organisational theory with practice based experience</li><li>• Create a framework to undertake a critical analysis of the organisational environment</li><li>• Begin to examine the dynamics of working within, and the structure of, the host organisation</li></ul>
<a href="#">Assessment 2:</a> Organisational essay	2,000 total word count	50%	<i>Due 6 pm on day 28, 2 weeks after the last day of the vocational placement</i>	<ul style="list-style-type: none"><li>• Embody a knowledge of organisational theory with practice based experience</li><li>• Undertake a critical analysis of the organisational environment</li><li>• Examine the dynamics of working within, and structure of, the host organisation</li></ul>
<a href="#">Assessment 3:</a> Reflective journal on the placement)	750 – 1,400 total word count	15%	<i>Due 6 pm on day 28, - 2 weeks after the last day of the vocational placement</i>	<ul style="list-style-type: none"><li>• Critically reflect on work based experiences and interrogate different aspects of organisational theory both orally and in writing</li></ul>
<a href="#">Assessment 4:</a> Host evaluation		20%	<i>Provided by the host supervisor through an electronic link</i>	<ul style="list-style-type: none"><li>• Host's assessment of the students ability in the placement</li></ul>

### [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 organisational 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 with directing the student to appropriate readings,

clarifying the parameters of organizational theory and assistance with drafting a question for the first assessment.

Using this experience from their vocational placement students should be able to provide an understanding of the organisational processes and structure they encountered during their vocational placement. While gaining insight into their host organisation, 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	15%	On 7th day of internship.	1
Reflective Journal	15%	14 days after the internship finishes.	2,4
Host Evaluation	20%	Close to completion of internship.	2,3,4
Organisational essay	50%	14 days after internship completed.	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

**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

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

## Attendance Requirements

There are no regular classes in this course. Each student meets the Academic Convenor to discuss the focus of their academic work that is closely linked to their internship.

## Course Schedule

[View class timetable](#)

### Timetable

Date	Type	Content
Internship	Fieldwork	There are no regular classes in this course. Each student meets the Academic Convenor to discuss the focus of their academic work that is closely linked to their internship.



## **Resources**

### **Prescribed Resources**

All key resources can be found in the leganto link including key texts and articles related to internships in both Not For Profit organisations and private enterprise agencies.

### **Recommended Resources**

Refer to the HUMS2000 leganto link.

### **Course Evaluation and Development**

All feedback from students is valued. The course co-ordinator seeks informal feedback from each student during the term regarding the resources, the usefulness of the assessments, linkages to their internship and how meetings with the Co-ordinator were helpful. Ongoing email contact is provided during the term to provide academic support to the student as needed. A (formal) student evaluation form is provided to each student on the completion of this subject. Adjustments are made to improve resources and support to students based on feedback received by students.

## **Submission of Assessment Tasks**

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### **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](mailto: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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## **CRICOS**

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