



The University of Southern Queensland

Course specification

Description: Arts Management Project A

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
THS	8000	40019	1, 2005	EXT	1.00	Toowoomba

Academic group:	FOART
Academic org:	FOA006
Student contribution band:	1
ASCED code:	100103

STAFFING

Examiner: Lawrence Bendle

SYNOPSIS

The course requires students to nominate an arts management internship and to commence an extensive study of its operation from a range of perspectives.

OBJECTIVES

On completion of this course students will:

1. have successfully identified and set up an internship with an appropriate arts organisation (to be undertaken the following semester).
2. have an understanding of the available print and electronic reference material pertinent to their internship and area of specialisation.
3. have a good working knowledge of the background and operation of the host arts organisation, (especially in relation to the chosen area of work under the terms of the internship).
4. have framed and submitted a comprehensive and workable internship proposal.

TOPICS

	Description	Weighting (%)
1.	Identification of an internship and suitable host organisation.	10.00
2.	Negotiation with selected arts organisation to agree on terms and details of internship.	10.00
3.	Background analysis of selected arts organisation.	20.00
4.	Literature review and Annotated Bibliography.	40.00
5.	Project Proposal.	20.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Wallace-Crabbe, M 1993, *Guidelines for internships*, Art Museums Association of Australia, Canberra.
(formerly Melbourne)

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Chong, D 2001, *Arts management: critical perspectives on a new sub-discipline*, Routledge, London.

Emery, M & Purser, R 1996, *The search conference: a powerful method for planning organizational change and community action*, Jossey-Bass, San Francisco.

Fitzgibbon, M & Kelly, A 1997, *From maestro to manager: critical issues in arts and culture management*, Oak Tree Press, Dublin.

Kotler, N & Kotler, P 1998, *Museums strategy and marketing: designing missions, building audiences, generating revenue & resources*, Jossey-Bass, San Francisco.

Vaghefi, M & Huellmantel, A 1999, *Strategic planning for the XXI century*, St Lucie Press, Boca Raton.

Wadsworth, Y 1997, *Everyday evaluation on the run*, 2nd edn, Allen & Unwin, St Leonards.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	160.00
Private Study	50.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
PRELIMINARY PROPOSAL	100.00	0.00	18 Mar 2005
ANNOTATED BIBLIOGRAPHY	100.00	20.00	08 Apr 2005
BACKGROUND ANALYSIS	100.00	30.00	10 Jun 2005
LITERATURE REVIEW	100.00	30.00	10 Jun 2005
INTERNSHIP PROPOSAL	100.00	20.00	10 Jun 2005

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
There are no attendance requirements for this external course. However, it is the student's responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.
- 3 Penalties for late submission of required work:
If students submit Dissertations/Projects after the due date without prior approval or documented medical circumstances, then a fail grade will be given.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of a passing grade, students must meet the requirements of designated examiners.
- 5 Method used to combine assessment results to attain final grade:
Method used to combine assessment results to attain final grade for Part 1 of a Dissertation/Project (where IIP is a possible grade) - If the research proposal and any possible ethics application are approved and the student's progress report is deemed satisfactory by the student's supervisor and the course examiner, the student will be awarded an interim grade of IIP, indicating satisfactory performance in the course. When the Dissertation/Project has been assessed in its entirety, the grade of IIP will be changed to the final grade.
- 6 Examination information:
There is no exam for this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.
- 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

ASSESSMENT NOTES

- 9 (a) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (b) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (c) In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health. (d) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete-Makeup). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the

remaining objectives of the course after a period of non-directed personal study. (e) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).