



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.
Please consult the web for updates that may occur during the year.

Description: Arts Management Project B

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
THS	8001	78004	2, 2008	EXT	1.00	Toowoomba

Academic group:	FOART
Academic org:	FOA005
Student contribution band:	1
ASCED code:	100103

STAFFING

Examiner: Kyle Jenkins

SYNOPSIS

The course requires students to undertake an internship project with an arts organisation, as proposed in THS8000. The resulting reports will include a day-to-day journal of internship activities and an evaluation of the internship.

OBJECTIVES

On completion of this course students will be able to:

1. compile comprehensive reports on the internship;
2. understand their professional development within an industry context.

TOPICS

	Description	Weighting (%)
1.	Completion of an internship project equivalent to 15 full days	40.00
2.	Compilation of an internship journal documenting day to day activities	30.00
3.	Evaluation of the internship activities and outcomes	30.00

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).

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

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

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.

Alexander, V 2003, *Sociology of the arts: exploring fine and popular forms*, Blackwell, Oxford.

Chong, D 2001, *Arts management*, Routledge, London.

Grogan, D & Mercer, C 1995, *The cultural planning handbook: an essential australian guide*, Allen & Unwin, Sydney.

Hawkins, G 1993, *From Nimbin to mardi gras: constructing community arts*, Allen & Unwin, St Leonards, NSW.

Pick, J 1995, *Arts administration*, 2nd edn, E & FN Spon, London.

Radbourne, JJ & Fraser, M 1996, *Arts management: a practical guide*, Allen & Unwin, St Leonards, NSW.

Senge, P 1995, *The fifth discipline*, Nicholas Brearley, London.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Internship	120.00
Self Directed	45.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
INTERNSHIP RPT PT A JOURNAL	50.00	50.00	03 Nov 2008 (see note 1)
INTERNSHIP RPT PTB EVALUATION	50.00	50.00	03 Nov 2008 (see note 2)

NOTES

1. This assessment item is aligned with Objectives 1 and 2.
2. This assessment item is aligned with Objectives 1 and 2.

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 successfully complete an individual assessment item, a student must achieve at least 50% of the marks or a grade of at least C-. This statement must be read in conjunction with Statement 4 below.
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without extenuating circumstances and without prior approval, then a penalty of a maximum of 5% of the assigned mark may apply for each working day late, up to a maximum of 10 working days, at which time a mark of zero can be recorded for that assignment.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade, a student must achieve at least 50% of the total weighted marks available for the course.
- 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>

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 despatched to USQ within 24 hours if requested 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) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience. (e) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements. (f) 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. (g) 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).

10 Students are strongly advised to maintain regular contact with their supervisor.