MDIA3003

Professional Portfolio

Semester Two // 2018

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Emma Jane	emma.jane@unsw.edu.au	By appointment	Webster 115	0412 429 027

Tutors

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.

Attendance Requirements

A student is expected to attend all class contact hours for a face-to-face (F2F) or blended course and complete all activities for a blended or fully online course.

A student who arrives more than 15 minutes late may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.

If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, their request should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.

A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance. A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course's learning outcomes and/or volume of learning. A student seeking approval to be absent for more than one month must apply in writing to the Dean and provide all original or certified supporting documentation.

For more information about the attendance protocols in the Faculty of Arts and Social Sciences: https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/

Academic Information

For essential student information relating to: requests for extension; review of marks; occupational health and safety; 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/

Course Details

Credit Points 6

Summary of the Course

Subject Area: *Media*

In this course you will have the opportunity to demonstrate industry-engaged learning. You will develop a professional portfolio relevant to your industry. You will prepare an individual project suitable for inclusion in a portfolio which demonstrates creative application of industry concepts, in an area of your interest. You will also prepare a portfolio presentation of highlights of your media work, and engage in activities in preparation for transition to work.

At the conclusion of this course the student will be able to

1. Research and analyse media industry processes and practices.
2. Locate their own media practice within the current media industry.
3. Effectively present their media practice and expertise to potential employers.
4. Reflect on the future direction of the media industry and its impact on their own media practice.

Teaching Strategies

The lectures and tutorials involved in MDIA3003 will help ensure that as a third-year Communication, Journalism or Public Relations and Advertising student you are well-equipped to seek employment in a large variety of industry contexts. This course will have a strong practical component which aims to consolidate previous studies and help you translate your university training into industry and employment contexts. You will assemble an industry-ready portfolio and develop the confidence to ""pitch"" yourself and your ideas, as well as to establish and nurture high-level industry contacts.

Assessment

There are three assessment tasks to complete. You must complete and hand in all three tasks in order to pass this course. This means that you will fail if you do not hand in one task even if you have a total grade of over 50 from the other two assignments.

Also: Please remember that you must attend a minimum of 80% of classes (lectures and studios) to be regarded as having fulfilled the requirements of the course.

Given that MDIA3003 involves blended delivery (that is, some classes will be taught online, while others will be taught in a traditional on-campus mode) attendance will be recorded in several different ways. During the on-campus classes in Weeks 4, 11, and 12, attendance will be taken during both the lectures and the tutorials. This will involve in-lecture electronic submissions during the former, and traditional roll calls during the latter. In the weeks involving online lectures and online tutorials, your attendance will be recorded:

- via the various quizzes and other activities you will need to complete on Moodle;
- via your attendance in the scheduled virtual classrooms in Week 6 and Week 9; and
- via the entries you will need to make in the Media Portfolio Course Workbook most weeks (once completed, this Course Workbook must be submitted as part of Assessment Task Three at the conclusion of the course).

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Industry-Ready Product	25%	03/09/2018 05:00 PM	1,2,4
Video Pitch	25%	02/10/2018 05:00 PM	1,2,3
Comprehensive Portfolio	50%	29/10/2018 05:00 PM	1,2,3,4

Assessment Details

Assessment 1: Industry-Ready Product

Start date:

Details: 1000-1500 word (or equivalent length in time-based media) professional practice task. Students will receive feedback via course LMS

Turnitin setting: This is not a Turnitin assignment

Assessment 2: Video Pitch

Start date:

Length: 1-2 minute video

Details: 1-2 minute presentation. Students will receive feedback via course LMS

Assessment 3: Comprehensive Portfolio

Start date:

Length: Various lengths - see Moodle for more details

Details: 1000 words plus professional practice portfolio (various word lengths/timings). This is the final assessment task for attendance purposes. Students will receive feedback via course LMS

Submission of Assessment Tasks

Students are expected to put their names and student numbers on every page of their assignments.

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.

Late Assessment Penalties

Students are responsible for the submission of assessment tasks by the required dates and times. Depending of the extent of delay in the submission of an assessment task past the due date and time, one of the following late penalties will apply unless special consideration or a blanket extension due to a technical outage is granted. For the purpose of late penalty calculation, a 'day' is deemed to be each 24-hour period (or part thereof) past the stipulated deadline for submission.

- **Work submitted less than 10 days after the stipulated deadline** is subject to a deduction of 5% of the total awardable mark from the mark that would have been achieved if not for the penalty for every day past the stipulated deadline for submission. That is, a student who submits an assignment with a stipulated deadline of 4:00pm on 13 May 2016 at 4:10pm on 14 May 2016 will incur a deduction of 10%.

Task with a non–percentage mark

If the task is marked out of 25, then late submission will attract a penalty of a deduction of 1.25 from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

Example: A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The total possible mark for the essay is 25. The essay receives a mark of 17. The student's mark is therefore 17 – [25 (0.05 x 3)] = 13.25

Task with a percentage mark

If the task is marked out of 100%, then late submission will attract a penalty of a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

Example: A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. The essay receives a mark of 68. The student's mark is therefore 68 – 15 = 53

- **Work submitted 10 to 19 days after the stipulated deadline** will be assessed and feedback provided but a mark of zero will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component (hurdle requirement), a student will be deemed to have met that requirement;
- **Work submitted 20 or more days after the stipulated deadline** will not be accepted for assessment and will receive no feedback, mark or grade. If the assessment task is a compulsory component of the course a student will receive an Unsatisfactory Fail (UF) grade as a result of unsatisfactory performance in an essential component of the course.

This information is also available at:

https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/

Special Consideration Applications

You can apply for special consideration when illness or other circumstances interfere with your assessment performance.

Sickness, misadventure or other circumstances beyond your control may:

* Prevent you from completing a course requirement,

* Keep you from attending an assessable activity,

* Stop you submitting assessable work for a course,

* Significantly affect your performance in assessable work, be it a formal end-of-semester examination, a class test, a laboratory test, a seminar presentation or any other form of assessment.

For further details in relation to Special Consideration including "When to Apply", "How to Apply" and "Supporting Documentation" please refer to the Special Consideration website: https://student.unsw.edu.au/special-consideration

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)

Resources

Prescribed Resources

See course site on Moodle

Recommended Resources

See course site on Moodle

Course Evaluation and Development

MDIA3003 is an unusual course in that it is extremely elastic. This is because it needs to accommodate the career-related needs of a large number of students who wish to work in a large number of different industries and industry sectors. This course also needs to be dynamic in order to reflect the fact that the labour market is constantly changing. As such, every year we re-write it in the months before it commences. This ensures: 1) that it incorporates the most up-to-date labour market data possible; and 2) that we are able to respond to your changing needs as well as to feedback we have received from students in previous years. You can assist us with this process by letting us know – at any point – whether this course is working for you or not. We will be seeking your feedback and input throughout the semester (via both formal and informal means) and we will be endeavouring to alter the course whenever possible so that it is as relevant as possible to your individual work and career contexts.

Image Credit

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