ADAD4100 Honours Professional Experience Program - 2024

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General Course Information

Course Code : ADAD4100
Year : 2024
Term : Term 3
Teaching Period : T3
Is a multi-term course? : No
Faculty : Faculty of Arts, Design and Architecture
Academic Unit : School of Art & Design
Delivery Mode : Multimodal
Delivery Format : Standard
Delivery Location : Paddington
Campus : Paddington
Study Level : Undergraduate
Units of Credit : 6

Useful Links

[Handbook](#) [Class Timetable](#)

Course Details & Outcomes

Course Description

This course will prepare students to pursue a full-time creative career and develop into versatile artists, designers, thinkers and creative practitioners that work in a constantly shifting design, arts and media arts landscape. Students will investigate creative opportunities that align with

their honours major projects and work towards making their aspirational career goals explicit. This course also addresses the challenging aspects of the independent, freelance nature of the creative and cultural industries by providing students with the ability to recognise areas within their creative spheres where they may develop other income streams to support their creative practice.

Course Aims

This course is designed to prepare students to pursue a full-time creative career and develop into versatile artists, designers, thinkers and creative practitioners that work in a constantly shifting design, arts and media arts landscape. Students will investigate creative opportunities that align with their honours major projects and work towards making their aspirational career goals explicit. This course also addresses the challenging aspects of the independent, freelance nature of the creative and cultural industries by providing students with the ability to recognise areas within their creative spheres where they may develop other income streams to support their creative practice.

Relationship to Other Courses

N/A

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Tailor their professional profile to meet creative selection criteria for work in professional industries.
CLO2 : Identify and investigate diverse structures and scales within professional industries to apply tailored creative practice skills within and beyond the studio environment.
CLO3 : Critically analyse, plan and prepare applications and documentation that respond appropriately to creative research project criteria.
CLO4 : Apply attributes and behaviours to a professional standard that are consistent within the professional work environment.
CLO5 : Evaluate and articulate shifts in practice, drawing on specific skills and attributes used during their professional placement.
CLO6 : Critically reflect on their professional practice and approaches to working with future key stakeholders within creative ecosystems.

Course Learning Outcomes	Assessment Item
CLO1 : Tailor their professional profile to meet creative selection criteria for work in professional industries.	• Placement Journal
CLO2 : Identify and investigate diverse structures and scales within professional industries to apply tailored creative practice skills within and beyond the studio environment.	• Placement Journal
CLO3 : Critically analyse, plan and prepare applications and documentation that respond appropriately to creative research project criteria.	• Critical Reflection • Placement Journal
CLO4 : Apply attributes and behaviours to a professional standard that are consistent within the professional work environment.	• Critical Reflection • Placement Journal
CLO5 : Evaluate and articulate shifts in practice, drawing on specific skills and attributes used during their professional placement.	• Critical Reflection
CLO6 : Critically reflect on their professional practice and approaches to working with future key stakeholders within creative ecosystems.	• Critical Reflection

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

There are no classes or lectures to attend as the students will perform work placements in their chosen field and institution. Individual consultation can take place with the course convenor by appointment.

Additional Course Information

Please refer to the MOODLE page for ADAD 4100.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Placement Journal Assessment Format: Individual	40%	Start Date: 12/02/2024 12:00 AM Due Date: Week 11: 18 November - 24 November
Critical Reflection Assessment Format: Individual	60%	Start Date: 12/02/2024 12:00 AM Due Date: Week 11: 18 November - 24 November

Assessment Details
Placement Journal

Assessment Overview

As you undertake your approved placement, you will document and share your experiences through an online journal comprising four entries of 200 words each (800 words total).

Course Learning Outcomes

- CLO1 : Tailor their professional profile to meet creative selection criteria for work in professional industries.
- CLO2 : Identify and investigate diverse structures and scales within professional industries to apply tailored creative practice skills within and beyond the studio environment.
- CLO3 : Critically analyse, plan and prepare applications and documentation that respond appropriately to creative research project criteria.
- CLO4 : Apply attributes and behaviours to a professional standard that are consistent within the professional work environment.

Detailed Assessment Description

Please refer to the MOODLE page for ADAD 4100 for examples of how to detail reflection-in-action journalling for fieldwork (Schön, 1984).

You can use the Journal Forum (A1) folder in the banner of the MOODLE page for ADAD 4100, or detail your experiences in a private journal or on your computer. It is advantageous to share your experience with your fellow course-mates and to learn from their experiences, but the decision on how to record your experiences is up to you.

It is recommend you write 6 x 250 word journal entries and edit them back for your Critical Reflection (A2).

REFERENCE

Donald A. Schön-The Reflective Practitioner - How Professionals Think In Action. Basic Books (1984). Link to PDF.

Assessment Length

1000-1500 words

Submission notes

Please refer to the MOODLE page for ADAD 4100.

Assessment information

N/A

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see here.

Critical Reflection

Assessment Overview

At the conclusion of your placement, you will write a 900-word report outlining your specific tasks and duties, the skills and knowledge gained, and your positive contributions to the project

or organisation, integrating awareness of organisational, social and ethical responsibilities. The final section of your report should also articulate areas for future professional development aligned with your career aspirations.

Course Learning Outcomes

- CLO3 : Critically analyse, plan and prepare applications and documentation that respond appropriately to creative research project criteria.
- CLO4 : Apply attributes and behaviours to a professional standard that are consistent within the professional work environment.
- CLO5 : Evaluate and articulate shifts in practice, drawing on specific skills and attributes used during their professional placement.
- CLO6 : Critically reflect on their professional practice and approaches to working with future key stakeholders within creative ecosystems.

Detailed Assessment Description

Please refer to the MOODLE page for ADAD 4100 for examples of critical reflective writing and hand in to the Submission folder for A2 Critical Reflection.

An important part of this task is to get your WIL paperwork signed off on with your work placement host / supervisor. You will need to download the Timesheet Template, fill it in and have it countersigned by your host / supervisor. You will also need to download the Mentor Feedback Form, have your host / supervisor fill it out and sign it, and then countersign it yourself. Please submit it to the Submssion folder as indicated in the MOODLE page for ADAD4100.

Assessment Length

1000-1500 words

Submission notes

Please refer to the MOODLE page for ADAD 4100.

Assessment information

N/A

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate

information or answers.

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General Assessment Information

Please refer to the MOODLE page and Course Outline for ADAD 4100.

Grading Basis

Satisfactory

Requirements to pass course

To pass this course, students are required to attempt and pass both assessment tasks and fulfil 105 hours work placement with your host institution.

Ensure paperwork is filled in, signed and countersigned as outline in the Course Outline. The templates are available on the MOODLE page for ADAD 4100.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Fieldwork	Student works with host institution / supervisor onsite.
Week 2 : 16 September - 22 September	Fieldwork	Student works with host institution / supervisor onsite.
Week 3 : 23 September - 29 September	Fieldwork	Student works with host institution / supervisor onsite.
Week 4 : 30 September - 6 October	Fieldwork	Student works with host institution / supervisor onsite.
Week 5 : 7 October - 13 October	Fieldwork	Student works with host institution / supervisor onsite.
Week 6 : 14 October - 20 October	Other	STUDY BREAK: Student works with host institution / supervisor onsite.
Week 7 : 21 October - 27 October	Fieldwork	Student works with host institution / supervisor onsite.
Week 8 : 28 October - 3 November	Fieldwork	Student works with host institution / supervisor onsite.
Week 9 : 4 November - 10 November	Fieldwork	Student works with host institution / supervisor onsite.
Week 10 : 11 November - 17 November	Fieldwork	Student works with host institution / supervisor onsite.
Week 11 : 18 November - 24 November	Assessment	Students complete their work placement and ensure both Assessments are complete and all paperwork is filled in, signed and countersigned as required.
Week 12 : 25 November - 1 December	Assessment	Convenor collates marks and posts to MOODLE.

Attendance Requirements

Attendance Requirements

Students are expected to attend all classes for each course in which they are enrolled. Failure to attend and participate in at least 80% of learning activities such as discussions, peer feedback, studio sessions, online activities, group work, etc., may result in you being flagged as at risk of failing the course. By punctually attending and actively participating in your classes you not only

increase your own opportunities for developing your skills and knowledge, but will also help build a rigorous and engaged creative community with other students. If you are unable to attend classes, please inform your relevant Course Convenor. If the absence is for medical reasons, you will be required to present a medical certificate. If absences impact your ability to undertake assessment, then you should apply for [Special Consideration](#).

General Schedule Information

As this course is focused on a professional practice work placement, there are no classes or lectures to attend. You must liase with your host supervisor to decide what tasks will occur when over the course of the term.

Course Resources

Prescribed Resources

Please refer to the MOODLE page for ADAD 4100.

Recommended Resources

Please refer to the MOODLE page for ADAD 4100.

Additional Costs

N/A

Course Evaluation and Development

Based on previous MyExperience feedback, there is detailed elements outlined in the My Feedback Matters button in the banner for the ADAD 4100 MOODLE page.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Emma Mills		F219 c - Level 2 F-Block - UNSW At & Design, Paddington Campus	+61 2 9348 0932	By Appointment	No	Yes

Other Useful Information

Academic Information

For essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Student equity and disability;
- Special Consideration in the event of illness or misadventure;
- Examination information;
- Review of results;

Please see: https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines

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 includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original 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 for the purpose of them plagiarising, 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.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. 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 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

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

Submission of Assessment Tasks

Assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: https://

student.unsw.edu.au/how-submit-assignment-moodle

Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request Special Consideration as early as possible before the deadline. Support with Time Management is available here.

Important note: UNSW has a "fit to sit/submit" rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

School-specific Information

Risk of Failure Warnings

If you are at risk of failing the course, because of lack of attendance, low marks in assignments, failing to submit assignments, or lack of participation or engagement, you may be notified by email. Please ensure you read your university email, and respond to any official risk of failure warning promptly. NOTE – if the warning email is sent to your UNSW e-Mail address, it is considered as being read by you whether you check your UNSW email or not.

Late Submission Penalties

If you believe that circumstances will prevent you from submitting an assessment on time, please notify your course convenor as soon as possible. There will be penalties applied for being late and a clear 'no later than' date beyond which submission won't be accepted. Where a Special Consideration is not applied for, and a student assessment is late, the following guidelines apply:

1. Up to 5 days after due date, a penalty of 5% (of maximum mark for assignment) will be applied for each day late (e.g. an assignment that is 3 days late would have its mark reduced by 15%). Please note - for the purpose of deduction calculation, a 'day' is each 24-hour period (or part thereof) past the stipulated deadline for submission within the calendar year (including weekends and public holidays). Task with a percentage mark - If the task is marked out of 100%, late submission will attract 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%. A 3 day late penalty will be applied (3 x 5% = 15%). The essay receives a mark of 68%. The student's mark will therefore be reduced to 53% (68% - 15%).

2. Beyond 5 days late, no submission will be accepted.

Special Consideration

Please note that the University's Special Consideration process allows students to apply for an extension within 3 days of the assessment due date. This provides for more extensive extensions, subject to documentation, and Course Convenor approval. You can apply for special consideration online through my.UNSW.edu.au. More information about special consideration can be found here: https://www.student.unsw.edu.au/special-consideration

NOTE: If you are experiencing issues related to your access to class material or difficulty with technology, make sure you notify your lecturer as soon as possible, well before any assessment due date. Last minute requests for extensions due to computer failure, file corruption, printing problems etc. do not qualify students for special consideration or extensions. Students are expected to maintain regular backups of their work at all times.

Educational adjustments

Educational adjustments can be applied to assessments if you are living with a disability, a long term medical condition, a mental health condition, and/or are a carer of individuals with a disability. The Equitable Learning Service (ELS) determines adjustments based on medical documentation and communicates these via an Equitable Learning Plan (ELP). To receive educational adjustments for equitable learning support, you must first register with Equitable Learning Services (ELS). More information about Equitable Learning Services can be found here https://student.unsw.edu.au/els

Supplementary Assessment

Supplementary assessments are available to students in this course who have failed an assessment but have subsequently had an application for Special Consideration approved by the university. The supplementary assessment may take a different form than the original assessment and will be defined by the course convenor - but it will address the same learning outcomes as the original assessment. If Special Consideration has not been awarded, the maximum mark that may be awarded for a supplementary assessment is 50% of the full assessment mark.

Academic Honesty and Plagiarism

Plagiarism is taking the ideas, words, images, designs or objects of others and passing them off as your own. Plagiarism is a type of intellectual theft. Plagiarism can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. Plagiarism can have serious consequences, so it is important that students be aware of what it is, and how to avoid it. All written submissions are automatically checked for plagiarism using the Turnitin site. For further information, please see the Academic Integrity & Plagiarism website https://www.student.unsw.edu.au/plagiarism.

Referencing Requirements for Assessments

Your course convenor will inform you what referencing system this course follows. Useful guidelines on how to reference according to various systems can be found at: https://student.unsw.edu.au/referencing.

You may follow these guidelines in your assessment tasks, or seek additional advice from your lecturer. Styles for Endnote are downloadable from the Endnote website. Accurate and correct referencing is an important academic prerequisite at University level, and if your work does not meet these requirements, it may be marked down, or in more serious cases, it may be treated as an instance of plagiarism and academic dishonesty.

Use of Generative AI

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Your work must be your *own* and where the use of AI tools, such as ChatGPT, have been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work. In cases

where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply. If in doubt, please seek advice from the Course Convenor prior to using generative AI tools.

https://www.student.unsw.edu.au/assessment/ai

Health and Safety

Ensuring student and staff health and safety is very important at UNSW Art & Design. Health and safety is everyone's responsibility. As a student, you have a responsibility not to do anything that risks your own health and safety, or the health or safety of your fellow students, staff members or visitors. This means, for example, exiting the building during a fire drill; wearing personal protective equipment and clothing (PPEC) when staff or signage instructs you to do so; undertaking induction to using equipment or carrying out processes that require specific knowledge; and reporting hazards or incidents to your lecturer or supervisor as soon as you become aware of them. For more information, please see https://safety.unsw.edu.au/.

Additional Support and Resources

At UNSW you can also find support and resources if you need help with your personal life, getting your academic success on track or just want to know how to stay safe. See https://www.student.unsw.edu.au/wellbeing.

Additional support for students is available by contacting the following centres:

- Student Support and Development https://www.student.unsw.edu.au/support
- Student Support Advisors: https://www.student.unsw.edu.au/advisors
- Mental Health Support: https://www.student.unsw.edu.au/mental-health-support
- Academic Skills and Support https://www.student.unsw.edu.au/skills
- UNSW IT Service Centre https://www.myit.unsw.edu.au/
- Student Gateway: https://www.student.unsw.edu.au/
- Equitable Learning Services: https://www.student.unsw.edu.au/equitable-learning
- Faculty Resources and Support: https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support
- Arc: https://www.arc.unsw.edu.au/

After Hours Access to the Paddington Campus

The core operating hours for the Paddington Campus are below. All students have access to the campus during these hours:

- Monday to Friday 0800 – 2100
- Saturday 0900 – 1700

Some students are permitted to have "After Hours Access" (AHA) to the campus upon completion of a series of inductions. The inductions are dependent on location, as well as the types of activities undertaken in those locations. The first of these is this Primary Induction, and this must be completed online https://my.artdesign.unsw.edu.au. All students requiring AHA are required to complete this induction. The Primary Induction gives access to the following Low Risk areas:

Post Graduate Students

- PG Research students – Level 4 F Block, Computer Labs and Learning Commons
- Master of Design students – Level 3 D Block, Computer Labs and Learning Commons
- Master of Curating and Cultural Leadership students – D207, Computer Labs and Learning Commons

Honours Students

- Fine Arts – Level 3 F Block, Computer Labs and Learning Commons
- Design – Level 1 E Block, Computer Labs and Learning Commons
- Media Arts – Level 3 F Block, Computer Labs and Learning Commons

Subsequent inductions are workshop and lab specific, and are conducted face-to-face by the UNSW Art & Design Technical staff. Students and staff must first successfully complete the Primary Induction before requesting a Workshop/Lab specific Induction.

School Contact Information

UNSW School of Art & Design

Faculty of Arts, Design & Architecture

Paddington Campus

Cnr Greens Rd & Oxford Street

Paddington NSW 2021

ad.generaladmin@unsw.edu.au