



## UNSW Course Outline

# ADAD3000 Professional Experience Project - 2024

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## General Course Information

Course Code : ADAD3000

Year : 2024

Term : Term 1

Teaching Period : T1

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

Professional Experience Project is a work integrated learning (WIL) course that provides students in the School of Art & Design with an opportunity to synthesise and apply their prior academic learning in a creative workplace. Through this course, you will explore possible career

pathways by undertaking a professional placement in a context relevant to your studies and professional interests. Professional placements require prior approval from the Course Convenor and must be appropriate in duration (typically 105 hours) as well as have the necessary resources and support from a suitable host. Placement opportunities can be either self-sourced or advertised by the School. Please contact the Faculty WIL Unit for further details: [pep.artdesign@unsw.edu.au](mailto:pep.artdesign@unsw.edu.au)

## Course Aims

The aim of the course is to:

- Help situate you within ‘real’ work contexts and situations such as a professional practice, studio, gallery or creative project in the area of your nominated art or media practice
- Enable you to gain experience by working with practitioners in a professional capacity to expand, refine and build upon your skills, attitudes and knowledge towards becoming a professional.

## Relationship to Other Courses

N/A

## Course Learning Outcomes

Course Learning Outcomes
CLO1 : Apply collaboration, communication, and professional practice skills to contribute effectively to a professional creative organisation.
CLO2 : Demonstrate and describe awareness of social and ethical responsibilities relevant to professional creative contexts.
CLO3 : Reflect on and evaluate professional experiences to identify personal strengths and opportunities in relation to career goals and aspirations.

Course Learning Outcomes	Assessment Item
CLO1 : Apply collaboration, communication, and professional practice skills to contribute effectively to a professional creative organisation.	<ul style="list-style-type: none"><li>• Placement Journal</li><li>• Critical Reflection</li></ul>
CLO2 : Demonstrate and describe awareness of social and ethical responsibilities relevant to professional creative contexts.	<ul style="list-style-type: none"><li>• Placement Journal</li><li>• Critical Reflection</li></ul>
CLO3 : Reflect on and evaluate professional experiences to identify personal strengths and opportunities in relation to career goals and aspirations.	<ul style="list-style-type: none"><li>• Critical Reflection</li></ul>

# Learning and Teaching Technologies

Moodle - Learning Management System

## Learning and Teaching in this course

As this course is focused on gaining practical professional experience in the field, there are no classes or lectures. If you need guidance, please contact your course convenor via the provided avenues.

## Additional Course Information

Please refer to the MOODLE page for ADAD 3000 regularly through out Term.

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
Placement Journal Assessment Format: Individual	40%	Start Date: 12/02/2024 12:00 AM Due Date: 26/04/2024 12:00 AM
Critical Reflection Assessment Format: Individual	60%	Start Date: 12/02/2024 12:00 AM Due Date: 26/04/2024 12:00 AM

## 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 150 words each (600 words total).

#### Course Learning Outcomes

- CL01 : Apply collaboration, communication, and professional practice skills to contribute effectively to a professional creative organisation.
- CL02 : Demonstrate and describe awareness of social and ethical responsibilities relevant to professional creative contexts.

#### Detailed Assessment Description

This assessment is an important step towards compiling Assessment 2, your final critical reflective essay on your work placement experience. You can share this on the MOODLE forum provided, or you can keep it privately for yourself. This step is meant to encourage a reflection-in-action approach (D. Schön, 1984) to your internship.

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## REFERENCE

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

### Assessment Length

4 entries x 250 words

### Submission notes

Please submit the MOODLE Journal forum for ADAD 3000

### Assessment information

N/A

### Assignment submission Turnitin type

This is not a Turnitin assignment

## Critical Reflection

### Assessment Overview

At the conclusion of your placement, you will write an 800-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

- CLO1 : Apply collaboration, communication, and professional practice skills to contribute effectively to a professional creative organisation.
- CLO2 : Demonstrate and describe awareness of social and ethical responsibilities relevant to professional creative contexts.
- CLO3 : Reflect on and evaluate professional experiences to identify personal strengths and opportunities in relation to career goals and aspirations.

### Detailed Assessment Description

Please refer to the MOODLE page for ADAD 3000 to receive guidance and examples to aid you in writing Assessment 2 in a critical and reflective way.

Part of this assessment is ensuring your final paperwork is completed for WIL. Please refer to

the templates captured in the MOODLE site for ADAD 3000 labelled Timesheet Template and Mentor Feedback Form. Your primary supervisor for your work placement will need to sign off on your Timesheet and fill in and sign off on your Mentor Feedback Form.

**Assessment Length**

800-1000 words

**Submission notes**

Please submit to the A2 labelled Submission Folder in MOODLE page for ADAD 3000

**Assessment information**

N/A

**Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

## **General Assessment Information**

Please refer to the MOODLE page for ADAD 3000 for details and support for your Assessments.

**Grading Basis**

Satisfactory

**Requirements to pass course**

As specified above and on the ADAD 3000 MOODLE page.

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Fieldwork	Weekly time commitment to be negotiated with work placement host and the student.
Week 2 : 19 February - 25 February	Fieldwork	Weekly time commitment to be negotiated with work placement host and the student.
Week 3 : 26 February - 3 March	Fieldwork	Weekly time commitment to be negotiated with work placement host and the student.
Week 4 : 4 March - 10 March	Fieldwork	Weekly time commitment to be negotiated with work placement host and the student.
Week 5 : 11 March - 17 March	Fieldwork	Weekly time commitment to be negotiated with work placement host and the student.
Week 6 : 18 March - 24 March	Other	STUDY BREAK: Weekly time commitment to be negotiated with work placement host and the student.
Week 7 : 25 March - 31 March	Fieldwork	Weekly time commitment to be negotiated with work placement host and the student.
Week 8 : 1 April - 7 April	Fieldwork	Weekly time commitment to be negotiated with work placement host and the student.
Week 9 : 8 April - 14 April	Fieldwork	Weekly time commitment to be negotiated with work placement host and the student.
Week 10 : 15 April - 21 April	Fieldwork	Weekly time commitment to be negotiated with work placement host and the student.
Week 11 : 22 April - 28 April	Assessment	Ensure Assessments are complete and that paperwork (Timesheet and Mentor Feedback Form) is filled in, signed and submitted to the correct Submission Folder in MOODLE for ADAD 3000.
Week 12 : 29 April - 5 May	Assessment	Marking by convenor and posting of grades 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 takes place in the field of Professional Practice, there are no Face-to-Face courses or lectures. You must do 105 hours of work placement with your specified host over T1 (between 12 February and 19 April 2024). You must complete your assessments as specified and turn in

your final paperwork to gain a Satisfactory score.

## Course Resources

### Prescribed Resources

Please refer to the MOODLE page for ADAD 3000 for resources.

### Recommended Resources

Please refer to the MOODLE page for ADAD 3000 for resources.

### Additional Costs

N/A

## Course Evaluation and Development

This course is graded as Satisfactory / Unsatisfactory based on completing 105 hours of work placement and your two assessments as described.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Director of teaching	Deborah Tillman		F219 c - 2nd Floor of F-Block - UNSW Art & Design, Paddington Campus	0400 920 761	By Appointment	No	Yes

## Other Useful Information

### Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines> for essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;

- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

## 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**

### **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, 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](#).

## **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 ( $3 \times 5\% = 15\%$ ). 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](mailto:ad.generaladmin@unsw.edu.au)