Stage II
Handbook

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SAE QANTM
CREATIVE MEDIA INSTITUTE

Preface

We're in the business of helping you become a great practitioner. Up until now, you've been undertaking projects within your own discipline group in simulated paraprofessional roles. This has helped give you a foundation in each of the 3Ps.

This next stage of the SAE experience, will change the way you perceive production and creativity, revealing the great practitioner within you.

Stage II and studio modules will be different to your learning experiences in Stage I. This handbook gives you an overview of these differences and all the key information you need to actively contribute to the production environment. This will be augmented with instructions and guidance during your studio classes. In addition to this handbook, you should also have:

• Module Guide for the specific Stage II Modules

• SAE Transferable Skills Framework

• Guidelines for Holistic Assessment in Stage II

• Group Work Agreement

Contents

Welcome to Stage II

Congratulations and welcome – you have made it to Stage II. In this stage we will build upon the skills, knowledge and behaviours you developed in Stage I. In Stage II the work you will undertake becomes more complex and dynamic – you will work on projects which are more open ended, undertaken in collaboration with other discipline groups and across campuses and cohorts. Here you will also be given more autonomy to shape the project outcomes and elect the people with whom you will work.

Stage II provides a new and challenging way of working in the creative media space. This will be the most exciting experience of your professional development so far, however, know that it can take some getting used to.

Stage II Modules

In Stage II you will undertake common modules and studio modules. The common modules, **CIM210 - Media Studies** and **CIM211 - Cultural Studies** are similar to the design of all Stage I modules. As you will already be familiar with the overall module design, this handbook will focus on the new elements to be introduced in Stage II.

The studio modules will be similar to your Stage I project modules, but much more open ended in their design. This allows you to start to diversify project types and outcomes to meet your goals and aspirations. Your Learning Journal will continue to be central to your processes, and you will begin to interact with the wider community through external blogs and forums. Much of this handbook is spent describing the framework for the SAE Stage II studio modules.

Studio Module Facilitators

In Stage II you will undertake 30 credit point studio modules, in addition to two common modules. In these studio modules you will work with studio facilitators. The studio facilitator's role is to foster your involvement in the design of projects. Specifically, they will look for opportunities within the community for you and your peers to address real-world creative industry problems. This is a unique opportunity as an undergraduate student to experience working with real-world clients on real-world challenges.

Your studio facilitator will assist you to customise your projects and the roles within them to help you achieve your professional and learning goals. The responsibility to shine is on you, the responsibility to help you shine is on your facilitator.

SAE Holistic Assessment Ethos

In Stage II, you will be expected to demonstrate a more visible and deliberate practice of the **transferable skills framework**. In this stage you will, in consultation with your facilitator, decide what transferable skills you need to focus on. This will happen in each module, throughout the trimester and also in a formal review meeting in week 7.

1 **To gain a pass –** you must demonstrate that you have independently met the Learning Outcome Standards on multiple occasions, through participation in projects, in-class activities, and post-class reflection.

2 **To gain a grade higher than a pass –** you must demonstrate that you have addressed 3Ps (see the Stage I handbook for detailed information).

In Stage II, you will find more complex learning outcome standards and holistic assessment criteria beyond a pass. In Stage II, the holistic assessment standards are written to reflect the more advanced qualities and characteristics of work and performance which is commensurate with that of a professional in the making.

The module guides contain more information on learning outcomes, standards and holistic assessment criteria, however it's important for you to understand that in Stage II, you need to play a more active role in determining your learning objectives. This will involve thinking about your own goals and aspirations and applying deliberate practice to the acquisition of any skills, knowledge and/or behaviours that will support you in your learning journey. Your facilitator will also be asking you to support the design of projects in Stage II. This is an important part of your journey and one that we will help you with. If you have any issues that prevent you from fully participating, then please let us know. We're here to help.

Transferable Skills

In Stage II, you will be expected to demonstrate a more visible and deliberate practice of the **transferable skills framework**. In this stage you will, in consultation with your facilitator, decide what transferable skills you need to focus on. This will happen in each module, throughout the trimester and also in a formal review meeting in week 7.

Learning Contracts

As mentioned above, your studio modules are structured to ensure that you are well on the way to meeting the module learning outcomes by week 7. During your week 7 review meeting, you will plan the required activities for the remaining weeks of the trimester with your facilitator. During this meeting, you should outline your personal goals and reflect on any self-directed learning that is required to achieve these goals. In consultation with your facilitator, you will identify any module learning outcomes that you are yet to achieve and define how you will seek to achieve these by the end of trimester. If needed, a learning contract may be implemented – this contract sets out the goals, activities and planning required to help you achieve the module learning outcomes for the trimester.

Reflective Practice Presentation

Just like Stage I, in Stage II your final module grade isn't a sum total of the results of your project work, but rather a holistic assessment of your individual performance within each module.

Final Grade

In the Studio Modules, your Facilitator will give you a grade at the end based upon all of your work. Although you do nearly all of your project work collaboratively, your final grade is individually assessed. For you to pass the Studio Module you must have achieved the following:

• Met all of the learning outcome standards

• Publicly exhibited your work

• Undertaken a formal individual performance and aspirations review in week 7 with your facilitator

• Completed remote practice (to the standard expected of the learning outcome standards)

• Presented your reflective practice in week 13

For grades beyond a pass, students are assessed against the 3Ps, with the best grades being reserved for students who have demonstrated a commitment to each of the Ps above and beyond the minimum requirements.

SAE Learning Ethos

In Stage II we adopt a "studio model", where you'll learn through more open ended and challenging projects. Unlike Stage I, Stage II projects are more open-ended and ask that you undertake significant interdisciplinary and remote collaboration.

Design of Stage II Studio Projects

In Stage I, you experienced what it is like to play a paraprofessional role in projects designed by the SAE program committees to help you gain the skills, knowledge and behaviours that you need in order to succeed. Now that you are in Stage II and on your way to becoming a professional you will play a more active role in designing the projects that contribute to your assessment outcomes. In Stage II, all projects must have the following features:

1 **A real-world dilemma.** Creative media is powerful. It gives you the opportunity to engage audiences on any number of subjects. A real-world dilemma links creative media practice to serious societal issues. Every project you undertake in Stage II will be linked to a real-world dilemma. For example: How can the group explore the impact of global warming on wellbeing and raise awareness in the community? Real-world dilemmas will be set each trimester.

2 **An authentic audience.** As a creative media practitioner, you will be making projects for specific audiences. The audience plays a significant role in shaping any project and it is therefore essential that you develop expertise working with this component of your professional practice. At SAE you will engage with an authentic audience throughout the development of your projects – through user testing, focus groups and other typical industry approaches.

3 **Constraints.** Time and money are standard constraints that you will encounter in professional practice. Depending on the type of project, you will also encounter a range of other constraints such as classification standards, technical, creative direction, file formats, quality standards and more. Constraints can also be used to inform your creative approach such as constraints on themes, key words, colours, genre etc.

4 **Module learning outcomes.** Your module guide will list all of the module learning outcomes that you will need to achieve in order to pass the module. Each module learning outcome should be read in conjunction with the learning outcome standards.

Your facilitator will help you ensure your project design helps you achieve your learning aims and objectives. It is essential that all projects are approved by your facilitators prior to the commencement of any work.

Stage II Rituals

In the studio environment, there are certain activities, known as rituals, that you will be expected to undertake every day, throughout the trimester. These rituals will help you produce great work. Rituals form the structure of your Stage II l earning experience.

Depending on the environment your facilitator creates, your Stage II rituals will include: mixers, blogging, pitch sessions, update meetings, peer feedback sessions, audience testing, and final exhibitions or presentations. See below for further details.

Mixers
During the trimester you will be given formal and informal opportunities to meet and network with students from different disciplines. You are encouraged to take full advantage of these mixers and get to know as many people as you can. Here you will find your tribe – team members who fit with the work/life culture you are keen to cultivate.

Reflective Practice & Learning Journals
As in Stage I, you will be required to continue to reflect on and document your creative process. In Stage II you will take greater control of the elements you choose to reflect on, and you will begin to engage with industry and the wider creative community through your portfolio and blog. Your blog will document, using text, media examples, vlogs and other assets, your insights into the ongoing development of your creative practice. The blog does not replace the Learning Journal, but rather extends its reach into the public space and, along with your portfolio and professional social profiles, builds your public identity as a creative practitioner.

Pitch Sessions
In many professional studios, you will be required to pitch your ideas multiple times. You will pitch to a range of stakeholders, including your facilitator, studio peers and potential collaborators from other disciplines. Pitching your ideas helps to develop your communication and promotion skills. Further to this, you will need to consider how you receive and respond to feedback given. Collaboration opportunities are directly linked to the quality and execution of your pitch presentations.

Update Meetings
You will need to keep your team and facilitator updated on the progress of your projects. Most facilitators will use a 'stand-up' model at the beginning and end of each week: here everyone stands in a group and each person gives a short report on where they are at and what help they may need. Your facilitator may also share news on their own projects.

You will also participate in team meetings during studio time and online using collaboration tools.

Peer Brainstorming
You are encouraged throughout Stage II studio work to draw on the collective creativity, experience and expertise of your facilitator and peers to pressure test ideas, seek alternative solutions to problems, consider different opinions and points of view and seek feedback on your work. Collegiality is a key ingredient in an effective creative environment. Your facilitator will provide time for peer brainstorming sessions in class, but you should also seek out your own opportunities to engage in collegial practices.

Audience Testing
Audience testing is common practice in industry contexts. Your facilitator will most likely arrange playtests, listening sessions, screenings, gallery walks, or gigs to provide you with opportunities to receive audience feedback. Audience members may include your studio peers, practitioners from other disciplines, staff, friends and industry guests. Your facilitator may also arrange for external audience testing online. Make the most of these events by preparing survey materials that will generate helpful audience insights, record what your audiences say and do, and undertake audience analysis to inform improvements to your work.

Exhibitions

At the end of each studio module, your facilitator will arrange a presentation or exhibition of some kind. This may be internal or public-facing, with industry attendees. Whatever the nature of the event is, work towards not only fulfilling the brief, but producing great work. That means leaving time for polishing. Take the opportunity to create promotional materials around your work too, such as posters, a website, catalogues, and social media profiles if applicable.

Workload

A studio module in Stage II has three times the credit point value (and therefore workload) of other modules within the program. To successfully produce all the work required for the studio projects, you will be expected to attend and actively contribute to 9 hours of studio sessions per week. These may be over two or three days. Outside of studio session times, you will need to undertake an additional 18 hours of work per week completing delegated tasks associated with your projects.

In Stage II, more of the project activities are defined by you as part of your reflective and deliberate practice. This means you will need to be disciplined in your time management. You work better when you're feeling better; so take care of yourself and keep your work effort consistent with breaks for rest, exercise and good food.

Groupwork

All of the projects in Stage II are undertaken in small groups. In your information pack you will find the Groupwork Agreement. This agreement outlines the individual team roles, responsibilities and risk mitigation strategies for students working in a group. It is essential that all group members read and understand this before undertaking group work. These guidelines look at four key responsibilities for team members:

• Equity
• Communication
• Deliverables
• Learning

Group work and collaboration are an essential part of the creative industries and therefore what we do at SAE. We'll do our best to support you in perfecting your collaboration skills, but remember to always think about how your actions and behaviours impact both the work itself and those you work with – this is an essential part of the assessment framework at SAE.

Although you'll be working in groups, your final grade will be based on your individual performance against the 3Ps.

Remote Practice

In Stage II, all SAE students are required to develop skills and knowledge designed to help them collaborate with peers and clients from different disciplines, geographies and cultures. We have developed the remote practice framework to help students with this.

Remote practice can be referred to as virtual teams, distance teams, remote teams and others. In our context, we are referring to artistic practice with geographically dispersed interdisciplinary collaborators.

Initially, you will be building connections with other SAE students around Australia and the world to be part of your rituals. In the later studio modules you will work towards executing actual projects.

Work Placement

In Stage II, all SAE students are required to develop skills and knowledge designed to help them collaborate with peers and clients from different disciplines, geographies and cultures. We have developed the remote practice framework to help students with this.

How am I Doing?

As well as feedback on how your projects are progressing, you will also be receiving feedback on how you are progressing as a creative practitioner and studio participant. In addition to the peer feedback sessions and any impromptu meetings you may have with your facilitator, we have fixed review points of your progress throughout the trimester. These are noted in the module guides.

Graduate Attributes

All learning at SAE is designed to address a set of graduate attributes. These are personal and professional qualities that we expect you to possess by the time you complete your degree. Our learning outcomes and assessments are mapped to one or more of these and you will find a reference to them in the module guides.

Now that you're in Stage II we're adding in a new graduate attribute for "Global Perspective". To help you achieve this, Stage II includes a compulsory feature we refer to as remote practice.

Graduate Attributes	The SAE HE program produces practitioners with:
GA1 Critical Thinking and Effective Communication	An enquiring mind capable of critical and reflective analysis, with the ability to communicate ideas and arguments effectively to a range of audiences. (*K)
GA2 Technical Proficiency	Proficiently integrate and apply industry standard technologies and information for creative media projects and practical applications. (*S)
GA3 Creative and Innovative Practice	Develop innovative and creative solutions in a variety of professional settings. (*AKS)

GA4 Independent Problem Solving and Team Collaboration	Ability to solve problems independently and work productively within a team. (*AKS)
GA5 Scholarship and Project Management	The ability to plan and complete projects in a timely manner, incorporating scholarly practice and critically evaluating and reporting outcomes. (*AKS)
GA6 Professional and Ethical Standards	Maintain current and ongoing industry knowledge about a discipline, adhering to appropriate professional and ethical standards. (*K)
GA7 Global Perspective	The ability to identify and apply international perspectives for practice in the relevant discipline, and recognize and respect cultural differences. (*K)

Look after Yourself

Your wellbeing is a vital component of success. At SAE, there are a range of support services available ranging from academic support, employability services, counselling and disability services. The modules that you study are just one part of preparing you for the creative industries. Your facilitator or any other member of the SAE staff will be able to direct you to a range of additional services should you need them.

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