

## CIND3510: Studio Q

Newcastle City Precinct  
Semester 1 - 2024



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

*The School of Humanities, Creative Industries and Social Sciences is committed to providing an inclusive environment in which all cultures are accorded respect and all students and staff are expected to act with honesty, fairness, trustworthiness and accountability in dealings with others. The School recognises and respects the unique histories and cultures of Aboriginal and Torres Strait Islander peoples, their unbroken relationship with the lands and the waters of Australia over millennia, and the validity of Aboriginal ways of knowing. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education.*

## OVERVIEW

<b>Course Description</b>	Students will undertake an authentic and genuine experience of work through a creative studio-based environment, responding to a professional brief that has been developed in partnership or collaboration with industry, business or community partners. In undertaking the experience, students will apply the professional skills and practices acquired during their program of study and will experience the dynamics, discourses, practices and realities of working in a professional environment to a brief, and under supervision. Student projects may include, but are not limited to: creative works, commercially orientated creative content, speculative design practices; group / collaborative projects; non-profit stakeholder based projects.
<b>Assumed Knowledge</b>	Successful completion of 50 units at 2000 level or above, and 20 units at 3000 level
<b>Contact Hours</b>	<b>Newcastle City Precinct</b> <b>Tutorial</b> Face to Face On Campus 2 hour(s) per week(s) for 4 week(s) starting Week 1 <b>Tutorial</b> Face to Face On Campus 2 hour(s) per week(s) for 1 week(s) starting Week 7 <b>Tutorial</b> Face to Face On Campus 2 hour(s) per week(s) for 1 week(s) starting Week 12
<b>Unit Weighting</b>	10
<b>Workload</b>	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

# COURSE OUTLINE

---

# CONTACTS

<b>Course Coordinators</b>	<b>Newcastle City Precinct</b> Dr Simon Weaving <a href="mailto:Simon.Weaving@newcastle.edu.au">Simon.Weaving@newcastle.edu.au</a> (02) 4349 4591 Consultation: Please email	Dr Benjamin Matthews <a href="mailto:Ben.Matthews@newcastle.edu.au">Ben.Matthews@newcastle.edu.au</a> (02) 4985 4909 Consultation: Please email
----------------------------	--	--

**Teaching Staff** Other teaching staff will be advised on the course Canvas site.

**School Office** **School of Humanities Creative Industries and Social Sciences**  
NU Space, Level 4  
409 Hunter Street  
Newcastle  
[HCISS@newcastle.edu.au](mailto:HCISS@newcastle.edu.au)  
+61 4985 4500

# SYLLABUS

**Course Content** Students will undertake the equivalent of 4 weeks fulltime professional practice working on a creative brief. The course will involve:

- Attending Studio briefing, planning and feedback sessions
- Development of personal work plans to deliver outcomes
- Presentations of progress and deliverables
- Completion of timesheets and self-evaluation of the work experience

**Course Learning Outcomes** **On successful completion of this course, students will be able to:**

1. Apply, under supervision, the professional skills and knowledge acquired during the degree program in a creative Studio environment;
2. Produce products and/or materials and participate in activities at a professional standard;
3. Analyse and evaluate their knowledge, skills and practices in the professional Studio environment
4. Complete Risk Assessments and apply appropriate Work Health Safety competencies to the workplace environment.

**Course Materials** **Other Resources:**

- See Canvas for details

**Attendance & Engagement** This course is intended as a core Work Integrated Learning course for THIRD YEAR students who first enrolled in their degree program in 2023 or later. If you enrolled prior to 2023, this course is NOT compulsory and you should be completing CIND3000 Entrepreneurship (see program transition arrangements). If you have any questions about whether you should be enrolled in this course, please contact one of the Course Coordinators above.

This course assumes you have all the relevant skills to operate as a freelance creative practitioner in a studio environment. It is important that you only enrol in this course in THIRD YEAR once you have completed all relevant first and second year courses.

# COMPULSORY REQUIREMENTS

In order to pass this course, each student must complete ALL of the following compulsory requirements:

**Contact Hour Requirements:** 140 hours of logged time as a freelancer working on a client brief (this includes tutorial attendance times)

**WHS Requirements:** Students must complete all relevant Induction courses (for space and equipment being used) and complete a Risk Assessment for their project.

## SCHEDULE

Week	Week Begins	Tutorial Topic/Activity	Assessment Due
1	26 Feb	Tutorial: Forming Teams and allocating Briefs	
2	4 Mar	Tutorial: High Level Project Scope and Risk Assessment	
3	11 Mar	Tutorial: Budgeting and Invoicing	
4	18 Mar	Tutorial: Reverse Brief Presentations	Assessment 1: Presentation to Client (Scope and Budget)
5	25 Mar	Self-directed activity: Work on brief/deliverables	
6	1 Apr	Self-directed activity: Work on brief/deliverables	
7	8 Apr	Tutorial: present progress report	Assessment 2: Progress report Presentation
<b>Mid Term Break</b>			
<b>Mid Term Break</b>			
8	29 Apr	Self-directed activity: Work on brief/deliverables	
9	6 May	Self-directed activity: Work on brief/deliverables	
10	13 May	Self-directed activity: Work on brief/deliverables	
11	20 May	Self-directed activity: Work on brief/deliverables	
12	27 May	Tutorial: present deliverables to client/studio	Assessment 3: Presentation of deliverables
13	3 Jun	Self-directed activity: Complete Final report	Assessment 4: Submit Final Report
<b>Examination Period</b>			
<b>Examination Period</b>			

# ASSESSMENTS

This course has 4 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Initial project planning pitch	Week 4 in class – 20 <sup>th</sup> March (and online submission – 24 <sup>th</sup> March 11:59pm)	Individual	20%	1, 4
2	Progress Report & Presentation	Week 7 In class – 10 <sup>th</sup> April (and online submission before class)	Individual	20%	2
3	Presentation of Final Deliverables to Client/Studio	Week 12 in class (and online submission); 29 <sup>th</sup> May 11.59pm	Individual/ Group	40%	1, 2, 3
4	Final Studio Report	Final Studio Report (including timesheets) 9 <sup>th</sup> June 11.59pm	Individual	20%	3

**Late Submissions** The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

## Assessment 1 - Initial project planning pitch (20%)

<b>Assessment Type</b>	Professional Task
<b>Description</b>	Working as individuals or in small teams, students will analyse and respond to a client brief. The response to the brief will incorporate preparing a “reverse brief”, high level scope of work and initial ideas for the client on what will be delivered, a risk assessment and a budget/costing for the client.
<b>Weighting</b>	Templates and resources on Canvas should be used to help students through this process. 20%
<b>Length</b>	5 minute presentation; Report (using template)
<b>Due Date</b>	Presentation due in class (20 <sup>th</sup> March); Report due midnight Sunday Week 4 (24 <sup>th</sup> March 11.59pm)
<b>Submission Method</b>	In Class Online
<b>Assessment Criteria</b>	More details and rubric on Canvas. This is a group project, but students will be graded individually.
<b>Return Method</b>	In class and online
<b>Feedback Provided</b>	In Class - In class plus rubric and comments on paperwork online

## Assessment 2 – Progress Report presentation (20%)

<b>Assessment Type</b>	Professional Task
<b>Description</b>	Students will make a short work-in-progress presentation, updating their client (or the Studio) about progress against scheduled deliverables, presenting work completed to date
<b>Weighting</b>	20%
<b>Length</b>	5 min presentation & short professional report
<b>Due Date</b>	Week 7 - 10 <sup>th</sup> April; report submitted before class
<b>Submission Method</b>	In Class Online
<b>Assessment Criteria</b>	Consistent with professional industry practice for their project
<b>Return Method</b>	In Class
<b>Feedback Provided</b>	In Class - Verbal discussion and Rubric.

## Assessment 3 - Presentation of Final Deliverables to Client/Studio (40%)

<b>Assessment Type</b>	Professional Task
<b>Description</b>	Students will present their final deliverables to their client/studio

<b>Weighting</b>	40%
<b>Length</b>	5-15 minute presentation (depending on project), with upload online
<b>Due Date</b>	Week 12 - 29 <sup>th</sup> May in class and upload presentation online by 11.59pm
<b>Submission Method</b>	In Class Online
<b>Assessment Criteria</b>	See Canvas for rubric, and this will involve feedback from Client/Studio
<b>Return Method</b>	In Class In Person Ongoing Assessment Online
<b>Feedback Provided</b>	In Class

## Assessment 4 – Final Studio Report and Timesheets (20%)

<b>Assessment Type</b>	Report
<b>Description</b>	Students will submit a reflective report (see template on Canvas) setting out the details of the project, including timesheets and costings and a self-evaluation of the project
<b>Weighting</b>	20%
<b>Length</b>	1500 words (see template)
<b>Due Date</b>	Week 13 Sunday 9 <sup>th</sup> June 11.59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	See rubric
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Online via Canvas

## ADDITIONAL INFORMATION

**Grading Scheme** This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

\*Skills are those identified for the purposes of assessment task(s).

**Attendance** Attendance/participation will be recorded in the following components:  
- Tutorial (Method of recording: Roll )

**Placement Requirements** This is a placement course covered by the Student Professional Experience Policy. Refer to <https://policies.newcastle.edu.au/document/view-current.php?id=30> for further information

---

<b>WH&amp;S Requirements</b>	Due to COVID-19 safety restrictions, it is the student's responsibility to sanitise their work/computer space prior to any face to face lessons in this course. They must be mindful of current social distancing rules during their face to face lessons.
<b>Communication Methods</b>	Communication methods used in this course include: <ul style="list-style-type: none"><li>- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.</li><li>- Email: Students will receive communications via their student email account.</li><li>- Face to Face: Communication will be provided via face to face meetings or supervision.</li></ul>
<b>Course Evaluation</b>	Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.
<b>Oral Interviews (Vivas)</b>	As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the <a href="#">Oral Examination (viva) Procedure</a> . In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the <a href="#">Student Conduct Rule</a> .
<b>Academic Misconduct</b>	All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to <a href="https://policies.newcastle.edu.au/document/view-current.php?id=35">https://policies.newcastle.edu.au/document/view-current.php?id=35</a> .
<b>Adverse Circumstances</b>	The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where: <ol style="list-style-type: none"><li>1. the assessment item is a major assessment item; or</li><li>2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;</li><li>3. you are requesting a change of placement; or</li><li>4. the course has a compulsory attendance requirement.</li></ol> Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at: <a href="https://policies.newcastle.edu.au/document/view-current.php?id=236">https://policies.newcastle.edu.au/document/view-current.php?id=236</a>
<b>Important Policy Information</b>	The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at <a href="https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures">https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures</a> that support a safe and respectful environment at the University.

*This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*

© 2024 The University of Newcastle, Australia