

DRAFT Subject Outline

Subject Name:	Photomedia Portfolio
Subject Code:	NM3203: 03
Study Period:	SP2
Study Mode:	Internal
Campus:	Townsville
Subject Coordinator:	Dr. Janet Marles
Lecturer:	Dr. Janet Marles

JAMES COOK UNIVERSITY
SCHOOL OF CREATIVE ARTS
FACULTY OF LAW, BUSINESS & THE CREATIVE ARTS
<http://www.jcu.edu.au/soca/>

We acknowledge the traditional custodians of the lands where our University is located.

© Copyright 2013

This publication is copyright. Apart from any fair dealing for the purpose of private study, research, criticism, or review as permitted under the Copyright Act, no part may be reproduced by any process or placed in computer memory without written permission.

Contents

Section 1. Subject at a glance.....	4
1.1 Student participation requirements.....	4
1.2 Key dates.....	5
Section 2. Subject details.....	5
2.1 Subject description	Error! Bookmark not defined.
2.2 Subject learning outcomes	Error! Bookmark not defined.
2.3 Learning and teaching in this subject	5
2.4 Student feedback on subject	6
2.5 Subject resources and special requirements.....	6
Readings at Lynda.Com (The links below are the required readings for this subject)	6
Section 3. Assessment details	7
3.1 Requirements for completion of subject	7
3.2 Feedback on student learning	7
3.3 Assessment Tasks	7
Section 4. Other information about assessment and student support	11
4.1 Submission and return of assessment	11
4.2 Plagiarism and referencing.....	12
4.3 Important advice relating to examinations	12
4.4 Student support	13
Section 6. Subject calendar	15

Staff Contact Details

Teaching team	Staff member	Room	Phone	Email	Consultation times*
Subject Coordinator	Dr Janet Marles	D27 222	478131 29	Janet.marles@jcu.edu.au	TBA
Lecturer	Dr Janet Marles	D27 222	478131 29	Janet.marles@jcu.edu.au	TBA
Tutor 1	Andrew Rankin	Via SoCA office	478131 66		TBA
Tutor 2	John DeRoy	Via SoCA office	478131 66		TBA
Tutor 3	Louise George	Via SoCA office	478131 66		TBA

* Students should initially approach the Lecturer for all subject-related questions and issues. On occasion, the Lecturer may refer matters to the Subject Coordinator.

Bachelor of New Media Arts Course Learning Outcomes:

JCU graduates are committed to lifelong learning, intellectual development and to displaying exemplary personal, professional and ethical standards. They have a sense of their place in the Tropics and are charged with professional, community and environmental responsibility. They exhibit a willingness to lead and to contribute to the intellectual, cultural and social challenges of regional, national and international communities.

Knowledge = Assignment

- K1) Appraise the global traditions, practices and theories informing creative arts practice;
- K2) Evaluate theoretical and conceptual insights into media arts practice;
- K3) Compare direct experiences of the nature of the global creative industries sector including insights into career management strategies for artists;
- K4) Develop an appreciation and understanding of indigenous perspectives.

Skills = Assignment

- S1) Demonstrate a high level of digital technology based expertise in at least one discipline area of creative practice;
- S2) Apply specialist professional knowledge of at least two discipline areas of creative practice;
- S3) Demonstrate an appreciation and understanding of urban and natural tropical environments;
- S4) Illustrate an awareness of intellectual curiosity, ethical behaviour and sustainable practice in the arts.

Application = Assignment

- A1) Practice collaborative enterprise within creative communities emerging within the knowledge economy;
- A2) Demonstrate advanced oral, written and networked communication skills suitable for the contemporary information and communication technologies sector;
- A3) Employ strong problem solving, research, critical thinking and analytical skills required for contemporary arts practice.

Section 1. Subject at a glance

1.1 Student participation requirements

The JCU Learning, Teaching and Assessment Policy (4.3) indicates that, “a **3 credit point subject** will require a **130 hour work load** of study-related participation (including class attendance) over the duration of the study period, **irrespective of mode of delivery**”. This work load comprises **timetabled hours** and **other attendance requirements**, as well as **personal study hours**, including completion of assessment requirements. Note that “attendance at specified classes may be a mandatory requirement for satisfactory completion of some subjects” (Learning, Teaching and Assessment Policy, 5.9); and that additional hours may be required per week for those students in need of **English language, numeracy or other learning support**.

Key subject activities	Time	Day/ Date	Room/ Location
Lecture/ Tutorial/ Workshop	2:00-5:00pm	Tuesday Commences: Week 2 5 August, 2014	DA302-016

For information on the days and times when lectures, tutorials, workshops, etc. are scheduled for all of your subjects, visit *JCU Lecture Timetables* at <http://www.jcu.edu.au/ttable/>

1.2 Key dates

Key dates	Date
Census date	see 2014 Study Period and Census Dates
Last date to withdraw without academic penalty	see 2014 Study Period and Census Dates
Assessment task 1 Presentation (15%)	Due Tuesday 26th August
Assessment task 2 Research Report (25%)	Due Tuesday 28th October
Assessment task 3 Portfolio (60%)	Due Tuesday 28th October

Section 2. Subject details

2.1 Subject description

This subject involves the study of contemporary practice in the field of photography and digital imaging, through research and practice. This subject is intended to enhance each student's understanding of the context of their image making.

Students develop a personal self-directed project, and undertake autonomous research towards the development of their individual approach and aesthetic.

Students investigate the networks, communities and markets, which support and ground their emerging practice and map the relationship of their research to the production of new work, or a program for future work.

The essential goal is to develop as an independent practitioner, the work grounded with an awareness of audience, method and market, with a view to producing a sustainable practice after graduation.

2.2 Subject learning outcomes

- Established awareness of the roles and interconnectivity of others in the field of photography and digital imaging.
- Established experience of researching and creating a photographic project based on an identified individual creative direction.
- Enhanced awareness of industrial aspects of photomedia practice.
- Understanding the importance of discovering your own personal “voice” and to demonstrate that “voice” by creating and presenting a unified portfolio.

Students who successfully complete this subject will be able to:

- 1). Recognise the roles and interconnectivity of others in the field of photography and digital imaging.
- 2). Research for and create a photographic project based on an identified individual creative direction.
- 3). Recognise industrial aspects of photomedia practice.
- 4). Understand the importance of developing your unique style for art practice and presentation.

These outcomes will contribute to your overall achievement of course learning outcomes.

Subject Learning Outcomes	Related Content /Assessment
Awareness of the roles and interconnectivity of others in the field of photography and digital imaging.	Lectures, workshops, research paper, folio.
Experience researching and creating photographic projects based on an identified individual creative direction.	Lectures, workshops, research paper, folio.
Enhanced awareness of industrial aspects of photomedia practice.	Lectures, workshops, research paper, folio.
Understanding of the importance of discovering your own personal “voice” and to demonstrate that “voice” by creating and presenting a unified portfolio.	Lectures, workshops, research paper, folio.

2.3 Learning and teaching in this subject

This subject uses a combination of approaches to teaching and learning, including both student centred and teacher directed approaches. The content of the subject may be disseminated using a variety of teaching strategies including lectures, practical demonstrations, personal guidance for individual projects and class critiques.

Students are expected to be active participants in the learning process and are encouraged to participate in class activities. All materials and resources referred to in this Subject Outline are available through JCU's library holdings, e-journals, or databases. Any questions in relation to the manner in which this subject is delivered should be directed to the subject coordinator responsible for the overall delivery of the subject.

Lecturers and tutors support your use of Facebook and other social media to discuss with your fellow students subject and course related matters. However, a word of caution: sometimes wrong and inaccurate information is distributed on social media. If you have a question about basic subject information, like "what is my assessment?", you need first to read your subject guide carefully and then if you have questions, **ask your lecturer**. The lecturer is the best person to ask about key subject information. If you ask your lecturer, and you still do not understand, please ask again. Lecturers are ready to help you and are keen that you understand fully and clearly what the subject requirements are.

2.4 Student feedback on subject

As part of our commitment at JCU to improving the quality of our courses and teaching, we regularly seek feedback on your learning experiences. Student feedback informs evaluation of subject and teaching strengths and areas that may need refinement or change. **YourJCU Subject and Teaching Surveys** provide a formal and confidential method for you to provide feedback about your subjects and the staff members teaching within them. These surveys are available to all students through [LearnJCU](#). You will receive an email invitation when the survey opens. We value your feedback and ask that you to provide considered feedback for each of your subjects.

Each year student feedback is reviewed and consideration given to amending subject content, assessment and delivery. In this year's subject, the internship will continue to be offered as an option in the final given students have previously found the internship daunting and challenging. An additional point made was in relation to examples given during class – as much as possible all art forms will be considered when supplying examples from the industry, although keep in mind some recent trends e.g. digitization has had a greater affect on the music industry than any other. Students are again encouraged to provide feedback this year.

2.5 Subject resources and special requirements

There are no required texts for this subject. However, some texts and media will be referenced throughout the semester. Certain materials and equipment may be required to successfully complete the subject. Students will be advised of any particular requirements at appropriate times.

SoCA Readings Charge: An Annual Readings Charge of \$60.00, payable to Student Services, provides unlimited access for 2014 to Lynda.com the SoCA tutorial readings service. Students paying the charge receive a personal log-on and password to the service. Access otherwise will be available via at a designated workstation in the School at Cairns and Townsville without charge.

Readings at Lynda.Com (**The links below are the required readings for this subject**)

Further Reading

Texts from a variety of mediums will be referenced during the lecture program and, when necessary, discussed during workshop and seminar sessions.

What follows is a list of additional texts that may provide the student with further inspiration and understanding. As is often the case, lists such as these are works in progress and are by no means complete. Students are encouraged to compliment this list and share access to, and knowledge of, suitable reference texts and online resources with their colleagues.

Websites, Media, Magazines & Journals

References to resources will be provided during classes		
Website	Queensland Centre for Photography	http://www.qcp.org.au/
	The Centre for Contemporary Photography (Melbourne)	http://www.ccp.org.au/

	Head On Photography Festival	http://headon.com.au/
	The Australian Institute of Professional Photography	http://www.aipp.com.au/
	Photography Competitions	http://www.photographycompetitions.net/
	Photo Monitor	http://www.photomonitor.co.uk/
	American Suburb	http://www.americansuburbx.com/

Section 3. Assessment details

3.1 Requirements for completion of subject

Students must attempt all assessment items and receive at least a 50% overall score to pass this subject. Students are not required to satisfy the examiners in all assessment tasks, however, they must obtain at least an average of 40% for invigilated components within the subject. It is important to be aware that assessment “is **always subject to final ratification** following the examination period and that **no single result represents a final grade** in a subject” (Learning, Teaching and Assessment Policy 5.21.).

3.2 Feedback on student learning

As a student it is important for you to understand how the essential learning outcomes are achieved throughout the subject in the way these are taught and assessed. The following table shows the alignment between the learning outcomes, the related content and assessment activities.

3.3 Assessment Tasks

ASSESSMENT TASK 1: Presentation

Aligned subject learning outcomes	Ability to accumulate researched data and present this data in a clear and succinct manner.
Group or individual	<i>Individual</i>
Weighting	15%
Due date	<i>Week 5 Tuesday 26th August oral presentation in class – Report submitted as a PDF on the SoCA server by Week 5 Tuesday August 26th 1:00pm.</i>

ASSESSMENT TASK 1: DESCRIPTION

Individually present your research into the area of your choice. An interim report is delivered as an oral in-class presentation and written submission in Week 5. Students are required to bring some preliminary examples of practical work and discuss their creative direction and research to date (include concept development). Each student will be given 10 mins, you should be able to present in 5 mins and allow 5 mins for comments and questions. You may present using PowerPoint-style format for research materials, images and development notes.

Face to face delivery in a timed presentation + PDF to SoCA server

Submitted as a PDF on the SoCA server by Tuesday August 26th 1:00pm.

All students are to attend all presentations and provide input to their colleagues as appropriate.

Your presentation needs to:

1. clearly outline your idea (or ideas).

2. show evidence of your research.
3. be a succinct and clear presentation of your idea(s) and research in both oral and written form

JCU release forms and ethics forms are available – through Nam at SoCA office

ASSESSMENT TASK 1: CRITERIA SHEET

Item	Outstanding	Good	Average	Poor	Score
Ability to define topic and key elements that make it distinctive	Extremely clear, evidenced sense of chosen topic. An excellent, analysis and understanding of key elements is presented.	A well-defined, sense of selected topic a clear analysis and understanding with most detail presented.	Topic is briefly presented as is the analysis and understanding giving some detail.	Topic is poorly defined or not dealt with adequately.	/8
Evidence of research into topic and the thought processes used to create a portfolio of unique work..	Professional standard work with no errors or flaws.	Good work with few errors or flaws.	Acceptable work with some errors or flaws.	Poor work with frequent errors and problems in presentation, formatting, structure and/or writing.	/6
Presentation skills including layout, speaking, writing skills and accuracy	Professional standard work with no errors or flaws. Presentation, layout, grammar and spelling are outstanding.	Good work with few errors or flaws. Presentation, layout, grammar and spelling are generally good.	Acceptable work with some errors or flaws.	Poor work with frequent errors and problems in presentation, formatting, structure and/or writing.	/6

ASSESSMENT TASK 2: Research Report

Aligned subject learning outcomes	In-depth knowledge about the nature of your chosen topic.
Group or individual	<i>Individual</i>
Weighting	<i>25%</i>
Due date	<i>Tuesday 28th October - submit to SoCA NM3203 dropbox only and follow the file naming protocol outlined in section 4 below.</i>

ASSESSMENT TASK 2: DESCRIPTION

The research report is a formal written essay that outlines the research undertaken in the planning and development of the creative work. It should contain materials used in the development of your creative concept, a literature review of pertinent existing knowledge and show how you intend to use that information in the production of your creative work. Student must produce a cohesive dissertation of 1200 - 1500 words, appropriately referenced.

PDF submitted to SoCA server.

Include URL if you are submitting your portfolio as a website.

Submit as a PDF on the SoCA server by Tuesday 28th Oct 3:00pm

ASSESSMENT TASK 2: CRITERIA SHEET

Item	Poor	Adequate	Good	Excellent	Total
------	------	----------	------	-----------	-------

Investigation of Topic	Barely a layer has been peeled back	Only cursory investigation of well known issues and developments	A reasonable attempt at investigating the topic, including some external issues	A wide ranging investigation which incorporates, historical, cultural, and evolutionary influences and external forces	/40
Evidence of research	No bibliography, poorly referenced – if at all	Bibliography lacks convention, mostly internet references	Bibliography is formatted appropriately, references are from a variety of sources	Wide ranging use of sources which are appropriately handed within the document and the bibliography	/20
Visual Aids	Inadequately used and badly designed	Minimally engaged and lazily produced	Effectively used and well produced	Very well designed and laid out content which was confidently and appropriately engaged with	/30
Digital Drop Box Content	No files submitted to digital drop box			All files have been submitted as per brief	/10
				Total Points:	/100

ASSESSMENT TASK 3: Portfolio

Aligned subject learning outcomes	
Group or individual	<i>Individual</i>
Weighting	<i>60%</i>
Date	<i>Tuesday 28th October - submit to SoCA NM3203 dropbox only and follow the file naming protocol outlined in section 4 below.</i>

ASSESSMENT TASK 3: DESCRIPTION

The final portfolio is a cohesive body of work on a singular topic within a photographic genre of the students' choosing. Students will produce 20 individual works for this assessment item, although final quantities will be negotiated with the lecturer based on the scope and difficulty of the proposed project. Students will be required to submit supporting documentation outlining their intentions for the work. The final images will be new and unique examples of the students' professional creative practice. Each image will be submitted as a digital file - dimension = 2000 pixels wide.

Work must be developed for submission to a self selected competition or open exhibition and where possible submitted.

Submitted as digital copies to SoCA server at 2000 pixels wide.

ASSESSMENT TASK 3: CRITERIA SHEET

<i>Item</i>	<i>Poor</i>	<i>Adequate</i>	<i>Good</i>	<i>Excellent</i>	<i>Total</i>
Technical achievement and finish	Poorly presented and lacking quality and quantity of images	An attempt has been made and the required number of images submitted	High quality images of a unified subject but lacking depth and a unique viewpoint of a particular subject or photographic genre. The images are derivative of previous work by other practitioners	Images demonstrate understanding and skills to produce work of the highest standard. The portfolio is consistent and demonstrates a unique and unified vision of a particular subject or genre.	/60
Presentation	Inadequately presented and badly designed	Minimally engaged and lazily produced	Effectively presented and well produced	Very well designed and laid out content which was confidently and appropriately engaged with and presented to industry standards.	/30
Digital Drop Box content or hard copy to office	No files or hard copy submitted			All files or hard copy have been submitted as per brief	/10
				Total Points:	/100

Section 4. Other information about assessment and student support

4.1 Submission and return of assessment

Assessments must be submitted by 3pm on the due date unless otherwise stated in the course outline. Pay careful attention to the submission requirements as you may be required to submit a digital copy to the SoCA Digital Drop Box as well as a hard copy to the Assignment Drop Box in the foyer of the SoCA Admin office. **When submitting any form of digital files please ensure that you follow the following file naming protocol (Please note this has changed from 2013):** NM3302_1_JC199567_Jagger

Where **NM3302** is the subject code, **“1”** is the number of the assessment item, **“JC199567”** is your JC number and **“Jagger”** is your last name.

For group submissions, include each group member's last name alphabetically; for brevity we will drop the JC Number in this instance: **NM3302_2A_Jagger_Richards_Watts**

Where **“NM3302”** is the subject code, **“2A”** is the number of the assessment item and **“Jagger”, “Richards” & “Watts”** are the last names of the group members.

When handing in hard copies to the Assignment Drop Box make sure you sign and date stamp the assignment cover sheet provided. Students who are found to be cheating this system will be graded as a fail. The school takes very seriously any attempt to subvert the systems put in place to assure an equitable submission process of assignments.

Faculty of Law, Business and the Creative Arts Assessment Rules

a. Supervised Individual Assessment

You are not required to satisfy the examiners in all assessment tasks but you must obtain a final mark of at least 50% to pass the subject. In addition, the expectation is to obtain at least an average of 50% over all invigilated components* within a subject to pass the subject overall, any student who does not achieve a pass in the invigilated components may, in exceptional circumstances, be reviewed by the School Assessment Committee.

*It should be noted that invigilated components include but are not limited to: in class tests; presentations; examinations; a task that takes place under the supervision of a member of the teaching staff or can be authenticated as the student's own work, for example by a viva voce.

b. Assessment completion

To be eligible to pass this subject, participants are expected to attempt all forms of assessment and must demonstrate a reasonable degree of competence in the required subject learning outcomes as examined in each form of assessment. Students who have completed less than 100% of the assessment will be subject to review by the School Assessment Committee which could result in an overall fail.

c. Supplementary Exam for Final Subject

A candidate who has failed a single subject towards the award in their final teaching period and who gained 40% or more of the marks for that subject may be granted a supplementary examination in that subject. However if that subject is required for accreditation, then the criteria specified by that accreditation will apply.

d. Supplementary (NS) Rule

The School Assessment Committee may award a supplementary grade “NS” to a student who in exceptional circumstances does not achieve a pass in the subject assessment. The subject coordinator/lecturer would need to provide evidence to support their recommendation for an NS grade that may include special consideration application from the student; sound attendance and participation in class; engagement in online tutorials; assessment submitted on-time.

Late Submission Penalties

Late assignments unaccompanied by the appropriate certificates will incur a 5% reduction per day from the final mark. For example if an assessment is worth 30 marks of the overall marks available for the subject (ie 30%) then each day that the assignment is late represents a reduction of 1.5 possible marks.

Student Data Management

It is considered to be a default scenario that any student studying a New Media Arts subject which involves the use of home or laboratory computers for assignment completion has backed-up their work on either an external Hard Drive or personal USB stick. The SoCA student servers are temporary storage environments and by no means fail-safe, while the lab computers themselves have been scripted to wipe clean the desktop, and remove any locally stored files upon reboot.

If you have any questions about this process please consult the Subject Coordinator.

4.2 Plagiarism and referencing

Reproduction without acknowledgement of another person's words, work or expressed* thoughts from any source is plagiarism. The definition of words, works and thoughts includes such representations as diagrams, drawings, sketches, pictures, objects, text, lecture handouts, artistic works and other such expressions of ideas, but hereafter the term 'work' is used to embrace all of these.

Plagiarism comprises not only direct copying of aspects of another person's work but also the reproduction, even if slightly rewritten or adapted, of someone else's ideas. In both cases, someone else's work is presented as the student's own. Please see the **JCU Student Academic Misconduct Requirements Policy**

<http://www.jcu.edu.au/policy/student/rights/JCUDEV_005375.html>

Referencing is a systematic way of acknowledging the sources that you have used. Students should check out the very helpful online resources relating to academic writing, referencing and avoiding plagiarism at:

- Writing and Maths Skills Online <http://www-public.jcu.edu.au/learningskills/resources/wsonline/index.htm> (In particular, the booklet Summarising, Paraphrasing & Avoiding Plagiarism is a very useful guide).
- The Referencing Libguide <<http://libguides.jcu.edu.au/referencing>>
- What is Plagiarism? <http://www.jcu.edu.au/student/assessmentexams/misconduct/JCU_090850.html>

4.3 Important advice relating to examinations

If you experience **difficulties or serious circumstances** before or up to the day of your exam, which you believe may affect your ability to sit the exam successfully or perform at your best, you can apply for special consideration in the marking of your exam. Please see the **JCU Special Consideration, Supplementary, Deferred and Special Examinations Requirements** <http://www.jcu.edu.au/policy/allitoz/JCUDEV_005344.html>

If you are unable to attend an exam at the scheduled time due to extenuating circumstances/circumstances beyond your control, you may apply for a deferred exam. **Deferred exams** are granted in **exceptional circumstances** such as **severe medical conditions** or family or personal **trauma**. For further information, visit

<http://www.jcu.edu.au/student/assessmentexams/exams/JCU_096513.html>

4.4 Student support

James Cook University is committed to ensuring people with disabilities, injuries, illnesses or health conditions are able to participate to the fullest possible extent in the educational programs offered by the University and all other aspects of University life. Students with disabilities, injuries, illnesses or health conditions, who require special arrangements or consideration, should contact **AccessAbility Services** (see table below).

If you want further information regarding:	Visit the URL
AccessAbility Services	http://www.jcu.edu.au/disability/index.htm
Accommodation	www.jcu.edu.au/accommodation/
Careers and employment	www.jcu.edu.au/careers/
Childcare	http://www.jcu.edu.au/student/support/JCUPRD_017384.html
Counselling	www.jcu.edu.au/student/counselling/
Enrolment	http://www.jcu.edu.au/student/enrolment/index.htm
Feedback and complaints	http://www.jcu.edu.au/student/complaints/index.htm
Fees and financial support	www.jcu.edu.au/student/Loans/studentloans/
Inclusion and engagement	http://www.jcu.edu.au/studentequity/
Indigenous student support	http://www.jcu.edu.au/getready4uni/life/JCU_117712.html
Information for current students	www.jcu.edu.au/student/
International student support	http://www.jcu.edu.au/international/
Learning skills/ Language support	http://www-public.jcu.edu.au/learningskills/
Library and computing services	http://www-public.jcu.edu.au/libcomp/index.htm
Librarians – Faculty	http://www-public.jcu.edu.au/libcomp/library/contacts/liaison/index.htm
Responsibilities and rights	http://www.jcu.edu.au/student/responsibilities/index.htm
Review of Assessment and Student Access to Scripts and Materials Policy	http://www.jcu.edu.au/policy/allitoz/JCUDEV_005333.html
Special Consideration, Supplementary, Deferred and Special Examinations Requirements	http://www.jcu.edu.au/policy/allitoz/JCUDEV_005344.html
Student Academic Misconduct Requirements	http://www.jcu.edu.au/policy/allitoz/JCUDEV_005375.html
Student Policies	http://www.jcu.edu.au/policy/student/
Student Association	http://www.jcu.edu.au/studentassoc/

Notice that students with a disability who require special arrangements or consideration should contact the Disability Resources Officer <http://www.jcu.edu.au/disability/>

The Faculty of Law Business & Creative Arts employs Indigenous Student Support Officers in Townsville & Cairns. Their role is to provide indigenous students with resources and information to assist you in your studies. These include scholarships, tutorial assistance, traineeships through the National Indigenous Cadetship Program, textbook bursaries and much more.

Both ISSOs Contact details are:

Florence Onus email: Florence.onus@jcu.edu.au ph: (07) 47814938, DA027 Rm 103 Townsville.

Robyn Boucher, email: Robyn.boucher@jcu.edu.au ph: (07) 40421844, Building A1 Rm 22.83 Cairns.

Section 5: Guide to Student Placement and Risk

Students in the School of Creative Arts from time to time undertake unpaid work experience/community placements. All of these must be approved by the School. You will need to fill out a form to seek approval. These forms can be obtained from the Coordinator in any SoCA subject that includes placements as part of the authorized curriculum.

Student Placement Policy

The goal of student placement is to enable:

- Contacts with professional practitioners and industry representatives;
- In-depth knowledge of contemporary creative arts industry issues;
- Opportunities to benchmark and validate creative outputs by reference to industry professionals and standards

Exclusions: Field Trips

Normally the School does not authorize or undertake field trips as part of its curriculum. An undergraduate student seeking to undertake activities in the field must:

1. Familiarise themselves with JCU's policy and procedure for Fieldwork Health & Safety [http://www.jcu.edu.au/soca/JCUEDEV_011015.html];
2. Complete a Risk Assessment using the risk assessment form found on the SoCA homepage under 'Information for'...Work Health and Safety;
3. Submit that form to the subject coordinator, who will load it into the *Riskware* application.

Student Placement Steps

1. The placement must be approved by the subject coordinator.
2. Student placement forms must be obtained from the subject coordinator.
3. Student placement forms must be submitted by every student seeking permission to undertake a placement to the subject coordinator for the coordinator's signature. (The coordinator will then submit the form to the Head of School for signature.)
4. Obtain and submit with the placement form, written verification, (using the *careersHUB* checklist), from placement organisations that appropriate safety induction will be conducted when the placement commences.

Student obligations

Students should:

- be able to describe a hazard; and be aware of the more common workplace hazards, such as: manual handling; slips, trips and falls; machinery noise/vibration; bullying/harassment; stress/fatigue; extended/excessive hours; ventilation; hazardous substances; exposure to disease; contact with electricity; and dust.
- understand the potential a hazard has to cause death, injury or disease; and make judgements about the safety of themselves and others;
- understand how the risks from workplace hazards are identified, assessed and controlled;
- understand their role in identifying and reporting, in *Riskware*, hazards and matters such as accidents, incidents and injuries;