

Discipline of Media

# The 10-step guide to successfully completing a Media Industry Placement



1. Attend the one-hour presentations offered at the beginning of semester for third-year students and for second-year students, near the end of the semester 2. Also, familiarize yourself with the Media Industry Placement requirements and forms (all linked to the Media Industry Placement webpage on the main HUMSS Media website ), especially if you have been unable to attend an information session.
2. Find a potential host organization. If you need help with this, speak to course coordinator, Associate Professor Mary Griffiths ([mary.griffiths@adelaide.edu.au](mailto:mary.griffiths@adelaide.edu.au)). (**Summer semester**) or Dr Sal Humphreys at [sal.humphreys@adelaide.edu.au](mailto:sal.humphreys@adelaide.edu.au) (**1<sup>st</sup> Semester**) or Dr Chika Anyanwu at [chika.anyanwu@adelaide.edu.au](mailto:chika.anyanwu@adelaide.edu.au) (**2<sup>nd</sup> Semester**)

When making contact with potential organizations, ensure they receive a copy of the 'Media Industry Placement potential host organization information sheet' so you can both be clear about the expectations for the placement.

This would also be a good time to discuss the specific tasks you would undertake on your placement, in particular, you might like to discuss a particular project you can complete during your placement.

3. Once preliminary discussion have taken place and an informal agreement has been reached with your host organization, you must submit a written proposal to your course coordinator (see above list for appropriate person) which will include a description of the proposed workplace, the contact details for the organization and your potential host supervisor, an outline of the proposed activities/projects and the dates when the placement will take place.
4. *If approved*, you can then return to your host organization with a copy of the 'Media Placement Agreement form'. Ensure you sign page 4, and your supervisor signs page 5, and that you also obtain a copy of their proof of insurance (Part E).

**DO NOT** return the agreement form without the relevant insurance information. We can go no further without it.

Do not worry about chasing after the signatures of your university supervisor or the Head of School as administration will obtain these once the agreement has been checked.

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Once you have obtained the required signatures and insurance details, post fax or deliver the form to:

School of Humanities  
Attn. Georgina Deally/Mary Griffiths  
Level 7 Hughes Building  
The University of Adelaide, ADELAIDE, SA 5005  
Fax: 08 8303 35241

When the form has been processed, we will post a copy to you and your host employer. Once you receive notification that your placement has gained final approval, you can begin the placement.

**Do not** begin your placements without following this procedure. If you begin or complete a placement without the university having the correct documentation, we cannot recognize your placement as a component of your Media Industry Placement course.

5. From day one of your placement, start writing your 'Daily Work Log'. This is only a few sentences for each day, detailing your activities and reflections about your placement. As your 'Daily Work Log' will need to be included in the appendices of your final report, it **will** contribute to your assessment mark.
6. After the first four working days, email your first 'Mid-Progress Report' to [mary.griffiths@adelaide.edu.au](mailto:mary.griffiths@adelaide.edu.au), [sal.humphreys@adelaide.edu.au](mailto:sal.humphreys@adelaide.edu.au) or [chika.anyanwu@adelaide.edu.au](mailto:chika.anyanwu@adelaide.edu.au) (whichever is your coordinator). The 'Mid-Progress Report' need only be 200-400 words outlining how the placement is progressing, outlining experiences, describing the task/s you are performing and describing any issues or problems you might be encountering.
7. By day eight, you must email Mary, Sal or Chika your second 'Mid-Progress Report'. If the placement is going steadily, this need only be one paragraph telling us how things are going, but this is also an opportunity to keep us informed about the progress of your task/s and any issues which may have arisen.  
These two mid-progress reports are part of the assessment. The reports will also aid you when completing your final report. Near the conclusion of your placement, ensure your supervisor has a copy of the 'Workplace Supervisor's Report'. This form is available on the Media website and MyUNI, and can be posted or faxed.

The form is also available electronically if your supervisor would like to email the evaluation. **The workplace evaluations are to remain confidential**, and thus, are to be conveyed directly to the university.

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9. With your placement now complete, you can begin compiling your report.  
Read the assessment guide.

You are encouraged to complete your report as soon as possible after the completion of your placement, but you are allowed up to two weeks to submit.

10. Congratulations – your MIP is complete!