

# James Cook University

College of Arts, Society & Education

## Creative Media Honours Handbook

## Important Notice for Students:

This Handbook provides information on the University's courses and subjects that students need prior to enrolling and during their studies.

Other policies, procedures and rules of relevance to students are published on the JCU web pages. Students should search 'student policies' via the homepage or consult the student services web pages.

Subjects are offered on condition that staff and resources are available. The University reserves the right to cancel or vary the requirements of a subject at any time if for reasons beyond its control (including withdrawal of funding) in the reasonable opinion of the University the staff and resources available for the subject fall below the level required for the proper delivery and teaching of the subject. The University will make every reasonable effort to ensure that the cancellation or variation to the requirements, of any subject will not impede the progress of students towards the completion of their course.

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## Introduction

The Honours year is an exciting and challenging year. Honours students routinely remember it vividly as a time that stretched their talents and expanded their horizons.

You will be engaged with advanced concepts and practices, and a premium is placed in the Honours year on research and originality. Honours work represents a major new stage in your creative work and research.

There will be much exploration and discovery ahead for you in the coming months. You will find that an Honours curriculum is both stimulating and rigorous. It will call on your intuitive and analytic faculties, and your capacity for disciplined and self-reliant work. You will be encouraged to experiment, to create and to develop lines of inquiry on your own and with your lecturers guiding you along the way.

I extend a warm welcome to you with my best wishes for your success.



Associate Professor Glenn Porter  
Head of Academic Group  
Creative Media

## Overview of Honours at the Academic Group – Creative Media

The CM honours program is designed to allow students to pursue in depth an area of interest or passion and that can take the form of either a full written thesis or a combined project of artistic practice and formal research article intended for publication.

The **Practice/Article** strand is suited to those students who wish to engage in creative work with the expectation of a body of new work and a research article intended for publication in a significant academic journal of relevance.

The **Thesis** strand involves academic research only with no practice requirement. In this strand candidates produce a 12,500-word thesis that responds to a research question.

All students in the Honours program initially complete the subject CV4041:03 “Introduction to Research Methodology” which sets the framework for a project and covers all key information relevant to the Honours year. Students then work independently with a supervisor or team of supervisors on their project, be this via the full thesis of 12,500 words, or a major creative piece with accompanying research article in the linked subjects CV4042:09 “Honours Project” (Part 1 of 2) and CV4044:09 “Honours Project” (Part 2 of 2). The fourth subject CV4043:03 “Honours Seminar” rounds out the Honours program with presentations and collegial sharing of ideas about all students’ Honours projects.

The work produced by each student (thesis or practice/article) is examined by two independent assessors using rubrics to ensure consistency across the disciplines (see rubrics at end this document). The course is the equivalent of one year full-time or two years part-time.

## Important Information for Students

### Office of the Academic Group – Creative Media

Office Location [Townsville]  
Building DA 134, Room 108  
James Cook Drive  
Douglas 4811

Office Location [Cairns]  
Room 118  
Building A4  
Cairns Campus

Head of Academic Group  
Associate Professor Glenn Porter 4232 1331  
[glenn.porter@jcu.edu.au](mailto:glenn.porter@jcu.edu.au)

Honours Coordinator  
Professor Ryan Daniel 4781 4612  
[ryan.daniel@jcu.edu.au](mailto:ryan.daniel@jcu.edu.au)

Facilities and Equipment Technical Assistant [Townsville]  
Benjamin Van Houts 4781 6082  
[benjamin.vanhouts@jcu.edu.au](mailto:benjamin.vanhouts@jcu.edu.au)

Facilities and Equipment Technical Assistant [Cairns]  
Ann Vardanega 4232 1692  
[ann.vardanega1@jcu.edu.au](mailto:ann.vardanega1@jcu.edu.au)

## Honours Timeline

Mid-late February	CV4041 (Intro to Research Methodology) Workshop 1
Start of SP1	CV4042 (Honours Project [part 1 of 2]) commences
Early April	Make venue arrangements for creative work
Early June	CV4041 (Intro to Research Methodology) Presentations
Early June	Progress report due (see CV4042 Subject Outline)
Start of SP2	CV4044 (Honours Project [part 2 of 2]) commences
Start of SP2	CV4043 (Honours Seminar) commences
SP2	Seminar Presentations (see CV4043 Subject Outline)
24 October	Submission deadline for article/thesis to supervisor(s) through the SoCA office
31 October	Supervisor(s) approval deadline for article/thesis to be dispatch to examiners
End of October	Completion of Exhibitions/Performances
28 November	Article/Thesis returned from examiners
First week December	Research Committee Meeting — Moderation of Results (written report from Research Committee)
Mid December	Students meet supervisors for guidance in corrections
End December	Article/Thesis corrections submitted to the SoCA office along with a letter advising how the examiners' recommendations have been addressed
Mid January	Final Results to Faculty

## Administration of the Honours Program

The Honours Coordinating Committee comprises the Head of Academic Group, Honours Coordinator, Coordinator of CV4041 as well as the Director of Research. The committee is responsible for all matters associated with the admission and examination of candidates for Honours degrees in the College. The Honours Coordinator is responsible for the allocation of students to supervisors and for the management of the specific programme for students.

## Supervision Arrangements

Each student will be assigned one or more supervisors. Students are expected to work closely with their supervisor(s) and to maintain regular contact. Staff will interact regularly with students and their research. Individual consultations will be arranged normally on a weekly basis. It is the responsibility of students to ensure that appointments are kept.

## Resource support

All enrolled full-time students will receive some support towards their project costs. These costs must fall under the standard JCU policies and funds cannot be released without prior approval from the supervision team. *Students should not, under any circumstances, engage in spending without prior approval from the supervisors.*

## Student Calendar

The academic programs follow the standard university academic year.

## Staff Consultation Time

Staff are required to post on office doors, details of at least four formal hours they have allocated for student access for consultation. Appointments to see staff outside these hours must be made in advance. Academic staff have answering machines and email addresses in order that students will experience minimal or no delays in making contact.

## Staff Offices

Students are permitted in staff offices only while the relevant staff member is present in the office. Staff telephones and computers are not to be accessed by students. Academic staff are unable to purchase materials or services on behalf of students.

## Students' Contact Details

Please note that you can update your personal details using Student Online web address. You are strongly encouraged to do this to ensure critical information such as exam results reach you promptly.

## Photocopying Facilities

Microform copiers and readers for student use are located on the ground floor of the Eddie Koiki Mabo Library (Townsville) and near InfoHelp, Level 1 at the Cairns library.

## Equipment

Please ensure that you exercise every possible care with and take responsibility for every piece of equipment you use. Replacements are expensive and it is important for all equipment to be in good working order for the next person who needs to use it.

## Smoking

There are smoking bins provided – please be sure to use them.

## Sexual Harassment

Sexual harassment is an unacceptable form of behaviour at James Cook University. A Sexual Harassment Grievance Committee has been established to deal with any problems.

## Parking Facilities

Students on Douglas or Western Campus can purchase a Parking Permit which allows them to park in Permit Parking Areas or there are numerous Free Parking Spaces on both Campuses.

## Student Services

Careers and Employment Services is established to assist students with the many aspects of campus life. If you have any queries with regard to the services provided phone 4781 4711.

## Student Rights and Responsibilities

Students are expected to conduct their interactions in a polite and reasonable manner as outlined in the Student Conduct policy.

## Jury Service

Students called for jury service should consult their subject coordinator prior to responding in order to ascertain whether participation is likely to jeopardise their assessment.

## Email

Staff often communicate with individual students or class groups via email, and through Announcements in LearnJCU. It is essential that you read your email and access LearnJCU regularly.

## Facility & Equipment Hire & Materials Purchases

Students are entitled to borrow equipment to complete work for assessment. Students are required to sign a loan agreement for each loan made. Speak to the technical support staff (details above) for further information.

### All borrowing:

James Cook University (the University) offers to lend you, (the Borrower), the photographic/audio equipment (the Equipment) listed above on the condition that you return it by the due date stipulated above. In consideration of this loan you agree to the following terms and conditions:

1. The Consideration for this Loan Agreement is your enrolment in a course operated by the University.
2. The equipment has been visually inspected at time of loan and has no evident defects.
3. The condition of the equipment upon return must be the same condition as you received it.

4. Permitted Use: You must only use the Equipment for the purpose for which it is intended and not for any illegal purposes. The Equipment is for completing university assignments and academic use only.
5. You must Report Loss or Damage to the University immediately upon such loss or damage occurring or as soon as possible thereafter. If applicable you must also report and loss or damage to Police.
6. Liability for Loss or Damage: The Equipment is your sole responsibility for the duration of the loan period, from the date of receipt by you of the Equipment until the date you return to the University. You are liable for any loss of, or damage to, the Equipment, arising for any reason whatsoever during the loan period, even if this damage is not caused by your or you are not at fault.
7. Extent of Liability: You must compensate to the University for loss or damage as outlined in Clause 4 above) as follows:
  - a. In respect to loss of the Equipment, the value stipulated above, next to the item
  - b. In respect to damage of the equipment, for the cost of repair
  - c. In respect to damage or loss, make full payment to the University within 14 days from the date of notification of repair or replacement costs.

The College supports students who wish to make use of the facilities or equipment to embark on their career. Those students who wish to make use of the facilities or equipment for any purpose other than their own assessable work are eligible to hire equipment and facilities at rates considerably below retail.

## Safety

### Safety Procedures

The College takes the maintenance of a safe work environment very seriously. The Safety Co-ordinator for the College of Arts, Society and Education is Ben Van Houts (details above). Information on safety procedures will be given to students in the first year induction meeting during orientation week.

### ACM guide to off campus activities and risk

#### 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;

To achieve this, the responsibilities of students include:

- conducting risk assessments for their activity, using the risk assessment form
- obtaining written verification from placement organisations that appropriate safety induction will be conducted before the placement commences.
- reporting any accidents, incidents or injuries to College Admin.

### Guide to Student Placement and Risk

Students in the Academic Group – Arts and Creative Media from time to time undertake unpaid work experience/community placements. All of these must be approved by the College You will need to fill out a

form to seek approval. These forms can be obtained from the Coordinator in any ACM 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 Academic Group 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;
2. Complete a Risk Assessment using the risk assessment form found on the 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 Academic Group 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;

## Intellectual Property Licence Deed

### Preamble

At ACM we love to show off our student's creative talent and flair. It is important for us to be able to highlight the work of our students to industry, prospective students, the rest of the university and the greater community in general.

By enrolling in this subject you are granting the Academic Group a non-exclusive licence to use any work produced by you for academic purposes during the duration of your degree. This allows us to promote both your work and the College of Arts, Society & Education.

ACM may exhibit the artwork you produce for academic purposes in places like the eMerge Gallery, websites (including JCU & ACM) and other online forums, as well as in brochures, magazines, various advertisements and in the many other hard copy and electronic forums where the College demonstrates and publicizes what we do.

The Academic Group will make all reasonable effort to credit work where it is practical to do so, so that others know who has created the work. This helps to build your profile throughout your degree and contributes to your portfolio.

If you have any concerns or questions in relation to this Deed, its operation or its effect, please contact the Head of the Academic Group of Creative Media (details above).

### [1] Grant of Licence

By enrolling in this subject, I grant to James Cook University a perpetual, irrevocable, non-exclusive licence to use, copy, modify, adapt, publish, broadcast, display and communicate the Works for all marketing, promotion and display purposes relevant to the activities of the Academic Group of Arts and Creative Media.

### [2] Indemnity

I indemnify James Cook University against all liability, loss, costs, damages and expenses (including legal costs and expenses) incurred or suffered by James Cook University arising out of or in connection with the use of the Works by James Cook University.

### [3] Moral Rights

- a. Without limiting clause 2, I warrant that I am the author of the Works submitted for assessment and the sole holder of the moral rights in the Works.
- b. I acknowledge that James Cook University will use its best endeavours to attribute the Works to me whenever the Works are used by James Cook University.
- c. Notwithstanding clause 3(b), I unconditionally and irrevocably consent to James Cook University and its successors:
  - i. using, publishing, broadcasting and displaying copies of the Works without attribution to me as author; and
  - ii. using, dealing with, modifying, adapting, distorting, displaying, abridging, revising, destroying, relocating, translating to other formats or media or combining with other works or items, the Works.

### [4] Definitions

For the purposes of this Deed:

*“Works”* means any documents, artwork, goods or images in any medium created by me now or in the future for assessment or other purposes in connection with the Bachelor of New Media Arts, the Bachelor of Creative Industries and other Creative Arts degrees at James Cook University (including works created in collaboration with other persons); and

*“Intellectual Property”* includes all copyright (including rights to phonograms and broadcasts), all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trade marks (including service marks), registered designs and circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic field.

### Census Dates

Please note the census dates published every year on the JCU website.

The census date is important because:

- A student's enrolment in a subject is considered to be finalised.
- Student contribution amounts, tuition fees and international
- Student fees are payable on or before the census date.
- Students who are eligible to defer payment through HECS HELP or FEE-HELP must submit the appropriate form by the census date to defer all or part of their payment due.
- Failure to make payment or arrangements to defer payment by a subject's census date will result in cancellation of the student's enrolment in the subject.
- Withdrawals from subjects must be made, in writing, by the close of business on the census date.
- Government legislation specifies that a student cannot enrol in a subject as a Commonwealth supported student after the census date for the subject.

## Helping Students to Achieve Solutions

Assisting you to achieve solutions to problems you may face in the pursuit of your studies is part of our brief. It is important for you to remember that staff are here to assist you to do your best to provide you with realistic feedback and advice, and to help you shape your destiny.

## Course Advice

Prof Ryan Daniel is the Honours coordinator. His role is to ensure that your enrolment meets the requirements of the degree rules. You will need to consult with him about any course changes you seek to make. You will also find that he will be able to assist you in other ways to chart your path to success at university.

## Other Advice

JCU offers a range of other support services for students – please consult the JCU web pages for further details.

## Referencing Policy

Whether you undertake the full thesis pathway or article/practice, referencing is a major component of your Honours research. The reference style for your written work will either be the Harvard system for those students who pursue a written thesis, or determined by the requirements of the relevant journal for those students who undertake the Practice/Article pathway.

### Thesis pathway

Information on the Harvard system can be found at the JCU library web pages.

### Practice/Article pathway

This will be determined by the journal intended for publication. For example, many journals follow the APA system while others adopt a hybrid/mixed approach.

## Copyright and Plagiarism

### Copyright

What is copyright? Copyright is the protection of original material. In Australia copyright law is contained in the Copyright Act 1968 (Cth) and the decisions of courts.

Copyright laws protect:

- Written material such as articles, books, essays, novels, poems, lyrics, letters, training manuals and reports.

- Artistic works such as paintings, drawings, cartoons, graphic art, craft work, photographs, maps and plans.
- Musical works
- Dramatic works such as dance, screenplays, plays and mime.
- Computer programs
- Websites including images and text.

## Infringement of copyright

Infringement of copyright occurs when a person copies protected material, without the permission of the owner. This includes photocopying, faxing, copying by hand, filming, recording, and scanning. Copying part of a work can infringe copyright if the part is important (for example, distinctive or recognisable); it need not be a large part of the material.

Anyone wanting to reproduce copyright material must seek the owner's permission. Remember there are different rights for different types of material. For more information on copyright, visit the web site: [www.copyright.org.au/](http://www.copyright.org.au/)

## Plagiarism

Plagiarism is defined as to "taking and using another person's (thoughts, writings, inventions...) as one's own (Concise Oxford Dictionary 1951). From time to time students are tempted to plagiarise the work of others, either by unacknowledged quotations from the literature, or by copying from the work of a fellow student. It is important that you recognise that lifting a paragraph out of this text and a couple of sentences out of that article and stringing them together with a phrase or two of your own is plagiarising. It is a pointless procedure which does little to either teach you what the topic is about or assure your lecturer that you have understood the topic.

Although preliminary discussion of essay topics is in most cases a desirable learning strategy, collusion in the later stages of essay writing is not normally encouraged. In the event of identical or very similar essays being submitted, all parties to the collusion will normally be equally penalised.

Plagiarism, when it is discovered, will lead to one of the following penalties:

- Automatic failure of the assignment.
- Loss of all credit for the assignment.
- Recommendation of the grade of failure for the subject.

## Assessment Procedures

### CV4041 Introduction to Research Methodology and CV4043 Honours Seminar

Examination procedures for these subjects operate in a manner similar to that of any university subject in accordance with the assessment guidelines provided in the Subject Outline.

### Thesis and Practice/Article Strand Submissions

Two examiners for these strands will be appointed by the Honours Coordinating Committee and according to the relevant discipline area. Students will normally receive a KU grade for their subjects in the first half of the Honours program and a finalised grade at the conclusion of the year when all assessment has been completed.

### Awarding of Honours Grades

The awarding of the Class of Honours for each student is determined by the Academic Group – Creative Media Honours' Committee based on the student's marks in all honours' subjects.

The overall mark on which this is based is calculated as follows: The marks from the two examiners for the thesis or practice/article are averaged and a final mark and grade determined. If these differ by more than 10% the Honours coordinator will adjudicate and, if necessary, appoint a third examiner.

These marks, together with the mark for CV4041 and CV4043, are weighted according to the unit value of each subject to determine the student's final overall mark.

Classes of Honours are awarded on the basis of this overall mark.

Class I	85–100%
Class IIA	75–84%
Class IIB	65–74%
Class III	50–64%

If a student is awarded Class I then further criteria are applied to determine the rank of Class I into which their work falls. This ranking is determined solely on the basis of the thesis and is only used for awarding University Medals and scholarships such as Australian Postgraduate Awards and JCU Scholarships. All marks are moderated in the Honours Examiners meeting.

- Group IA: Outstanding in all components of the thesis which must demonstrate originality and flair, the best of the best.
- Group IB: Excellence and originality in thesis but falling outside the very best
- Group IC: Solid performance in the thesis but demonstrating less flair and originality than Groups IA or IB
- Group ID: Variable performance in the thesis which on balance is first class.

## Penalty for Late Submission of Work

Late assignments unaccompanied by the appropriate certificates will incur a 10% reduction per day from the final mark.

## Request for time extensions

Students who cannot commit to the deadline for any assessment task may apply for an extension to the Head of Academic Group in writing and clearly outlining the reasons for the need to have the due date extended. Normally, only medical issues or unexpected personal difficulties will be sufficient to grant an extension.

## Appeals

Appeals against the grade a student obtains in a piece of Honours assessment can only be upheld on procedural grounds (e.g. if only one marker was to grade a piece of work when two should have). You should first discuss appeals with your supervisor. If you still feel that there are grounds for an appeal, then the matter should be discussed with the Honours Coordinator. The Honours Coordinator may then discuss the issue with the Head of Academic Group (HoAG). If the HoAG finds a procedural error, s/he may recommend further assessment of the piece of work. The matter may be referred to the College Dean for a further ruling at the discretion of the HoAG.

## Honours Teaching Goals

1. Creative Excellence
  - a. to enhance and further develop creative decision making
  - b. to apply an appropriate and responsive orientation to artistic practice
  - c. to apply self-reflective and critical enquiry
  - d. to develop and apply focussed perception culminating in a body of work for exhibition.
2. Intellectual Development
  - a. to allow students to serve a research apprenticeship under supervision

- b. to locate the students' own practice within the broader framework of contemporary art practice and tradition
  - c. to enhance ongoing and appropriate learning strategies of the professional artist.
- 3. Technical Expertise
  - a. to undertake skills development in a cognate area for application to a chosen research discipline to apply and develop technical mastery consistently to a body of work.
- 4. Provision of a High Quality Environment for Artistic Development
  - a. an appropriately critical and reflective environment for research and practice
  - b. to provide the appropriate space and facilities for the above
  - c. to create and maintain appropriate student/supervisor relationships
- 5. High Quality Learning and Research for Creative Arts
  - a. to further promote innovative research in theory and practice of the Creative Arts
  - b. to promote an atmosphere of high quality supervision towards a commitment to ongoing learning to encourage and provide sound strategies for scholarship and research within the Creative Arts
- 6. Achievement of a Committed Research Orientation
  - a. to maintain and develop links with other researchers and practitioners in the field
  - b. to generate an awareness of a wide range of research bodies within the Creative Arts
  - c. to ensure the attainment of research competencies
  - d. to foster a commitment to ongoing research in the Creative Arts

## Strategies for Honours Candidates

### Planning your Time

When you realize that by December 1, the Dean of Postgraduate Studies expects all honours results to be finalised in order to undergo the assessment processes for the Australian Postgraduate Research Awards etc, timing issues for your honours candidature become paramount. It is thus of critical importance that you plan your schedule carefully and that you maintain a focussed attitude and pace.

The CV4041 subject has been planned to assist you in this, as did the fact that you were required to prepare a proposal as an integral part of the honours admission process. You need to begin writing immediately as this will help to clarify your thinking and focus the planning of your work. The initial assignment for the CV4041 subject involves the preparation of a draft Table of Contents for your thesis/paper. This is a vital building block in the organization of your material as it provides a basis for you to begin to discriminate as you read and gather an ever increasing amount of material. Where does it fit in? Or is it simply of interest? Does it really underpin your research question or does it distract you from the primary pathways of your investigation?

Similarly the opportunity to interact with a broad range of researchers across the spectrum of the creative arts will afford you excellent access to a myriad of methodological issues, possible solutions, decisions, and reflections about their advantages and/or disadvantages. These discussions will foreground the development and refinement of the theory and methodology for your own work.

Preparation for the seminar presentation is integrally related to your thesis/article preparation. Its presentation is timed for the end of May so that you and your supervisor can make a formal review of your progress at that point and determine a work plan towards completion of all the requirements for your degree.

### The Supervision Process

Students are expected to consult with their supervisor(s) on a regular and timely basis and to approach their research in a professional and collegial manner. Supervisors are expected to monitor students' progress through viewing work/performances, reading drafts, challenging ways of working, providing timely feedback and encouraging the quantum leap in analytic thought.

Each supervisory relationship will be different because of the differing personalities involved and the variation in need for direction. Both supervisors and students need to reflect on the substantial differences that exist between the lecturer/student relationship and the supervisor/student relationship.

## Research Thesis Guidelines [for thesis only strand]

### Thesis Layout

The following reflect the style normally adopted by students submitting theses within Creative Media (see thesis collection on either campus).

### Format

Margin widths should be as follows: spine 35 mm, top, bottom and for edges 25 mms to align for trimming. Font will normally be ARIAL (however other appropriate fonts maybe considered with your supervisor), 12pt for main text; all quotes are indented if more than one line of text. All text to be double spaced. Use the Harvard Style for referencing. Text should be on one side of page only. Page numbers should be centred at the top of the page—roman numerals for preliminary pages and Arabic for main text. Paragraphs should be blocked in style.

### Order of Preliminary Pages

Title Page	(no page number)
Declaration	(ii)
Statement on Access	(iii)
Abstract	(iv)
Acknowledgements	(v)
Table of Contents	(vi)
List of Tables	(vii)
List of Figures	(viii)
List of Plates	(ix)

See Appendix A for examples

Note that preliminary pages are not included in the Table of Contents as they precede this section.

### Table of Contents

Chapter One:	Introduction
1.1	Generic information of the research
1.2	Setting
1.3	...
1.4	Rationale for and Aims of the Study
1.5	Organization of the Study
Chapter Two:	Conceptual Drivers from the literature
2.1	...
2.2	...
2.21	...
2.22	...
2.3	...
2.4	...
Chapter Three:	Methodology
Chapter Four:	Implementing Practice
Chapter Five:	Presenting the Exhibition
Chapter Six:	Reflections, Directions and Implications
Reference List	
Appendices	

## Presentation of the Thesis

Two copies of your completed thesis in temporary binding and a PDF version are to be submitted through the College of Arts, Society and Education Administration office to your supervisor no later than 24th October. The examination process will take place in November.

Once the thesis has been examined, students may be required to make certain corrections to the manuscript before permanent binding can occur.

The College Administration Officer will arrange for the permanent binding of three copies once they have been signed off by your supervisor. Students may have additional copies bound at their own expense. One copy is then returned to you, one remains with your supervisor and the third becomes part of the official college research collection.

## Formatting the thesis

The following pages give examples of the appropriate format to present the front end of your thesis. Please adhere to this as it is a standard across the University.

<p style="text-align: center;">THESIS TITLE</p> <p style="text-align: center;">A thesis</p> <p style="text-align: center;">Submitted with exhibition in fulfilment of the requirements for the award of</p> <p style="text-align: center;">The degree of</p> <p style="text-align: center;">BACHELOR OF NEW MEDIA ARTS (HONS)</p> <p style="text-align: center;">[alternatively] BACHELOR OF CREATIVE INDUSTRIES (HONS)</p> <p style="text-align: center;">at</p> <p style="text-align: center;">JAMES COOK UNIVERSITY</p> <p style="text-align: center;">by</p> <p style="text-align: center;">NAME OF CANDIDATE + QUALIFICATIONS e.g., Dip.Art, QLD</p> <p style="text-align: center;">YEAR</p> <p style="text-align: center;">Creative Media</p>
---

STATEMENT OF SOURCES

DECLARATION

I declare that this thesis is my own work and has not been submitted in any form for another degree or diploma at any university or other institution of tertiary education.

Information derived from the published or unpublished work of others has been acknowledged in the text and list of references if given.

[sign and date]

(ii)

STATEMENT OF ACCESS

I, the undersigned, the author of this thesis, understand that James Cook University will make it available for use within the University Library and, by microfilm or other means, allow access to user in other approved libraries. All users consulting this thesis will have to sign the following statement:

In consulting this thesis I agree not to copy or closely paraphrase it in whole or in part without the written consent of the author; and to make proper public written acknowledgment for any assistance which I have obtained from it.

Beyond this, I do not wish to place any restriction on access to this thesis.

[sign and date]

(iii)

#### ABSTRACT (example only)

This study explores the nexus between information technology and information delivery by ascertaining the potential benefits of a community Internet website as a delivery channel for environmental information. In the broader sense this study examines computer-mediated communication for pedagogic community use.

Results from a community questionnaire designed to identify the scope and nature of a community's environmental information needs, environmental information gathering methods, satisfaction level with the current environmental information flow, computer literacy and online interest were used as the content and design basis for a prototype environmental community website.

Subsequently website evaluation, by focus groups indicates that when an online environmental database is tailored to a community's environmental information and online needs; it is potentially an effective means of disseminating environmental community information. In addition, if the environmental website's interface design targets a community's online user profile and related technological expectations, it has the potential to enhance the dissemination of online environmental community information.

Implications of the study are that audience sophistication, diversity of information, tentacularity (to coin an appropriate term) and hybridity are crucial considerations in community website design.

(iv)

#### ACKNOWLEDGMENTS

I am indebted to the following people who have helped me along the road to completing this thesis. My special thanks go to:

[It is usual to acknowledge those who have helped you along the way]

(v)

## Practice / Article Strand Guidelines

### Article Layout

Each journal usually has its own style of layout and the article should reflect the journal's requirements. If the journal does not offer advice on a preferred style, the following format margin widths should be as follows: spine 35 mm, top, bottom and for edges 25 mms to align for trimming. Font will normally be ARIAL (however other appropriate fonts maybe considered with your supervisor), 12pt for main text; all quotes are indented if more than one line of text. All text to be double spaced. Use the Harvard Style for referencing. Text should be on one side of page only. Page numbers should be centred at the top of the page. Paragraphs should be blocked in style.

The following text boxes give examples of the appropriate format to present the front end pages of your article if the journal does not offer advice of a preferred style.

ARTICLE TITLE

Submitted with exhibition and research journal in fulfilment of the requirements for the award of

The degree of

BACHELOR OF NEW MEDIA ARTS (HONS)

[alternatively] BACHELOR OF CREATIVE INDUSTRIES (HONS)

at

JAMES COOK UNIVERSITY

by

[NAME OF CANDIDATE + QUALIFICATIONS E.G., Dip.Art, QLD]

[YEAR]

Creative Media

STATEMENT OF SOURCES

DECLARATION

I declare that this article is my own work and has not been submitted in any form for another degree or diploma at any university or other institution of tertiary education.

Information derived from the published or unpublished work of others has been acknowledged in the text and list of references if given.

[sign and date]

### STATEMENT OF ACCESS

I, the undersigned, the author of this article, understand that James Cook University will make it available for use within the University Library and, by microfilm or other means, allow access to user in other approved libraries. All users consulting this thesis will have to sign the following statement:

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Beyond this, I do not wish to place any restriction on access to this thesis.

[sign and date]

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This study explores the nexus between information technology and information delivery by ascertaining the potential benefits of a community Internet website as a delivery channel for environmental information. In the broader sense this study examines computer-mediated communication for pedagogic community use.

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Implications of the study are that audience sophistication, diversity of information, tentacularity (to coin an appropriate term) and hybridity are crucial considerations in community website design.

(iv)

Two copies of your completed article in temporary binding and a PDF version are to be submitted through the College Administration office to your supervisor no later than 24th October. The examination process will take place in November.

Once the article has been examined, students may be required to make certain corrections to the manuscript. After corrections are made, all students' articles are bound in a single volume and this volume becomes part of the official college research collection.

## Exhibition Guidelines

### Exhibition/Presentation

A requirement for Practice/Article strand is the mounting of an individual exhibition or presentation of practical creative work which is the culmination of work and examination submission for that subject. Supervisors have overall responsibility for the timing, sitting and appropriate passage of the exhibition/presentation in conjunction with each individual student.

### Framing, Presentation and/or Installation

In the case of exhibitions, where the works are framed, frames should have a professional finish and should be consistent in colour and style throughout the exhibition; the same applies to mounts and/or mats.

Where work is framed, works on paper or fragile surfaces should be covered with glass or acrylic sheet.

Wall work should be categorised into small, medium and large formats and, as a preference, standard gallery sized frames should be used, regardless of image size.

Works on paper or with fragile surfaces should not touch the glass/acrylic covering; if the work possesses relief elements, appropriate sized spacers should be used within the frame.

It is understood that other forms of presentation may be equally appropriate for particular types of installations or presentations including electronic media—professional standards should be the aim.

Similar criteria apply to plinths for 3D works

Acid free materials should be used as far as possible

### Hanging and/or Presentation of Work

The work should be presented, installed or displayed in order to focus on the candidate's theme, concept and media. Ideally wall-mounted artworks should be positioned at eye level (1.55 m) and the position of sculptures should be carefully considered regarding the most appropriate angle of view for the audience.

### Labelling of Work

Professional standard labels should be printed, mounted on a foam core backing and placed next to the relevant work.

Each exhibit should be labelled with a number corresponding to the catalogue of works and should be laid out as in the following example:

33.	John Smith Lost Songs of Eden #02, 1990 Charcoal and chalk on paper 39.5 x 102.5 cm
-----	--

Note that the height of an artwork is given before the width and where there is more than one work in a series they should be allocated a number in the order in which they were executed (as per example above). With 3D artworks the measurements should be listed as follows: height x width x depth.

## Catalogue

The design and layout of your catalogue should be professional. If you have no experience in designing a catalogue, seek help or appropriate advice, through your supervisor, preferably within the Academic Group. The eMerge Gallery has standard catalogue layouts.

The catalogue should include the following:

- The cover (see supervisor)
- Title Page - including James Cook University, Academic Group - Arts and Creative Media with logo
- Acknowledgements
- A statement about the work, derived from the thesis/paper
- Any quotes should be acknowledged in end notes
- A list of exhibits, in which the information should be laid out as per the example above.
- A curriculum vitae indicating in chronological order, previous exhibitions, awards, major purchases/commissions etc.

Note that catalogue information must be checked by the supervisor prior to submission for printing or public presentation.

## Exhibition/Presentation Venues

Exhibition/Presentations are normally held in Townsville or Cairns. Candidates should arrange and book their own exhibition space with assistance from their supervisor/s. A venue, with appropriate dates should be set within the first four weeks of the course.

Candidates wishing to exhibit at the Arts & Creative Media eMerge Gallery in Townsville should discuss their proposal and proposed dates for the exhibition, with the Gallery Director within the first four weeks of the course.

Candidates should inform supervisor/s of their exhibition/presentation details as soon as they have been confirmed. Supervisors should pass these details to the Honours Coordinating Committee for noting as soon as possible thereafter.

## Promotional Material

It is important that any promotional materials are well designed and contain all the necessary information. These matters must be checked and approved by supervisor/s before publishing.

## Research Journal Guidelines

### Presentation

The layout of the Research Journal should reflect the same style used for the article regarding margins, font and pagination. Organisation of the Journal should allow for easy access to the candidate's entire research material relevant to the article (including the candidate's notes discussing the significance of the material and contextualising it for the article). Please use the example layout shown below as the cover sheet.

PROJECT TITLE

Submitted with article and exhibition in fulfilment of the requirements for the award of

The degree of

BACHELOR OF NEW MEDIA ARTS (HONS)

[alternatively] BACHELOR OF CREATIVE INDUSTRIES (HONS)

at

JAMES COOK UNIVERSITY

by

[NAME OF CANDIDATE + QUALIFICATIONS E.G., Dip.Art, QLD]

[YEAR]

Creative Media

Two spiral bound hard copies of the Research Journal will be required for examination. A further two copies in soft (digital) format are to be submitted.

## Assessment Weightings

Subject	thesis strand	practice/article strand	
CV4041	12.5%	12.5%	
CV4043	12.5%	12.5%	
CV4042 & CV4044 (linked)	75%	Article	25%
		Creative Work	37.5%
		Research Journal	12.5%

# Assessment Rubrics

## Assessment Rubric for Article

Rubric adapted from *Criteria that distinguish between high quality and marginal quality theses* (Allyson Holbrook et al, Centre for the Study of Research Training & Impact, University of Newcastle)

General criteria	Marginal quality	N	P	C	D	HD	High quality
		0-49%	50-64%	65-74%	75-84%	85-100%	
Scope/Topic	Aim of the article is not clear, or differed throughout the paper						Significance and challenge of the topic is evident

Comments regarding Scope / Topic:

Approach / Methodology	Article reveals questionable integrity of the approach and/or over-interpretation of data						Fusion of originality of the approach with realisation of a significant contribution to the field and/or methodologically sound/expert and comprehensive
------------------------	---	--	--	--	--	--	--

Comments regarding Approach / Methodology:

Subject matter and findings	Lack of synthesis and integration and/or lack of critical analysis and/or broad generalisations are not supported (although they could have been)						Clear connections are made throughout the article and/or reporting is careful, accurate, honest or even challenging or courageous
-----------------------------	---	--	--	--	--	--	---

Comments regarding Subject Matter and Findings:

Literature review: use and application	Inadequate coverage or focus of the literature in relation to the article and/or inaccuracies and omissions in referencing and/or discussion is 'devoid of the reference to the literature'						Expert use of the literature in design of the article and discussion of the findings and/or thorough, clear and incisive reporting of the literature, comprehensive and definitive
--	---	--	--	--	--	--	--

Comments regarding Literature review:

Writing skills	Lacks polish, and therefore difficult to read and comprehend and/or manifest editorial inadequacies						Cogent and straightforward writing and/or logical sequencing of presentation argument
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Comments regarding Writing skills:

## Assessment Rubric for Creative Work

General criteria	Marginal quality	N	P	C	D	HD	High quality
		0-49%	50-64%	65-74%	75-84%	85-100%	
Cohesiveness	Conceptual framework underpinning the work lacks focus and/or the aim of the work is not clear						A well-integrated and cohesive creative work with all components contributing to a clearly expressed outcome

Comments regarding cohesiveness:

Originality of ideas	Significant borrowing of other artists' ideas and/or perfunctory approach to presenting ideas						Innovative ideas and approach displayed
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Comments regarding originality of ideas:

Conceptual depth	Projected ideas seem fundamental and conceptually thin and/or signs of lack of knowledge or misinformation shown)						Multilayered and integrated amalgam of ideas displayed
------------------	---	--	--	--	--	--	--

Comments regarding conceptual depth:

Quality and quantity of work	Poor application of technical skills and/or a limited range of technical skills and/or insufficient work presented						A high level of technical skills and professionalism shown and/or a significant body of work presented of high quality
------------------------------	--	--	--	--	--	--	--

Comments regarding quality and quantity of work:

## Assessment Rubric for Research Journal

General criteria	Marginal quality	N	P	C	D	HD	High quality
		0-49%	50-64%	65-74%	75-84%	85-100%	
Breadth and content of research	Patchy collection of research material. Some of the content may not have a clear connection to the project. There may also be limited evidence of complex, pertinent and insightful synthesis of referenced research.						A large volume of material from a broad range of resources. Demonstration of the appropriateness of resources is very well documented with in-depth analysis of each resource. Clear and detailed explanation of how each resource links in with the project aims.

Comments regarding breadth and content of research:

Organisation and Functionality of Research Data	Random collection of material with some semblance of order. Signs of innovation may be limited.						A high level of skills in data management is shown. Highly systematic and innovative portfolio capable of advance retrieval functionally
---	---	--	--	--	--	--	--

Comments regarding organisation and functionality of research data:

## Assessment Rubric for Thesis only

<b>Student's Name</b>	
<b>Title of Thesis</b>	

General criteria	Marginal quality	N	P	C	D	HD	High quality
		0-49%	50-64%	65-74%	75-84%	85-100%	
<b>Introduction</b>  (This component of assessment is weighted at 20% of the total mark.)	A poorly focused or rambling introduction of topic and subtopics. The point of the thesis or research question may not be clearly explained and/or an arguable position may not be established. An outline of how the research question is to be addressed may be thinly proposed or not offered.						A highly focused introduction that engages the reader's interest with a clear explanation of the significance and challenge of the central topic, subtopics and research question(s). The approach chosen to answer the research question(s) is outlined and fully rationalised.
Comments regarding the introduction							
<b>Content and ideas</b>  (This component of assessment is weighted at 20% of the total mark.)	Information about the topic and relevant arguments may be limited or lack clear signs of thorough research. Details may have questionable integrity and/or there may be over-interpretation of data. Ideas may lack substantiation, critical analysis and/or synthesis of arguments and counter-arguments. Ideas may involve broad generalisations that are not supported (although they could have been).						Exceptional depth of research from a wide variety of sources is evident. All information is accurate and citations are from reputable sources. Ideas are presented with clear synthesis of evidence, arguments and counter-arguments. Ideas are challenging and/or courageous with strong connections with the central topic or subtopics.
Comments regarding content and ideas							
<b>Organisation</b>  (This component of assessment is weighted at 20% of the total mark.)	A logical sequence of stages in addressing the topic, subtopics and research question may not be clear or not approached in a systematic way. The discussion may be poorly focused and/or introduce subject						The thesis is faultless in presenting a logical sequence of steps in addressing the topic, subtopics and research question(s). All discussions are based on verifiable information and all findings/outcomes are

	material that is fundamentally irrelevant to the aim(s) of the thesis.						the result of expertly documented, thorough and rigorous testing.
Comments regarding organisation							
<b>Writing skills</b>  (This component of assessment is weighted at 20% of the total mark.)	The writing lacks polish and is therefore difficult to read and comprehend. There may be many editorial faults and inconsistencies. Referencing of sources may be inaccurate and/or inadequate and/or inappropriate and/or inconsistent.						The writing is cogent and straightforward with no grammatical or spelling errors. All discussions reveal a logical sequence of ideas. All referencing of sources is faultless.
Comments regarding writing skills							
<b>Conclusion</b>  (This component of assessment is weighted at 20% of the total mark.)	The outcome(s) of investigations into the topic, subtopic and research question(s) may be unresolved or partly resolved or not reported. The findings may reveal inadequate research and/or incomplete analysis of data. The outcome may not be reflected upon adequately and/or the implications of the outcome may not be discussed.						All issues arising from the outcome(s) of the investigations are comprehensively analysed and discussed.
Comments regarding the conclusion							

<b>Assessment Result for Thesis</b>	<b>%</b>
<b>Examiner's Name</b>	
<b>Examiner's Signature and Date</b>	<b>Date:</b>