

Faculty of Business and Law
Assignment Brief Academic Year 2019/20

**International Centre for
Transformational Entrepreneurship**



Module Title:	Developing Business Networking and Relationship Skills
Module Code:	A251IAE
Module Leader:	Stella Xu

Assignment Number	1 of 1
Assignment Title	Reflective report
Assignment Weighting	100%

Release Date:	September 2019
Submission Date:	9 th December 2019
Submission Time and Place:	In PDF format submitted via TurnItIn before 18:00

Assessment Information

This assignment is designed to assess learning outcomes:

- LO 1 Reflect on students past and present networking experiences and how these could be developed;
- LO 2 Consider the application of digital networking tools such as LinkedIn, Facebook and Twitter to encourage network growth
- LO 3 Develop approaches to effective face-to-face networking opportunities in order to maximise outputs.

The learning outcomes are provided here for information. Your ability to meet the learning outcomes will be assessed by the assignment requirements and criteria for assessment given in the next section.

Criteria for Assessment

You are required to complete a reflective report on your understanding and practical experience of networking and business relationships. The table below details the weightings of the criteria by which your work will be assessed:

Criteria	Proportion of overall module mark
1. Introduction to the assignment	5%
2. What is Networking?	15%
3. Critically reflect on the role of digital and face to face networking	15%
4. Your professional development: use evidence & examples to reflect on the challenges & achievements in your networking journey	20%
5. Your professional development plan going forward including SMART targets	20%

6. Summary	5%
7. Presentation, grammar and spelling	10%
8. Research and resources	10%
Total	100%

Word Count

The word count is 2000 words. There will be a penalty of a deduction of 10% of the mark (after internal moderation) for work exceeding the word limit by 10% or more. The word limit includes quotations and citations, but excludes the references list.

How to submit your assessment

The assessment must be submitted by **18:00 on 9th December 2019**. No paper copies are required. You can access the submission link through the module web. Assignments must be submitted in **PDF format ONLY**. Failure to do this may result in your assignment not being visible to the marker in which case you will score 0%.

- Your coursework will be given a zero mark if you do not submit a copy through Turnitin. Please take care to ensure that you have fully submitted your work.
- Please ensure that you have submitted your work using the correct file format, unreadable files will receive a mark of zero. The Faculty accepts Microsoft Office and PDF documents, unless otherwise advised by the module leader. For this module, only PDF will be accepted.
- All work submitted after the submission deadline without a valid and approved reason (see below) will be given a mark of zero.
- The University wants you to do your best. However we know that sometimes events happen which mean that you can't submit your coursework by the deadline – these events should be beyond your control and not easy to predict. If this happens, you can apply for an extension to your deadline for up to two weeks, or if you need longer, you can apply for a deferral, which takes you to the next assessment period (for example, to the resit period following the main Assessment Boards). You must apply before the deadline. You will find information about the process and what is or is not considered to be an event beyond your control at <https://share.coventry.ac.uk/students/Registry/Pages/Deferrals-and-Extension.aspx>
- Students MUST keep a copy and/or an electronic file of their assignment.
- Checks will be made on your work using anti-plagiarism software and approved plagiarism checking websites.

GUIDELINES AND BACKGROUND TO THIS ASSIGNMENT

Plagiarism

As part of your study you will be involved in carrying out research and using this when writing up your coursework. It is important that you correctly acknowledge someone else's writing, thoughts or ideas and that you do not attempt to pass this off as your own work. Doing so is known as plagiarism. It is not acceptable to copy from another source without acknowledging that it is someone else's writing or thinking. This includes using paraphrasing as well as direct quotations. You are expected to correctly cite and reference the works of others. The Centre for Academic Writing provides documents to help you get this right. If you are unsure, please visit www.coventry.ac.uk/caw. You can also check your understanding of academic conduct by completing the Good Academic Practice quiz available on Moodle.

Self-plagiarism or reuse of work previously submitted

You must not submit work for assessment that you have already submitted (partially or in full), either for your current course or for another qualification of this and any other university, unless this is specifically provided for in your assignment brief or specific course or module information. Where earlier work by you is citable, i.e. it has already been published/submitted, you must reference it clearly. Identical pieces of work submitted concurrently will also be considered to be self-plagiarism. Self-plagiarism is unacceptable because you cannot gain credit for the same work twice.

This document is for Coventry University students for their own use in completing their assessed work for this module and should not be passed to third parties or posted on any website. Any infringements of this rule should be reported to acreg.fbl@coventry.ac.uk

Moodle includes a plagiarism detection system and assessors are experienced enough to recognise plagiarism when it occurs. Copying another student's work, using previous work of your own or copying large sections from a book or the internet are examples of plagiarism and carry **serious consequences**. Please familiarise yourself with the CU Harvard Reference Style (on Moodle) and use it correctly to avoid a case of plagiarism or cheating being brought. Again, if you are unsure, please contact the Centre for Academic Writing, your Academic Personal Tutor or a member of the course team.

Return of Marked Work

You can expect to have marked work returned to you by 10 January 2020. If for any reason there is a delay you will be kept informed. Marks and feedback will be provided through Moodle.. As always, marks will have been internally moderated only, and will therefore be provisional; your mark will be formally agreed later in the year once the external examiner has completed his / her review.