MIS713 – Supply Chain Management and Logistics
Trimester 2, 2019

Assessment (Individual):
Part A - Case Study Report and Complex Diagrams;
Part B Feedback Reflection

DRAFT DATES TO WRITE PART B:	Part B requires you to reflect on your effective use of feedback on assignment drafts during the trimester. Due dates for drafts (to gain marks for Part B) are shown in the table on page 10.
FINAL DUE DATE AND TIME:	**Consent form**, Week 4, Monday 29 July 2019, 9am **Final submission of Part A and Part B** for assessment is Week 9, Monday 9 September 2019, 11:59PM
PERCENTAGE OF FINAL GRADE:	50%
HURDLE DETAILS:	Not applicable

Learning Outcome Details

Unit Learning Outcome (ULO)	**Graduate Learning Outcome (GLO)**
ULO 1: Identify, evaluate and justify the SCM issues of organisations against their strategic objectives.	GLO1 Discipline-specific knowledge GLO5: Problem solving
ULO 2: Evaluate SCM solutions, and justify those which can resolve an organisation's SCM issues and support its strategic objectives.	GLO1 Discipline-specific knowledge GLO5: Problem solving
ULO 3: Critically evaluate and justify SCM issues and solutions of an organisation taking into account their global, national and local economic, social and environmental responsibilities.	GLO1 Discipline-specific knowledge GLO8: Global citizenship
ULO 4: Seek, interpret and act upon feedback to improve proposed SCM solutions.	GLO1 Discipline-specific knowledge GLO5: Problem solving

Assessment Feedback

Students who submit their assignment by the due date will receive their marks and post-submission feedback on CloudDeakin on **Monday 30 September 2019, 5:30PM**. Students using the 1-5 day late penalty period (see *Notes*) will receive their marks and feedback 1-5 days later (respectively).

Part B of the assignment requires students to reflect on and provide evidence of their accurate interpretation and use of feedback given by staff/peers on Part A section drafts, as explained further below. There are many students in this unit, so in most cases students will identify problems with their own drafts based on feedback given on other students' drafts. We will endeavour to give students direct feedback on **one section** of Part A during the trimester (staff choose the sections).

It is a challenging assignment with high-level requirements. Students are expected to ask many questions in CloudDeakin to clarify the assignment requirements, and to obtain further detail.

Extensions

No extensions will be considered unless a written request is submitted and negotiated with **the Unit Chair before the due date and time**. Extensions will only be considered if a draft assignment is attached with your request for an extension which shows progress has been made, and documentary evidence for the extension. Applications after this date will not be accepted, and submissions after the due date/time without an approved extension will be considered late.

Extensions are only granted in extreme circumstances, such as ongoing health, personal hardship or work-related problems. Temporary illnesses, normal work pressures, multiple assignments due at the same time, failure to keep backups, technology failure, etc are **not** reasons for an extension.

Aims and Graduate Learning Outcomes (GLOs)

The aim of this assessment is for you to apply supply chain management and logistics knowledge (GLO1) to a **real** organisation you do not own or manage, and not used by another student, by:

- reviewing the organisation's supply chain practices (GLO5), and synthesising high quality research on the social and environmental responsibility issues in its supply chain (GLO8);
- evaluating the implications (based on research evidence) of specified CSR-related (GLO8) and a specified broader change (GLO5) to the organisation's supply chain practices; and
- building capacity to seek, interpret and act upon feedback to improve problem solving skills (GLO5).

Summary of Assignment Requirements

You will be an IS/Business Analyst/Business Analytics/eBusiness/SCM consultant for a real organisation. You will find an organisation as an individual, and submit an individual assignment. The two parts of this individual assignment are as follows:

- Part A – a Case Study Report comprising a text word limit of **2,500** addressing the requirements in the table below, plus a minimum of **three (3)** complex diagrams (each diagram can be broken up into smaller diagrams so that it is readable). **The limit of 2,500 words in total for Part A is very strict, and cannot be exceeded by even one (1) word. You can decide how to split these words for Part A sections. Table 1 gives an optional guide.**
- Part B – a Feedback Reflection Report (text word limit of **500**, no diagrams) on how you sought and utilised feedback to produce and improve your Case Study Report.

Part A – Case Study Report

Table 1 below summarises the structure and requirements for the Case Study Report. We provide this structure because the assignment is complex and challenging, and feedback from past students suggests a given structure balances broad guidance (i.e. high-level section headings) with flexibility (e.g. the content written specifically about the chosen organisation). Further, many organisations have a “house-style” for reports, so this structure is consistent such an industry practice.

Most organisation analysis and literature research for this assignment will focus on a product you (and owner/manager) select which the organisation sources from a supplier, meeting these criteria:

1. They **buy** the product from suppliers **regularly (daily, weekly, but at least monthly)**.
2. The product and/or component(s) are manufactured from hazardous materials/chemicals.

The product selection criteria means students and organisations have some flexibility, but ensures:

- Assignment requirements below can be completed (e.g. if a product is bought infrequently it will be difficult to meet many requirements below, including Diagram 1).
- Deakin policy states that assignments must differ each trimester, which is achieved in part by specifying different product characteristics. This is more flexible than other alternatives, including students picking organisations from different industries each trimester.
- Feedback given to students relating to a different organisation will be more relevant to all students due to specifying the product selection criteria that is identical for all students.
- The second product selection criterion ensures the product will have direct relevance to GLO8 Global Citizenship (i.e. environmental responsibility issues).

The owner/manager may not know any sourced products that meet the second selection criterion. You should therefore research products that are often sourced by organisations in their industry **before** the interview, so that you have a list of products from which you and they can select.

Table 1: Part A – Case Study Report structure and requirements

Requirement	Description
Cover page (one page only)	• Title (“Assessment – Part A Case Study Report; Part B Feedback Reflection Report”); • Unit code and name; • Student name and student ID; • Text word count of Part A Case Study Report; • Organisation details (name, address, contact number, owner, staff numbers); • Table of contents.
1. Introduction **Guide: 50 words (can be exceeded)**	State the purpose of the report . State the name of the organisation and its industry. State the product the report will focus upon, and briefly why the product meets the product selection criteria.

Requirement	Description
2. Organisational background **Guide: 100 words (can be exceeded)**	2.1 Goals/strategies ***(you can reorder 2.1 and 2.2 if it flows more logically)*** Provide an overview of the organisation's goals/strategies. 2.2 Products/services Provide an overview of the organisation's major types of products/services which it sells to customers.
3. Buyer behaviour segments **Guide: 200 words (Text, not images. Can be exceeded)**	Table of buyer behaviour segment(s) which (should) underpin the organisation's strategies, supply chain and key products/services. For each segment include in separate table rows its: demand profile, competitive profile, product profile.
4. Decision factors **Guide: 200 words (Text, not images. Can be exceeded)**	Table summarising/prioritising decision factors (requirements) the owner/manager uses to decide if they will make any change in the organisation (e.g. new technology, change to a process). Factors might relate to staff time (e.g. can any change should increase staff workload?), technology (e.g. can any change require staff to use/learn technology?), and alignment to strategy and/or company/staff values, etc.
5. Product selection **Guide: 350 words (Text, not images. Can be exceeded)**	Synthesise research evidence to justify how and why the selected product satisfies the second product selection criterion. Include the hazardous material/chemical names used to make the product/components, and the manufacturing steps they occur. Only state manufacturer and tier 1 supplier (component) steps (i.e. not tier 2, 3, etc). Steps in manufacturing not involving hazardous materials/chemicals can be excluded.
6. CSR metric **Guide: 250 words (Text, not images. Can be exceeded)**	Synthesise research to justify the variables and formula for a metric to measure the volume or weight of hazardous materials/chemicals used to manufacture each stock-keeping unit (SKU) of the chosen product. For e.g. if the organisation buys 12-packs of the product, the 12-pack is the SKU. The metric should have a variable to represent each manufacturing step from Section 5, and a formula to represent how the metric would be calculated. Do **not** provide values for the variables, and do **not** calculate it. Cite multiple research sources for each variable to justify each variable's relevance.
7. Source/make tasks **Insert diagram(s) as a GIF/JPEG.**	**Diagram 1** (1a, 1b etc if split) showing all tasks of the source and make processes for the chosen product, including repeated tasks and those determining/fixing problems. For each task, provide company specific details on how it is done manually and/or with what specific technology (e.g. ERP, email, fax), the position title/name of who does the task, when (e.g. specific day?), the approximate time it takes, and numbered citations to all company sources (e.g. owner, research) for details on the task. The diagram will include tasks interacting with the tier 1 supplier(s) (no separation of tasks by supplier is needed), and state the supplier type (e.g. manufacturer, retailer).
8. CSR issues **Guide: 300 words (Text, not images. Can be exceeded)**	Synthesise research to explain which tasks in the make process of Diagram 1 result in waste going to landfill and why. Number each task in Diagram 1 so you can refer to specific task(s). Landfill waste can result from using any product in the make process, not just the selected product. If no make tasks lead to landfill waste, synthesise research that evidences that this is typical in the organisation's industry, or that the organisation's make tasks differ compared to many organisations in this industry.

Requirement	Description
9. New metric evaluation **Guide: 1,000 words (Text, <u>not</u> images except Diagram 2. Can be exceeded)** **Add subsection headings, which are included in the text word count.** **Insert diagram(s) as a GIF/JPEG.**	Evaluate the positive and negative implications for the organisation if it were to implement a new metric to measure the average time per month it takes from ordering the selected product through to placing the product on shelves or in inventory (or similar, as it applies to the organisation). The evaluation must include: • Operational evaluation regarding the 1) feasibility of owner/staff collecting the information needed for the metric, 2) time required and the impact on the organisation (e.g. staff resistance), 3) feasibility of new (or changing use of existing) technology in the organisation, 4) feasibility of calculating the metric (e.g. ease of calculation, staff resistance), and 5) need for any owner/staff training. • Strategic evaluation regarding the metric's alignment with the decision factors, strategic objectives/ goals and buyer behaviour segments of the organisation. The operational evaluation will include **Diagram 2** (modified version of Diagram 1) to show what tasks are added/modified (e.g. use a different colour to highlight what has changed) to implement the new metric. This includes showing what new technology is used, where and how (if applicable). Synthesise research that is relevant to the organisation and/or its industry which provides evidence for the various operational/strategic implications you identify.
10. Conclusion **Guide: 50 words (can be exceeded)**	Conclude the report with a summary of key points / facts about the negative and positive implications of introducing the CSR metric. This report will **not** make any recommendations.
11. Company sources **Not in text word count/limit.**	List company-related information sources, including personal communication (e.g. interview with the owner/manager), the company's website (if applicable), and other quality sources to support company-specific analysis in Diagram 1 and/or Section 9.
12. Reference sources **Not in text word count/limit.**	At least 20 high quality, relevant resource sources cited in the report which are synthesised to support Sections 5, 6, 8 and 9 in particular. The research sources must include academic journal articles and/or conference papers, as well as quality reports/sources relevant to the organisation's industry.

The word counts in Table 1 for each section are a guide only, and thus can be exceeded. The <u>only word limit requirement for the assignment is that the text in Part A cannot exceed the total text word count **by even one (1) word, including section headings**</u>. This is explained further in the *Word count calculation* section below, and summarised in the rubric (see the *Assessment 1 Rubric* document).

The aim of the Case Study Report is to complete a thorough analysis relating to CSR issues (GLO8 Global Citizenship), the organisation's <u>source</u> and <u>make</u> tasks (GLO1 Discipline-specific knowledge), and the implications of a proposed new metric (GLO5 Problem Solving). The latter analysis is expected to be at the industry standard to get HDs and Ds. Note that Section 9 will include all the detailed positive and negative implications which can be used to make a recommendation (except an analysis of financial feasibility), but you will not state the final recommendation.

You will write the report <u>about</u> the organisation <u>for</u> the marker. If the owner is interested in the ideas in the report, they can get independent advice and recommendations (which may contradict, confirm or extend the findings in your report) and make a decision themselves. Please provide the owner/manager with a copy of the report as a "thank you" for their time and help. You can tailor the report for the owner/manager if you feel it is necessary (e.g. removing parts only relevant for assessment). You should not criticise the owner, organisation, etc in the report! Owners of small organisations often feel the business is part of them, so criticising the business will be like criticising them personally. Instead, write in a positive manner such as "An opportunity to enhance…"

Part B – Feedback Reflection Report

Business professionals (e.g. Business Analysts, Consultants) must obtain continual feedback from clients to verify that they understand client needs by asking questions and showing the client what they have done to align their understanding with client needs. Professionals cannot say it was the client's fault if a report/solution does not meet the client's needs. In this unit, you will follow these same principles. You must take active steps to ensure the Case Study Report meets the client (i.e. marker) needs (i.e. the assignment requirements).

You are expected to seek, interpret accurately and respond constructively to feedback/clarifications on your understanding of the assignment requirements to improve your assignment **before** it is submitted. You are required to write a 500 word Feedback Reflection Report summarising how you sought, interpreted and utilised feedback opportunities. Further details on the Feedback Reflection Report can be found in the *Feedback Reflection Report* section below.

Part A – Selecting an organisation

Each individual must find a **real** organisation. The organisation can be part of another business (e.g. franchise, group), so long as the owner/manager or staff are responsible for all tasks relating to ordering products from suppliers and handling sourced products. Students will find it difficult to complete the assignment successfully if the organisation does not handle these tasks themselves.

Students cannot be owners or managers of the organisation because GLO5 Problem Solving involves students interviewing the owner/manager, and students cannot interview themselves.

Only one student can do the assignment on the one organisation, otherwise the assignments of both students will be too similar and at increased risk of collusion (i.e. Academic Misconduct).

Students must obtain written permission from the owner (or CEO, General Manager, Director).

- Initially, give the owner a copy of the **Information for owner/CEO/director/GM** (see under **Resources** tab and then **Assessment Resources**) so they understand what is expected. You can show them these assignment requirements if they are interested in further information.
- If the owner agrees, they must fill out and sign the **Letter of Consent** form (see **Assessment Resources**). You must submit a copy of the consent form signed by the owner/manager (which can be scanned or electronically signed) via the CloudDeakin assignment box by the due date stated at the top of these assignment instructions. If the owner/manager wishes for their name and/or their organisation to remain anonymous, the consent form states that the owner/manager can send the completed consent form directly to the Unit Chair so that assignment drafts and final report do not reveal these names. Either way, a completed and signed consent form is required with the names of the owner/manager and organisation.
- Keep a copy (e.g. electronic or scanned) of the form for your own records.
- Give a copy of the signed form to the owner for their records.

Your assignment will not be marked until the form is submitted, and could result zero marks.

Staff of this unit **will not assist** you with finding an organisation, because promoting yourself to a business and securing their involvement is an important skill to develop and improve (e.g. for students with limited (Australian) experience wanting to apply for a job after graduation). Please see the document *Securing a real organisation* for useful tips and suggestions on finding an organisation. **One organisation can only be studied by one student**.

Part A text word count penalty and calculation

The "Part A text word count penalty" rubric criterion states that the text word count of the Case Study Report must be less than or equal to the text word limit (not a single word more). See the *Assessment 1 Rubric* document. The 10% leeway on the word count **DOES NOT** apply in this unit. Following the rubric, a penalty mark will be deducted from your final mark.

This strict requirement reflects industry requirements that, when you are asked to write a problem solving (or analysis) report of 'X' words or 'X' pages, exceeding this requirement is typically not acceptable. An important problem analysis skill, therefore, is convincing managers your problem analysis is thorough and complete within such restrictions. Further, a strict word limit ensures that you do not do more work than is required for the assessment.

The word count is determined by selecting everything from the Introduction section heading to the end of the Conclusion section in Table 1 above (i.e. excluding only the cover page, and company sources and research sources), and using MS Word's word count feature. The text word limit includes everything (e.g. headings, tables, citations). Nothing can be scanned, and no images can be used, to reduce the word count, except Diagrams 1-2 in the requirements table. The rubric specifies a penalty if anything other than the required diagrams are scanned or are images in Part A.

Diagrams 1-2 (including a, b, etc) can be image files (e.g. GIF, JPEG) so they are not included in the text word count. Software used to create diagrams (e.g. Powerpoint) typically have options to save each diagram (e.g. Powerpoint slide) as an image, then the image file can be copied into the report. Each diagram must have a caption (e.g. "Diagram 1: *title of the diagram*"), which can be scanned with the diagram (i.e. in the image file) so that it does not increase the word count.

You can use numbered citations (optional) so the citations do not add to the text word limit (see below), because there are no spaces between citation numbers and punctuation/words. The example is not relevant to assignment, but it shows numbered citations and referencing.

It is unclear from existing research whether differences in revenue of small and medium enterprises (SMEs) has an impact on their ability to adopt information systems (IS) tools. This is because most studies[1,2,4,5] did not state any maximum revenue to be an SME, or differentiate SME sizes on the basis of revenue. Only two studies, by contrast, stated that organisations must have less than 50 million Euros in revenue[3(p268)] or Canadian dollars in sales[6(p1007)] to be considered an SME, but neither article differentiates SMEs on the basis of revenue or sales. The fact that most studies did not state the maximum revenue to be an SME, or differentiate SMEs based on revenue, may be due to limitations of the definition of SMEs used or cited in the studies. It was therefore not possible to identify the extent to which revenue affects if/how SMEs adopt IS tools, or what revenue related support different types of SMEs may need.

<<< REST OF THE REPORT OMITTED >>>

Research sources

1. Lee, S, Park, SB & Lim, GG 2013, 'Using balanced scorecards for the evaluation of "Software-as-a-service"', *Information & Management*, vol. 50, no. 7, pp. 553-561.
2. Zhang, M, Sarker, S & Sarker, S 2013, 'Drivers and export performance impacts of IT capability in 'born-global' firms: a cross-national study', *Information Systems Journal*, vol. 23, no. 5, pp. 419-443.

3. Alonso-Mendo, F, Fitzgerald, G & Frias-Martinez, E. 2009, 'Understanding web site redesigns in small- and medium-sized enterprises (SMEs): a U.K.-based study on the applicability of e-commerce Stage Models', *European Journal of Information Systems*, vol. 18, no. 3, pp. 264-279.
4. Bidan, M, Rowe, F & Truex, D 2012, 'An empirical study of IS architectures in French SMEs: integration approaches', *European Journal of Information Systems*, vol. 21, no. 3, pp. 287-302.
5. Levenburg, NM 2005, 'Does size matter? Small firms' use of e-business tools in the supply chain', *Electronic Markets*, vol. 15, no. 2, pp. 94-105.
6. Bergeron, F, Raymond, L & Rivard, S 2004, 'Ideal patterns of strategic alignment and business performance', *Information & Management*, vol. 41, no. 8, pp. 1003-1020.

<<< REST OF THE REFERENCES ARE OMITTED>>>

Part A – Format of company/research sources

Each company source and research source must have a reference entry in the corresponding section in Table 1 above, formatted using the Harvard style found at:

http://www.deakin.edu.au/students/study-support/referencing

The interview with the owner/manager should be added to the list of company sources and formatted as follows:

> *Family name, given name(s) YEAR, personal communication, date interviewed, position, company name.*

If you do not wish to use numbered citations, use the "Author, Year" in-text citation method outlined at the above web address. **But still ensure number each references.**

If you are using numbered citations (e.g. to reduce the text word count):

- Number every company source and every research source and then use these numbers for the numbered in-text citations in the report.
- You are **not** required to list sources in alphabetical order, which will make it easier to extend your list with new sources without affecting the numbers assigned to each source. This can help if you are using software (e.g. Endnote) to automate the numbering, because scanned Diagrams must include citations and such software cannot handle this. You can then add any sources from the Diagrams to the end of your source list if needed.
- You can number company sources with *a, b, c, etc* and research sources as *1, 2, 3, etc* if this makes it easier to differentiate and maintain numbering.

Part A – Synthesis of research sources for the report

Diagrams, tables or text copied (i.e. quotes) from any source (even with citations) is strictly not permitted in the assignment. This includes not copying material from company sources (e.g. from company websites). Further, you cannot include quotes, any summaries of any articles, nor paraphrasing of single sources. <u>Note that the rubric ULO No. 2 criterion makes it clear that you will lose significant marks for including such material</u> (see the *Assessment 1 Rubric* document).

Part A instead involves extensive research synthesis, mainly from academic sources (e.g. journal articles, conference papers – search via Google Scholar), and some credible/authoritative industry reports and research (e.g. Forrester Research, Gartner Group, industry association publications). The research sources should be relevant to the size and industry of the business. For example, CSR solution(s) used by large companies are unlikely to be relevant or achievable by a small business.

Synthesising research sources involves reading all the sources to find similarities and differences between what you read in the sources. You then write, in your own words, the similarities and differences you found. The numbered citation approach shown in the box above gives an example of research synthesis. For example, the citations in *"This is because most studies[1,2,4,5] did not state any maximum revenue to be an SME, or differentiate SME sizes on the basis of revenue."* shows that the author has read sources 1, 2, 4 and 5 and written the results of their comparison of the sources. Since it is you who identifies the similarities and differences, everything you write will have **no similarity to any text in any single research source** (this will only occur if you quote, summarise or paraphrase a single article, which is not allowed in this assignment).

For each section of Part A that requires synthesis of research sources, you should use a similar approach by writing your comparison research sources (using multiple citations like shown here and the example above) for the sections.

The ability to synthesise research sources is critical in university studies, and also working in industry, because it enables you to demonstrate your ability to think critically and reach your own conclusions and interpretations. You are not permitted to quote, summarise or paraphrase research sources in this report because students using these techniques mostly create reports which cut-paste-modify or paraphrase from different articles, which does not show ability to think.

With diagrams, these should be drawn completely yourself without copying or adapting other people's diagrams, but instead getting ideas from other sources. The citations to sources will be added to the diagram, where citation numbers correspond to company or research source.

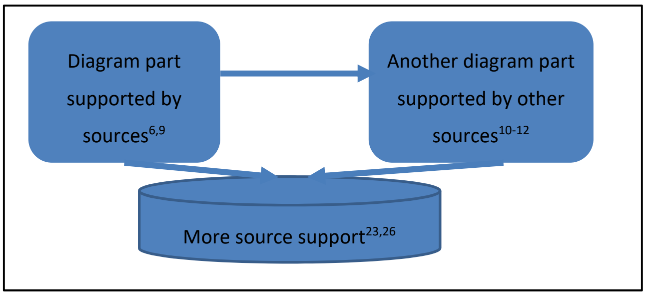

Figure 1: Example diagram with citation

Part B - Feedback Reflection Report

Feedback opportunity

The main opportunity for you to get direct or indirect feedback on your assignment will be during:

- The 1-hour campus seminars for campus students.
- Either real-time cloud sessions or CloudDeakin discussion folders for cloud students.

Students must submit drafts of assignment work by the due dates/times specified at the top of this document. Tutors will pick between 5-6 submissions each week, and will endeavour to select from different student submissions each week so that all students are selected at least once.

Selected drafts will receive direct tutor and student feedback. Students whose drafts do not receive direct feedback in a given week will use the indirect feedback to identify issues to be fixed in their own draft. Students can ask questions in the **Assessment Discussion** folder in CloudDeakin to clarify concerns about their own assignment, which would be based on this indirect feedback. **Note that drafts submitted in the Assessment Discussion folder will NOT receive feedback.**

The following table summarises the draft submission schedule for campus and cloud students to receive direct or indirect feedback during the trimester.

Week and Topic	**Applicable assignment sections covered**	**Draft due dates/times (campus students)**	**Draft deadlines (cloud students) – chose real-time cloud session and/or discussion folder**
Week 1, topic 1	SCM and strategy (Section 2), SOURCE and MAKE process differences (Section 7), CSR (selecting products, Section 5), decision factors (Section 4).	Find and secure an organisation. Research the organisation, industry, and list of products which meet the second product selection criterion.	Find and secure an organisation. Research the organisation, industry, and list of products which meet the second product selection criterion.
Week 2, topic 2 (Sourcing)	Buyer behaviour segments (Section 3), sourcing models and tasks (Section 7)	Submit **interview questions draft by Monday 15 July 9am**. (Read Week 2 and 3 slides for more SOURCE/MAKE tasks insight).	Session: Submit **interview questions draft by Thurs 18 July 9am**. (Read Week 2 and 3 slides for more SOURCE/MAKE tasks insight).
Week 3, topic 3 (Make)	Make models and tasks (Section 7), CSR impact of make (Section 8).	Submit **Section 2 draft by Monday 22 July 9am.** (Draft based on research if interview not done.)	Folder: Submit **interview questions and Section 2 (via research) drafts by Monday 22 July 9am**.
Week 4, topic 4 (Metrics)	CSR metrics (Section 6) and SOURCE metric (Section 9).	Submit **Consent form, and Section 3 and 4 drafts by Monday 29 July 9am.** (Interview should be done by now.)	All cloud students: submit **consent form by Monday 29 July 9am.** Session: Submit **Section 2-4, 7-8 drafts by Thurs 1 August 9am**.
Week 5, topic 5 (guest lect.)	IS technologies that help with SOURCE/MAKE (Section 7), may apply to solution (Section 9).	Submit **Section 7 and 8 drafts by Monday 5 August 9am.**	Folder: Submit **Section 2-4, 7 drafts by Monday 5 August 9am**. (Interview should be done by now.)
Week 6, topic 6 (Time)	Time-based analysis of SCM processes (Section 7 and Section 9).	Submit **Section 5 and 6 drafts by Monday 19 August 9am.**	Folder: Submit **Section 5-6, 8 drafts by Monday 19 August 9am**.
Week 7	Topic does not apply to the assignment.	Submit **Section 9 (operational) draft by Monday 26 August 9am.**	Session: Submit **Section 5-6, 9 draft by Thurs 29 August 9am**.
Week 8	Topic does not apply to the assignment.	Submit **Section 9 (strategic) draft by Monday 2 September 9am.**	Folder: Submit **Section 9 draft by Monday 2 September 9am**.
Week 9	**Assignment due**		

Writing the Feedback Reflection Report

The Week 1 slides provide a template to use for writing a reflection for each 1-hour seminar (campus students) and Cloud session/discussion folder (cloud students) draft where you received direct or indirect feedback.

Campus students must write a reflection specific to 5-6 seminars (i.e. "regular drafts", see Part B rubric standard for P-C). "Very regular" is 7-8, "irregular" is 3-4, and "(almost) no" is 0-2. A seminar reflections will only be marked if students submit the draft on-time, and attend on-time.

Cloud students must write a reflection specific to 3 of the draft feedback methods above (i.e. "regular drafts", see Part B rubric standard for P-C). "Very regular" is 4 (if using the 3 cloud sessions, submit also to one discussion folder), "irregular" is 2, and "(almost) no" is 1. A reflection will only be marked if students submit draft on-time and, in the case of a cloud session, attend the session.

Students will only obtain the rubric grade/standard for Part B if they achieve the stated regularity, **plus** reaching the quality standard for the grade. For example, a student who meets the threshold for "very regular" will get N for Part B due to poor quality examples of interpreting/using feedback.

It is recommended that you write each reflection straight after you have received, interpreted and worked out the improvements needed to the draft which is submitted.

Submission of drafts

The drafts must be one (1) single file **Microsoft Word format (not PDF)**, named *surname_MIS713_T2_year_DRAFT* (e.g. *Liang_MIS713_T2_2019_sections3-4*).

Campus students and cloud students attending cloud sessions will use the submission folder under the **Assessments** tab, then **Assignments** in CloudDeakin to submit their drafts.

Cloud students using the discussion folder submission method will use discussion folder under the **Discussion** tab which is applicable to the draft they are submitting.

Part A and Part B – Final Submission Instructions

The final submission must be one (1) single file **Microsoft Word format (not PDF)**, named *surname_MIS713_T2_year_assign* (e.g. *Liang_MIS713_T2_2019_assign*), including:

- A cover page (see above for what this cover page should contain).
- Part A: Case Study Report (2,500 words of text plus the required complex diagrams).
- Part B: Feedback Reflection Report (500 words of text only).

Use the submission folder under the **Assessments** tab, then **Assignments** in CloudDeakin.

You must keep a backup copy of every assignment you submit, until the marked assignment has been returned to you. In the unlikely event that one of your assignments is misplaced, you will need to submit your backup copy.

Any work you submit may be checked by electronic or other means for the purposes of detecting collusion and/or plagiarism.

When you are required to submit an assignment through your CloudDeakin unit site, you will receive an email to your Deakin email address confirming that it has been submitted. You should check that you can see your assignment in the Submissions view of the Assignment dropbox folder after upload, and check for, and keep, the email receipt for the submission.

Notes

- ***Past students were found guilty of plagiarism, and given zero***, when changing some/most/ all words of a source and pasting this into assignments. Plagiarism includes using translation tools to modify someone's text and pasting into assignments (e.g. see Table N.1). The acceptable approach to use and cite sources can be found at the link below. Based on this, you will see that the examples in Table N.1 are **not** examples of paraphrasing:

  http://www.deakin.edu.au/students/studying/study-support/referencing/summarising-paraphrasing-quoting

- ***Penalties for late submission:*** The following marking penalties will apply if you submit an assessment task after the due date without an approved extension: 5% will be deducted from available marks for each day up to five days, and work that is submitted more than five days after the due date will not be marked. You will receive 0% for the task. 'Day' means working day for paper submissions and calendar day for electronic submissions. The Unit Chair may refuse to accept a late submission where it is unreasonable or impracticable to assess the task after the due date.

- For more information about academic misconduct, special consideration, extensions, and assessment feedback, please refer to the document ***Your rights and responsibilities as a student in this Unit*** in the first folder next to the Unit Guide of the Resources area in the CloudDeakin unit site.

- ***Building evidence of your experiences, skills and knowledge (Portfolio)*** - Building a portfolio that evidences your skills, knowledge and experience will provide you with a valuable tool to help you prepare for interviews and to showcase to potential employers. There are a number of tools that you can use to build a portfolio. You are provided with cloud space through OneDrive, or through the Portfolio tool in the Cloud Unit Site, but you can use any storage repository system that you like. Remember that a Portfolio is YOUR tool. You should be able to store your assessment work, reflections, achievements and artefacts in YOUR Portfolio. Once you have completed this assessment piece, add it to your personal Portfolio to use and showcase your learning later, when applying for jobs, or further studies. Curate your work by adding meaningful tags to your artefacts that describe what the artefact represents.