Business School

**School of Accounting**

# ACCT3202
# Industry Placement 2

# Course Outline
# Semester 2, 2017

# Course-Specific Information

The Business School expects that you are familiar with the contents of this course outline. You must also be familiar with the Course Outlines Policies webpage which contains key information on:
•     Program Learning Goals and Outcomes
•     Academic Integrity and Plagiarism
•     Student Responsibilities and Conduct
•     Special Consideration
•     Student Support and Resources

This webpage can be found on the Business School website:
https://www.business.unsw.edu.au/degrees-courses/course-outlines/policies

It is also expected that Co-op Scholars read their Co-op Scholar Agreement, the Co-op Scholar Manual and Industry Training Guidelines. These documents form part of this Course Outline.

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# PART A: COURSE-SPECIFIC INFORMATION

# 1 STAFF CONTACT DETAILS

Lecturer-in-charge: Dr Diane Mayorga
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Consultation Times – by appointment

When sending an email to the LIC please ensure you identify yourself clearly using both your scholar ID and your full name. Communications that use short hand and "SMS" language are not acceptable and you must communicate using English. It is important that any email communication is made from your UNSW Sydney scholar account, not from another provider (i.e., Hotmail, Gmail, Yahoo, etc.). Emails from any other sources will not be answered. This rule is instituted to help protect the university email system from viruses.

Any email inquiry that can be answered by reading the course outline or Course Outlines Policies on https://www.business.unsw.edu.au/degrees-courses/course-outlines/policies will not receive a reply email from the staff.

# 2 COURSE DETAILS

## 2.1 Teaching Times and Locations

The LIC ('LIC') has responsibility for allocating Industry Training 2 Placements (IT2).

As scholars are allocated to various sponsor organisations, there will be differences in start/finish dates between Co-op Scholars. The start/finish date for IT2 period should be negotiated between the Sponsor and the Scholar. The following guidelines must be taken into consideration when scholars are organising their start/finish dates for IT2:
• Timing must be agreed with the IP sponsor/supervisor and should take into account start and finish dates of academic terms if required
• The Sponsor reserves the right to insist on particular start dates as they may be coordinating commencement of Co-op IP placements and vacation scholars on the same day.
• The Co-op office strongly recommends the following to enable Scholars sufficient time to fully complete their IP obligations before they return to full-time university
• IT2 should start no later than Monday, the second week of July.
• Should there be any reason for an IP to start later than the above date, the Scholar/Sponsor should contact the LIC and the Co-op Program Manager.

During IT2, scholars are required to attend three workshops which will be held at the UNSW, Kensington Campus. The first workshop will be held during Week 1 on Wednesday 26th July from 6:00 to 9:00pm. The second workshop will be held during Week 6 on Monday 28th August from 6:00 to 9:00pm. The third will be held during Week 11 on Wednesday 11th October from 6:00 to 9:00pm. The LIC will attend the scholar's IT2 presentation which is held at the sponsor's location. Scholars' IT2 presentations/IT2 Research Project Presentations should be scheduled for the week commencing 4 December 2017 and must be completed no later than Friday December 8th. You are required to invite Kay Carey, or if she is not available another representative from the Coop Office, to your presentation. Please refer to the Course Schedule at the end of this document for further information.

By the end of the scholar's first week of IT2, the scholar must submit online (at the Co-op Program Career Manager) the contact information and completed Professional Development Agreement.

## 2.2  Units of Credit

The course is worth 12 units of credit.

## 2.3  Summary of Course

This course consists of two components: IT and the classroom component. Students and the sponsor negotiate the nature of the work undertaken as part of the industry training component. The students' IT supervisor, therefore, is responsible for assigning work that addresses the objectives of both the sponsor and the Accounting and Business Management Coop Program. The Accounting and Business Management Co-op Program's broad objectives for Industry Placement are:

- •Provide scholars with accounting knowledge and practical experience within the business environment that cannot be provided at university

- •Instil an appreciation of accounting processes and management while at the same time learning about company cultures and work ethics

- •Help develop the scholars' professional skills. Specifically, scholars should develop the mix of skills that graduates require to function effectively in an increasingly complex and demanding professional business environment. These skills include intellectual, technical and functional, personal, interpersonal and communication and organizational and business management skills.

- •Provide sponsors with a stream of highly talented, motivated young professionals who are dynamic and add value to the company

The classroom component compliments IT by developing scholars' work place skills so that they can perform effectively in a dynamic accounting and business management work environment. In ACCT3202, we explore issues graduates will face in the corporate environment such as the social dimensions of building a career, collaborative problem solving and negotiation. The classroom component is organized around a pre-workshop learning activities, students' IT2 Project and Harvard Business School resources.

## 2.4  Course Aims and Relationship to Other Courses

This course is only available to UNSW Accounting & Business Management Co-op Scholars. It is the second of three fully assessable Industry Placement courses Co-op Scholars complete as part of their Bachelor of Commerce (Co-op) degree.

This course is designed:
•to integrate the knowledge students have gained over the course of their BComm (Coop) program and ITs.
•to continue developing students' professional skills.
•to explore the role of professional connections in lifelong employability.
•to develop students' collaborative problem solving skills

## 2.5   Student Learning Outcomes

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the industry training.

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate coursework scholars in the Business School. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your BComm (Co-op) degree (e.g. 'be an effective team player'). You demonstrate this by achieving specific Program Learning Outcomes - what you are able to DO by the end of your degree (e.g. 'participate collaboratively and responsibly in teams').

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate students in the Business School. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g. 'be an effective team player'). You demonstrate this by achieving specific Program Learning Outcomes - what you are able to DO by the end of your degree (e.g. 'participate collaboratively and responsibly in teams').

For more information on the Undergraduate Program Learning Goals and Outcomes, see the School's Course Outlines Policies webpage available at https://www.business.unsw.edu.au/degrees-courses/course-outlines/policies.

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be developed in tutorials and other activities):

| Program Learning Goals and Outcomes | | Course Learning Outcomes | Course Assessment Item |
|---|---|---|---|
| *This course helps you to achieve the following learning goals for all Business undergraduate students:* | | *On successful completion of the course, you should be able to:* | *This learning outcome will be assessed in the following items:* |
| 1 | Knowledge | Select and apply disciplinary knowledge to business situations in a local and global environment.<br><br>Describe the sponsoring organisations' business processes relevant to the discipline of accounting and business management. | • Workshop Preparation and Participation<br>• IT2 Project<br>• IT2 End of Training Placement Presentation<br>• IT2 Sponsor Evaluation |
| 2 | Critical thinking and problem solving | You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions in a particular industry. | • Workshop Preparation and Participation<br>• IT2 Project<br>• IT2 Sponsor Evaluation |
| 3a | Written communication | Prepare written documents that are clear and concise, using appropriate style and presentation in a business context | • Workshop Preparation and Participation<br>• IT2 Project<br>• IT2 Sponsor Evaluation |
| 3b | Oral communication | Prepare and deliver oral presentations that are clear, focused, well-structured, and delivered in a professional manner for a business context | • Workshop Preparation and Participation<br>• IT2 Project<br>• IT2 Final Presentation<br>• IT2 Sponsor Evaluation |
| 4 | Teamwork | You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes. | • IT2 Project<br>• IT2 Sponsor Evaluation |
| 5a. | Ethical, social and environmental responsibility | Identify and assess ethical, environmental and/or sustainability considerations in business processes | Maybe addressed in this course if relevant to students' IT2 placement |
| 5b. | Social and cultural awareness | Identify social and cultural implications of business situations | Maybe addressed in this course' if relevant to students' IT2 placement |

| 6 | Work place skills | Demonstrate initiative and self direction | • Workshop Preparation and Participation |
| | | Apply discipline knowledge and skills to support the organisation's business functions | • IT2 Project |
| | | | • IT2 Final Presentation |
| | | Conduct oneself in a professional manner in line with organizational expectations | • IT2 Sponsor Evaluation |
| | | Communicate effectively in diverse workplace situations | |

# 3  LEARNING AND TEACHING ACTIVITIES

## 3.1  Approach to Learning and Teaching in the Course

Industry Training Component
Prior to commencing IT2, students are required to research their sponsor organization and the industry in which it participates so that they have basic knowledge prior to commencing work.

During the IT, the sponsor primarily determines the scholar's learning and teaching activities. Sponsors will provide daily structure, feedback and constructive criticism. Students should reflect on this feedback to enhance their learning and performance.

Students should refer to UNSW Co-op Program IT Guidelines document.

Course Component
The course component is based on the 'less teaching, more learning' philosophy. The emphasis is on students actively engaging with course materials and interacting in the workshops. The LIC will organise learning activities to facilitate this process. All workshop materials will be available on Moodle.

## 3.2  Learning Activities and Teaching Strategies

Students continually learn while on IT placements through critical reflection. To obtain the most out of your critical reflections, draw on the STAR-L framework. Stands for Situation, Task, Action, Result and lessons Learnt. This framework can help you structure your reflections about an experience in such a way that the meaning and outcome of the experience can be clearly identified and communicated to others.
• Situation – the context in which the experience occurred.
• Task – what was actually required of you in the situation.
• Action – the steps that you personally took in response to the task. When reflecting on your actions, ask yourself why you chose to respond in that particular way.
• Result – the outcome of your actions. How did your actions contribute to the completion of the task? How did your actions affect the final outcome of the situation?
• Learnt – the things you have learned from the experience. Highlight any skills or abilities that you have developed or improved as a result of the experience. Think about how you might apply what you've learned to other situations.

Note that you will be required to reflect on your IP learning experiences when preparing and presenting your Final IT2 Presentation.

For the course component, students learn independently by reflecting on their IT learning experiences, preparing for the workshops and through interaction with peers and the LIC in the workshops.

# 4 ASSESSMENT

## 4.1 Formal Requirements

To pass this course, scholars must satisfactory pass both the IT Component and Class Component of the course.

To pass the IT Component of this course, scholars must satisfy the requirements for IT2 in accordance with their Co-op Scholar Agreements and the IT Placement Guidelines. In addition, scholars need to complete the following:

• By the end of the scholar's first fortnight of his/her IT2, the scholar must submit online (at the Co-op Program Career Manager) the IT2 contact information and completed Professional Development Agreement.

• Within two weeks of completion of the IT2, sponsors must complete a Sponsor Evaluation for a UNSW Co-op Program Scholar using the template provided by the UNSW Co-op Office. Scholars must submit this performance evaluation and their completed Scholar Evaluation of Industry Training Experience online (Co-op Program Career Manager) within two weeks of completing their IP. Scholars should also provide a copy of their sponsor evaluation for the sponsor's Human Resource file and augment with any additional Scholar evaluation comments.

To pass the class component of this course, scholars must achieve a composite mark of at least 65; and make a satisfactory attempt at all assessment tasks (see below).

## 4.2 Assessment Details

| Assessment Task | Weighting | Length | Due Date |
|---|---|---|---|
| Workshop Preparation and Participation | 30% (each workshop is = 10%) | See 4.2.1 below | Weeks 1, 6 and 13 |
| IT2 Project | Included in End of IT2 Presentation | Included in End of IT2 Presentation | Research conducted throughout IT<br>Project presented during Final IT2 presentation<br>Agreed Project Output to be delivered to Sponsor and LIC (if not confidential) at Final IT2 presentation |
| End of IT2 Presentation | 50% | 40 minutes | To be scheduled towards end of students' IT. See guidelines in section 2.1 |
| IT2 Sponsor Evaluation | 20% | | By completion of IT2 |
| Total | 100% | | |

**4.2.1** Workshop Participation (30%)

<u>Workshop 1</u>
Students are required to prepare for the workshop by submitting a LinkedIn profile. Bring a copy of this profile and your list of contacts to Workshop 1.

Draw on the following resources when preparing a LinkedIn profile.

- https://www.facebook.com/UNSWbusiness/videos/10154422154044142/

- Document titled "LinkedIn Building a Great Student Profile" on the course Moodle website.

Refer to the Workshop 1 Overview and Preparation Guidelines on the course's Moodle site for further information.

<u>Workshop 2</u>
Students will give a six-minute presentation on their IT2 Project Proposal. This six minute presentation will consist of two components. The first component is a three minute "Elevator Pitch" which discusses the what, why and how of your project. Specifically, what is the issue or opportunity? Why is it important and relevant? How will you develop solutions/recommendations to solve the issue/or develop an improvement? The second component is a three-minute discussion of any issues you are facing in completing the IT2 Project as well as the strategies you are using to deal with these issues. Students will be required to help each other develop effective strategies for resolving issues.

Refer to the Workshop 2 Overview and Preparation Guidelines on the course's Moodle site for further information.

<u>Workshop 3</u>
Students need to complete the following readings/on-line tutorial prior to the workshop.

- Article - *15 Rules for Negotiating a Job Offer*
- On-line tutorial – *Harvard ManageMentor: Negotiating*

During the workshop, students will engage in role plays which give them the opportunity to experience a job offer negotiation as both the job candidate and the employer.

Refer to the course's Moodle site for links to the above resources.

4.2.2  IT2 Project (Included in Final IT2 Assessment Weighting)

Your brief is to identify an issue in your team's processes and develop recommendations to improve the current accounting process or practice. The project topic should be important and relevant to your team and should be discussed and agreed upon with your supervisor. In identifing an issue or and potential improvement in your team's processes, you should draw on disciplinary knowledge gained in university courses such as accounting, management, marketing, finance and information systems.

To assist you in identifying a relevant project topic, it is helpful if you maintain a journalin the early months of your IT placement documenting your understandings of the current processes and practices and potential improvements that could be made to how your team carries out its tasks**.**

To assist you in managing this project, the following schedule is recommended.

**IT2 Project Management Plan**

1. *Understand Your Team's Processes and Practices (Start of IT to Week 5)*

**Hint - use the Problem-Solving Pentagon provided by your LIC to help you identify an issue and agree on a project outcome.**

Prior to identifying an issue or opportunity, you need to understand your team's accounting practices and processes. Document the daily processes and practices that you use to complete your work tasks. Seek guidance when necessary to ensure your understandings are correct.

2. *Identify an issue (or opportunity for improvement) in your team's processes (Weeks 5 to 10)*

The issue, or the opportunity to improve a process or practice, must be useful and important to your team. It is essential that you meet with appropriate stakeholders within your team to define your project objective, scope, constraints, limitations and team expectations.

Note that this can be one of the most difficult parts of a project as you need to clarify the following:
- the issue, problem or opportunity that the project is to address
- the objective of the project
- the scope of the project, what's in and what's not in the project
- the output generated by the project (this should consist of doable solutions)
- assumptions, risks, obstacles or constraints (e.g., limited time to complete the project).

3. *Develop Solutions (Weeks 11 to 12)*

You'll need to discuss your proposed output with your sponsor to test whether they meet the project terms and expectations.

4. *Project Wind Up and Prepare Final Presentation (Week 13*

Prepare your oral presentation for your Final IT2 Reflection of your learnings plus a presentation of your IT2 Project.

**Marking Criteria**

The project will be assessed based on the quality and depth of the topic and recommended solutions. Please refer to IT2 Project Marking Guide for specific guidance.

### 4.2.3  IT2 End of Industry Placement Presentation (50%)

Scholars are required to give your final IT2 presentation no later than December 8th 2017. First, scholars will give a 20 minute presentation on their overall IT2 placement experience. Second, scholars will give a 20 minute oral presentation on their IT2 Project.

**General Presentation Guidelines**

Scholars will be assessed on the presentation's content (topic, structure, clarity, level of understanding) as well as on scholars' presentation and communication skills (confidence, clarity, use of technology, appropriate pitch).

The presentations are professional presentations that should be addressed to an audience with industry and accounting knowledge, that is, scholars should pitch their presentation towards their sponsor organisation, their sponsor supervisor(s) and relevant colleagues and management. Scholars should use appropriate range of vocabulary and behave professionally.

Your LIC and a staff member from the UNSW Co-op Program Office will attend. Scholars are required to advise **in advance** the LIC and Co-op Program Office of the date of the presentation. All relevant staff at the sponsor organisation should also be invited to attend.

Presentations should be projected on screen from a computer using a video projector (no overhead projector presentation). Scholars should request that their sponsor supervisor preview the presentation to ensure there is no loss of confidential information.

If your sponsor organization consents, your presentation will be videotaped.

**'IT2' Presentation Guidelines**

In the presentation you should generally reflect on your learning experiences while on placement. Thinking about specific IP work experiences/tasks may help your reflection. You can include both positive and/or negative experiences. More specifically, you should generally cover the following items in your presentation:
- Job responsibilities
  - Describe what your job entailed. Describe any project based work.
- Knowledge
  - Describe the knowledge gained from completing your job responsibilities.
  - If possible, relate this knowledge to coursework taken at university or your previous IP
- Skills
  - Describe the soft or technical skills that you developed from your work experiences and how these were reinforced from either courses taken or extended from your previous IP experience.
- Attitudes/Values
  - Describe the work attitudes/values that you learned were important in your sponsor's work environment
- How this IP placement fits in with your long term goals

**'IT2 Project' Presentation**

In your presentation, you should clearly describe the issue or opportunity examined. Discuss the motivation for your project (e.g., why it is important and relevant to your team). Discuss how you addressed the issue/opportunity (e.g., methodology used to address the issue). Discuss the results of your project and provide recommendations. You may also want to discuss any constraints and/or limitations you faced in completing the project. Creative presentations are encouraged!
You will be evaluated on the following dimensions:
- Topic
  - Choice of issue or opportunity for improvement
- Organisation and understanding

- o presentation is clear, topic is defined adequately, terms and concepts are explained as needed, presentation is structured in an effective way, student provides sufficient information and details and demonstrates a good understanding of the topic
- Delivery
  - o Clear and audible speech, use of appropriate vocabulary, good pace of presentation and within time limit, appropriate nonverbal communication
- Handling the audience
  - o Addresses audience, effective handling of questions
- Visual Aids
  - o Visual aids are well prepared, appropriate and visible to entire audience

### 4.2.4 IP 2 Sponsor Evaluation (20%)

Within two weeks of completion of the IT2, sponsors will complete a *Sponsor Evaluation for a UNSW Co-op Program Scholar* using the template provided by the UNSW Co-op Office. Scholars must submit this performance evaluation and their completed *Scholar Evaluation of Industry Training Experience* online (Co-op Program Career Manager) within two weeks of completing their IP. Scholars should also provide a copy of their sponsor evaluation for the sponsor's Human Resource file and augment with any additional Scholar evaluation comments.

In the event scholars cannot submit an assessment by the assigned date, scholars should discuss the submission date with the LIC.

## 4.3   Special Consideration, Late Submission and Penalties

For information for Special Consideration please refer to the Business School's Course Outlines Policies webpage.

Request for a late submission of assessments must be submitted to LIC.

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**Quality Assurance**

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

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# 5   COURSE RESOURCES

Resources available to students such as:

- All course materials or links to course materials are provided on course Moodle website;

# 6   COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's myExperience survey is one of the ways in which student evaluative feedback is gathered. In this course, we will seek your feedback through end of semester myExperience responses.

# 7 COURSE SCHEDULE

| | | COURSE SCHEDULE | | |
|---|---|---|---|---|
| Week | **What you need to do** | Topic | References | Other Activities/ Assessment |
| July 2017 | From day 1 of IT Placement 2, consider what is an important and relevant topic or opportunity for your IT2 Project<br><br>Read Course Outline<br><br>Complete and submit PDA with sponsor | | Read Course Outline | Scholars commence Industrial Training<br><br>IT2 Placement Details and Professional Development Agreement to be submitted on line at Coop Career Manager within first fortnight of commencing IT2 |
| O Week 17 July | Prepare for Workshop 1 | | See Moodle for Workshop Overview and preparation requirements | |
| Week 1 24 July | Attend Workshop 1 | Workshop 1 - Professional Connectedness | | Course Component Starts<br><br>Workshop 1 Wednesday 26th July 6 to 9:00pm<br><br>Quad, L3, Room 3054 |
| Week 2 31 July | IT2 Project: Document Team Processes & Investigate an issue or opportunity | | | |
| Week 3 7 August | IT2 Project: Document Team Processes & Investigate an issue or opportunity | | | |
| Week 4 14 August | IT2 Project: Document Team Processes & Investigate an issue or opportunity | | | |

| COURSE SCHEDULE | | | | |
|---|---|---|---|---|
| Week | **What you need to do** | Topic | References | Other Activities/ Assessment |
| Week 5 21 August | IT2 Project: Finalise Issue/Opportunity with Sponsor<br><br>Prepare Topic Proposal Presentation for Workshop 2 | | See Moodle for Workshop Overview and preparation requirements | |
| Week 6 28 August | IT2 Project: Refine Issue/Opportunity<br><br>Attend Workshop 2 | Workshop 2 – Collaborative Problem Solving | | Workshop 2 Monday 28 August 6 to 9pm Quad, L3, Room 3054 |
| Week 7 4 September | IT2 Project: Refine Issue/Opportunity | | | |
| Week 8 11 September | IT2 Project: Refine Issue/Opportunity | | | |
| Week 9 18 September | IT2 Project: Develop Solution/Recommendations | | | |
| Mid-semester break: Saturday 23 September - Monday 2 October inclusive (2 October = Labour Day Public Holiday) | | | | |
| Week 10 3 October | IT2 Project: Develop Solution/Recommendations<br><br>Prepare Project Output<br><br>Prepare for Workshop 3 | | Preparation for workshop:<br><br>Complete online resource titled Harvard ManageMentor Negotiation<br><br>Read online Article - 15 Rules for Negotiating a Job Offer<br><br>Link to resources will be on Moodle website or sent to you by the LIC | |

| COURSE SCHEDULE | | | | |
|---|---|---|---|---|
| Week | **What you need to do** | Topic | References | Other Activities/ Assessment |
| Week 11 9 October | IT2 Project: Develop Solution/Recommendations<br><br>Prepare Project Output<br><br>Attend Workshop 3 | Workshop 3 - Negotiation | | Workshop 3 Wednesday 11th September 6 to 9:00pm<br><br>Quad,L3, Room 3054 |
| Week 12 16 October | IT2 Project: Develop doable solutions/recommendations for IT2 Research Project<br><br>Prepare Project Output | | | |
| Week 13 23 October | IT2 Project Wind Up<br><br>Start preparing IT2 Project Presentation | | | |
| November | Complete IT2 Project Output<br><br>Prepare Final IT2 Project Presentation | | | |
| Week commencing 20 November | Schedule Date/Time of Final IT2 Presentation with Diane **and** Kay Carey | | | |
| 4 Dec to 8 Dec 2017 | Final IT2 Presentations<br><br>Presentations must be completed no later than COB on 8th December | | | |
| December 2017 | Scholars and sponsors complete Sponsor Evaluation and submit on line a Coop Career Manager | | | Scholars complete IT2 |