



UNSW Business School
**School of Risk and
Actuarial Studies**

ACTL3202
Industrial Training Experience 2

Course Outline
Semester 1, 2017

Part A: Course-Specific Information

Please consult Part B for key information on Business School policies (including those on plagiarism and special consideration), student responsibilities and student support services

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PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

Position	Name	Email	Availability and location	Phone
Lecturer-in-charge	Dr. Katja Ignatieva	k.ignatieva@unsw.edu.au	By appointment. BS 651	(02) 9385 6810

2 COURSE DETAILS

2.1 Teaching Times and Locations

This course will be run in Session 1 2017 at one of the sponsor companies. It is 24 weeks long. Industrial Training Experience (ITE) 2 is scheduled to commence from 1 March 2017 and conclude after 24 weeks by 31 August 2017 (so there is only one week of margin). These dates may be varied with the agreement of the sponsor and Coordinator of the Actuarial Co-op Program in order to meet sponsor workload requirements or to ensure an overlap between ITE2 and ITE3 scholars.

2.2 Units of Credit

The course is worth 12 units of credit.

2.3 Summary of Course

The main aims of this course is to give the Scholars practical experience in Actuarial Studies that complements their academic studies, and to give Sponsors enthusiastic and talented young achievers who may wish to work with them upon graduation.

2.4 Course Aims and Relationship to Other Courses

This course is offered as part the 3587 B.Actuarial Studies (Co-op) degree. A prerequisite for this course is at least credit passes in all first and second year courses. The aims of ITE 2 are to give Scholars:

- Experience in basic business and actuarial practices,
- An understanding of the role of actuarial studies and business functions in supporting business operations and management,

- The opportunity to develop their communication skills.

2.5 Student Learning Outcomes

By the end of this course, you should be able to:

1. Introduce scholars to the sponsoring organisations' business practices relevant to the field of actuarial studies.
2. Apply tools, techniques and frameworks to evaluate and understand the role of actuarial studies in attaining the Sponsor organisation's goals.
3. Undertake relevant research in the actuarial studies industry.
4. Communicate effectively and confidently in oral and written forms in a business context.
5. Collaborate effectively and display collaborative skills in teamwork.
6. Develop business awareness.

Undergraduate Program Learning Goals and Outcomes

This course contributes to your development of the following Australian School of business undergraduate program goals and outcomes, which are the qualities, skills and understandings we want you to have by the completion of your degree:

Learning Outcomes	BS goals and outcomes	BS goals and outcomes No.
1, 2, 3	Knowledge	1
2, 3, 4.	Critical thinking and problem solving	2
1, 5.	Communication	3
5, 6	Teamwork	4
1, 5, 6	Ethical, social and environmental responsibility	5

3 ASSESSMENT

3.1 Formal Requirements

In order to pass this course, you must:

- Achieve a satisfactory grade for all assessment tasks (see below).

3.2 Assessment Details

Assessment Task	Learning Outcomes assessed	BS Graduate Attributes assessed	Length	Due Date
ITE 2 Scholar Presentation	LO1, LO2, LO3, LO4, LO6	GA1, GA2, GA5, GA6	20 -25 minutes	August 2017
ITE 2 Sponsor Evaluation	LO2, LO5, LO6	GA5, GA6		End of September 2017

3.2.1 ITE 2 Scholar Presentation

The presentations are professional presentations (not general industry presentations) that should be addressed to an audience with actuarial knowledge. Be sure you pitch your presentation at the right level, use an appropriate range of vocabulary and behave professionally.

An academic will visit you at the end of each of your ITE2 sessions. Academic staff will be allocated for sponsor site visits and will discuss your progress with your supervisor for feedback and will also make an academic assessment of your ITE based on a formal professional presentation. Your manager is also expected to attend. Feel free to invite your colleagues.

The overall assessment (satisfactory or unsatisfactory) will be based on formal and informal feedback from sponsors, as well as on the academic assessment of your presentation.

Unsatisfactory performance on ITE will result in the loss of your scholarship.

Presentations should be projected on screen from a computer using a video projector (no overhead projector presentation). You can use either PowerPoint or LaTeX (especially if you have equations or mathematical symbols). If you choose to use LaTeX, we recommend using the package “beamer” (see below) for the presentations.

You will be assessed based on the presentation content (topic, structure, clarity, level of understanding) as well as based on your presentation and communication skills (confidence, clarity, use of technology, appropriate pitch). All staff members will be filling an assessment form; you will get copies of them back with your report.

In order to help you in your preparation, here is a list of frequent issues observed in the past during scholars' presentations:

- Unstructured presentation. Be sure you spend time structuring your presentation, and lead the audience through it. A structure that may be obvious to you may not be obvious to the audience.
- Scholars reading their notes. If you prepared your presentation yourself and thought it through, you don't need notes! You may have notes ready to help you if you begin to panic, but you should not plan on using them. And reading your slides is not an alternative! What you say and what is on the slides should be complementary, not equivalent.
- Slides that don't look professional or that are unreadable. Be sure you use an appropriate font, at an appropriate size and color, and that all your tables and figures are readable. Be aware that most video projectors don't show the colors in the same way that they appear on your screen (in other words, be extremely careful with colors and try to avoid them for essential content).
- Body language. Avoid twisting your hands or your feet, playing with the clicker or your keys in your pocket. Don't stay always at the same place: move. Don't look always at the same person (e.g. your academic coordinator), but address everyone in the room, keep an eye contact with all parts of the audience. Wear business attire, be sure that your tie does not reach your knees, etc.

- Use your voice as a tool: vary its pace, its intonation. Be sure everyone understands you (project your voice mentally to the very end of the room).
- Management of the questions. Keep control of your presentation; determine in advance whether you want all the questions at the end, or allow questions during the presentation. Don't allow disturbing attendants (e.g. your academic coordinator) to ruin your schedule. When a difficult question is asked, keep cool and be honest. Allow yourself some time to think about it if you think this will help you answer. If you can't answer, say it—not every question has an answer! Try to avoid forwarding all the questions to your supervisor – it does not look good.
- Inappropriate pitch. Although all of your colleagues will be present, this presentation should not be approached as a presentation you would do to entertain them, but as a professional presentation. Behave as if you had big clients in front of you.

Be ready at least one week in advance and try your presentation with your supervisor. Your supervisor has usually a lot of experience and will provide very valuable feedback.

Note that a draft of the report should be available on the day of the presentation.

Presentations will be made over 2 weeks August 2017. You will be asked to RSVP with day and time convenient for you and your sponsor during these 2 weeks.

3.2.2 ITE 2 Sponsor Evaluation

Towards the end of ITE 2, your immediate supervisor at a sponsor company will complete a sponsor evaluation form on the career manager website ranking your performance. For successful completion of ITE 2, you must obtain satisfactory evaluations from the sponsor otherwise the scholarship might be terminated with immediate effect.

3.3 LaTeX

LaTeX is a document markup language. It is a must in terms of typesetting, especially when mathematical formulas and symbols are involved (but not only!). All (almost) of the course documents edited in the School of Actuarial Studies are created using LaTeX. It is the standard typesetting system in many academic areas. Most of the software solutions that can run LaTeX code (because you have the choice!) are free, and extensive support is readily available on the internet. Being able to produce a document with mathematical formulas at a professional level is one of the graduate attributes we think students studying actuarial studies in a university should have. And LaTeX is the ultimate choice.

The following list of references should help you get started.

- Start by checking the LaTeX section of

<http://www.artofproblemsolving.com>

They have a 'wiki' set up with instructions on how to get started here:

<http://artofproblemsolving.com/Wiki/index.php/LaTeX:About>

There is a (sub)forum for LaTeX help, with questions answered relatively quickly here <http://artofproblemsolving.com/Forum/index.php?f=123>

In any case, you should try to install LaTeX on your computer. The TeXer may help you check whether issues are due to your installation or to your code, though.

- You may also want to visit

<http://www.tug.org/>

They suggest different softwares. The software you choose does not really matter, as a given LaTeX code can be run by any software (it is like html code that can be read by any browser). But, avoid any software that is not free, and especially Scientific Workplace or Scientific Word, as they would generally not allow you to run your code with software. In addition, they present serious issues if you use them with Windows Vista.

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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4 ADDITIONAL GUIDELINES

4.1 University courses while on ITE2

In Session 1 2017 it is possible for Co-op scholars to enrol in either ACTL3141 or ACTL3151. Scholars are allowed to sit in the postgraduate offerings of the course, provided this is more convenient with their work in the industry.

Scholars are allowed to enrol in General Education courses. However, it is *not* recommended, as scholars usually already struggle with only one course. Over-commitment outside the workplace may lead to unsatisfactory (or at least sub-optimal) performance during ITE which should obviously be avoided by all means.

Course attendance details will need to be provided to sponsors and approved by the Coordinator of the Actuarial Co-op Program. Scholars are normally given similar study leave to graduates recruits although this will vary from sponsor to sponsor. In no case should the scholars take study leave as granted, as it is the absolute discretion of sponsors to do so.

The Actuarial Co-op program will *not* approve Scholars to do internships or vacation employment during ITE2.

4.2 Where am I going for ITE2?

Allocation of Scholars to ITE sponsors is decided by the Coordinator of the program and takes into account scholar preferences as far as possible, but importantly aims to meet the Co-op program objectives of providing a varied exposure to the actuarial industry for all scholars.

Once an allocation has been advised scholars will have 2 weeks to arrange any mutual exchange of sponsor allocations ("swaps"). These will need to be approved by the Director of the Actuarial Co-op Program and agreed by both scholars.

4.3 What should I do once my allocations are final?

Once final allocations are determined, information about scholar allocations will be provided to sponsors and contact details for sponsor representative will be provided to scholars.

As soon as possible, scholars should contact their ITE2 sponsor representative to finalise ITE dates start and finish dates (see above).

About 1 months before commencement, scholars should provide a copy of their latest CV/Resume and academic transcript to their supervisor/sponsor representative. It is highly recommended to organise a meeting to discuss details of the ITE placement. Discussions should include the proposed work that the scholars will be involved in and any training they may undergo as well as other work place requirements such as hours of work, dress code and any study leave.

4.4 What should I keep in mind while on ITE?

Scholars are ambassadors for the UNSW Actuarial program and the Australian School of Business when they are on ITE2.

On your IT work experience you should expect to start with more basic tasks and if you do these competently and enthusiastically you will quickly be given more challenging work. You should be a valuable member of the sponsor team and the more you contribute the more you will benefit.

Learn to check your work for reasonableness and correctness and find out from your supervisor how to determine if a result is reasonable and how to check or test your results for correctness.

Learn to work independently and try to solve any problem alone before running to your supervisor. It is good and important to ask questions when unsure and you should stay blocked for a long time, but asking for help when 5 minutes of reflection or a quick search would have solved your problem will get on your supervisor's nerves.

One issue that appear regularly in feedback from sponsors is lack of "business awareness". Try to understand and merge into the culture, work ethics and style of your company (be a workplace chameleon). Also, some scholars seem to have trouble understanding how different "cool and relaxed" translates in the corporate world compared to the university life.

Don't forget you have boss. Keep your supervisor updated on your progress and activities!

4.5 HELP!

The Coordinator of the Actuarial Co-op Program will be your academic mentor during your ITE. You should keep her informed on your progress and contact her for guidance on any issue that you are unsure about. She can come to the sponsor site to do a site

visit and meet with your supervisor if needed. Meetings are held with sponsor representatives at the Actuarial Studies Co-op Steering Committee meetings and we normally discuss ITE progress at these meetings.

The Co-op office is also here to help if needed.