



UNSW Course Outline

ACCT3202 Industry Placement 2 - 2024

Published on the 08 Feb 2024

General Course Information

Course Code : ACCT3202

Year : 2024

Term : Term 1

Teaching Period : T1

Is a multi-term course? : No

Faculty : UNSW Business School

Academic Unit : School of Accounting, Auditing and Taxation

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course provides scholars with a practical application of the fundamental principles of accounting in an industry environment.

Note: Only available to UNSW Accounting & Business Management Co-op Scholars.

Course Aims

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 BCom (Coop) program and ITs.
- to continue developing students' professional and employability skills.
- to develop students' ability to define and address business problems, and propose effective evidence-based solutions through the application of rigorous analysis and critical thinking.

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 BCom (Coop) program and ITs.

to continue developing students professional and employability skills.

to develop students ability to define and address business problems, and propose effective evidence-based solutions through the application of rigorous analysis and critical thinking.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CL01 : Select and apply relevant disciplinary knowledge to support organizations' business functions.	<ul style="list-style-type: none"> • PL01 : Business Knowledge • PL02 : Problem Solving
CL02 : Describe the sponsoring organisations' business processes relevant to the discipline of accounting and business management.	<ul style="list-style-type: none"> • PL01 : Business Knowledge • PL02 : Problem Solving
CL03 : Identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions in a particular industry.	<ul style="list-style-type: none"> • PL01 : Business Knowledge • PL02 : Problem Solving • PL05 : Responsible Business Practice • PL07 : Leadership Development
CL04 : Communicate effectively in diverse workplace situations.	<ul style="list-style-type: none"> • PL03 : Business Communication • PL06 : Global and Cultural Competence
CL05 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes effectively.	<ul style="list-style-type: none"> • PL04 : Teamwork • PL07 : Leadership Development
CL06 : Identify and assess ethical, environmental and/or sustainability considerations in business processes (may be addressed if relevant to student's ITE2 Research Project)	<ul style="list-style-type: none"> • PL01 : Business Knowledge • PL02 : Problem Solving • PL05 : Responsible Business Practice
CL07 : Demonstrate a better understanding of professional competencies and skills which can be improved.	<ul style="list-style-type: none"> • PL02 : Problem Solving • PL07 : Leadership Development

Course Learning Outcomes	Assessment Item
CLO1 : Select and apply relevant disciplinary knowledge to support organizations' business functions.	<ul style="list-style-type: none"> • Assessment 2: ITE2 scholar presentation • Assessment 3: ITE2 research project report • Assessment 4: ITE2 sponsor evaluation
CLO2 : Describe the sponsoring organisations' business processes relevant to the discipline of accounting and business management.	<ul style="list-style-type: none"> • Assessment 1: Pre-placement sponsor organization analysisL • Assessment 2: ITE2 scholar presentation • Assessment 3: ITE2 research project report • Assessment 4: ITE2 sponsor evaluation
CLO3 : Identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions in a particular industry.	<ul style="list-style-type: none"> • Assessment 2: ITE2 scholar presentation • Assessment 3: ITE2 research project report • Assessment 4: ITE2 sponsor evaluation
CLO4 : Communicate effectively in diverse workplace situations.	<ul style="list-style-type: none"> • Assessment 2: ITE2 scholar presentation • Assessment 3: ITE2 research project report • Assessment 4: ITE2 sponsor evaluation
CLO5 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes effectively.	<ul style="list-style-type: none"> • Assessment 2: ITE2 scholar presentation • Assessment 3: ITE2 research project report • Assessment 4: ITE2 sponsor evaluation
CLO6 : Identify and assess ethical, environmental and/or sustainability considerations in business processes (may be addressed if relevant to student's ITE2 Research Project)	<ul style="list-style-type: none"> • Assessment 2: ITE2 scholar presentation • Assessment 3: ITE2 research project report • Assessment 4: ITE2 sponsor evaluation
CLO7 : Demonstrate a better understanding of professional competencies and skills which can be improved.	<ul style="list-style-type: none"> • Assessment 5: ITE2 personal reflection journal

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

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 scholars 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.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Assessment 1: Pre-placement sponsor organization analysisL Assessment Format: Individual	10%	
Assessment 2: ITE2 scholar presentation Assessment Format: Individual	40%	
Assessment 3: ITE2 research project report Assessment Format: Individual	20%	
Assessment 4: ITE2 sponsor evaluation Assessment Format: Individual	20%	
Assessment 5: ITE2 personal reflection journal Assessment Format: Individual	10%	

Assessment Details

Assessment 1: Pre-placement sponsor organization analysisL

Assessment Overview

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Course Learning Outcomes

- CLO2 : Describe the sponsoring organisations' business processes relevant to the discipline of accounting and business management.

Assessment 2: ITE2 scholar presentation

Assessment Overview

This task requires students to summarize all key learnings throughout placement, to describe and present the projects they have worked on, and to analyze their effectiveness to the organization they were placed.

Assesses: PLO1, PLO2, PLO3, PLO4 PLO5, PLO6, PLO7

Course Learning Outcomes

- CLO1 : Select and apply relevant disciplinary knowledge to support organizations' business functions.
- CLO2 : Describe the sponsoring organisations' business processes relevant to the discipline of accounting and business management.
- CLO3 : Identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions in a particular industry.

- CL04 : Communicate effectively in diverse workplace situations.
- CL05 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes effectively.
- CL06 : Identify and assess ethical, environmental and/or sustainability considerations in business processes (may be addressed if relevant to student's ITE2 Research Project)

Assessment 3: ITE2 research project report

Assessment Overview

This task requires students to engage in a research project with their sponsor organization. Here students are expected to research their industry, their sponsor organization, and to generate solutions to key business problems/opportunities.

Assesses: PLO1, PLO2, PLO3, PLO4 PLO5, PLO6, PLO7

Course Learning Outcomes

- CL01 : Select and apply relevant disciplinary knowledge to support organizations' business functions.
- CL02 : Describe the sponsoring organisations' business processes relevant to the discipline of accounting and business management.
- CL03 : Identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions in a particular industry.
- CL04 : Communicate effectively in diverse workplace situations.
- CL05 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes effectively.
- CL06 : Identify and assess ethical, environmental and/or sustainability considerations in business processes (may be addressed if relevant to student's ITE2 Research Project)

Assessment 4: ITE2 sponsor evaluation

Assessment Overview

This task is a performance evaluation of the student by the sponsor organization. Here the sponsor evaluates the student on performance on tasks/projects, development of key skills and provides a rating of students on broader skills such as professionalism, communication, and technical/analytical/conceptual skills.

Assesses: PLO1, PLO2, PLO3, PLO4 PLO5, PLO6, PLO7

Course Learning Outcomes

- CL01 : Select and apply relevant disciplinary knowledge to support organizations' business functions.
- CL02 : Describe the sponsoring organisations' business processes relevant to the discipline of accounting and business management.

- CLO3 : Identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions in a particular industry.
- CLO4 : Communicate effectively in diverse workplace situations.
- CLO5 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes effectively.
- CLO6 : Identify and assess ethical, environmental and/or sustainability considerations in business processes (may be addressed if relevant to student's ITE2 Research Project)

Assessment 5: ITE2 personal reflection journal

Assessment Overview

This task requires students to reflect upon their experiences during placement. Students are expected to use their pre-placement goals as a reference point to reflect upon their experiences specifically as they relate to the goals they established prior to placement.

Assesses: PLO2, PLO7

Course Learning Outcomes

- CLO7 : Demonstrate a better understanding of professional competencies and skills which can be improved.

General Assessment Information

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

You are expected to complete all assessment tasks for your courses in the School of Accounting, Auditing & Taxation. In some courses, there will be a minimum pass mark required on the final exam due to the need to assure individual mastery of specific course learning outcomes for accounting accreditation requirements. Where applicable this is explained in the assessment section of this course outline.

Grading Basis

Satisfactory

Requirements to pass course

There are two distinct components to this course – the professional placement and the academic assessment. Both components must be completed successfully to achieve a Satisfactory grade for this course. The course is not marked & graded (ie. you receive an SY / FL result). At the end of the first term of the placement students will receive an EC (continuing) grade. Students only receive a SY (satisfactory) when they have completed all course requirements and assessable tasks across the full 24 weeks (2 terms) to the satisfactory level required (see assessment section below).

To receive an SY (satisfactory) grade in this course, you must: satisfactorily complete all assessment tasks (both placement and academic components). successfully complete the minimum number of practical hours/weeks required. receive a satisfactory Performance Evaluation from the sponsor supervisor.

Assessment

1. Pre-placement sponsor organization analysis summarizes the organization, the student's motivation and reasons why they wish to be placed at sponsor organization, and the skills and knowledge the student expects to receive from their placement.
2. ITE2 scholar presentation summarizes reflections, learning experience and projects worked on during placement.
3. ITE2 research project report summarizes a specific individual research project students engage in during their time in placement.
4. ITE2 sponsor evaluation summarizes the sponsors evaluation of the student placement and work performance.
5. ITE2 personal reflection journal summarizes student experience while on placement, reflecting on experiences and key learnings from their experience.

For all oral and written presentations, 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 organization, their sponsor supervisor(s) and relevant colleagues and management. Scholars should use appropriate range of vocabulary and behave professionally. For ITE2 personal reflection journal, scholars must include a self-assessment of their professional development over the course of their IT2 by drawing on reflections documented in their personal reflective journal. For ITE2 sponsor evaluation, within two weeks of completion of the ITE2, sponsors will complete a Sponsor Evaluation for a UNSW Co-op Program Scholar using the template provided by the UNSW Co-op Office.

Course Schedule

Attendance Requirements

Not Applicable - as no class attendance is required

Course Resources

Prescribed Resources

Career Manager tasks:

Professional Development Agreement (prior to placement, not part of assessment for this course)

Sponsor Evaluation

www.co-op.careermanager.unsw.edu.au

Moodle tasks:

Presentation/Research Report

Personal Reflection Journal

Pre-placement sponsor analysis

The websites for this course are:

Co-op Career Manager: www.coop.careermanager.unsw.edu.au.

Moodle: <http://moodle.telt.unsw.edu.au>

(Login with your student zID (username) and zPass (password)).

This course will make extensive use of a dedicated online platform called Career Manager that has been specifically designed to guide you through the Internship.

Career Manager Support

Should you have any difficulties accessing Career Manager or any issues with the placement please contact the Co-op office

Hours: Monday Friday: 9am 5pm

Email: cooprog@unsw.edu.au

Phone: 02 9385 5116

Moodle eLearning Support

Should you have any difficulties accessing your course online, please contact the eLearning support below:

For login issues:

UNSW IT Service Centre

Hours: Monday Friday: 8am 8pm

Saturday and Sunday: 11am 2pm

Email: ITServiceCentre@unsw.edu.au

Phone: Internal: x51333

External: 02 9385 1333

International: +61 2 9385 1333

For help with technical problems:

External TELT Support

Hours: Monday to Friday: 7:30am 9:30pm

Saturdays and Sundays: 8:30am 4:30pm

Email: externaleltsupport@unsw.edu.au

Phone: Internal: x53331

External: 02 9385 3331

International: +61 2 9385 3331

Other resources

The following websites are also useful sources:

BusinessThink is the UNSW's free, online business publication. It is a platform for business research, analysis and opinion. If you would like to subscribe to BusinessThink, and receive the free monthly e-newsletter with the latest in research, opinion and business, go to <https://www.businessthink.unsw.edu.au/>

LinkedIn Learning helps UNSW students learn software, creative, and business skills to achieve personal and professional goals. UNSW students have unlimited access to a vast library of high quality, current, and engaging video tutorials taught by professional teachers. To access go to <https://www.inside.unsw.edu.au/campus-life/log-in-linkedin-learning>

You can also access a range of additional student resources and support (see Section 8 'Policies and Support').

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Gary Gregory		Quad3023a	+61415162868	by appointment	Yes	Yes

Other Useful Information

Academic Information

COURSE POLICIES AND SUPPORT

The Business School expects that you are familiar with the contents of this course outline and the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided on the [key policies and support](#) page.

Students may not circulate or post online any course materials such as handouts, exams, syllabi or similar resources from their courses without the written permission of their instructor.

STUDENT LEARNING OUTCOMES

The Course Learning Outcomes (CLOs) – under the Outcomes tab – are what you should be able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program. PLOs are, in turn, directly linked to [UNSW graduate capabilities](#). More information on Coursework PLOs is available on the [key policies and support](#) page. For PG Research PLOs, including MPDBS, please refer to the [UNSW HDR Learning Outcomes](#).

Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the

process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

Submission of Assessment Tasks

SPECIAL CONSIDERATION

You can apply for special consideration when illness or other circumstances beyond your control interfere with your performance in a specific assessment task or tasks, including online exams. Students studying remotely who have exams scheduled between 10pm and 7am local time, are also able to apply for special consideration to sit a supplementary exam at a time outside of these hours.

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Special consideration applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application.

Please note the following:

1. Applications can only be made through Online Services in myUNSW (see the UNSW [Current Students](#) page). Applications will not be accepted by teaching staff. The lecturer-in-charge/course coordinator will be automatically notified when your application is processed.
2. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
3. If you experience illness or misadventure in the lead up to an exam or assessment, you must submit an application for special consideration, either prior to the examination taking place, or prior to the assessment submission deadline, except where illness or misadventure prevent you from doing so.
4. If your circumstances stop you from applying before your exam or assessment due date, you must apply within 3 working days of the assessment or the period covered by your supporting documentation.

5. Under the UNSW Fit To Sit/Submit rule, if you sit the exam/submit an assignment, you are declaring yourself well enough to do so and are cannot subsequently apply for special consideration.
6. If you become unwell on the day of – or during – an exam, you must stop working on your exam, advise your course coordinator or tutor and provide a medical certificate dated within 24 hours of the exam, with your special consideration application. For online exams, you must contact your course coordinator or tutor immediately via email, Moodle or chat and advise them you are unwell and submit screenshots of your conversation along with your medical certificate and application.
7. Special consideration requests do not allow the awarding of additional marks to students.

Further information on Business School policy and procedure can be found under “Special Consideration” on the [key policies and support](#) page.

LATE SUBMISSION PENALTIES

For assessments other than examinations, late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the ‘wrong’ assignment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

Faculty-specific Information

PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a [protocol](#) under which students may view their final exam script. Individual schools within the Faculty may also set up additional local processes for viewing final exam scripts, so it is important that you check with your School.

If you are completing courses from the following schools, please note the additional school-specific information:

- Students in the **School of Accounting, Auditing & Taxation** who wish to view their final examination script should also refer to [this page](#).
- Students in the **School of Banking & Finance** should also refer to [this page](#).
- Students in the **School of Information Systems & Technology Management** should also refer to [this page](#).

COURSE EVALUATION AND DEVELOPMENT

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the [myExperience survey](#), which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

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.

TEACHING TIMES AND LOCATIONS

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the [Class Timetable website](#) for the most up-to-date teaching times and locations.

School Contact Information

The policies regarding staff contact in the School of Accounting, Auditing and Taxation are as follows:

- All questions regarding course administration should be directed to the Lecturer-in-charge.
- The full-time staff will be available for consultation starting from Weeks 2 to 10 and STUVAC period.
- Consultation hours will be advised on the course Moodle page in a consolidated timetable.
- Students are encouraged to consult with staff during online consultation sessions. Consultation will not be provided via email or phone.
- Consultation times during STUVAC period will likely vary to the regular consultation during Term and be posted on the course webpage later in the Term.

While emails to staff should be a rare occurrence as noted above, in instances where it is warranted, please make sure that:

- You use your UNSW email address when corresponding with the teaching staff on this course. Emails from other addresses (such as Hotmail, Gmail, Yahoo, 126, QQ, etc.) are not accepted and will not be replied to.
- You must use an appropriate communication level with staff. Emails and discussion forum posts that use short-hand and “Texting” language are not acceptable, and communication must be in English. If your email cannot be understood then staff will not reply.
- You must identify yourself by your full name, student ID and tutorial day and time.
- Please be aware that Staff will not necessarily reply to students to inform them if their emails are non-compliant.
- Full-time teaching staff only answer emails during regular working hours of Monday to Friday 9am-5pm. Tutoring staff often have other jobs and require 48 hours within regular business office hours to reply to emails.

Complaints about the assessment and other aspects of this course should be directed in the first instance to the Lecturer-in-Charge (or Course Convenor) and if still unsatisfied with the response received then you are directed to contact the School of Accounting, Auditing & Taxation Grievance Officer, details available here: <https://www.unsw.edu.au/business/our-schools/accounting-auditing-taxation/contact-us>