UNSW Course Outline

MGMT5050 Responsible Business Professionalism - 2024

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General Course Information

Course Code : MGMT5050
Year : 2024
Term : Term 2
Teaching Period : T2
Is a multi-term course? : No
Faculty : UNSW Business School
Academic Unit : School of Management and Governance
Delivery Mode : In Person
Delivery Format : Standard
Delivery Location : Kensington
Campus : Sydney
Study Level : Postgraduate
Units of Credit : 6

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

To be successful in the global business environment, managers require skills in problem anticipation, identification and solving, along with abilities to work with and in teams, have strong communication skills and engage in ethical decision making. With a focus on Sustainability

Development Goals, this course explores critical and self-reflective thinking as central to success in both postgraduate study and professional business careers. This course is designed to provide a strong foundation for professional development of our students to operate in a complex global environment. Students will develop an understanding of the importance and contribution of ethical practices in wider organisational contexts. In addition, students will focus on enhancing their inter- and intra-personal communication skills. The course adopts a multiple perspectives approach which encourages students to develop these skills.

Course Aims

This course seeks to extend student learning on the importance of business communication, ethical decision making and the implementation of the Sustainable Development Goals. The course combines theory and practice with the aim of encouraging active learning and self reflection to enhance student learning and professional practice. The course also aims to provide foundational knowledge and skills that will provide a scaffold for success in the MCom.

Relationship to Other Courses

This course seeks to extend student learning on the importance of business communication, ethical decision making and the implementation of the Sustainable Development Goals. The course combines theory and practice with the aim of encouraging active learning and self reflection to enhance student learning and professional practice. The course also aims to provide foundational knowledge and skills that will provide a scaffold for success in the MCom.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Recognise the interconnectedness of the economic, political, ecological and social spheres of human activity	• PLO5 : Responsible Business Practice • PLO6 : Global and Cultural Competence
CLO2 : Apply ethical and sustainability frameworks to contemporary business problems	• PLO5 : Responsible Business Practice
CLO3 : Describe how the business world can contribute to the Sustainable Development Goals (SDGs)	• PLO5 : Responsible Business Practice • PLO6 : Global and Cultural Competence
CLO4 : Critically appraise your own values, practices and role as a potential agent of positive change.	• PLO7 : Leadership Development
CLO5 : Identify the key features of corporate social and environmental responsibility	• PLO5 : Responsible Business Practice
CLO6 : Develop skills relevant for responsible business professionalism	• PLO3 : Business Communication • PLO5 : Responsible Business Practice • PLO6 : Global and Cultural Competence • PLO7 : Leadership Development

Course Learning Outcomes	Assessment Item
CLO1 : Recognise the interconnectedness of the economic, political, ecological and social spheres of human activity	• Memo • Report • Participation
CLO2 : Apply ethical and sustainability frameworks to contemporary business problems	• Cumulative learning Reflection • Memo • Report • Participation
CLO3 : Describe how the business world can contribute to the Sustainable Development Goals (SDGs)	• Cumulative learning Reflection • Memo • Report • Participation
CLO4 : Critically appraise your own values, practices and role as a potential agent of positive change.	• Cumulative learning Reflection • Participation
CLO5 : Identify the key features of corporate social and environmental responsibility	• Memo • Report • Cumulative learning Reflection • Participation
CLO6 : Develop skills relevant for responsible business professionalism	• Cumulative learning Reflection

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

'Learning is not a spectator sport' -Chickering and Gamson (1987).

The decision of whether to learn and what is learned ultimately rests with you.

For learning to occur it is important that you are actively engaged in all aspects of the course. In MGMT5050 to stay true to our learning design and based on our previous students' feedback there are three main components:

- **Preclass activities:** Prepare for your Synthesis & Integration session (lecture workshop) and Learning in Practice (tutorial workshop) by completing the interactive workbooks, reading the appropriate case study, and completing other activities (e.g. videos and worksheets).
- **Synthesis & Integration session:** Attend and participate in your scheduled Synthesis & Integration session. *Note 10 Minutes debriefs will be conducted in these sessions as part of your assessment.
- **Learning in Practice session:** Attend and participate in your scheduled Learning in Practice session.

Research shows that student preparation for class directly impacts successful learning outcomes. Additionally, our students have told us that the attendance pattern keeps them on track to successfully complete their studies and stay engaged each week with the materials.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Memo Assessment Format: Individual	15%	Start Date: Not Applicable Due Date: 14/06/2024 01:00 PM Post Date: 28/06/2024 01:00 PM	• PLO6 : Global and Cultural Competence • PLO5 : Responsible Business Practice
Report Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: 12/07/2024 01:00 PM Post Date: 26/07/2024 01:00 PM	• PLO5 : Responsible Business Practice • PLO6 : Global and Cultural Competence
Cumulative learning Reflection Assessment Format: Individual	35%	Start Date: Not Applicable Due Date: 09/08/2024 01:00 PM Post Date: 23/08/2024 01:00 PM	• PLO3 : Business Communication • PLO5 : Responsible Business Practice • PLO6 : Global and Cultural Competence • PLO7 : Leadership Development
Participation Assessment Format: Individual	20%	Start Date: Week1 Due Date: Weekly Post Date: 23/08/2024 01:00 PM	• PLO3 : Business Communication • PLO5 : Responsible Business Practice • PLO6 : Global and Cultural Competence • PLO7 : Leadership Development

Assessment Details
Memo

Assessment Overview

This memo is a short task designed to capture the initial week's learning. It supports students to know they are on track with the based knowledge. It further focuses on a work skill of influencing management decisions

Course Learning Outcomes

- CLO1 : Recognise the interconnectedness of the economic, political, ecological and social spheres of human activity
- CLO2 : Apply ethical and sustainability frameworks to contemporary business problems
- CLO3 : Describe how the business world can contribute to the Sustainable Development Goals (SDGs)

- CLO5 : Identify⬚ the̶key features of corporate social and environmental responsibility

<u>Detailed Assessment Description</u>

In business you will often have ideas that you would like managers including the CEO to undertake. The Individual Organisational Memo is an internal professional document that you would give to your manager to progress an idea. In this instance as a student in MGMT 5050 you have started to consider how important Sustainable Development Goals will be for organisations. For this assignment, you have been thinking about how the SDGs can be integrated into daily work policies and practices.

<u>Assessment Length</u>

750 words

<u>Submission notes</u>

Please upload your document to turnitin.

<u>Assessment information</u>

Further details of this assignment are available on moodle.

Short extensions are NOT available for this assessment. Requests for extensions to submit this assessment task can only be applied through UNSW's Special Consideration.

<u>Assignment submission Turnitin type</u>

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Report

<u>Assessment Overview</u>

This report is designed to support students to undertake some academic research and apply the course learning from weeks 4 – 6. MComm students need to be able to prepare reports and problem solve in application. This assignment focuses on these core outcomes

<u>Course Learning Outcomes</u>

- CLO1 : Recognise the interconnectedness of the economic, political, ecological and social spheres of human activity
- CLO2 : Apply ethical and sustainability frameworks to contemporary business problems
- CLO3 : Describe how the business world can contribute to the Sustainable Development Goals (SDGs)
- CLO5 : Identify⬚ the̶key features of corporate social and environmental responsibility

Detailed Assessment Description

More details of this assessment will be available on moodle.

Assessment Length

1700

Submission notes

Please submit your document to turnitin.

Assessment information

Short extensions are NOT available for this assessment. Requests for extensions to submit this assessment task can only be applied through UNSW's Special Consideration.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Cumulative learning Reflection

Assessment Overview

Scheduled during exam period. Reflective tasks are designed to support student integration of weekly learning and reflective practice as a developmental skill. 3a) Complete wikis as per the assessment booklet. 3b)Video reflection with transcript
This task is for students to reflect upon course learning and their personal agency as a result. This summative task enables students to develop their presentation skills for a digital world while developing their reflective practice. It further supports students to articulate what a better world looks like with SDGs and ethics as integrated practice.

Part A: 2 wikis submitted week 5 and week 8: 10% (5% each)

Part B: Final video reflection week 11: 25%

Course Learning Outcomes

- CLO2 : Apply ethical and sustainability frameworks to contemporary business problems
- CLO3 : Describe how the business world can contribute to the Sustainable Development Goals (SDGs)
- CLO4 : Critically appraise your own values, practices and role as a potential agent of positive change.
- CLO5 : Identify the key features of corporate social and environmental responsibility
- CLO6 : Develop skills relevant for responsible business professionalism

Detailed Assessment Description

Please note this assessment item has 2 parts.

Part A: Reflective Wikis. You must complete and submit two Wikis - these are submitted through

Moodle. Wiki one is due in week 6, and Wiki two is due in week 9. Both wikis are due on Monday of week 11 through Turnitin.

Part B: Video Reflection with Transcript. This task requires (i) a video (submitted via Moodle assignment) and (ii)a transcript of the video to be submitted through Turnitin on Friday of week 11.

<u>Assessment Length</u>

4 mins+/-10 sec

<u>Submission notes</u>

Please note there are different parts to this assessment item

<u>Assessment information</u>

Reflective learning supports the development and application of skills. The video and 2 reflective wikis are designed to support you to reflect upon your learning as you complete it at set points across the term. Like a personal journal, the best value and learning is created by doing this in real time. The wiki task is designed for you to reflect upon what you have learned and experienced during the course, and how you have been impacted and/or changed. It must be written in your own words. On the basis that education should be transformative, we want to hear about your ability to self-reflect. Your content is NOT to be changed after each wiki submission

Part 2 Please download your wiki posts as is (no changes to what you wrote each time). You can do this by going to the WIKI INDEX top right of your wiki edit page. Scroll to the bottom and download as a wiki template file. You do not need to format this much – just head wiki 1, wiki 2. Include a reference list at the end. It must be a direct copy of what you have submitted with no changes. You will not see your Turnitin score of matches as this used as an integrity checker. Note any sections with direct matches to public sources, poorly referenced or matching previous submissions will be reported for plagiarism. Upload a full copy of your weekly wiki entries to Turnitin. These will be graded via Turnitin rubric. THIS IS DUE BY Week 9 at 1pm (Sydney Time) Monday, only one submission is allowed.

The final assessment task is designed for you to reflect upon what you have learned over the course, and how you have changed. Also consider how you have changed as a result of your study. On the basis that education should be transformative, we want to hear about your ability to self-reflect.

Use at least one reading from the course as a source to support how you have changed in an

informed manner.

Part 1 You need to make a single take video 4 mins +/- 10 seconds and presenting what you have learned and how you have changed (it is not a summary video it is a reflective presentation about you and how you have changed). No edits, no props or slides, consider it a recorded interview. Load it to the Moodle assignment- you can load a link to YouTube or your OneDrive if that is easier.   Upload a video with you talking directly to camera. You should be dressed professionally as you might if you were attending an online meeting or interview. This should also extend to your background. Take the video in landscape, not portrait.

Part 2 Upload a transcript of what you said in your video to Turnitin. Transcribe your video and submit that transcript to Turnitin. A transcript is done AFTER and as a result of your video. You should edit this transcript and provide references in it to show your reflection as informed. NOTE as this is a transcript of what you have said you can only load it once and will not have access to the Turnitin report for similarity.

Submission instructions:

The video reflection will be submitted during the exam period. BOTH the video and transcript must be submitted for this assignment to be completed. Submit the video via Moodle assignment and the transcript via Turnitin link.

Please note no AI is to be used in producing this video - the video must in in your natural speaking voice at regular speed.

Short extensions are NOT available for this assessment. Requests for extensions to submit this assessment task can only be applied through UNSW's Special Consideration.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Participation

Assessment Overview

Attend your assigned class and participate in activities

Part A- LIP engaged and active participation:10%

Part B – 10 Minute debriefs in S&I session 5 randomly conducted across your S&I stream over the 10 weeks:10%

Course Learning Outcomes

- CLO1 : Recognise the interconnectedness of the economic, political, ecological and social spheres of human activity
- CLO2 : Apply ethical and sustainability frameworks to contemporary business problems
- CLO3 : Describe how the business world can contribute to the Sustainable Development Goals (SDGs)
- CLO4 : Critically appraise your own values, practices and role as a potential agent of positive change.
- CLO5 : Identify thekey features of corporate social and environmental responsibility

Detailed Assessment Description

Part A: Participation in in-class activities. During your weekly LiP session, you need to be an active participant in discussions and contribute to the class activities.

Part B: Five times across your ten S&I sessions (randomly allocated), your class will include a 10 Minute Debrief (10MD). These rely on you having completed the pre-work prior to class. You must be in your registered (enrolled) lecture stream to participate. You must be present when the activity comences to participate.

Assessment Length

n/a

Submission notes

This is assessed weekly in class

Assessment information

Short extensions are NOT available for this assessment. Requests for extensions to submit this assessment task can only be applied through UNSW's Special Consideration.

Assignment submission Turnitin type

Not Applicable

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.

<u>Grading Basis</u>

Standard

<u>Requirements to pass course</u>

In order to pass this course students must:

- Achieve a composite mark of at least 50 out of 100
- Engage actively in course learning activities and attempt all assessment requirements
- Meet any additional requirements specified in the assessment details
- Meet the specified attendance requirements of the course

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Homework	Getting started and studying ethics Complete interactive materials and readings prior to class
	Lecture	Responsible Business - Ethics and how they shape the world of work Be ready for a potential 10 Minute Debrief to be held in your registered S&I (lecture stream)
	Workshop	Understanding self, understanding others
Week 2 : 3 June - 9 June	Homework	Sustainability and Me
	Lecture	Sustainable Development Goals - creating a future *Be ready for a potential 10 Minute Debrief to be held in your registered S&I (lecture stream)
	Workshop	Skills for the future and building Emotional Intelligence
Week 3 : 10 June - 16 June	Homework	Ethical decision making
	Lecture	Seven Steps to Ethical Decision Making
	Workshop	Decision making and me Assignment 1 Organisational Briefing Memo due Friday of Week 3, at 1pm Sydney time via Turnitin.
Week 4 : 17 June - 23 June	Homework	Corporate Social Responsibility Be ready for a potential 10 Minute Debrief to be held in your registered S&I (lecture stream)
	Lecture	CSR, Stakeholders and Society
	Workshop	Working together in managing stakeholders
Week 5 : 24 June - 30 June	Homework	Introduction to Ethical Frameworks

		Be ready for a potential 10 Minute Debrief to be held in your registered S&I (lecture stream)
	Lecture	Using Ethical Frameworks
	Workshop	Giving Voice to Values
	Assessment	Do individual wiki reflection
Week 6 : 1 July - 7 July	Homework	Ethics in a globalised world
	Lecture	Contextualising behaviours: Organisations and People in a Global World Be ready for a potential 10 Minute Debrief to be held in your registered S&I (lecture stream)
	Workshop	Peer learning
Week 7 : 8 July - 14 July	Homework	Sustainability and impact
	Lecture	SDGs and ESGs - my role and in organisations Be ready for a potential 10 Minute Debrief to be held in your registered S&I (lecture stream)
	Workshop	Cultural Humility Assignment 2 - Ethical Decision Making Report due Friday of Week 7 at 1pm Sydney time via Turnitin
	Assessment	Submit assignment 2 on Friday of week 7 at 1pm.
Week 8 : 15 July - 21 July	Homework	Leadership and my role
	Lecture	Responsible leadership Be ready for a potential 10 Minute Debrief to be held in your registered S&I (lecture stream)
	Workshop	Giving and receiving feedback
Week 9 : 22 July - 28 July	Homework	Power, Agency and creating a just world
	Lecture	Ethics and sustainability with technology Be ready for a potential 10 Minute Debrief to be held in your registered S&I (lecture stream)

	Workshop	Developing me as a responsible leader and increasing influence
	Assessment	Do individual wiki reflection Complete individual wiki post. After posting your wiki, download both wikis into a file and submit via turnitin.
Week 10 : 29 July - 4 August	Homework	Responsibility in a Changing world
	Lecture	The future of work and my responsibilities Be ready for a potential 10 Minute Debrief to be held in your registered S&I (lecture stream)
	Workshop	Reflection and continuing your professional development journey
Week 11 : 5 August - 11 August	Assessment	1) Video self-reflection (Moodle Assignment box) AND transcript (Turnitin box) due Friday of Week 11 at 1 pm.

Attendance Requirements

Learning Activities and Teaching Strategies related to attendance

In MGMT5050 we have discarded the traditional teaching model of lectures and tutorials.

Instead, all teaching will be done in a 'workshop format'.

The **Synthesis & Integration Workshops** (large group lectures) replace traditional lectures.

- In these workshops , we discuss and analyse prepared case studies that focus on business communication skills, ethics, and how you contribute at work to support the Sustainable Development Goals.
- We also introduce relevant theories and concepts to enhance your understanding of the cases and lead to informed analysis and decision-making.
- Your success in these workshops is conditional on your having completed the interactive material and read the assigned case before you come to the workshop.
- Each week, we will meet synchronously in the classroom. You will have the opportunity to ask questions in real time and check your understanding of the core concepts.
- The Synthesis & Integration Workshops are not recorded.
- NOTE- 10 Minute Debriefs will be conducted in your class, and you must be present (in your registered class) to participate in these - refer to the assessment handbook

The **Learning in Practice Workshops** (small group classes) replace traditional tutorials.

- In these workshops, you will develop essential skills and competencies, including self-

awareness, teamwork and communication, and critical thinking.

- These skills are developed face-to-face using a variety of individual, small group, and class activities.

Course Resources

Prescribed Resources

Readings, videos and case studies used in this course will be available via the course Moodle site through "Course Readings and Materials" with prelearning materials. The weekly materials are provided in an interactive form by week. All readings are listed and available through the Readings/Leganto link to the library and also via our Moodle site.

Additional Costs

NIL

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.

2024 sees a further update to the new MGMT 5050 in response to the changes occurring globally in Business. Each term we consider your feedback through end of term myExperience responses as well as feedback collected in class along with our stakeholders to ensure the course is updated to meet the workplaces of the future. Students will be using and adapting to GenAI in the wiorkplace as part of this course.

The feedback from our students showed they really enjoyed the interactive nature of meeting each week and weekly tasks helped to keep them on track helping them to manage their time and the course. This has been maintained and updated to reflect the development of self directed learning Even the most reticent student felt the classes provided an opportunity to voice their opinions and anonymous polling gave the 'space' to gain clarification on content when they were uncertain. Overall the course feedback has shown that students enjoyed the interactive nature of the classes and assignments were challenging and provided value to the future workplace.

Students tell us the content is valuable and applicable to their future workplace and jobs and this has been further enhanced and updated with the updated course offering for T2 2024 in line with changing technology. Our previous students enjoyed the interactive and contemporary nature of the materials delivered via our Moodle platform and the structured nature of each week through pre-learning, and classes. Students have also told us they enjoy the technology interaction, and this will continue to be used as a means of gathering real-time feedback and interaction with students.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Lynn Gribble		Level 5 UNSW Business School	n/a	by appointment	No	No
	Gabi Nudelman		Level 5 UNSW Business School	n/a	by appointment	No	No
Convenor	Jing Hu		Level 5 UNSW Business School	n/a	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 Plagarism

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 assessment 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.