



**UNSW**

## UNSW Course Outline

# MNGT5595 Work Integrated Learning (Full-time, Session 3) - 2024

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## General Course Information

Course Code : MNGT5595

Year : 2024

Term : Term 1

Teaching Period : T1

Is a multi-term course? : No

Faculty : UNSW Business School

Academic Unit : AGSM MBA Programs

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Postgraduate

Units of Credit : 18

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

The Work Integrated Learning course, taken as part of the Business Administration (Extension)

Program, offers students the opportunity to undertake an internship/employment with an organisation to continue their MBA studies. They will be able to integrate their learnings from multiple courses from their MBA.

Students who have only a part-time internship/employment will be required to do additional learning (to that of students with a full-time internship/employment) that may include auditing new courses relevant to their industry and/or other relevant learning.

AGSM will support students in the procurement of internship/employment opportunities, providing guidance and assistance where required. Students will be required to submit formal and substantial assessment items for this course.

The Work Integrated Learning course provides international students with the opportunity to experience the Australian workplace, and to gain insight into cross-cultural differences within the business environment.

## **Relationship to Other Courses**

The MBA (Extension) is a 24-month program comprising 120 units of credit (incorporating the 72 units of credit of the 12-month Full-time MBA Program).

The pre-requisite for enrolling in the MBA (Extension) is to have completed the one-year Master of Business Administration (MBA) Program (72 units of credit) beforehand. It cannot be enrolled into as a stand-alone program. The MBA (Extension) comprises a further 48 units of credit and is completed over three terms (one year).

# Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Integrate theory and knowledge acquired during your MBA with business practice	• PLO1 : Business Knowledge
CLO2 : Build a record of work experience that shows mastery of a substantial body of knowledge related to an industry	• PLO1 : Business Knowledge
CLO3 : Research, synthesise and evaluate complex information and apply theoretical concepts and frameworks to interpret and communicate your findings at work	• PLO2 : Problem Solving
CLO4 : Apply critical analysis and reflection to a business or management topic	• PLO2 : Problem Solving
CLO5 : Develop interpersonal and other critical skills necessary for job success in a business and professional domain	• PLO3 : Business Communication
CLO6 : Explore issues related to ethics and sustainability on management topics and apply this knowledge in your practice	• PLO5 : Responsible Business Practice
CLO7 : Analyse and evaluate business decisions/practice, or propose a strategy in a culturally diverse context	• PLO6 : Global and Cultural Competence

Course Learning Outcomes	Assessment Item
CLO1 : Integrate theory and knowledge acquired during your MBA with business practice	<ul style="list-style-type: none"> <li>• Project Journal</li> <li>• Project Proposal (scope)</li> <li>• Progress Report</li> <li>• Final Report</li> </ul>
CLO2 : Build a record of work experience that shows mastery of a substantial body of knowledge related to an industry	<ul style="list-style-type: none"> <li>• Project Journal</li> <li>• Final Report</li> </ul>
CLO3 : Research, synthesise and evaluate complex information and apply theoretical concepts and frameworks to interpret and communicate your findings at work	<ul style="list-style-type: none"> <li>• Participation</li> <li>• Final Report</li> </ul>
CLO4 : Apply critical analysis and reflection to a business or management topic	<ul style="list-style-type: none"> <li>• Participation</li> <li>• Project Proposal (scope)</li> <li>• Progress Report</li> <li>• Final Report</li> </ul>
CLO5 : Develop interpersonal and other critical skills necessary for job success in a business and professional domain	<ul style="list-style-type: none"> <li>• Project Journal</li> <li>• Progress Report</li> <li>• Final Report</li> </ul>
CLO6 : Explore issues related to ethics and sustainability on management topics and apply this knowledge in your practice	<ul style="list-style-type: none"> <li>• Participation</li> <li>• Project Proposal (scope)</li> <li>• Progress Report</li> <li>• Final Report</li> </ul>
CLO7 : Analyse and evaluate business decisions/practice, or propose a strategy in a culturally diverse context	<ul style="list-style-type: none"> <li>• Participation</li> <li>• Project Journal</li> <li>• Project Proposal (scope)</li> <li>• Progress Report</li> <li>• Final Report</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System

## Additional Course Information

The Work Integrated Learning Project must:

- be completed as part of a specific project with an organisation or internship or paid employment during the Term the WIL is undertaken
- be in an area relevant to business and management
- relate to the student's career aspirations
- have an appropriate academic staff member available to supervise the student.

Students must maintain a dialogue with their Facilitator about their progress throughout the course. The student will meet with their course Facilitator on a regular basis to review progress and review their work.

Internships are to be sourced by students, with guidance from the AGSM, and are assessed on a case-by-case basis in terms of suitability, supervision and assessment (as determined by the Academic Director). Typically, the duration will be about 12 weeks. Remuneration is as agreed between the employer and the student.

Students should familiarise themselves with the concepts of Responsible Management should they be confronted with ethical issues and dilemmas. Ethics is about choice - human choice, both at a personal and an institutional level. Being familiar with Responsible Management will assist students in recognising key conceptual distinctions and in employing decision-making frameworks to support their decisions in their WIL and assist in resolution of issues and dilemmas.

UNSW Business School is a signatory to the United Nations Principles of Responsible Management Education, which reference the United Nations Sustainable Development Goals (SDGs). The SDGs will help students shape their thinking about Responsible Management.

If this course involves project work with an industry partner, students will be asked to sign an Intellectual Property Deed Poll. Students may also be asked by the industry partner to sign a Confidentiality or Non-disclosure Agreement. If students have questions about this, please contact the Facilitator in Charge.

Students intending to survey other people in the course of their studies in this course, should be aware of UNSW Sydney advice quoted from [here](#) as follows:

- *The activities comply with any relevant privacy and/or confidentiality requirements. (e.g. a process of informed consent);*
- *Relevant health and safety requirements are adhered to (e.g. ... personal safety procedures, interview protocols etc.);*
- *Information will not be disseminated or published for a research purpose;*
- *Participants from a vulnerable population are not the focus of the project (as outlined in section 4 of the National Statement on Ethical Conduct in Human Research, 2015);*
- *The project does not aim to explore contentious or sensitive topics.*
- *There is no potential for participants to be exposed to harm as a result of the project including physical, psychological, social, economic or legal harm.*

Source: <https://research.unsw.edu.au/frequently-asked-questions>

To ensure that participants give informed consent, students should also ensure that participants:

1. are informed how their responses will be used

2. understand that they can withdraw from participating, or withdraw their responses, at any stage prior to finalisation of the project.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Participation Assessment Format: Individual	10%	Due Date: Weekly meetings with Course Facilitator; Presentation no later than Monday of Week 12 at 3pm Sydney time	<ul style="list-style-type: none"> <li>• PLO2 : Problem Solving</li> <li>• PLO5 : Responsible Business Practice</li> <li>• PLO6 : Global and Cultural Competence</li> </ul>
Project Journal Assessment Format: Individual	20%	Due Date: Weekly	<ul style="list-style-type: none"> <li>• PLO1 : Business Knowledge</li> <li>• PLO3 : Business Communication</li> <li>• PLO6 : Global and Cultural Competence</li> </ul>
Project Proposal (scope) Assessment Format: Individual	20%	Due Date: Friday of Week 4 by 3pm Sydney time	<ul style="list-style-type: none"> <li>• PLO1 : Business Knowledge</li> <li>• PLO2 : Problem Solving</li> <li>• PLO5 : Responsible Business Practice</li> <li>• PLO6 : Global and Cultural Competence</li> </ul>
Progress Report Assessment Format: Individual	10%	Due Date: Friday of Week 8 by 3pm Sydney time	<ul style="list-style-type: none"> <li>• PLO1 : Business Knowledge</li> <li>• PLO2 : Problem Solving</li> <li>• PLO3 : Business Communication</li> <li>• PLO5 : Responsible Business Practice</li> <li>• PLO6 : Global and Cultural Competence</li> </ul>
Final Report Assessment Format: Individual	40%	Due Date: Monday of Week 12 by 3pm Sydney time	<ul style="list-style-type: none"> <li>• PLO1 : Business Knowledge</li> <li>• PLO2 : Problem Solving</li> <li>• PLO3 : Business Communication</li> <li>• PLO5 : Responsible Business Practice</li> <li>• PLO6 : Global and Cultural Competence</li> </ul>

## Assessment Details

### Participation

#### Assessment Overview

Each student will meet with their Academic Supervisor for 30 minutes in each week of the term

to review their progress in completing the project journal, project proposal/scope, draft progress report and draft final report.

At the end of the term, each student is required to give a 30-minute presentation (that may include slides) to conclude and reflect on their work.

#### **Course Learning Outcomes**

- CLO3 : Research, synthesise and evaluate complex information and apply theoretical concepts and frameworks to interpret and communicate your findings at work
- CLO4 : Apply critical analysis and reflection to a business or management topic
- CLO6 : Explore issues related to ethics and sustainability on management topics and apply this knowledge in your practice
- CLO7 : Analyse and evaluate business decisions/practice, or propose a strategy in a culturally diverse context

#### **Assessment Length**

30-minute meetings; 30-minute presentation

### **Project Journal**

#### **Assessment Overview**

Each week, students will submit reflections as follows.

Tasks – reflection on key components of the project including:

- Stakeholder engagement (managing and influencing)
- Key achievements, research findings and insights gained
- Execution of the analysis plan and adjustments required based on weekly outcomes/learning
- Setting goals for the next week
- Understanding the obstacles and how to manage them

Process – reflection on contribution and engagement including:

- Proactively obtaining feedback from stakeholders/peers on the student's engagement, execution of their work activities and contribution
- Thoughtful analysis of key learnings at a personal and leadership level
- Key challenges that have been identified and how to manage and overcome them
- Lessons learned for the future and what the student will do differently

#### **Course Learning Outcomes**

- CLO1 : Integrate theory and knowledge acquired during your MBA with business practice
- CLO2 : Build a record of work experience that shows mastery of a substantial body of knowledge related to an industry
- CLO5 : Develop interpersonal and other critical skills necessary for job success in a business

and professional domain

- CLO7 : Analyse and evaluate business decisions/practice, or propose a strategy in a culturally diverse context

#### Assessment Length

200 words each week

### **Project Proposal (scope)**

#### Assessment Overview

The proposal must include details of the topic, including why the student has chosen it, how it aligns with the course learning outcomes, what the project objectives are, likely methodologies, tools and techniques they will use, potential obstacles, and project deliverables, schedule and boundaries. It should also include details of how it is relevant to the student's career in terms of career development, personal competitiveness and utilisation of strengths, and opportunities for further improvement and how to achieve it.

#### Course Learning Outcomes

- CLO1 : Integrate theory and knowledge acquired during your MBA with business practice
- CLO4 : Apply critical analysis and reflection to a business or management topic
- CLO6 : Explore issues related to ethics and sustainability on management topics and apply this knowledge in your practice
- CLO7 : Analyse and evaluate business decisions/practice, or propose a strategy in a culturally diverse context

#### Assessment Length

2,000 words, maximum

### **Progress Report**

#### Assessment Overview

This report will give information on how the project is tracking in accordance with the project proposal/scope.

#### Course Learning Outcomes

- CLO1 : Integrate theory and knowledge acquired during your MBA with business practice
- CLO4 : Apply critical analysis and reflection to a business or management topic
- CLO5 : Develop interpersonal and other critical skills necessary for job success in a business and professional domain
- CLO6 : Explore issues related to ethics and sustainability on management topics and apply this knowledge in your practice
- CLO7 : Analyse and evaluate business decisions/practice, or propose a strategy in a culturally

diverse context

#### Assessment Length

2,000 words, maximum

## Final Report

#### Assessment Overview

The report should demonstrate critical thought, exhibit a level of analysis appropriate to a Master's degree and display a high level of professionalism and competence in its presentation.

#### Course Learning Outcomes

- CLO1 : Integrate theory and knowledge acquired during your MBA with business practice
- CLO2 : Build a record of work experience that shows mastery of a substantial body of knowledge related to an industry
- CLO3 : Research, synthesise and evaluate complex information and apply theoretical concepts and frameworks to interpret and communicate your findings at work
- CLO4 : Apply critical analysis and reflection to a business or management topic
- CLO5 : Develop interpersonal and other critical skills necessary for job success in a business and professional domain
- CLO6 : Explore issues related to ethics and sustainability on management topics and apply this knowledge in your practice
- CLO7 : Analyse and evaluate business decisions/practice, or propose a strategy in a culturally diverse context

#### Assessment Length

6,000 words, maximum

## General Assessment Information

#### Grading Basis

Standard

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Assessment	Throughout the term: weekly meetings with Course Facilitator; weekly reflections Assessment 1: Participation Assessment 2: Project Journal
Week 2 : 19 February - 25 February	Assessment	Assessment 1: Participation Assessment 2: Project Journal
Week 3 : 26 February - 3 March	Assessment	Assessment 1: Participation Assessment 2: Project Journal
Week 4 : 4 March - 10 March	Assessment	Assessment 1: Participation Assessment 2: Project Journal Assessment 3: Project Proposal (scope) due on Friday by 3pm Sydney time
Week 5 : 11 March - 17 March	Assessment	Assessment 1: Participation Assessment 2: Project Journal
Week 6 : 18 March - 24 March	Assessment	Assessment 1: Participation Assessment 2: Project Journal
Week 7 : 25 March - 31 March	Assessment	Assessment 1: Participation Assessment 2: Project Journal
Week 8 : 1 April - 7 April	Assessment	Assessment 1: Participation Assessment 2: Project Journal Assessment 4: Progress Report due on Friday by 3pm Sydney time
Week 9 : 8 April - 14 April	Assessment	Assessment 1: Participation Assessment 2: Project Journal
Week 10 : 15 April - 21 April	Assessment	Assessment 1: Participation Assessment 2: Project Journal
Week 11 : 22 April - 28 April	Other	Independent Study
Week 12 : 29 April - 5 May	Assessment	Assessment 1: Participation - Presentation due no later than Monday at 3pm Sydney time Assessment 5: Final Report due on Monday by 3pm Sydney time

## Attendance Requirements

Students must meet with their Academic Supervisor for 30 minutes in each week of the term.

## Course Resources

### Prescribed Resources

Students will draw on resources, as appropriate, from relevant courses in their FT MBA Program in order to complete this course.

## Course Evaluation and Development

General feedback from students about the program is taken into account. However, as each WIL project undertaken by a student in this course is unique to that student, course-level feedback is of no assistance to the experience of subsequent students.

# Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Facilitator in charge	Lamont Tang					No	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.