



UNSW Course Outline

COMM5008 Enterprise Skills - 2024

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General Course Information

Course Code : COMM5008

Year : 2024

Term : Term 1

Teaching Period : T1

Is a multi-term course? : No

Faculty : UNSW Business School

Academic Unit : UNSW Business School

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

This course offers you the opportunity to experience the Australian start-up community first-hand. You will work as part of a cross-disciplinary student consulting team on a real business challenge for your industry client. You and your team will be based in-company (minimum 1 day per week) as part of the course, where you will apply your academic knowledge to the business

challenge.

You will be supported throughout by a company mentor, your lecturer, and face-to-face workshops.

COMM5008 Enterprise Skills will help you develop your professional skills, enhance your employability and get you ready to successfully take on the global workplace. This course is offered as an elective or alternative capstone practicum (approval required).

For enquiries please contact Career Accelerator at careeraccelerator@unsw.edu.au

Course Aims

By the end of this course students will be able to:

1. Explain the professional skills and capabilities gained through practical work-based experience;
2. Evaluate and compare individual and team behaviours in a professional context;
3. Apply academic knowledge in a real world context;
4. Demonstrate reflective practice for career development.

Relationship to Other Courses

COMM5008 is designed to enhance students' professional skills and capabilities to prepare them for their future careers through a practical work-based experience.

Students will apply their academic knowledge in a real-world setting and evaluate their individual and teamwork behaviours in this setting. Students will demonstrate reflective practice on their career development.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Research and analyses a real-world business problem as directed by a host company and develop recommendations	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving
CLO2 : Present business recommendations as a consulting team to industry in the form of a verbal pitch and written report	<ul style="list-style-type: none">• PLO2 : Problem Solving• PLO3 : Business Communication
CLO3 : Collaborate effectively within a team and with a mentor, giving and receiving feedback and contributing to team outcomes	<ul style="list-style-type: none">• PLO4 : Teamwork
CLO4 : Critically reflect on team process and professional skills and identify own strengths, capabilities and growth areas	<ul style="list-style-type: none">• PLO4 : Teamwork• PLO7 : Leadership Development

Course Learning Outcomes	Assessment Item
CLO1 : Research and analyses a real-world business problem as directed by a host company and develop recommendations	<ul style="list-style-type: none">• Team Project
CLO2 : Present business recommendations as a consulting team to industry in the form of a verbal pitch and written report	<ul style="list-style-type: none">• Project Deliverables• Team Project
CLO3 : Collaborate effectively within a team and with a mentor, giving and receiving feedback and contributing to team outcomes	<ul style="list-style-type: none">• Project Deliverables
CLO4 : Critically reflect on team process and professional skills and identify own strengths, capabilities and growth areas	<ul style="list-style-type: none">• Reflections

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

Teaching will be based around student-centred and active learning approaches engaging students in learning through participation in face-to-face workshops, a real and authentic team project for a company, and reflective practices to enrich and integrate their learning.

The course will be delivered on Moodle and through in person workshops. All assessments will be submitted on Moodle.

Additional Course Information

Student teams are expected to work from their host startup company's offices a minimum of 1 day per week during this course. Teamwork and professional communication skills are an integral part of this course, and students are expected to adhere to a professional standard of dress, communication, and behaviour while at their host company offices. For details please review the UNSW [Student Code of Conduct](#).

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Team Project Assessment Format: Group	30%	Start Date: Not Applicable Due Date: Week 3: 26 February - 03 March, Week 11: 22 April - 28 April	• PL01 : Business Knowledge • PL02 : Problem Solving • PL03 : Business Communication
Project Deliverables Assessment Format: Individual	40%	Start Date: Not Applicable Due Date: Week 7: 25 March - 31 March, Week 10: 15 April - 21 April, Week 11: 22 April - 28 April	• PL02 : Problem Solving • PL03 : Business Communication • PL04 : Teamwork
Reflections Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: Week 2: 19 February - 25 February, Week 5: 11 March - 17 March, Week 8: 01 April - 07 April	• PL04 : Teamwork • PL07 : Leadership Development

Assessment Details

Team Project

Assessment Overview

Project statement of need - 10% (Group)

Students will complete initial research into their start-up, industry and project. They then need to create a webpage to introduce their team and present their understanding of the problem and statement of need to their mentor.

Professional report - 20% - 2000 words (Group)

In business, the information provided in reports needs to be easy to find and written in a way the client can understand. Ensure the report is divided into sections clearly labelled with headings

and sub-headings.

The report should be a complete and 'stand-alone' document that captures the totality of what the team has done over the course of the project. It should not assume prior knowledge on the part of the reader. The report must serve both the needs of the client and the needs of the Business School with respect to assessment. Notwithstanding this latter need, the report should still be tailored mainly for the benefit of the client.

Course Learning Outcomes

- CL01 : Research and analyses a real-world business problem as directed by a host company and develop recommendations
- CL02 : Present business recommendations as a consulting team to industry in the form of a verbal pitch and written report

Detailed Assessment Description

1 A: Statement of Need (Group)

As a team, create a Statement of Need that is concise and coherent, and supported by evidence, on why you believe the project needs to be undertaken. You will then create a webpage to convince your stakeholders of this need. Your webpage should also include team introductions.

1 B: Professional Report (Group)

The format of the report will differ according to the nature of the project but should include:

- Executive summary
- Statement of Need
- Responsible business considerations
- Description of options
- Evaluation criteria & evaluations
- Final recommendation
- Conclusion

Assignment submission Turnitin type

Not Applicable

Project Deliverables

Assessment Overview

Interim Presentation (in person) - 10%

The week 7 in class interim presentation is a chance to showcase the progress, insights, and

accomplishments students have achieved thus far in their real-world project experience. This presentation serves as an opportunity for them to engage with their lecturer and class peers to demonstrate their understanding of the project's objectives, methodologies, challenges, and initial outcomes.

Final Presentation (virtual) - 20%

The final presentation is the culmination of the project experience, offering students the opportunity to demonstrate the depth of their knowledge, the outcomes of their project, and recommendations for next steps to their mentor, lecturer, and industry guests. The final presentation will be virtual via Teams or Zoom, and take place in Week 10 or 11 at a time agreed on with the mentor and lecturer.

Mentor Report - 5%

The Mentor report is an opportunity for feedback and discussion with the project supervisor. Students should identify areas for specific suggestions, recommendations, and feedback that will help with their future goals, and come prepared for the conversation. The Mentor Report will also sign off on their hours in-company.

Peer Evaluation - 5%

The peer evaluation assessment is an integral part of the team project experience, designed to recognize and reflect on the contributions of each team member. This assessment encourages collaboration, effective communication, and self-awareness within the team dynamic. By providing valuable insights into fellow team members' strengths and areas for improvement, this assessment promotes a fair and equitable distribution of credit and helps to enhance future teamwork.

Course Learning Outcomes

- CL02 : Present business recommendations as a consulting team to industry in the form of a verbal pitch and written report
- CL03 : Collaborate effectively within a team and with a mentor, giving and receiving feedback and contributing to team outcomes

Detailed Assessment Description

2 A:

Along with your teammates, you will deliver a 15-minute presentation to your lecturer and peers during your Week 7 workshop. Your presentation should demonstrate the progress you have

made, the insights gained, and the accomplishments achieved during the initial phases of your project. Your presentation should cover the following key aspects of your real-world project experience:

- Project Introduction
- Project Objectives
- Methodologies and Approaches
- Challenges Faced
- Preliminary Outcomes and Achievements
- Discussion and Q&A

You will prepare and submit a slide deck via Moodle before your presentation. While this is an individual assessment, you will present your findings as a team, and it is important to ensure that your team's slide deck has a coherent structure to it and flows consistently from one presenter to the next.

2 B:

As a team, organise a 40-minute virtual meeting with your project supervisor and lecturer prior to Week 10. Your final presentation should roughly encompass the following key components:

- Introduction
- Project Overview
- Market Research and Insights
- Analysis and Outcomes
- Recommendations and Future Steps
- Discussion and Q&A

You will prepare and submit a slide deck via Moodle before your presentation. While this is an individual assessment, you will present your findings as a team, and it is important to ensure that your team's slide deck has a coherent structure to it and flows consistently from one presenter to the next.

2 C:

The mentor report is an opportunity for feedback and discussion with your project supervisor. Identify areas you would like specific suggestions, recommendations, and feedback on that will help you with your future goals. Come prepared for the meeting – you will only get out of it what you put in.

2 D:

A peer assessment is conducted by your team project peers throughout the teamwork engagement and submission is due in the final week of the course.

Assignment submission Turnitin type

Not Applicable

Reflections

Assessment Overview

Reflections x 3 - 10% each

The aim of the reflections is to examine your thoughts, actions and experiences throughout the term, and to ask why they happened that way, and how you can improve, or change, in the future. You will create 3 individual reflections across the term, with each one reflecting on a different aspect of your experience.

Week 2: Reflect on forming your team and initial project briefing. Were there any unexpected elements to your project commencement? How do you intend to work collaboratively with your team and mentor throughout the term?

Week 5: Reflect on the progress of your project so far and any challenges. How did you respond to these challenges? What would you do differently next time?

Week 8: Reflect on feedback from your mentor and how you will integrate this into your future career. How did you change through this experience? What learnings will you take away with you for the future?

Reflections can be submitted in video (3 minutes) or written (500 words) format. Video submissions should be no larger than 100 MB.

Course Learning Outcomes

- CL04 : Critically reflect on team process and professional skills and identify own strengths, capabilities and growth areas

Detailed Assessment Description

If written, the reflections can be submitted as Word or Pdf documents. If submitting videos, they can be recorded using your mobile device, laptop, Canva, or any other suitable method. If you are unsure ask your Course Authority for advice.

In addition to the questions in the assessment description above, your reflections should

address the following:

Week 2:

- What are your expectations of the course, your team, your organisation, and yourself across the term?
- What do you think your strengths are within a team? How will you contribute?

Week 5:

- What have you learnt about yourself as a team member? What do you do well?

Week 8:

- If you were to work with this same team again, what is one change the team could make to work together more effectively? What is one change you could make?
- What was the greatest challenge you had as a team? How did you overcome it?
- How has this experience not only developed your existing capabilities, but also highlighted those you need to develop to become more employable?

Supporting resources: content and activities provided in the relevant week will help in attempting the assessment.

[UNSW guide to reflective writing](#)

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.

Grading Basis

Satisfactory

Requirements to pass course

You must achieve an overall score of 50% in your assessment tasks to pass this course. The final grade for this course will be Satisfactory/Unsatisfactory.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Workshop	2 x face-to-face workshops (Tues + Thurs) Workshop 1 (Tues): <ul style="list-style-type: none">• Course overview• Goal setting• Team allocation + project brief• Project management Workshop 2 (Thurs): <ul style="list-style-type: none">• Communication in an Australian Workplace• Teamwork principles• Project work
Week 2 : 19 February - 25 February	Workshop	2 x face-to-face workshops (Tues + Thurs) Workshop 3 (Tues): <ul style="list-style-type: none">• Reflective practice• Founders Guest Speaker + Tour of MCIC Workshop 4 (Thurs): <ul style="list-style-type: none">• Problem solving techniques• Teamwork in a cross-cultural context
Week 3 : 26 February - 3 March	Project	Project hours in-company (1 day per week)
Week 4 : 4 March - 10 March	Project	Project hours in-company (1 day per week)
Week 5 : 11 March - 17 March	Workshop	Workshop 5 (Tues) <ul style="list-style-type: none">• Group reflection Project hours in-company (1 day per week)
Week 6 : 18 March - 24 March	Project	Project hours in-company (1 day per week)
Week 7 : 25 March - 31 March	Workshop	Workshop 6: (Tues) <ul style="list-style-type: none">• Responsible business practices and ESG• Debrief & check-in• Practice presentations Project hours in-company (1 day per week)
Week 8 : 1 April - 7 April	Project	Project hours in-company (1 day per week)
Week 9 : 8 April - 14 April	Project	Project hours in-company (1 day per week)
Week 10 : 15 April - 21 April	Workshop	Workshop 7 (Tues) <ul style="list-style-type: none">• Check-in with LiC• Articulating Your Experience (Guest Speaker) Project hours in-company (1 day per week) Final Presentations (online)
Week 11 : 22 April - 28 April	Other	Final assessment task Final Presentations (online)

Attendance Requirements

Please note that lecture recordings are not available for this course. Students are strongly encouraged to attend all classes and contact the Course Authority to make alternative arrangements for classes missed.

General Schedule Information

Attendance at ALL workshops is strongly recommended in COMM5008 Enterprise Skills. Non-attendance at workshops could impact your final grade for the course as some assessments will be conducted in class.

Course Resources

Prescribed Resources

Course resources will include:

- Interactive modules
- Guest speakers
- Assigned readings

These activities will be posted to students on a weekly basis. Learning content will be adapted based on student learning needs as well as the specific challenges that clients present.

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.

In 2023 we have partnered with new startup hubs across Sydney to deliver additional projects and meet student demand for the course. COMM5008 has also undergone a content review and has an updated schedule of activities to integrate more team building during the earlier workshops. Following a course review in T2 2023, new presentation and peer review assessment tasks have been introduced.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Administrator	Career Accelerator				via email	No	Yes
Lecturer	John Angeles				via email	No	No

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.