



UNSW Course Outline

INFS2101 Industry Placement 1 - 2024

Published on the 28 Jan 2024

General Course Information

Course Code : INFS2101

Year : 2024

Term : Term 1

Teaching Period : T1

Is a multi-term course? : No

Faculty : UNSW Business School

Academic Unit : School of Information Systems and Technology Management

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 12

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course provides scholars with a practical application of the fundamental principles of information systems and technology management in an industry environment. This course is only available to Information Systems, UNSW Business School Co-op Scholars who are enrolled

in the BIS (Co-op) (Hons) 3964 or the BCom IS (Co-op) 3554 Degree Programs.

Course Aims

The overall goal of IP1 is to provide scholars with an introduction to the business and the role of Information Systems and Technology at the Sponsor organisation and develop their communication and professional skills.

Relationship to Other Courses

This course is only available to Business School UNSW Information Systems Co-op Scholars (enrolled in either the 3964 or 3554 UNSW Co-op Degree Programs). INFS2101 is the first of 3 fully assessable Industry Placement Courses which are part of the Work Integrated Learning (WIL) component of the UNSW Co-op Scholarship Degree Program of study.

INFS2101 complements and builds upon the competencies gained by the Scholar during their Stage 1 courses of study in their respective programs - BIS (Co-op) (Hons) 3964 or the BCom IS (Co-op) 3554 Degree Programs.

This course provides scholars with a practical application of the fundamental principles of information systems and technology management within an organisational context. The course should also help to instil an appreciation of IS and IT and help Scholars to learn about company cultures and ethics, and practices in a work environment. INFS2101 should also provide Scholars with opportunities to develop their communication and professional skills. In turn, INFS2101 provides industry sponsors with a stream of highly talented, motivated young professionals who are dynamic and add value to the organisation.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Describe the sponsoring organisations' business practices relevant to the discipline of information systems and technology management.	<ul style="list-style-type: none">• PL01 : Business Knowledge
CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of information systems and technology management practices in attaining the sponsor organisation's goals.	<ul style="list-style-type: none">• PL01 : Business Knowledge• PL07 : Leadership Development
CLO3 : Illustrate how the sponsor organisation could use information systems (IS) and information technology (IT) to improve organisational efficiency and effectiveness.	<ul style="list-style-type: none">• PL02 : Problem Solving• PL07 : Leadership Development
CLO4 : Undertake relevant research in IS/IT within a particular industry.	<ul style="list-style-type: none">• PL01 : Business Knowledge• PL02 : Problem Solving• PL06 : Global and Cultural Competence
CLO5 : Communicate effectively business ideas and concepts in oral and written forms.	<ul style="list-style-type: none">• PL03 : Business Communication
CLO6 : Collaborate effectively and display collaborative skills in teamwork.	<ul style="list-style-type: none">• PL04 : Teamwork
CLO7 : Analyse and describe the professional competencies and skills gained - within an organisational context.	<ul style="list-style-type: none">• PL01 : Business Knowledge• PL03 : Business Communication• PL06 : Global and Cultural Competence• PL07 : Leadership Development
CLO8 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.	<ul style="list-style-type: none">• PL02 : Problem Solving• PL05 : Responsible Business Practice• PL06 : Global and Cultural Competence
CLO9 : Display emotional intelligence and self-awareness of own cognitive abilities and values through reflective practice.	<ul style="list-style-type: none">• PL05 : Responsible Business Practice• PL06 : Global and Cultural Competence• PL07 : Leadership Development

Course Learning Outcomes	Assessment Item
CLO1 : Describe the sponsoring organisations' business practices relevant to the discipline of information systems and technology management.	<ul style="list-style-type: none"> • IT1 Sponsor Organisation Analysis • Sponsor Evaluation • IT1 Personal Reflective Journal
CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of information systems and technology management practices in attaining the sponsor organisation's goals.	<ul style="list-style-type: none"> • IT1 End of Industry Placement Presentation • IT1 Sponsor Organisation Analysis • Sponsor Evaluation • IT1 Personal Reflective Journal
CLO3 : Illustrate how the sponsor organisation could use information systems (IS) and information technology (IT) to improve organisational efficiency and effectiveness.	<ul style="list-style-type: none"> • IT1 End of Industry Placement Presentation • Sponsor Evaluation
CLO4 : Undertake relevant research in IS/IT within a particular industry.	<ul style="list-style-type: none"> • IT1 Sponsor Organisation Analysis • IT1 End of Industry Placement Presentation • IT1 Personal Reflective Journal • Sponsor Evaluation
CLO5 : Communicate effectively business ideas and concepts in oral and written forms.	<ul style="list-style-type: none"> • IT1 Sponsor Organisation Analysis • IT1 End of Industry Placement Presentation • IT1 Personal Reflective Journal • Sponsor Evaluation
CLO6 : Collaborate effectively and display collaborative skills in teamwork.	<ul style="list-style-type: none"> • IT1 End of Industry Placement Presentation • Sponsor Evaluation
CLO7 : Analyse and describe the professional competencies and skills gained - within an organisational context.	<ul style="list-style-type: none"> • IT1 Personal Reflective Journal • IT1 End of Industry Placement Presentation • Sponsor Evaluation
CLO8 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.	<ul style="list-style-type: none"> • IT1 Personal Reflective Journal • IT1 End of Industry Placement Presentation • Sponsor Evaluation
CLO9 : Display emotional intelligence and self-awareness of own cognitive abilities and values through reflective practice.	<ul style="list-style-type: none"> • IT1 Personal Reflective Journal • Sponsor Evaluation

Learning and Teaching Technologies

Microsoft Teams | Zoom

Learning and Teaching in this course

INFS2101 is the first of three Industry Placement Courses that are part of the Work Integrated Learning (WIL) component of the UNSW Co-op Scholarship Degree Program of study - across the BIS (Co-op) (Hons) 3964 or the BCom IS (Co-op) 3554 Degree Programs.

This course provides scholars with a practical application of the fundamental principles of

information systems and technology management within an organisational context. The course should expose scholars to the processes and issues related to the analysis, design and the management of information systems and also provide them with opportunities to develop their communication and professional skills.

This course is designed to formally assess and recognise the knowledge and skills gained during the Scholar's first Industry Placement INFS2101.

Other Professional Outcomes

Learning Activities and Teaching Strategies

INFS2101 is the first of three Industry Placement Courses which are part of the Work Integrated Learning (WIL) component of the UNSW Co-op Scholarship Degree Program of study.

This course provides scholars with a practical application of the fundamental principles of information systems and information technology management within an organisational context. The course also provides scholars with opportunities to develop their communication and professional skills.

This course is designed to formally assess and recognise the knowledge and skills gained during the first period of Industry Placement at the first of 3 Sponsor organisations.

The sponsor organisation primarily determines the scholar's learning and teaching activities - in collaboration with the scholar and in accordance with the [UNSW Co-op Industry Placement guidelines](#). The LIC may organise additional activities to be completed during the face-to-face meetings – managed via online communication.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
IT1 Sponsor Organisation Analysis Assessment Format: Individual	15%	Start Date: At the start of INFS2101 Due Date: Week 5: 11 March - 17 March	<ul style="list-style-type: none">• PLO1 : Business Knowledge
IT1 End of Industry Placement Presentation Assessment Format: Individual	40%	Start Date: To be presented at the end of INFS2101 Due Date: At the end of INFS2101	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving• PLO3 : Business Communication• PLO4 : Teamwork• PLO5 : Responsible Business Practice• PLO6 : Global and Cultural Competence• PLO7 : Leadership Development
Sponsor Evaluation Assessment Format: Individual	20%	Start Date: TBA Due Date: End of INFS2101	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving• PLO3 : Business Communication• PLO4 : Teamwork• PLO5 : Responsible Business Practice• PLO6 : Global and Cultural Competence• PLO7 : Leadership Development
IT1 Personal Reflective Journal Assessment Format: Individual	25%	Start Date: At the beginning of INFS2101 Due Date: At the completion of INFS2101	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO3 : Business Communication• PLO4 : Teamwork• PLO5 : Responsible Business Practice• PLO6 : Global and Cultural Competence• PLO7 : Leadership Development• PLO2 : Problem Solving

Assessment Details

IT1 Sponsor Organisation Analysis

Assessment Overview

By the end of the 2nd week of INFS2101, scholars must submit the contact information and Professional Development Agreement (PDA). This is done online via the UNSW Co-op Program Career Manager.

Scholars must submit the INFS2101 Sponsor Organisation Analysis by the end of the 5th week of INFS2101 to the LIC. This sponsor organisation analysis should address the following issues:

- * The nature of the sponsor's industry and its economic significance.
- * Main participants in the industry, market concentration, products.
- * Information systems issues relevant to the industry.
- * Key challenges, issues and developments facing the industry and the IS/IT profession.

The report should be written to an academic (with IS/IT knowledge). Use the appropriate type of vocabulary, structure and level of technicality for this audience. The report should be up to 2 pages in length (no more than 1000 words). Reports will be assessed based on the quality and depth of the research undertaken as well as the quality of their written communication skills.

Course Learning Outcomes

- CLO1 : Describe the sponsoring organisations' business practices relevant to the discipline of information systems and technology management.
- CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of information systems and technology management practices in attaining the sponsor organisation's goals.
- CLO4 : Undertake relevant research in IS/IT within a particular industry.
- CLO5 : Communicate effectively business ideas and concepts in oral and written forms.

Assessment Length

TBA

Assignment submission Turnitin type

Not Applicable

IT1 End of Industry Placement Presentation

Assessment Overview

Within their last 2 weeks, Scholars are required to make a 20 minute oral presentation. Please refer to the UNSW Co-op Industry Placement Guidelines End of Industry Placement Presentation for the topics to be addressed in the presentation.

Scholars will be assessed on the presentation's content (topic, structure, clarity, level of understanding) as well as on the scholars presentation and communication skills (confidence, clarity, use of technology, appropriate pitch).

Presentations should be professional - addressed to an audience with industry and IS/IT knowledge. Scholars should pitch their presentation to their sponsor organisation, their sponsor supervisor(s) and relevant colleagues and management and use an appropriate range of vocabulary and behave professionally.

Your Academic Mentor and/or LIC, UNSW Co-op Program Office staff will attend. Scholars are required to advise in advance - the Academic Mentor and/or LIC and UNSW Co-op Program Office - of the date of the presentation. All relevant staff at the sponsor organisation should also be invited to attend. Scholars should request that their sponsor supervisor preview the presentation prior in order to ensure there is no loss of confidential information.

For your INFS2101 grade to be updated to an SY, you will need to provide a PDF copy of your End-of-IT1 Presentation slides to the School – istmco-op@unsw.edu.au

Course Learning Outcomes

- CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of information systems and technology management practices in attaining the sponsor organisation's goals.
- CLO3 : Illustrate how the sponsor organisation could use information systems (IS) and information technology (IT) to improve organisational efficiency and effectiveness.
- CLO4 : Undertake relevant research in IS/IT within a particular industry.
- CLO5 : Communicate effectively business ideas and concepts in oral and written forms.
- CLO6 : Collaborate effectively and display collaborative skills in teamwork.
- CLO7 : Analyse and describe the professional competencies and skills gained - within an organisational context.
- CLO8 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.

Assessment Length

TBA

Assignment submission Turnitin type

Not Applicable

Sponsor Evaluation

Assessment Overview

Within 2 weeks of completing IT1, sponsors will complete a Sponsor Evaluation for a UNSW Co-

op Program Scholar using the template provided by the UNSW Co-op Office. Sponsors will evaluate the Scholar's performance on INFS2101 across a number of categories. Including; Business awareness, professionalism, communication and team-work skills, technical as well as analytical skills and abilities, overall strengths and areas for improvement.

Scholars must submit this performance evaluation and their completed Scholar Evaluation of Industry Placement online (Co-op Program Career Manager) within 2-3 weeks of completing their IT1 placement.

Scholars should also provide a copy of their sponsor evaluation for the sponsor's HR file and augment with any additional Scholar evaluation comments. In the event scholars cannot submit an assessment by the assigned date, scholars should discuss the submission date with the LIC.

For your INFS2101 grade to be updated to an SY, you will need to provide a PDF copy of your End-of-IT1 Sponsor Evaluation to the School – istmco-op@unsw.edu.au

Course Learning Outcomes

- CLO1 : Describe the sponsoring organisations' business practices relevant to the discipline of information systems and technology management.
- CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of information systems and technology management practices in attaining the sponsor organisation's goals.
- CLO3 : Illustrate how the sponsor organisation could use information systems (IS) and information technology (IT) to improve organisational efficiency and effectiveness.
- CLO4 : Undertake relevant research in IS/IT within a particular industry.
- CLO5 : Communicate effectively business ideas and concepts in oral and written forms.
- CLO6 : Collaborate effectively and display collaborative skills in teamwork.
- CLO7 : Analyse and describe the professional competencies and skills gained - within an organisational context.
- CLO8 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.
- CLO9 : Display emotional intelligence and self-awareness of own cognitive abilities and values through reflective practice.

Detailed Assessment Description

Within 2 weeks of completing IT1, sponsors will complete a Sponsor Evaluation for a UNSW Co-op Program Scholar using the template provided by the UNSW Co-op Office. Sponsors will evaluate the Scholar's performance on INFS2101 across a number of categories. Including; Business awareness, professionalism, communication and team-work skills, technical as well as analytical skills and abilities, overall strengths and areas for improvement.

Scholars must submit this performance evaluation and their completed Scholar Evaluation of Industry Placement online (Co-op Program Career Manager) within 2-3 weeks of completing their

IT1 placement.

Scholars should also provide a copy of their sponsor evaluation for the sponsor's HR file and augment with any additional Scholar evaluation comments. In the event scholars cannot submit an assessment by the assigned date, scholars should discuss the submission date with the LIC. For your INFS2101 grade to be updated to an SY - you will need to provide a PDF copy of your IT1 Sponsor Evaluation to the LIC via email - as well as upload onto Career Manager.

Assessment Length

TBA

Assignment submission Turnitin type

Not Applicable

IT1 Personal Reflective Journal

Assessment Overview

Scholars are required to maintain a personal reflection journal throughout their INFS2101 placement. The personal reflection journal is to be used as a tool to assist scholars' development of their professional skills.

Scholars should perform a self-assessment at the beginning of INFS2101. Reflect on your professional competencies, assess the sponsor's expectations of a new graduate's competencies, and establish benchmarks to self-evaluate competencies throughout INFS2101. Gather a list of the competencies desired for employees by your sponsor organisation. These can often be found on the sponsor's intranet in the HR area under employee learning and development. You can also refer to the professional attributes listed on the Co-op Career Manager website as well as the UNSW Business School Graduate Attributes.

Compile a list of professional competencies and use the list as a self-evaluation tool to assess your own professional skills. Once you have established a base-line for your professional competences (e.g., poor, good, very good), set goals regarding which competencies need to be developed and how you will attempt to develop these skills. You may consider discussing your competencies with your sponsor supervisor.

Progressively throughout the INFS2101 placement, you should self-assess to determine the extent to which you are achieving your goals and outline what you can do in the following weeks to improve your professional development. You will then draw on this Personal Reflection Journal to prepare your End-of-IT1 Presentation. This journal should be submitted at the end of INFS2101.

Course Learning Outcomes

- CLO1 : Describe the sponsoring organisations' business practices relevant to the discipline of information systems and technology management.
- CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of information systems and technology management practices in attaining the sponsor organisation's goals.
- CLO4 : Undertake relevant research in IS/IT within a particular industry.
- CLO5 : Communicate effectively business ideas and concepts in oral and written forms.
- CLO7 : Analyse and describe the professional competencies and skills gained - within an organisational context.
- CLO8 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.
- CLO9 : Display emotional intelligence and self-awareness of own cognitive abilities and values through reflective practice.

Assessment Length

TBA

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.

You are expected to complete all assessment tasks for your courses in the School of Information Systems and Technology Management. Classes are highly practical and relevant to your assessments, so you are expected to attend at least 80% of all scheduled classes.

Where group assignments are used, team members are expected to work in a harmonious and professional fashion, which includes adequate management of non-performing members. You should inform your tutor as soon as possible if you experience problems within a project team.

You may be required to evaluate the contribution of each team member (including yourself) in group work and marks for individual students may be adjusted based on peer assessment.

Grading Basis

Satisfactory

Requirements to pass course

Scholars are expected to submit and receive a satisfactory grade across all of their INFS2101 Deliverables.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Project	INFS2101 starts early-mid January of the calendar year. Course officially starts Wk 1 T1 • Scholars will have commenced Industry Placement at sponsor organisation
	Assessment	• Scholars start preparing INFS2101 details and Professional Development Agreement (PDA) for submission via Career Manager. By end of Week 2 of T2 • Scholars will have commenced work on their: INFS2101 Sponsor Organisation Analysis (15%) INFS2101 Personal Reflection Journal (25%); design and initial entries
Week 2 : 19 February - 25 February	Project	Scholars continue Industry Placement 1 at sponsor organisation • Scholars liaise with Academic Mentors and/or LIC to organise site visits. • Scholars to organise a suitable time with Academic Mentor and/or LIC and to discuss scholar's progress and overall objectives of INFS2101.
	Assessment	Scholars continue work on INFS2101 deliverables • IT1 Sponsor Organisation Analysis (15%) - due Wk 5 of T1 • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year
Week 3 : 26 February - 3 March	Project	Scholars continue Industry Placement 1 at sponsor organisation.
	Assessment	Scholars continue work on INFS2101 deliverables • IT1 Sponsor Organisation Analysis (15%) - due Wk 5 of T1 • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year
Week 4 : 4 March - 10 March	Project	Scholars continue Industry Placement 1 at sponsor organisation
	Assessment	Scholars continue work on INFS2101 deliverables • IT1 Sponsor Organisation Analysis (15%) - due Wk 5 of T1 • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year
Week 5 : 11 March - 17 March	Project	Scholars continue Industry Placement 1 at sponsor organisation
	Assessment	Scholars submit INFS2101 deliverable: • IT1 Sponsor Organisation Analysis (15%) - due Wk 5 of T1 Scholars continue work on INFS2101 deliverables • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year
Week 6 : 18 March - 24 March	Project	Scholars continue Industry Placement 1 at sponsor organisation
	Assessment	Scholars continue work on INFS2101 deliverables • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year
Week 7 : 25 March - 31 March	Project	Scholars continue Industry Placement 1 at sponsor organisation
	Assessment	Scholars continue work on INFS2101 deliverables • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year
Week 8 : 1 April - 7 April	Project	Scholars continue Industry Placement 1 at sponsor organisation
	Assessment	Scholars continue work on INFS2101 deliverables • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year
Week 9 : 8 April - 14 April	Project	Scholars continue Industry Placement 1 at sponsor organisation
	Assessment	Scholars continue work on INFS2101 deliverables • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year Scholars commence planning of End-of-Industry Placement presentation with LIC and Academic Mentor and Sponsor Supervisor(s) and representative(s). Academic Mentors and/or LIC to attend End-of-IT1 presentations. INFS2101 concludes end-May/early-June of the calendar year.
Week 10 : 15 April - 21 April	Project	Scholars continue Industry Placement 1 at sponsor organisation
	Assessment	Scholars continue work on INFS2101 deliverables • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year Scholars commence planning of End-of-Industry Placement presentation with LIC and Academic Mentor and Sponsor Supervisor(s) and representative(s). Academic Mentors and/or LIC to attend End-of-IT1 presentations.

		INFS2101 concludes end-May/early-June of the calendar year.
Week 11 : 22 April - 28 April	Project	Scholars continue Industry Placement 1 at sponsor organisation
	Assessment	<p>Scholars continue work on INFS2101 deliverables</p> <ul style="list-style-type: none"> • IT1 Personal Reflective Journal (25%) - due at the completion of IT1 - early-June of the calendar year <p>Scholars commence planning of End-of-Industry Placement presentation with LIC and Academic Mentor and Sponsor Supervisor(s) and representative(s). Academic Mentors and/or LIC to attend End-of-IT1 presentations.</p> <p>INFS2101 concludes end-May/early-June of the calendar year.</p>
Week 12 : 29 April - 5 May	Project	<ul style="list-style-type: none"> • Scholars commence planning of End-of-Industry Placement presentation with LIC and Academic Mentor and Sponsor Supervisor(s) and representative(s). • Academic Mentors and/or LIC to attend End-of-IT1 presentations. • End-May early-June: Scholars present their End-of-Industry Placement presentation to Academic Mentor(s) and/or LIC, UNSW Co-op Office Staff, and Sponsor Supervisor(s) and representative(s). • INFS2101 concludes early-June of the calendar year.
	Assessment	<p>end-May early-June:</p> <p>Scholars finalise and submit INFS2101 deliverables due at the end of IT1 - via email to LIC and also upload (2) and (3) onto Career Manager</p> <ul style="list-style-type: none"> • IT1 Personal Reflective Journal (25%) • End-of-Industry Placement Presentation (40%) (slide deck and accompanying notes) • Scholars provide Sponsor Evaluation link to Sponsor Supervisor and request the Sponsor to complete the Sponsor Evaluation (20%) • Scholars submit deliverables 2 and 3 to LIC via email and upload onto Career Manager.

Attendance Requirements

Scholars on INFS2101 must complete a 20-week Industry Placement (Work Integrated Learning component) at the Sponsor organisation. The course commences in mid-January of the calendar year and ends early-June of the calendar year.

INFS2101 commences before T1 and generally concludes by Week 1 of T2 of the calendar year.

In T1 - Scholars will have submitted: INFS2101 details to LIC and UNSW Co-op Office via Career Manager

1. Professional Development Agreement (PDA) - via Career Manager by the end of Week 2 of T1.

Scholars will have commenced work on the following deliverables, due at the end of INFS2101 (Wk 1 T2):

- (i) IT1 Sponsor Organisation Analysis (15%)
- (ii) IT1 Personal Reflective Journal (25%)

General Schedule Information

Scholars on INFS2101 must complete a 20-week Industry Placement (Work Integrated Learning component) at the Sponsor organisation. this commences in mid-January of the calendar year and ends early-June of the calendar year.

INFS2101 commences before T1 and generally concludes by Week 1 of T2 of the calendar year.

Course Resources

Prescribed Resources

There are no textbooks for this course.

Recommended Resources

Scholars are encouraged to avail themselves of courses and materials made available by the Sponsor organisation

Course Evaluation and Development

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. The School may also elicit feedback from students during the Term/s. Significant changes to courses and programs within the School are communicated to subsequent cohorts of students. Course evaluation and feedback for INFS2101 is managed via Career Manager, UNSW Co-op Office. In addition, please feel free to communicate your views/suggestions to the LiC at c.vantoorn@unsw.edu.au

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Christine Van Toorn		Quad 2092A	Please email LIC	Email c.vantoorn@unsw.edu.au for Appointment	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.