



UNSW Course Outline

ACCT3303 Industry Placement 3 - 2024

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General Course Information

Course Code : ACCT3303

Year : 2024

Term : Term 3

Teaching Period : T3

Is a multi-term course? : Yes

Additional Term(s) : 2024, Term 2

Faculty : UNSW Business School

Academic Unit : School of Accounting, Auditing and Taxation

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook](#) [Class Timetable](#)

Course Details & Outcomes

Course Description

It is the third of three fully assessable Industry Training courses Co-op Scholars complete as part of their Bachelor of Commerce (Co-op) degree. It allows you to apply the fundamental principles

of accounting and business management to accounting practices in their sponsoring organisation.

Note: Only available to Accounting, UNSW Business School Co-op Scholars.

Course Aims

This course is only available to UNSW's Accounting & Business Management Co-op Scholars in the Business School. It is the third of three fully assessable Industry Training courses Co-op Scholars complete as part of their Bachelor of Commerce (Co-op) degree. ACCT3303 allows scholars to apply the fundamental principles of accounting and business management to accounting practices in their sponsoring organization.

This course is designed:

- To evaluate and reflect on the knowledge students have gained over the course of their BCom (Coop) program and IT placements.
- To consolidate the key professional skills that students require for entry-level success in the accounting practice.
- To give students the opportunity to reflect upon their own personal leadership style and on the leadership needs of business and of teams.
- To develop students' professional judgment and decision-making skills.
- To reflect insightfully on students' personalized industry training experiences.

Course Learning Outcomes

Course Learning Outcomes
CL01 : Describe the sponsoring organisations' business practices relevant to the discipline of accounting and business management.
CL02 : Apply tools, techniques and frameworks to evaluate and understand the role of accounting and business management practices in attaining the sponsor organisation's goals.
CL03 : Demonstrate the professional competencies accounting students need for entry-level success in sponsor organisation.
CL04 : Discuss the importance of relationships within the sponsor's workplace.
CL05 : Critically analyse accounting and business management concepts through reflective practice.
CL06 : Communicate ideas in a succinct and clear manner for a business context.
CL07 : Collaborate effectively and display collaborative skills in teamwork.

Course Learning Outcomes	Assessment Item
CL01 : Describe the sponsoring organisations' business practices relevant to the discipline of accounting and business management.	• Assessment 1: Pre-placement sponsor organization analysis
CL02 : Apply tools, techniques and frameworks to evaluate and understand the role of accounting and business management practices in attaining the sponsor organisation's goals.	• Assessment 2: IT3 presentation
CL03 : Demonstrate the professional competencies accounting students need for entry-level success in sponsor organisation.	• Assessment 4: IT3 sponsor evaluation • Assessment 2: IT3 presentation
CL04 : Discuss the importance of relationships within the sponsor's workplace.	• Assessment 4: IT3 sponsor evaluation • Assessment 2: IT3 presentation
CL05 : Critically analyse accounting and business management concepts through reflective practice.	• Assessment 3: IT3 research project report • Assessment 2: IT3 presentation
CL06 : Communicate ideas in a succinct and clear manner for a business context.	• Assessment 3: IT3 research project report • Assessment 2: IT3 presentation
CL07 : Collaborate effectively and display collaborative skills in teamwork.	• Assessment 3: IT3 research project report • Assessment 4: IT3 sponsor evaluation • Assessment 2: IT3 presentation

Learning and Teaching Technologies

Moodle - Learning Management System

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Assessment 1: Pre-placement sponsor organization analysis Assessment Format: Individual Short Extension: Yes (7 days)	10%	
Assessment 2: IT3 presentation Assessment Format: Individual	30%	
Assessment 3: IT3 research project report Assessment Format: Individual	30%	
Assessment 4: IT3 sponsor evaluation Assessment Format: Individual	30%	

Assessment Details

Assessment 1: Pre-placement sponsor organization analysis

Assessment Overview

This task requires students to demonstrate their understanding of the industry they are placed along with key aspects of the sponsor organization they are placed at. This includes key business practices, customer markets, product/service strategies along with key industry drivers.

Assesses: PLO1

Course Learning Outcomes

- CL01 : Describe the sponsoring organisations' business practices relevant to the discipline of accounting and business management.

Detailed Assessment Description

Assessment Overview

This task requires students to demonstrate their understanding of the industry they are placed along with key aspects of the sponsor organization they are placed at. This includes key business practices, customer markets, product/service strategies along with key industry drivers.

Assesses: PLO1

Assessment Description

Pre-Placement Sponsor Organization Analysis (10%)

Written Presentation - submit PPTs covering the following:

- The nature of the sponsor's industry and its economic significance
- Main participant's in the industry, market concentration, products
- Accounting issues relevant to the industry
- Key challenges, issues and developments facing the industry and the accounting profession.

Assignment submission Turnitin type

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

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see [here](#).

Assessment 2: IT3 presentation

Assessment Overview

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

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

Course Learning Outcomes

- CLO2 : Apply tools, techniques and frameworks to evaluate and understand the role of accounting and business management practices in attaining the sponsor organisation's goals.
- CLO3 : Demonstrate the professional competencies accounting students need for entry-level success in sponsor organisation.
- CLO4 : Discuss the importance of relationships within the sponsor's workplace.
- CLO5 : Critically analyse accounting and business management concepts through reflective practice.
- CLO6 : Communicate ideas in a succinct and clear manner for a business context.
- CLO7 : Collaborate effectively and display collaborative skills in teamwork.

Detailed Assessment Description

Assessment Overview

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

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

Assessment Description

IT3 scholar presentation (30%) summarizes reflections, learning experience and projects worked on during placement

Assignment submission Turnitin type

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

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see [here](#).

Assessment 3: IT3 research project report

Assessment Overview

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

Assesses: PLO2, PLO3, PLO4, PLO6, PLO7

Course Learning Outcomes

- CL05 : Critically analyse accounting and business management concepts through reflective practice.
- CL06 : Communicate ideas in a succinct and clear manner for a business context.
- CL07 : Collaborate effectively and display collaborative skills in teamwork.

Detailed Assessment Description

Assessment Overview

This task requires students to engage in a research project with their sponsor organization. Here

students are expected to research their industry, their sponsor organization, and to generate solutions to key business problems/opportunities.

Assesses: PLO2, PLO3, PLO4, PLO6, PLO7

Assessment Description

IT3 research project report (30%) summarizes a specific individual research project students engage in during their time in placement. This project should be part of the scholar presentation

Assignment submission Turnitin type

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

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see [here](#).

Assessment 4: IT3 sponsor evaluation

Assessment Overview

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

Assesses: PLO2, PLO3, PLO4, PLO6, PLO7

Course Learning Outcomes

- CL03 : Demonstrate the professional competencies accounting students need for entry-level success in sponsor organisation.
- CL04 : Discuss the importance of relationships within the sponsor's workplace.
- CL07 : Collaborate effectively and display collaborative skills in teamwork.

Detailed Assessment Description

Assessment Overview

This task is a performance evaluation of the student by the sponsor organization. Here the

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

Assesses: PLO2, PLO3, PLO4, PLO6, PLO7

Assessment Description

IT3 sponsor evaluation (30%) summarizes the sponsors evaluation of the student placement and work performance.

Assignment submission Turnitin type

This is not a Turnitin assignment

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see [here](#).

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 Code of Conduct](#) with respect to academic integrity, the University may take disciplinary action. 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 Code of Conduct, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

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

assessment section of this course outline.

Grading Basis

Satisfactory

Requirements to pass course

There are two distinct components to this course – the professional placement and the academic assessment. Both components must be completed successfully to achieve a Satisfactory grade for this course.

The course is not marked & graded (ie. you receive an SY / USY result). At the end of the first term of the placement students will receive an EC (continuing) grade. Students only receive a SY (satisfactory) when they have completed all course requirements and assessable tasks across the full 24 weeks (2 terms) to the satisfactory level required (see assessment section below).

To receive an SY (satisfactory) grade in this course, you must:

- satisfactorily complete all assessment tasks (both placement and academic components).
- successfully complete the minimum number of practical hours/weeks required.
- receive a satisfactory Performance Evaluation from the sponsor supervisor.

Course Schedule

Attendance Requirements

Not Applicable - as no class attendance is required

Course Resources

Prescribed Resources

The websites for this course are:

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

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

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

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

Career Manager Support

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

Hours: Monday - Friday: 9am - 5pm

Email: cooprog@unsw.edu.au

Phone: 02 9385 5116

Moodle eLearning Support

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

For login issues:

UNSW IT Service Centre

Hours: Monday - Friday: 8am - 8pm

Saturday and Sunday: 11am - 2pm

Email: ITServiceCentre@unsw.edu.au

Phone: Internal: x51333

External: 02 9385 1333

International: +61 2 9385 1333

For help with technical problems:

External TELT Support

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

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

Email: externaleltsupport@unsw.edu.au

Phone: Internal: x53331

External: 02 9385 3331

International: +61 2 9385 3331

Other resources

The following websites are also useful sources:

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

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

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

Staff Details

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

Other Useful Information

Academic Information

COURSE POLICIES AND SUPPORT

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

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

Further information is provided on the [Policies and Guidelines](#) 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 [Policies and Guidelines](#) page. For PG Research PLOs, including MPDBS, please refer to [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 Code of Conduct](#) with respect to academic integrity, the University may take disciplinary action. 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 Code of Conduct, 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

SHORT EXTENSIONS

Short Extension is a new process that allows you to apply for an extended deadline on your assessment without the need to provide supporting documentation, offering immediate approval during brief, life-disrupting events. Requests are automatically approved once submitted.

Short extensions are **ONLY** available for some assessments. Check your course outline or Moodle to see if this is offered for your assessments. Where a short extension exists, all students enrolled in that course in that term are eligible to apply. Further details are available the UNSW [Current Students](#) page.

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. Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable.

Applications can only be made online and will **NOT** be accepted by teaching staff. 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. The majority of applications will be processed within 3-5 working days.

For further information, and to apply, see Special Consideration on the UNSW [Current Students](#) page.

LATE SUBMISSION PENALTIES

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. In the case of an approved Equitable Learning Plan (ELP) provision, special consideration or short extension, the late penalty applies from the date of approved time extension. After five days from the extended deadline, the assessment cannot be submitted.

An assessment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the 'wrong' assessment has been submitted.

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

FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

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

Faculty-specific Information

PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

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

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

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

COURSE EVALUATION AND DEVELOPMENT

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

QUALITY ASSURANCE

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

TEACHING TIMES AND LOCATIONS

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

School Contact Information

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

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

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

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

9am-5pm. Tutoring staff often have other jobs and require 48 hours within regular business office hours to reply to emails.

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