



## UNSW Course Outline

# COMM3999 myBCom Graduation Portfolio - 2024

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## General Course Information

**Course Code :** COMM3999

**Year :** 2024

**Term :** Summer

**Teaching Period :** U1

**Is a multi-term course? :** No

**Faculty :** UNSW Business School

**Academic Unit :** UNSW Business School

**Delivery Mode :** Online

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 0

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

The COMM3999 myBCom Graduation Portfolio is the final part of a degree-spanning professional development exercise (myBCom) to ensure students are well-positioned to demonstrate employability standards in contextualised skills and capabilities, complemented by

work-integrated learning and engagement in specialised learning communities.

In combination with the COMM1999 myBCom First Year Portfolio, it requires students to consciously reflect on the senior years of their BCom as a platform/vehicle to develop/build professional skills for graduate success. Many UNSW Business School students bring a strong 'results focus' with them. This mindset is harnessed and scaffolded through the integrative portfolio developed across the program and showcased upon graduation.

The myBCom Graduation Portfolio culminates in students curating their portfolio and producing learning statements in a personally selected or university ePortfolio platform that reflects their identity as a UNSW Business School BCom graduate. BCom students will communicate their professional digital identity narratives through the purposeful selection of digital artefacts focused on showcasing the BCom Program Learning Outcomes (PLO). Evidence of these outcomes include applied knowledge, problem solving, communication, teamwork, responsible business practice, global and cultural competence and leadership and align to the UNSW Graduate Attributes. Ongoing guidance and support are also essential to achieving the development intent of the portfolio assessments and scaffolded throughout.

Students are required to complete activities on the myBCom platform: [mybcom.unsw.edu.au](http://mybcom.unsw.edu.au)

Students need to obtain at minimum 40 points per PLO (course and experience) on the myBCom platform by the end of term as a component to passing the course.

## Course Aims

COMM3999 is a compulsory 'gateway' as you complete your Bachelor of Commerce degree. COMM3999 should be completed in the final term of your degree.

## Relationship to Other Courses

COMM3999 is a compulsory 'gateway' as you complete your Bachelor of Commerce degree. COMM3999 should be completed in the final term of your degree.

# Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Collect, select, and curate evidence of learning and skill development, to showcase personal achievements through the Program Learning Outcomes and UNSW graduate attributes	• PLO7 : Leadership Development
CLO2 : Curate an integrative portfolio to demonstrate achievements of PLOs and UNSW graduate attributes to a professional audience, effectively communicating orally, in writing, and through digital media.	• PLO3 : Business Communication
CLO3 : Demonstrate evidence-based business communication skills to meaningfully reflect on future career planning and life long learning.	• PLO2 : Problem Solving
CLO4 : Demonstrate global and cultural awareness and responsible business practice including an awareness of cultures in the region and issues related to cross-cultural communication.	• PLO6 : Global and Cultural Competence
CLO5 : Engage in collaborative problem solving, and teamwork both face-to-face and in online environments.	• PLO2 : Problem Solving • PLO4 : Teamwork
CLO6 : Effectively communicate ideas, the ethical dimensions of written, digital and oral communication to a range of audiences including business leaders.	• PLO3 : Business Communication • PLO5 : Responsible Business Practice

Course Learning Outcomes	Assessment Item
CLO1 : Collect, select, and curate evidence of learning and skill development, to showcase personal achievements through the Program Learning Outcomes and UNSW graduate attributes	• Skills Dashboard
CLO2 : Curate an integrative portfolio to demonstrate achievements of PLOs and UNSW graduate attributes to a professional audience, effectively communicating orally, in writing, and through digital media.	• Evidence Showcase and repository
CLO3 : Demonstrate evidence-based business communication skills to meaningfully reflect on future career planning and life long learning.	• One minute me
CLO4 : Demonstrate global and cultural awareness and responsible business practice including an awareness of cultures in the region and issues related to cross-cultural communication.	• Evidence Showcase and repository
CLO5 : Engage in collaborative problem solving, and teamwork both face-to-face and in online environments.	• Evidence Showcase and repository
CLO6 : Effectively communicate ideas, the ethical dimensions of written, digital and oral communication to a range of audiences including business leaders.	• Evidence Showcase and repository

## Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360 | Zoom | [mybcom.unsw.edu.au](http://mybcom.unsw.edu.au)

## Learning and Teaching in this course

COMM3999 provides the opportunity to consolidate and reflect on what you have learnt across your whole degree.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
One minute me Assessment Format: Individual	10%	Start Date: Not Applicable Due Date: 25/01/2024 04:00 PM	• PLO2 : Problem Solving
Skills Dashboard Assessment Format: Individual	50%	Start Date: Not Applicable Due Date: 02/02/2024 04:00 PM	• PLO7 : Leadership Development
Evidence Showcase and repository Assessment Format: Individual	40%	Start Date: Not Applicable Due Date: 02/02/2024 04:00 PM	• PLO2 : Problem Solving • PLO3 : Business Communication • PLO4 : Teamwork • PLO5 : Responsible Business Practice • PLO6 : Global and Cultural Competence

## Assessment Details

### One minute me

#### Assessment Overview

Brief personal video – who they are, why they entered the course, and what they hoped to achieve. Provided on day one, with updated versions at various stages and published in the Evidence Showcase and Repository

Recommended feedback:

Self-, Peer-, Academic-, and careers advisor formative review.

#### Course Learning Outcomes

- CLO3 : Demonstrate evidence-based business communication skills to meaningfully reflect on future career planning and life long learning.

#### Detailed Assessment Description

Requirements:

A: Complete FWS Survey

B: 60 second video

C: transcript

Part A due: 4PM Friday 19 January

Parts B&C due: 4PM Thursday 25 January

### **Submission notes**

Submit Parts A, B and C via the links on Moodle. Please note two separate due dates: Part A due 19 January; Parts B&C due 25 January.

### **Assignment submission Turnitin type**

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

## **Skills Dashboard**

### **Assessment Overview**

Tracking skills progress on mapped/tagged assessible tasks over 2nd and 3rd year (or equivalent in double degrees). Potentially combine pre-self-assessment and course-embedded assessment indicators. Opportunities for self-reflection, sense of progress, and 'triaging' of development needs.

Suggested Feedback:

Formative feedback on dashboard through analytics and digital visualisations.

### **Course Learning Outcomes**

- CLO1 : Collect, select, and curate evidence of learning and skill development, to showcase personal achievements through the Program Learning Outcomes and UNSW graduate attributes

### **Detailed Assessment Description**

Complete all mandatory activities AND achieve at least 40 points per PLO (a minimum 10 Experience Points and minimum 20 Course Points).

All Experience Points and Mandatory activities must completed by 4PM 2 February.

**Note:** 1. Your Dashboard can take up to 10 working days to display your completed activities. Any activity completed on 2 February will be added to your Dashboard before the course result is finalised.

2. Any course points for subjects being completed in the Summer term will be added to your Dashboard before the course result is finalised.

### Assessment Length

Complete all mandatory activities AND achieve at least 40 points per PLO (a minimum 10 Experience Points and minimum 20 Course Points)

### Assignment submission Turnitin type

This is not a Turnitin assignment

## Evidence Showcase and repository

### Assessment Overview

Holistically communicating development outcomes and skills through exemplary work for employability developed across task 1 and 2.

The task has two layers:

1.

1. portfolio-based resumé (e.g., LinkedIn profile), which can be used to connect with or present to potential employers. It is expected (and encouraged) that students will use both evidence from their assessment tasks as well as evidence from their wider lives, thereby creating a rich and comprehensive portfolio of evidence and highlights a personal 'brand'.

2.

1. Curated professional graduate ePortfolio that demonstrates exemplary work for employability from coursework and beyond.

### Course Learning Outcomes

- CLO2 : Curate an integrative portfolio to demonstrate achievements of PLOs and UNSW graduate attributes to a professional audience, effectively communicating orally, in writing, and through digital media.
- CLO4 : Demonstrate global and cultural awareness and responsible business practice including an awareness of cultures in the region and issues related to cross-cultural communication.
- CLO5 : Engage in collaborative problem solving, and teamwork both face-to-face and in online environments.
- CLO6 : Effectively communicate ideas, the ethical dimensions of written, digital and oral communication to a range of audiences including business leaders.

### Detailed Assessment Description

Please log on to the myBCom platform regularly to plan and track your dashboard progress for each Program Learning Outcome, and to complete your ePortfolio.

1. (optional) submit your ePortfolio for feedback by 4PM 12 January.
2. Final (summative) assessment of ePortfolio, due date 4PM 2 February.

### Submission notes

Submit via myBCom platform

### Assignment submission Turnitin type

This is not a Turnitin assignment

## General Assessment Information

### Grading Basis

Satisfactory

### Requirements to pass course

In order to pass this course, you must:

- achieve a composite mark of at least 50 out of 100;
- meet any additional requirements described in the Assessment Summary section.

You must pass all assessment requirements in the course.

Failing to complete all assignments by their due date will result in a FL grade for the course that will appear in perpetuity on your Academic Transcript.

See the course Moodle site for detailed instructions and criteria for each of the Assignments.

## Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 1 January - 7 January	Workshop	<p>Wednesday 3 January 3PM Welcome to COMM3999</p> <p>In this Welcome session we will discuss the requirements for COMM3999, and how this course fits in to your BCom degree.</p> <p>The link for this online session will be available on Moodle by 2:50PM Wednesday 3 January.</p>

# Attendance Requirements

Not Applicable - as no class attendance is required

## General Schedule Information

There is no 'coursework' in COMM3999. You will complete two assessments (a one-minute video plus your myBCom ePortfolio) as well as having completed the requisite performance standards and requirements in the myBCom Dashboard on the myBCom platform.

We have scheduled a number of information sessions across the term for you to learn more about COMM3999, and successfully completing the assessments in the course.

# Course Resources

## 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.

There is a process of continuous feedback, consolidation and improvement implemented for the myBCom series of courses (COMM0999, COMM1999 and COMM3999). Based on feedback from students we have scheduled an introductory 1 hour information session in the first week of term plus additional 'drop in/ask question' session and workshops specific for the assignments across the term to support you successfully completing the course this term. We are also constantly expanding the list of activities that earn Course Points.

# Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Dr Veronica Smit h				by 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.