**UNSW Course Outline**

# INFS3303 Industry Placement 3 - 2024

Published on the 13 May 2024

## General Course Information

**Course Code :** INFS3303
**Year :** 2024
**Term :** Term 2
**Teaching Period :** T2
**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 :** 6

**Useful Links**

Handbook Class Timetable

## Course Details & Outcomes

### Course Description

This course provides scholars with a practical application of the advanced principles of information systems and technology management in an industry environment. The course also provides scholars with the opportunity to further develop and enhance their communication and

professional skills. This course is only available to Information Systems, UNSW Business School Co-op Scholars who are enrolled in the BIS (Coop) 3964 or the BCom IS(Coop) 3554 Degree Programs.

**Please note INFS3303 is only available to UNSW IS Co-op Scholars, and there are no options for International Fee Paying students.**

# Course Aims

The overall goal of IP3 is to provide scholars with an insight into 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 UNSW Business School Information Systems Co-op Scholars (enrolled in either the 3964 or 3554 UNSW Co-op Degree Programs). INFS3303 is the third of 3 assessable Industry Placement courses which UNSW Co-op Scholars complete as part of their UNSW Information Systems (Co-op) degree. INFS3303 builds upon the competencies gained by the Scholar during their IT2 placement INFS3202.

This course provides scholars with a practical application of the advanced principles of information systems and technology management in an industry environment. The course also provides scholars with opportunities to further develop their communication and professional skills.

# Course Learning Outcomes

| Course Learning Outcomes | Program learning outcomes |
|---|---|
| CLO1 : Identify and explain innovative business practices relevant to the discipline of information systems and technology management. | • PLO1 : Business Knowledge |
| CLO2 : Apply tools, techniques and frameworks to comprehend and evaluate the role of information systems and technology management practices in attaining the sponsor organisation's goals. | • PLO1 : Business Knowledge<br>• PLO7 : Leadership Development |
| CLO3 : Propose and demonstrate how the sponsor organisation could use information systems (IS) and information technology (IT) to improve organisational and/or managerial efficiency and effectiveness. | • PLO2 : Problem Solving |
| CLO4 : Undertake relevant research in IS/IT within a particular industry. | • PLO1 : Business Knowledge<br>• PLO2 : Problem Solving<br>• PLO6 : Global and Cultural Competence |
| CLO5 : Communicate effectively complex business ideas and concepts in oral and written forms. | • PLO3 : Business Communication |
| CLO6 : Collaborate effectively and display innovative collaborative skills in a teamwork environment. | • PLO4 : Teamwork |
| CLO7 : Describe and display the professional competencies and skills gained - within an organisational. | • PLO1 : Business Knowledge<br>• PLO3 : Business Communication<br>• PLO6 : Global and Cultural Competence<br>• PLO7 : Leadership Development |
| CLO8 : Evaluate and display an appreciation of the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT. | • PLO2 : Problem Solving<br>• PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence |
| CLO9 : Display emotional intelligence and self-awareness of own cognitive abilities and values through reflective practice. | • PLO4 : Teamwork<br>• PLO5 : Responsible Business Practice<br>• PLO7 : Leadership Development |

| Course Learning Outcomes | Assessment Item |
|---|---|
| CLO1 : Identify and explain innovative business practices relevant to the discipline of information systems and technology management. | • IT3 Personal Reflective Journal<br>• Sponsor Evaluation<br>• IT3 Research Project Report |
| CLO2 : Apply tools, techniques and frameworks to comprehend and evaluate the role of information systems and technology management practices in attaining the sponsor organisation's goals. | • IT3 End of Industry Placement Presentation<br>• IT3 Personal Reflective Journal<br>• Sponsor Evaluation<br>• IT3 Research Project Report |
| CLO3 : Propose and demonstrate how the sponsor organisation could use information systems (IS) and information technology (IT) to improve organisational and/or managerial efficiency and effectiveness. | • IT3 End of Industry Placement Presentation<br>• Sponsor Evaluation<br>• IT3 Research Project Report |
| CLO4 : Undertake relevant research in IS/IT within a particular industry. | • IT3 Personal Reflective Journal<br>• IT3 End of Industry Placement Presentation<br>• Sponsor Evaluation<br>• IT3 Research Project Report |
| CLO5 : Communicate effectively complex business ideas and concepts in oral and written forms. | • IT3 Personal Reflective Journal<br>• IT3 End of Industry Placement Presentation<br>• Sponsor Evaluation<br>• IT3 Research Project Report |
| CLO6 : Collaborate effectively and display innovative collaborative skills in a teamwork environment. | • IT3 End of Industry Placement Presentation<br>• Sponsor Evaluation<br>• IT3 Research Project Report |
| CLO7 : Describe and display the professional competencies and skills gained - within an organisational. | • IT3 Personal Reflective Journal<br>• IT3 End of Industry Placement Presentation<br>• Sponsor Evaluation<br>• IT3 Research Project Report |
| CLO8 : Evaluate and display an appreciation of the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT. | • IT3 Personal Reflective Journal<br>• IT3 End of Industry Placement Presentation<br>• Sponsor Evaluation<br>• IT3 Research Project Report |
| CLO9 : Display emotional intelligence and self-awareness of own cognitive abilities and values through reflective practice. | • IT3 Personal Reflective Journal<br>• Sponsor Evaluation<br>• IT3 Research Project Report |

# Learning and Teaching Technologies

Moodle - Learning Management System | Zoom | Microsoft Teams | As deemed necessary by the Sponsor Organisation

# Learning and Teaching in this course

INFS3303 is the final of three Industry Placement Courses which are part of the Work Integrated

Learning (WIL) component of the UNSW IS Co-op Scholarship Degree Program of study.

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 third period of Industry Placement undertaken by scholars enrolled in the UNSW IS Co-op Scholarship Degree Program of study.

# Assessments

## Assessment Structure

| Assessment Item | Weight | Relevant Dates | Program learning outcomes |
|---|---|---|---|
| IT3 Personal Reflective Journal Assessment<br>Format: Individual | 25% | Start Date: Ongoing<br>Due Date: Eng of INFS3303 | • PLO1 : Business Knowledge<br>• PLO3 : Business Communication<br>• PLO4 : Teamwork<br>• PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence<br>• PLO7 : Leadership Development |
| IT3 End of Industry Placement Presentation Assessment<br>Format: Individual | 40% | Start Date: TBA<br>Due Date: End of INFS3303 | • PLO1 : Business Knowledge<br>• PLO2 : Problem Solving<br>• PLO3 : Business Communication<br>• PLO4 : Teamwork<br>• PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence<br>• PLO7 : Leadership Development |
| Sponsor Evaluation Assessment<br>Format: Individual | 20% | Start Date: TBA<br>Due Date: End of INFS3303 | • PLO1 : Business Knowledge<br>• PLO2 : Problem Solving<br>• PLO3 : Business Communication<br>• PLO4 : Teamwork<br>• PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence<br>• PLO7 : Leadership Development |
| IT3 Research Project Report Assessment<br>Format: Individual | 15% | Start Date: TBA<br>Due Date: End of INFS3303 | • PLO1 : Business Knowledge<br>• PLO2 : Problem Solving<br>• PLO3 : Business Communication<br>• PLO4 : Teamwork<br>• PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence<br>• PLO7 : Leadership Development |

# Assessment Details
## IT3 Personal Reflective Journal

Assessment Overview

Scholars are required to maintain a personal reflection journal throughout their IT3 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 of at the beginning of IT3, they should reflect on their professional competencies, assess the sponsor's expectations of a new graduate's competencies, and establish benchmarks to self-evaluate their competencies throughout their IT3 placement.

You will need to gather a list of the competencies desired for employees by your sponsor organisation. These competencies can often be found on the sponsor's intranet in the human resource 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 Graduate Attributes.

Scholars will need to compile a list of professional competencies and use the list as a self-evaluation tool to assess their 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 IT3 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 help prepare your IT3 research report. A summary of this journal is to be submitted together with the IT3 Research Project Report at the end of IT3.

Assesses: PLO1, PLO3, PLO4, PLO5, PLO6, PLO7.

Course Learning Outcomes

- CLO1 : Identify and explain innovative business practices relevant to the discipline of information systems and technology management.
- CLO2 : Apply tools, techniques and frameworks to comprehend and evaluate 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 complex business ideas and concepts in oral and written forms.
- CLO7 : Describe and display the professional competencies and skills gained - within an organisational.
- CLO8 : Evaluate and display an appreciation of 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.

<u>Detailed Assessment Description</u>

Scholars are required to maintain a personal reflection journal throughout their IT3 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 of at the beginning of IT3, they should reflect on their professional competencies, assess the sponsor's expectations of a new graduate's competencies, and establish benchmarks to self-evaluate their competencies throughout their IT3 placement.

You will need to gather a list of the competencies desired for employees by your sponsor organisation. These competencies can often be found on the sponsor's intranet in the human resource 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 Graduate Attributes.

Scholars will need to compile a list of professional competencies and use the list as a self-evaluation tool to assess their 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 IT3 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 help prepare your IT3 research report. A summary of this journal is to be submitted together with the IT3 Research Project Report at the end of IT3.

TBA

Assignment submission Turnitin type

Not Applicable

## IT3 End of Industry Placement Presentation

Assessment Overview

Within their last two weeks, Scholars are required to make a 20-30 min oral presentation - topics to be addressed are in the UNSW Co-op IT Guidelines.
Scholars will be assessed on the presentation's content (topic, structure, clarity, level of understanding) as well as on scholar's presentation and communication skills (confidence, clarity, use of technology, appropriate pitch). The weighting of  grades for this component is: Oral Presentation 30%; Written/PowerPoint (10%).

The presentations are professional presentations that should be addressed to an audience with industry and IS/IT knowledge, that is, Scholars should pitch their presentation towards their Sponsor organisation, their Sponsor supervisor(s) and relevant colleagues and management. Scholars should use appropriate range of vocabulary and behave professionally. Your Academic Mentor and/or LIC and possibly a staff member from the UNSW Co-op Program Office 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.

Please refer to the UNSW Co-op Website and Career Manager for a list of tips on how to best structure and present this deliverable.

For your INFS3303 grade to be updated to an SY, you will need to provide a PDF copy of your End-of-IT3 Presentation slides to the School: istmco-op@unsw.edu.au

Assesses: PLO1, PLO2, PLO3, PLO4, PLO5, PLO6, PLO7.

Course Learning Outcomes

- CLO2 : Apply tools, techniques and frameworks to comprehend and evaluate the role of information systems and technology management practices in attaining the sponsor

organisation's goals.

- CLO3 : Propose and demonstrate how the sponsor organisation could use information systems (IS) and information technology (IT) to improve organisational and/or managerial efficiency and effectiveness.
- CLO4 : Undertake relevant research in IS/IT within a particular industry.
- CLO5 : Communicate effectively complex business ideas and concepts in oral and written forms.
- CLO6 : Collaborate effectively and display innovative collaborative skills in a teamwork environment.
- CLO7 : Describe and display the professional competencies and skills gained - within an organisational.
- CLO8 : Evaluate and display an appreciation of the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.

<u>Detailed Assessment Description</u>

Within their last two weeks, Scholars are required to make a 20-30 min oral presentation - topics to be addressed are in the UNSW Co-op IT Guidelines.

Scholars will be assessed on the presentation's content (topic, structure, clarity, level of understanding) as well as on scholar's presentation and communication skills (confidence, clarity, use of technology, appropriate pitch). The weighting of  grades for this component is: Oral Presentation 30%; Written/PowerPoint (10%).

The presentations are professional presentations that should be addressed to an audience with industry and IS/IT knowledge, that is, Scholars should pitch their presentation towards their Sponsor organisation, their Sponsor supervisor(s) and relevant colleagues and management. Scholars should use appropriate range of vocabulary and behave professionally. Your Academic Mentor and/or LIC and a staff member from the UNSW Co-op Program Office 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.

Please refer to the UNSW Co-op Website and Career Manager for a list of tips on how to best structure and present this deliverable.

For your INFS3303 grade to be updated to an SY, you will need to provide a PDF copy of your End-of-IT3 Presentation slides to the School: istmco-op@unsw.edu.au with a cc to c.vantoorn@unsw.edu.au

### Assessment Length

TBA

### Assignment submission Turnitin type

Not Applicable

## Sponsor Evaluation

### Assessment Overview

Within 2 weeks of completing IT3 sponsors will complete a Sponsor Evaluation for a UNSW Co-op Program Scholar using the template provided by the UNSW Co-op Office. Scholars must submit this performance evaluation and their completed Scholar Evaluation of Industry Placement online (Co-op Program Career Manager) and also to SISTM. 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 INFS3303 grade to be updated to an SY - you will need to provide a PDF copy of your IT3 Sponsor Evaluation to the School - istmco-op@unsw.edu.au

Assesses: PLO1, PLO2, PLO3, PLO4, PLO5, PLO6, PLO7.

### Course Learning Outcomes

- CLO1 : Identify and explain innovative business practices relevant to the discipline of information systems and technology management.
- CLO2 : Apply tools, techniques and frameworks to comprehend and evaluate the role of information systems and technology management practices in attaining the sponsor organisation's goals.
- CLO3 : Propose and demonstrate how the sponsor organisation could use information systems (IS) and information technology (IT) to improve organisational and/or managerial efficiency and effectiveness.
- CLO4 : Undertake relevant research in IS/IT within a particular industry.
- CLO5 : Communicate effectively complex business ideas and concepts in oral and written forms.
- CLO6 : Collaborate effectively and display innovative collaborative skills in a teamwork environment.
- CLO7 : Describe and display the professional competencies and skills gained - within an organisational.
- CLO8 : Evaluate and display an appreciation of 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.

<u>Detailed Assessment Description</u>

Within 2 weeks of completing IT3, sponsors will complete a Sponsor Evaluation for a UNSW Co-op Program Scholar using the template provided by the UNSW Co-op Office. Scholars must submit this performance evaluation and their completed section - the Scholar Evaluation of Industry Placement - online via UNSW Co-op Program Career Manager, **and also to SISTM**, please email c.vantoorn@unsw.edu.au. 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 INFS3303 grade to be updated to an SY - you will need to provide a PDF copy of your IT3 Sponsor Evaluation to the School - istmco-op@unsw.edu.au with a cc to c.vantoorn@unsw.edu.au.

<u>Assessment Length</u>

TBA

<u>Assignment submission Turnitin type</u>

Not Applicable

## IT3 Research Project Report

<u>Assessment Overview</u>

For IP3, you are required to prepare a report on the following:

- Drawing on your personal reflections diary, discuss the growth of your professional competencies during your Placement and insights gained on the importance of professional competences in your sponsor's workplace.
- Where possible, apply knowledge gained through your tertiary studies at UNSW; provide recommendations where the sponsor may be able to improve its performance evaluation criteria and/or processes used for new graduates.

This report is due at the end of your IT3 placement. The Research Report should be written in a formal 'business report' format. Please see the UNSW Co-op Website and Career Manager for a list of tips.

Assesses: PLO1, PLO2, PLO3, PLO4, PLO5, PLO6, PLO7.

Course Learning Outcomes

- CLO1 : Identify and explain innovative business practices relevant to the discipline of information systems and technology management.
- CLO2 : Apply tools, techniques and frameworks to comprehend and evaluate the role of information systems and technology management practices in attaining the sponsor organisation's goals.
- CLO3 : Propose and demonstrate how the sponsor organisation could use information systems (IS) and information technology (IT) to improve organisational and/or managerial efficiency and effectiveness.
- CLO4 : Undertake relevant research in IS/IT within a particular industry.
- CLO5 : Communicate effectively complex business ideas and concepts in oral and written forms.
- CLO6 : Collaborate effectively and display innovative collaborative skills in a teamwork environment.
- CLO7 : Describe and display the professional competencies and skills gained - within an organisational.
- CLO8 : Evaluate and display an appreciation of 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

For IP3, you are required to prepare a report on the following:

- Drawing on your personal reflections diary, discuss the growth of your professional competencies during your Placement and insights gained on the importance of professional competences in your sponsor's workplace.
- Where possible, apply knowledge gained through your tertiary studies at UNSW; provide recommendations where the sponsor may be able to improve its performance evaluation criteria and/or processes used for new graduates.

This report is due at the end of your IT3 placement. The Research Report should be written in a formal 'business report' format. Please see the UNSW Co-op Website and Career Manager for a list of tips.

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, regular attendance at your Sponsor organisation is a vital component of INFS3303.

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 LiC 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.

<u>Grading Basis</u>

Satisfactory

<u>Requirements to pass course</u>

Satisfactory performance across all INFS3303 deliverables

# Course Schedule

| Teaching Week/Module | Activity Type | Content |
|---|---|---|
| Week 0 : 20 May - 26 May | Project | INFS3303 does not commence until Wk 6 of T2 of the calendar year<br>Course officially starts Wk 6 T2 |
| Week 1 : 27 May - 2 June | Project | INFS3303 does not commence until Wk 6 of T2 of the calendar year<br>Course officially starts Wk 6 T2 |
| Week 2 : 3 June - 9 June | Project | INFS3303 does not commence until Wk 6 of T2 of the calendar year<br>Course officially starts Wk 6 T2 |
| Week 3 : 10 June - 16 June | Project | INFS3303 does not commence until Wk 6 of T2 of the calendar year<br>Course officially starts Wk 6 T2 |
| Week 4 : 17 June - 23 June | Project | INFS3303 does not commence until Wk 6 of T2 of the calendar year<br>Course officially starts Wk 6 T2 |
| Week 5 : 24 June - 30 June | Project | INFS3303 does not commence until Wk 6 of T2 of the calendar year<br>Course officially starts Wk 6 T2 |
| Week 6 : 1 July - 7 July | Project | INFS3303 officially starts in Wk 6 of T2 of the Calendar year.<br>• Scholars commence INFS3303 at Industry Sponsor Location<br>• Scholars liaise with Academic Mentors and/or LIC to arrange meeting/s and discuss overall objectives for INFS3303 in accordance with UNSW Co-op Industry Placement Guidelines.<br>• Visits will generally take place on Campus (UNSW, Kensington) or online via Microsoft Teams/Zoom. |
|  | Assessment | • Scholars start preparing INFS3303 details and Professional Development Agreement (PDA) for submission via Career Manager. By end of Week 7 of T2<br>• Scholars will commence work on their: INFS3303 Personal Reflection Journal (25%); design and initial entries |
| Week 7 : 8 July - 14 July | Project | Scholars continue INFS3303 - Industry Placement 3 - at sponsor organisation |
|  | Assessment | • Scholars continue work on their INFS3303 Personal Reflection Journal (25%) - design and initial entries |
| Week 8 : 15 July - 21 July | Project | Scholars continue INFS3303 - Industry Placement 3 - at sponsor organisation |
|  | Assessment | • Scholars continue work on their INFS3303 Personal Reflection Journal (25%) - daily and weekly entries |
| Week 9 : 22 July - 28 July | Project | Scholars continue INFS3303 - Industry Placement 3 - at sponsor organisation |
|  | Assessment | • Scholars continue work on their INFS3303 Personal Reflection Journal (25%) - daily and weekly entries<br>• Scholars commence working on their INFS3303 Research Project Report (15%) - scoping and pre-feasibility |
| Week 10 : 29 July - 4 August | Project | Scholars continue INFS3303 - Industry Placement 3 - at sponsor organisation |
|  | Assessment | • Scholars continue work on their INFS3303 Personal Reflection Journal (25%) - daily and weekly entries<br>• Scholars commence working on their INFS3303 Research Project Report (15%) - scoping and pre-feasibility |
| Week 11 : 5 August - 11 August | Project | Scholars continue INFS3303 - Industry Placement 3 - at sponsor organisation |
|  | Assessment | • Scholars continue work on their INFS3303 Personal Reflection Journal (25%) - daily and weekly entries<br>• Scholars continue working on their INFS3303 Research Project Report (15%) - scoping and feasibility |
| Week 12 : 12 August - 18 August | Project | Scholars continue INFS3303 - Industry Placement 3 - at sponsor organisation |
|  | Assessment | • Scholars continue work on their INFS3303 Personal Reflection Journal (25%) - daily and weekly entries<br>• Scholars continue working on their INFS3303 Research Project Report (15%) |

# Attendance Requirements

Scholars on INFS3303 must complete a 24-week Industry Placement (Work Integrated Learning component) at the Sponsor organisation. The course commences in Mid July (Wk 6 of T2) of the

calendar year and continues into T3 of the calendar year, ending in Mid Dec

INFS3303 commences Wk 6 of T2  and generally concludes after the end of T3 - Mid Dec of the calendar year.

## General Schedule Information

Scholars on INFS3303 must complete a 24-week Industry Placement (Work Integrated Learning component) at the Sponsor organisation. this commences in Wk 6 of T2 - Mid July of the calendar year and ends after the end of T3 - Mid Dec of the calendar year.

# Course Resources

## Prescribed Resources

There are no textbooks for this course.

Additional readings/articles of interest may be provided, these reading may assist scholars with the preparation of deliverables.

## Recommended Resources

Scholars are encouraged to avail themselves of resources 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 INFS3303 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 Plagarism

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.