UNSW Course Outline

COMM1999 myBCom First Year Portfolio - 2024

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General Course Information

Course Code : COMM1999
Year : 2024
Term : Term 1
Teaching Period : T1
Is a multi-term course? : No
Faculty : UNSW Business School
Academic Unit : UNSW Business School
Delivery Mode : 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

In this course, students reflect on their own experiences accumulated through the coursework and co-curricular activities in the Bachelor of Commerce Integrated First Year. The myBCom First Year Portfolio has been designed for students to develop and demonstrate the acquisition of the

first year standard of the BCom Program Learning Outcomes through a range of evidence. Through review and reflection on learning artefacts and experiences collected throughout the Integrated First Year, students will identify evidence that demonstrates the minimum standards to curate an experiential and integrative portfolio. The curated portfolio demonstrates learning across the BCom through 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. The myBCom First Year Portfolio learning design promotes the knowledge, understanding, and skills that promote success across the BCom via a skills dashboard and curated learning portfolio that serves as supplementary documentation for potential employers or further academic study.

Students need to obtain at minimum 25 points per PLO (course and experience) on the myBCom platform by the end of term as a component to passing the course.

Course Aims

COMM1999 is a compulsory 'gateway' in your Bachelor of Commerce degree. COMM1999 is a prerequisite for your compulsory Work Integrated Learning (WIL). It is expected that students complete COMM1999 in the term immediately after completing the last of their Integrated First Year courses.

Failure to complete COMM1999 at that time will jeopardise students' opportunity to meet COMM3999 Graduate Portfolio requirements.

Relationship to Other Courses

COMM1999 is a compulsory 'gateway' in your Bachelor of Commerce degree. COMM1999 is a prerequisite for your compulsory Work Integrated Learning (WIL). Ideally you will complete COMM1999 in the term when you complete the last of your Integrated First Year courses.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Reflect critically on the artefacts and evidence that demonstrate how professional learning goals are set and achieved.	• PLO7 : Leadership Development
CLO2 : Select and identify digital technologies to source, interpret, adapt and disseminate relevant information that indicate business knowledge and skills how they relate to the world of business.	• PLO1 : Business Knowledge • PLO3 : Business Communication
CLO3 : Develop and apply business communication skills to design a collection of artefacts that evidence teamwork and leadership development.	• PLO3 : Business Communication
CLO4 : Synthesise local and global socio-cultural issues and influences that impact responsible business practices.	• PLO5 : Responsible Business Practice • PLO6 : Global and Cultural Competence
CLO5 : Select and evaluate artefacts that demonstrate a range of novel solution and routine problems through embracing innovation and change as a future business leader.	• PLO7 : Leadership Development

Course Learning Outcomes	Assessment Item
CLO1 : Reflect critically on the artefacts and evidence that demonstrate how professional learning goals are set and achieved.	• Skills Dashboard
CLO2 : Select and identify digital technologies to source, interpret, adapt and disseminate relevant information that indicate business knowledge and skills how they relate to the world of business.	• myPortfolio
CLO3 : Develop and apply business communication skills to design a collection of artefacts that evidence teamwork and leadership development.	• VIDEO - Future Work Self
CLO4 : Synthesise local and global socio-cultural issues and influences that impact responsible business practices.	• myPortfolio
CLO5 : Select and evaluate artefacts that demonstrate a range of novel solution and routine problems through embracing innovation and change as a future business leader.	• myPortfolio

Learning and Teaching Technologies

Moodle - Learning Management System | Zoom | Echo 360 | myBCom platform

mybcom.unsw.edu.au

Learning and Teaching in this course

COMM1999 provides the opportunity to consolidate and reflect on what you have learnt in integrated first year.

Additional Course Information

While COMM0999/1999/3999 are non-credit courses, they are compulsory components of your Bachelor of Commerce program. These courses are designed as integral parts of your academic and professional development. Completing these courses within the specified timeframe is crucial for your academic progression and graduation eligibility. Non-completion may lead to not meeting the graduation requirements. Repeated and unsuccessful attempt will adversely affect your academic standing and may lead to termination of your enrolment in your BCom program. Therefore, students are strongly advised to treat these courses with the same level of commitment and dedication as their credit-bearing courses to ensure a smooth academic journey and successful completion of their degree program.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
VIDEO - Future Work Self Assessment Format: Individual	10%	Start Date: Not Applicable Due Date: 12/04/2024 04:00 PM
Skills Dashboard Assessment Format: Individual	50%	Start Date: Not Applicable Due Date: 19/04/2024 04:00 PM
myPortfolio Assessment Format: Individual	40%	Start Date: Not Applicable Due Date: 19/04/2024 04:00 PM

Assessment Details
VIDEO - Future Work Self

Assessment Overview

Brief personal video – this digital clip is designed early in the program for students to make an artefact that displays their identity as a learner interested in business knowledge, leadership and communication.

Course Learning Outcomes

- CLO3 : Develop and apply business communication skills to design a collection of artefacts that evidence teamwork and leadership development.

<u>Detailed Assessment Description</u>

A: Complete FWS Survey

B: 1-minute video

C: Transcript

Part A due: 4PM Friday 5 April

Parts B&C due: 4PM Friday 12 April.

<u>Submission notes</u>

Submit Parts A, B and C via the links on Moodle. Please note two separate due dates: Part A due 5 April; Parts B&C due 12 April.

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<u>Assignment submission Turnitin type</u>

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

Skills Dashboard

<u>Assessment Overview</u>

This formative digital skills dashboard is designed to evidence 'Achievement standards' for each PLO evidenced through a suitable mix of curricular and co-curricular learning activities.

<u>Course Learning Outcomes</u>

- CLO1 : Reflect critically on the artefacts and evidence that demonstrate how professional learning goals are set and achieved.

<u>Detailed Assessment Description</u>

From T1 2023, we have introduced some short compulsory coursework for COMM1999 that is available via the myBlueprint section of the myBCom website. You must complete this compulsory coursework as part of Assignment 2. 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.

Complete all mandatory activities and achieve minimum 25 myBCom points for each Program Learning Outcome.

Assessment Length

A: Achieve 25 points for each Dashboard criteria (PLO); B: complete all mandatory activities

Assignment submission Turnitin type

This is not a Turnitin assignment

myPortfolio

Assessment Overview

The first year curated portfolio reflects evidence of the development plan goals including self-reflection of progress towards program learning goals (PLOs) developed in the program to date.

Course Learning Outcomes

- CLO2 : Select and identify digital technologies to source, interpret, adapt and disseminate relevant information that indicate business knowledge and skills how they relate to the world of business.
- CLO4 : Synthesise local and global socio-cultural issues and influences that impact responsible business practices.
- CLO5 : Select and evaluate artefacts that demonstrate a range of novel solution and routine problems through embracing innovation and change as a future business leader.

Detailed Assessment Description

Submit ePortfolio for feedback by 4PM Friday 15 March.

Official/ final submission 4PM Friday 19 April.

Assessment Length

Complete required sections of ePortfolio

Submission notes

Submit ePortfolio on the myBCom platform.

Assignment submission Turnitin type

This is not a Turnitin assignment

General Assessment Information

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

We have scheduled an online Course Welcome workshop in Week 1. There will be other optional online workshops during term where you can learn more about about COMM1999, successfully

completing the assessments in the course and the myBCom series of courses.

As a student at UNSW you are expected to display academic integrity in your work and interactions. Where a student breaches the UNSW Student Code with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the Working with Academic Integrity module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

Grading Basis

Satisfactory

Requirements to pass course

You must achieve a Satisfactory grade in each of the three assignments to complete the course. Failure to satisfactorily complete all assessments will result in a FL grade for the course that is permanently recorded 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 : 12 February - 18 February	Workshop	Monday 12 February 4PM - online Welcome to COMM1999 In this Welcome session we will discuss the requirements for COMM1999, and how this course fits in to your BCom degree. The link will be available to enrolled students on the Course Moodle site by 3:50PM on Monday 12 February.

Attendance Requirements

Not Applicable - as no class attendance is required

General Schedule Information

We have scheduled an online Course Welcome workshop in Week 1. There will be other optional online workshops during term where you can learn more about about COMM1999, successfully completing the assessments in the course and the myBCom series of courses.

See Moodle announcements for details of other workshops and online 'drop in' Q&A sessions across the term.

Course Resources

Prescribed Resources

This course has no specific course resources. Please log on to the [myBCom online platform](#) regularly to plan and track your dashboard progress for each Program Learning Outcome, and to complete your eportfolio.

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 a number of 'non compuslory' 1 hour information sessions across the term for you to learn more about COMM1999, the assessments and the myBCom series of courses. We have also restructured the material in the myBCom Blueprint to make it clearer which information is required when.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Dr Veronica Smith				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 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.