



## UNSW Course Outline

# COMM3101 Industry Experience Placement 1 - 2024

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## General Course Information

Course Code : COMM3101

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 : 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

COMM3101 is a for-credit course based on actual work experience that involves working within a business combined with formal assessment pieces.

The main aims of this course are to provide students with practical experience that complements their academic studies and to give Industry Partners enthusiastic and talented young achievers who may wish to work with them upon graduation.

Industry Experience Placement 1 is intended to be an introduction to the Industry Partner's business, and the structures and policies in place to support the core business activities. Ideally, the Interns should interact with several areas of the organisation.

**Note: NOT available to UNSW Business School Co-op Scholars. Students will be enrolled across two terms for a total of 12 UOC and must apply for this course through the Coop office [here](#).**

## Course Aims

This course aims to:

- increase students' understanding of how the theory of business disciplines is applied in a real business situation
- develop students' critical thinking and problem solving skills
- develop students' cross-cultural understanding and the conduct of business in an international setting
- increase students' employability through the development of desirable work-place skills.

## Relationship to Other Courses

This course is offered as a Business School Elective within any undergraduate Business School program or may be counted as an elective within any Commerce major. It also meets the mandatory WIL requirements in a single or double degree in Commerce, including the Bachelor of Commerce (International).

This course is by application only. Please contact the Co-op office for more information.

Students who have completed DIPP1510 or COMM2222 or are in Business Co-Op programs are excluded from this course.

Bachelor of Commerce students must have completed COMM1999 MyBCom First Year Portfolio prior to undertaking this course.

The student must have completed 48 UOC and not be enrolled in:

- 3554 - Commerce (Co-op) (UG)
- 3565 - Commerce (Co-op) (Honours) (UG)
- 3587 - Actuarial Studies (Co op) (UG)
- 3964 - Information Systems (Co-op) (Honours) (UG)

- 3971 - BIS (Co-op) (UG)

## Course Learning Outcomes

Course Learning Outcomes
CLO1 : Reflect on and apply university learning within a real business environment
CLO2 : Engage in independent critical inquiry within a real business environment
CLO3 : Utilise communication and information gathering skills, with insightful observation and critical analysis, to produce a business report and a reflective journal
CLO4 : Construct and work to goals within measurable time frames, adaptive to change and competing priorities, that will enhance employability
CLO5 : Demonstrate awareness of the global business environment and apply your disciplinary knowledge to evaluate business decisions or practice in light of environmental, economic & social sustainability.

Course Learning Outcomes	Assessment Item
CLO1 : Reflect on and apply university learning within a real business environment	<ul style="list-style-type: none"> <li>• Professional Development Agreement and Sponsor Evaluation</li> <li>• Personal reflection journal</li> <li>• Presentation</li> <li>• Professional report</li> </ul>
CLO2 : Engage in independent critical inquiry within a real business environment	<ul style="list-style-type: none"> <li>• Professional Development Agreement and Sponsor Evaluation</li> <li>• Professional report</li> </ul>
CLO3 : Utilise communication and information gathering skills, with insightful observation and critical analysis, to produce a business report and a reflective journal	<ul style="list-style-type: none"> <li>• Personal reflection journal</li> <li>• Presentation</li> <li>• Professional report</li> </ul>
CLO4 : Construct and work to goals within measurable time frames, adaptive to change and competing priorities, that will enhance employability	<ul style="list-style-type: none"> <li>• Professional Development Agreement and Sponsor Evaluation</li> <li>• Personal reflection journal</li> <li>• Professional report</li> </ul>
CLO5 : Demonstrate awareness of the global business environment and apply your disciplinary knowledge to evaluate business decisions or practice in light of environmental, economic & social sustainability.	<ul style="list-style-type: none"> <li>• Professional report</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

# Learning and Teaching in this course

The teaching philosophy of this course is based on the concept that students learn most effectively when they are thoroughly engaged in the learning process and are supported within the learning environment to take up challenges offered. This philosophy is reflected in the Guidelines on Learning that Inform Teaching at UNSW, which may be found at [www.guidelinesonlearning.unsw.edu.au](http://www.guidelinesonlearning.unsw.edu.au).

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Professional Development Agreement and Sponsor Evaluation Assessment Format: Individual	30%	Due Date: Individual Schedule (TBA)	<ul style="list-style-type: none"><li>• PL01 : Business Knowledge</li><li>• PL02 : Problem Solving</li><li>• PL05 : Responsible Business Practice</li><li>• PL07 : Leadership Development</li></ul>
Personal reflection journal Assessment Format: Individual	25%	Due Date: Individual Schedule (TBA)	<ul style="list-style-type: none"><li>• PL01 : Business Knowledge</li><li>• PL03 : Business Communication</li><li>• PL05 : Responsible Business Practice</li><li>• PL07 : Leadership Development</li></ul>
Presentation Assessment Format: Individual	20%	Due Date: Individual Schedule (TBA)	<ul style="list-style-type: none"><li>• PL01 : Business Knowledge</li><li>• PL02 : Problem Solving</li><li>• PL03 : Business Communication</li><li>• PL05 : Responsible Business Practice</li></ul>
Professional report Assessment Format: Individual	25%	Due Date: Individual Schedule (TBA)	<ul style="list-style-type: none"><li>• PL01 : Business Knowledge</li><li>• PL02 : Problem Solving</li><li>• PL03 : Business Communication</li><li>• PL05 : Responsible Business Practice</li><li>• PL07 : Leadership Development</li></ul>

## Assessment Details

### Professional Development Agreement and Sponsor Evaluation

#### Assessment Overview

#### 1.1 Professional Development Agreement (10%)

Induction activity and agreement between sponsor and student outlining expectations, OH&S, confidentiality and resources available. Students are also required to set goals for the internship period, and, with the sponsor, identify key roles and tasks to be undertaken within specific time frames.

## 1.2 Sponsor Evaluation (20%)

Supervisor/Manager will complete a report covering the students time within the workplace. The report will address:

- Professionalism
- Communication
- Motivation and attitude
- Independence
- Successful completion of minimum hours

Ideally the supervisor/manager will discuss the report with the student, providing feedback for growth and development. The student will be able to access the report if this is not done in person.

Assesses: PLO1, PLO2, PLO5, PLO7

### Course Learning Outcomes

- CL01 : Reflect on and apply university learning within a real business environment
- CL02 : Engage in independent critical inquiry within a real business environment
- CL04 : Construct and work to goals within measurable time frames, adaptive to change and competing priorities, that will enhance employability

## Personal reflection journal

### Assessment Overview

These submissions provide an opportunity for you to reflect on your experience within the organisation. You will be asked to complete 4 reflections, each with its own focus.

There are 4 journal submissions with the choice of either 500 word written or 3-minute videos to be submitted throughout the internship

Assesses: PLO1, PLO3, PLO5, PLO7

*Bcom students: mBcom course points for PLO7*

### Course Learning Outcomes

- CL01 : Reflect on and apply university learning within a real business environment
- CL03 : Utilise communication and information gathering skills, with insightful observation and critical analysis, to produce a business report and a reflective journal
- CL04 : Construct and work to goals within measurable time frames, adaptive to change and competing priorities, that will enhance employability

## **Presentation**

### Assessment Overview

Oral presentation to students supervisor/manager and other key members of their team(s), as available, plus university representative(s) at the end of an Internship period.

This presentation will cover things like the student's internship site, their role in the team, their learnings, the future of the project/team they worked with and any improvements they would suggest.

Assesses: PLO1, PLO2, PLO3, PLO5

*Bcom students: mBcom course points for PLO3*

### Course Learning Outcomes

- CL01 : Reflect on and apply university learning within a real business environment
- CL03 : Utilise communication and information gathering skills, with insightful observation and critical analysis, to produce a business report and a reflective journal

## **Professional report**

### Assessment Overview

A final report is to be submitted addressing the following question. You will need to draw on both theoretical knowledge from within the degree and the practical work experience.

Assesses: PLO1, PLO2, PLO3, PLO5, PLO7

### Course Learning Outcomes

- CL01 : Reflect on and apply university learning within a real business environment
- CL02 : Engage in independent critical inquiry within a real business environment
- CL03 : Utilise communication and information gathering skills, with insightful observation and critical analysis, to produce a business report and a reflective journal
- CL04 : Construct and work to goals within measurable time frames, adaptive to change and competing priorities, that will enhance employability
- CL05 : Demonstrate awareness of the global business environment and apply your

disciplinary knowledge to evaluate business decisions or practice in light of environmental, economic & social sustainability.

## 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.

### Grading Basis

Satisfactory

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 2 : 19 February - 25 February	Online Activity	Welcome to Moodle/Course received On Career Manager, log in and familiarise yourself with its functionality. Complete your profile, upload a photo and enter your Internship details  Internship
Week 3 : 26 February - 3 March	Online Activity	Complete your Professional Development Agreement on Career Manager, following a conversation with your supervisor/manager  Internship
Week 4 : 4 March - 10 March	Online Activity	Professional Development Agreement  Internship
Week 5 : 11 March - 17 March	Online Activity	As per Moodle  Internship
Week 6 : 18 March - 24 March	Online Activity	As per Moodle  Internship
Week 7 : 25 March - 31 March	Online Activity	As per Moodle  Internship
Week 8 : 1 April - 7 April	Online Activity	Reflective entry 1 (in Moodle)  Internship
Week 9 : 8 April - 14 April	Online Activity	As per Moodle  Internship
Week 10 : 15 April - 21 April	Online Activity	as per Moodle  Internship
Week 11 : 22 April - 28 April	Online Activity	As per Moodle  Internship Course continues into Term 2

## Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

## Course Resources

### Prescribed Resources

The websites for this course are:

Co-op Career Manager: [www.coop.careermanager.unsw.edu.au](http://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 internship please contact the Co-op office

Hours: Monday - Friday: 9am - 5pm

Email: [cooprog@unsw.edu.au](mailto: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](mailto: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](mailto: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
	Yichelle Zhang					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.