



## UNSW Course Outline

# COMM5999 myMCom Graduate Portfolio - 2024

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## General Course Information

Course Code : COMM5999

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 : Postgraduate

Units of Credit : 0

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

The COMM5999 myMCom Graduate e-portfolio is a career management exercise (myMCom) to enable students to plan their careers, pursue their self-selected goals and demonstrate achievement of employability skills by curating evidence in their individual eportfolio. The

eportfolio will help students to manage their own professional and personal brand by displaying professional experiences and achievements students have gained throughout their MCom Program.

## Course Aims

The course will support and strengthen student's core skills necessary to prepare for their career based on a self-reflection and goal setting of competencies, interests and emerging career aspirations. Through an exploration of both curricular and co-curricular opportunities from the Business School, students will be able build competencies and plan for a range of professional pathways.

## Relationship to Other Courses

As students progress through their Master of Commerce degree, they will undertake both discipline specific curricular learnings from the MCom core and specialisation courses and co-curricular and extra-curricular learnings, from activities and engagements that develop job readiness skills. Both types of learnings contribute to achieving program learning outcomes of the Master of Commerce and employability qualities. COMM5999 modules either have a direct relationship with MCom coursework (software, tools that are commonly used in the industry and hence in MCom studies) or have an indirect relationship with curricular lessons. The latter is achieved through preparing students to complete their curricular assessments and enabling them to achieve skills that have gained significance in recruitment priorities (i.e. ability to work with teams, ability to communicate and influence ideas, etc).

The importance of the integration of curricular and co-curricular components are recognised in COMM5999. These components alongside the MCom core and specialisation courses enable students to develop the program learning outcomes (PLO) of Master of Commerce. Students are awarded points towards respective MCom PLOs by completing certain assessments in MCom core and foundational core courses and experiential activities available on myMCom platform.

Students are strongly encouraged to engage in activities available on myMCom and COMM5999 modules and assessments early in their MCom program. The requirements of COMM5999 are to be completed no later than the term that a student is completing their MCom capstone course.

## Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CL01 : Reflect on and critically evaluate their values, and current and future professional goals.	<ul style="list-style-type: none"><li>• PL02 : Problem Solving</li><li>• PL03 : Business Communication</li><li>• PL07 : Leadership Development</li></ul>
CL02 : Design, select, and collect evidence of learning and skill development in a professional integrative eportfolio showcasing their strengths, autonomy, well-developed judgement and responsibility.	<ul style="list-style-type: none"><li>• PL02 : Problem Solving</li><li>• PL03 : Business Communication</li><li>• PL05 : Responsible Business Practice</li></ul>
CL03 : Build and maintain supportive professional networks through engaging with diverse social, professional and academic communities.	<ul style="list-style-type: none"><li>• PL04 : Teamwork</li><li>• PL06 : Global and Cultural Competence</li><li>• PL07 : Leadership Development</li></ul>
CL04 : Communicate ideas and competencies through written, oral or digital channels for a range of industry audiences.	<ul style="list-style-type: none"><li>• PL03 : Business Communication</li><li>• PL06 : Global and Cultural Competence</li></ul>

Course Learning Outcomes	Assessment Item
CL01 : Reflect on and critically evaluate their values, and current and future professional goals.	<ul style="list-style-type: none"><li>• Goal Setting</li></ul>
CL02 : Design, select, and collect evidence of learning and skill development in a professional integrative eportfolio showcasing their strengths, autonomy, well-developed judgement and responsibility.	<ul style="list-style-type: none"><li>• ePortfolio</li></ul>
CL03 : Build and maintain supportive professional networks through engaging with diverse social, professional and academic communities.	<ul style="list-style-type: none"><li>• Continuing professional learning (PLO dashboard)</li></ul>
CL04 : Communicate ideas and competencies through written, oral or digital channels for a range of industry audiences.	<ul style="list-style-type: none"><li>• ePortfolio</li></ul>

## Learning and Teaching Technologies

[myMCom.unsw.edu.au](https://myMCom.unsw.edu.au)

## Learning and Teaching in this course

COMM5999 provides the opportunity to reflect and showcase what you have learnt in your courses and the co-curricular engagements that contributed to your skills development in your MCom degree.

# Additional Course Information

## Teaching Strategies and Rationale

This course is a compulsory completion requirement of Masters of Commerce (MCom) degree. It aims to support students through the exploration, development and achievement of self-identified goals throughout MCom degree.

COMM5999 is a modular and self-paced course delivered on myMCom platform. Integral part of the course is the blend of both curricular and co-curricular activities to achieve and showcase employability skills.

The course modules and assessment tasks reinforce the development of skills and application of business knowledge as part of students' MCom journey. It is students' responsibility to make a concerted effort to complete the course requirements. Starting early and being consistent in engaging in activities relevant to their self-identified goals are central to the successful completion of COMM5999.

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Goal Setting Assessment Format: Individual	20%	Start Date: Flexible start Due Date: 20/03/2024 04:00 PM	<ul style="list-style-type: none"><li>• PL02 : Problem Solving</li><li>• PL03 : Business Communication</li><li>• PL07 : Leadership Development</li></ul>
ePortfolio Assessment Format: Individual	50%	Start Date: Flexible Due Date: Formative: Wk 8 of first term in MCom program, Summative: Week 7 during the term of MCom capstone course	<ul style="list-style-type: none"><li>• PL02 : Problem Solving</li><li>• PL03 : Business Communication</li><li>• PL05 : Responsible Business Practice</li><li>• PL06 : Global and Cultural Competence</li></ul>
Continuing professional learning (PLO dashboard) Assessment Format: Individual	30%	Start Date: Flexible Due Date: Week 8 of term you are completing your Capstone course	<ul style="list-style-type: none"><li>• PL04 : Teamwork</li><li>• PL06 : Global and Cultural Competence</li><li>• PL07 : Leadership Development</li></ul>

# Assessment Details

## Goal Setting

### Assessment Overview

Students complete a survey to identify personal goals.

### Course Learning Outcomes

- CL01 : Reflect on and critically evaluate their values, and current and future professional goals.

### Detailed Assessment Description

This assessment task aims to build on your learning on understanding self and taking control of your learning. It enables you to articulate goals supporting your personal development, skill growth and employability, and design a plan to achieve your Master of Commerce program and employability goals.

You will complete this assessment task on myGoals tab on myMCom platform. For this assessment task, you are expected to:

- engage in some form of self-exploration activity to understand your strengths, values, interests, skills, attributes or your personality. Such surveys/activities assist you to complete skills gap analysis of yourself and identify your needs for development
- use SMART goal framework to articulate THREE goals that are specific to your needs of personal development, skill growth and employability and have potentials to bridge the gaps.
- identify the actions you will undertake across your MCom Program to achieve your goals. In identifying the actions, you may want to consider ways in which accomplishments in your courses may contribute to your personal development, skill growth and employability goals, and how you will engage actively to influence change.

### Assessment Length

Please refer to the myGoals on myMCom Platform for detailed information

### Submission notes

To be completed on myGoals space provided in myMCom Platform. Submission instructions provided on the COMM5999 Assessment Hub on the myMCom platform.

### Assessment information

Assessment submissions may be checked by the teaching team in Turnitin.

### Assignment submission Turnitin type

This is not a Turnitin assignment

## Hurdle rules

Students are required to satisfactorily pass all assessments to pass the course.

## **ePortfolio**

### Assessment Overview

The myMCom Graduate ePortfolio invites students to showcase a life-long learning narrative through the purposeful selection of digital artefacts and evidence focused on learning, skills, capabilities and learning experiences throughout the course.

### Course Learning Outcomes

- CL02 : Design, select, and collect evidence of learning and skill development in a professional integrative eportfolio showcasing their strengths, autonomy, well-developed judgement and responsibility.
- CL04 : Communicate ideas and competencies through written, oral or digital channels for a range of industry audiences.

### Detailed Assessment Description

Developing a process to document and reflect on learning is an important aspect of developing a mastery orientation and professional practice. An ePortfolio is a tool that allows you to step back from the focus on individual assignments, courses and activities you engage with and reflect on your learning journey throughout your MCom Program - bringing together the content, the skills and the experiences that together constitute your time as a university student.

The ePortfolio is a repository for you to capture your reflections on your learning and developmental journey across the MCom program learning outcomes (PLOs 2-7) (Problem solving, Business Communication, Teamwork, Responsible Business Practice, Global and Cultural Competence, Leadership Development) during your Master of Commerce Program.

ePortfolios are also very useful artefacts to showcase your skills and abilities to prospective employers.

To complete your ePortfolio, you will complete all mandatory sections and showcase your learning and development for program learning outcomes 2-7. For each program learning outcome:

1. Start with a short explanation of why this learning outcome is important for your potential employer/industry.
2. Provide an explanation and/or example (either from a course in your MCom/specialisation OR extra or co-curricular activities completed during your studies) that demonstrates your

achievements/skills.

myPortfolio should be written as if it is being read by a prospective employer, and someone that they would want to employ – so be confident and professional in your writing.

A formative assessment is built in this assessment task. This is to ensure you receive formative feedback on your ePortfolio before the final submission towards the end of your MCom program.

#### Formative assessment:

You are expected to complete two sections of ePortfolio, *my Career Goal* and a *PLO of your choice (any of PLOs 2-7)* by week 8 in your first Term in MCom program. You will receive feedback on this submission by week 1 of the following term. You are expected to use this feedback to inform your ePortfolio summative assessment.

#### Summative assessment:

In week 7 during the Term you are completing your capstone course, you are expected to submit your completed ePortfolio on myMCom. You will receive an overall mark and feedback on your submission on myMCom platform.

#### Assessment Length

Please refer to the myPortfolio on myMCom Platform for detailed information.

#### Submission notes

This assessment is to be written on myPortfolio on myMCom platform. Submission instructions provided on the COMM5999 Assessment Hub on the myMCom platform.

#### Assessment information

Assessment submissions may be checked by the teaching team in Turnitin.

#### Assignment submission Turnitin type

This is not a Turnitin assignment

#### Hurdle rules

Students are required to satisfactorily pass all assessments to pass the course.

## Continuing professional learning (PLO dashboard)

### Assessment Overview

Tracking skills progress on mapped/tagged co/extra curricular activities over the duration of program.

### Course Learning Outcomes

- CLO3 : Build and maintain supportive professional networks through engaging with diverse social, professional and academic communities.

### Detailed Assessment Description

During your MCom program you are assessed not only on 'business knowledge' but also on important skills and capabilities that are important for Business graduates to succeed in increasingly complex and uncertain business environments. You are working on these skills and capabilities throughout your MCom courses. Different assignments in each course are points at which you are assessed on your skills and abilities. In addition, your participation in co- and extra-curricular activities also contribute to your professional development, and thus are added to your myMCom Dashboard as *experience* points.

You are expected to achieve a minimum total of 100 PLO points inclusive of course and experience points to pass this assignment. You are strongly encouraged to choose and engage in experiential activities that enables you to achieve your goals and develop skills that helps you achieve your career goal. Such activities will contribute to earning PLO points and satisfy the requirements of this assessment task in COMM5999. Program and Foundation Core Courses in your Master of Commerce may also bear some PLO points.

### Assessment Length

N/A

### Submission notes

Source of Continuing Professional Learning points may be from Core and Foundation MCom courses and co-curricular activities. Detailed instructions available on myMCom platform.

### Assessment information

Not Applicable

### Assignment submission Turnitin type

This is not a Turnitin assignment



### Hurdle rules

Students are required to satisfactorily pass all assessments to pass the course.

## General Assessment Information

Detailed assessment information for each task is available on COMM5999 Assessment Hub on myMCom platform.

### Grading Basis

Satisfactory

### Requirements to pass course

Students MUST *pass all assessments satisfactorily* to pass the course. Failure to complete an assessment item by the designated due date will result in a FL grade for the course which will appear on your formal Academic Transcript.

The final grade for this course will be Satisfactory/Unsatisfactory.

## Course Schedule

### Attendance Requirements

Not Applicable - as no class attendance is required

### General Schedule Information

COMM5999 is a self-paced course. This means there are no scheduled lectures and tutorials.

Attend the MCom Program sessions to learn more about COMM5999, and how to successfully complete the requirements in this course.

- **0 week All about your MCom Program Info Session:** Thursday 8th February at 10.00am-11.00am. Venue: [K-G14-127 - New South Global Theatre | Learning Environments - UNSW Sydney](#)
- **Week 3 Goal Setting Assessment Workshop:** There is an online workshop for COMM5999 Goal Setting Assessment task followed by a general consultation session at 2pm-3pm on Thursday, 29th February. The workshop will be hosted via Zoom at the following link: <https://unsw.zoom.us/j/89941229665?pwd=WUcvZVlkcm5HUTI1RWVudmVkbGJQQT09> (passcode: 405038). Come along to learn more about how to complete this task.
- **Week 6 ePortfolio Assessment Workshop:** There is an online workshop for COMM5999 ePortfolio Assessment task at 2pm-3pm on Thursday, 21st March. The workshop will be

hosted via Zoom at the following link: <https://unsw.zoom.us/j/83494949102?pwd=RTlHMmhqendxMi9ESzVaSzRKU0xnUT09> (passcode 995197). Come along to learn more about how to complete this task.

The Week 3 and 6 Workshops will be recorded and uploaded to the myMCom platform for those who can't attend.

## Course Resources

### Prescribed Resources

N/A

### Recommended Resources

N/A

### Additional Costs

N/A

## Course Evaluation and Development

There is a process of continuous feedback, consolidation and improvement implemented for COMM5999. Based on student feedback and future of work skills horizon, new job-readiness modules and activities are regularly updated to support the achievement of students' self-development goals.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Veronica Smith		Quad 3095			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.