



UNSW Course Outline

COMM3900 Capstone Project - 2024

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General Course Information

Course Code : COMM3900

Year : 2024

Term : Term 2

Teaching Period : T2

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

You will have the opportunity to apply knowledge and skills gained through your business degree program to a complex sustainability challenge in this interdisciplinary project-based course.

Project teams explore innovative responses to co-create sustainable value that will contribute to

repairing, restoring and regenerating economic, environmental and social systems.

Projects involving evidence gathering and analysis are developed in consultation with research, industry and community stakeholders.

You will have the opportunity to demonstrate versatile communication, agile and inclusive teamwork, independent critical thinking, active problem-solving and leadership.

Course Aims

This course aims to:

- Increase students' understanding of how business theories and concepts, including key concepts of new business models, can be applied in relation to a contemporary sustainability project topic
- Develop students' critical thinking and problem-solving skills in working creatively and collaboratively towards regenerative and systemic change
- Increase students' employability through reflecting on their professional skills, including accessing, managing and using appropriate digital resources, identifying gaps and learning new skills to achieve project goals
- Develop students' skills and capabilities to work collaboratively, through inclusive teamwork and acting to redress apparent power imbalances or inequities to deliver project outputs
- Develop students' ability to clearly and effectively communicate with diverse groups of people and deliver project conclusions and recommendations

Relationship to Other Courses

COMM3900 Sustainability capstone project is a Final Year Synthesis (FYS) course open to Bachelor of Commerce students as a major or business elective. The course should be completed in your final year of study as an opportunity to synthesis and extend knowledge in an interdisciplinary problem-solving project.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Identify, apply and adapt business skills and knowledge acquired from across your program to critically analyse a contemporary business challenge.	<ul style="list-style-type: none"> • PL01 : Business Knowledge • PL02 : Problem Solving • PL04 : Teamwork • PL05 : Responsible Business Practice • PL06 : Global and Cultural Competence • PL07 : Leadership Development
CLO2 : Access, manage and use the appropriate digital resources and tools to deliver your recommendations or conclusions	<ul style="list-style-type: none"> • PL02 : Problem Solving • PL03 : Business Communication • PL05 : Responsible Business Practice • PL06 : Global and Cultural Competence • PL07 : Leadership Development
CLO3 : Examine the influences of the global business environment on key ethical or sustainability considerations in relation to the contemporary business problem	<ul style="list-style-type: none"> • PL01 : Business Knowledge • PL02 : Problem Solving • PL03 : Business Communication • PL05 : Responsible Business Practice • PL06 : Global and Cultural Competence • PL07 : Leadership Development
CLO4 : Critically reflect on your professional skills and behaviours, including identified gaps, and how you will adapt to a changing business environment	<ul style="list-style-type: none"> • PL03 : Business Communication • PL04 : Teamwork • PL05 : Responsible Business Practice • PL06 : Global and Cultural Competence • PL07 : Leadership Development

Course Learning Outcomes	Assessment Item
CLO1 : Identify, apply and adapt business skills and knowledge acquired from across your program to critically analyse a contemporary business challenge.	<ul style="list-style-type: none"> • Project Brief • Presentation, Digital pack, and Q&A
CLO2 : Access, manage and use the appropriate digital resources and tools to deliver your recommendations or conclusions	<ul style="list-style-type: none"> • Learning Portfolio • Presentation, Digital pack, and Q&A
CLO3 : Examine the influences of the global business environment on key ethical or sustainability considerations in relation to the contemporary business problem	<ul style="list-style-type: none"> • Presentation, Digital pack, and Q&A
CLO4 : Critically reflect on your professional skills and behaviours, including identified gaps, and how you will adapt to a changing business environment	<ul style="list-style-type: none"> • Learning Portfolio

Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

Learning and Teaching in this course

Learners will participate in weekly 3-hour seminars facilitated by an academic and access preparatory asynchronous learning materials, including videos and written texts. The focus is learning by doing with some flipped learning and self-motivated research. During the weekly seminars, students will undertake fixed synchronous group activities, including interactive presentations, quizzes, discussions, project planning, implementation and review processes. Student groups will be interacting with their course facilitator and discipline experts, receiving feedback on progress and assessment tasks. As a final year synthesis the course promotes opportunities for peer to peer learning and leadership.

Other Professional Outcomes

This course aims to

- Increase students' understanding of how business theories and concepts, including key concepts of new business models, can be applied in relation to a contemporary sustainability project topic
- Develop students' critical thinking and problem-solving skills in working creatively and collaboratively towards regenerative and systemic change.
- Increase students' employability through reflecting on their professional skills, including accessing, managing and using appropriate digital resources, identifying gaps and learning new skills to achieve project goals
- Develop students' skills and capabilities to work collaboratively, through inclusive teamwork and acting to redress apparent power imbalances or inequities to deliver project outputs
- Develop students' ability to clearly and effectively communicate with diverse groups of people and deliver project conclusions and recommendations

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Learning Portfolio Assessment Format: Individual Short Extension: Yes (5 days)	40%	Start Date: Continuous Due Date: Week 11: 05 August - 11 August	<ul style="list-style-type: none">• PLO2 : Problem Solving• PLO3 : Business Communication• PLO5 : Responsible Business Practice• PLO6 : Global and Cultural Competence• PLO7 : Leadership Development
Project Brief Assessment Format: Group	30%	Start Date: Not Applicable Due Date: Week 5: 24 June - 30 June	
Presentation, Digital pack, and Q&A Assessment Format: Individual	30%	Due Date: 30/07/2024 12:00 PM	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving• PLO3 : Business Communication• PLO5 : Responsible Business Practice• PLO6 : Global and Cultural Competence• PLO7 : Leadership Development• PLO4 : Teamwork

Assessment Details

Learning Portfolio

Assessment Overview

Students will articulate their learnings from this experience through a combination of weekly reflections and a synthesis of these through reflective practice.

PLO2, PLO3, PLO5, PLO6, PLO7

myBCom points: PLO5, PLO6

Course Learning Outcomes

- CL02 : Access, manage and use the appropriate digital resources and tools to deliver your recommendations or conclusions
- CL04 : Critically reflect on your professional skills and behaviours, including identified gaps,

and how you will adapt to a changing business environment

Detailed Assessment Description

The learning portfolio consists of weekly journal and in-class activities collated into a single work folder. Assessment items need to be completed weekly and formative feedback with a partial grade of 10% will be provided in week four. Activities will include written, recorded and mixed media artefacts. This is a continuous assessment throughout the course, however the final result will be based on submission of the entire portfolio on completion.

Assessment Length

10 pages max

Submission notes

Weekly activities and artefacts will be submitted via permission link to share with your lecturers. All completed work needs to be stored in a shared folder to be assessed.

Assessment information

Details of all Assessments including marking rubrics will be available on Moodle.

Assignment submission Turnitin type

Not Applicable

Hurdle rules

Formative feedback and a partial result (10%) will be provided in week 4 based on completed activities weeks 1-3.

Project Brief

Assessment Overview

Project Scope and Brief

Outline the specific project goals, deliverables and timelines.

Demonstrates an understanding of the project and strategy for completion.

PL01, PL02, PL04, PL05, PL06, PL07

Course Learning Outcomes

- CL01 : Identify, apply and adapt business skills and knowledge acquired from across your program to critically analyse a contemporary business challenge.

Detailed Assessment Description

Project Brief to include Research Plan, Timeline and Deliverables.

Students will work collaboratively in a group to analyse their selected project topic and research brief and plan how they will investigate and respond to the topic questions. The project brief will set out how the group has interpreted and defined the key problem/s; how they will research the relevant questions; and what they will deliver in response.

Assessment Length

1500 words

Assignment submission Turnitin type

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

Presentation, Digital pack, and Q&A

Assessment Overview

Using the appropriate frameworks and tools, provide well-reasoned, evidence-based conclusions or recommendations in the form of a professional presentation and information deck, including a Q&A session.

PL01, PL02, PL03, PL04, PL05, PL06, PL07

myBCom points: PL02

Course Learning Outcomes

- CL01 : Identify, apply and adapt business skills and knowledge acquired from across your program to critically analyse a contemporary business challenge.
- CL02 : Access, manage and use the appropriate digital resources and tools to deliver your recommendations or conclusions
- CL03 : Examine the influences of the global business environment on key ethical or sustainability considerations in relation to the contemporary business problem

Detailed Assessment Description

The final presentation will be a cohesive and coherent response to the sustainability project topic and problem which demonstrates interdisciplinary integration of the research, evidence and analysis.

The final assessment mark for this task will be individual; Students will receive an assessment result based on their individual contribution to the presentation, including communication skills,

integration within the team, articulation of sustainability principles, supporting evidence and interaction during the q&a.

Assessment Length

Approx 4mins per student plus Q&A

Submission notes

Presentation in class and concurrent submission of supporting evidence.

Assignment submission Turnitin type

This is not a Turnitin assignment

General Assessment Information

Details on all assessments will be available on Moodle.

Grading Basis

Satisfactory

Requirements to pass course

Satisfactory completion of all assessments is required to pass this course.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 0 : 20 May - 26 May	Online Activity	Course Welcome and Introductions - on Moodle
Week 1 : 27 May - 2 June	Activity	Course Introduction Interdisciplinary collaborative approaches to project work Sustainability Principles Learning Journal Teamwork
Week 2 : 3 June - 9 June	Activity	Social and Environmental Sustainability; complexity, co-evolution and interdependence Economic Sustainability; building an economy that respects Planetary Boundaries Learning Journal Reflection Teamwork Innovation Models
Week 3 : 10 June - 16 June	Activity	Validating knowledge, expertise and evidence Indigenous Knowledge Equity and Intergenerational Values Learning Journal Teamwork Stakeholder mapping Evidence Base
Week 4 : 17 June - 23 June	Activity	Governance, Regulation and Reporting Values and Value Chain Learning Journal Teamwork Value Chain Analysis
Week 5 : 24 June - 30 June	Activity	Stakeholders and Materiality Learning Journal Teamwork Materiality Project Brief
Week 6 : 1 July - 7 July	Other	Recharge Week
Week 7 : 8 July - 14 July	Activity	Climate Change and Risk Evaluation; Confirmation or Pivot? Learning Journal Teamwork Risk Analysis
Week 8 : 15 July - 21 July	Activity	Competition and Collaboration; new business models Learning Journal Teamwork Review Value Chain
Week 9 : 22 July - 28 July	Activity	Communication and Narrative Learning Journal Teamwork Storyboard
Week 10 : 29 July - 4 August	Activity	Presentations and Feedback Learning Journal Teamwork

Attendance Requirements

Please note that lecture recordings are not available for this course. Students are strongly

encouraged to attend all classes and contact the Course Authority to make alternative arrangements for classes missed.

General Schedule Information

You will be enagged in a high level of team work from week one in our Seminar Workshops working on complex sustainability projects.

Online resources and independent research will support your project but the main coursework learning will be in person and with your team.

Attendance and participation are necessary for successful course completion and assessment.

Course Resources

Prescribed Resources

All primary resources will be made available to students on Moodle and through the workshops. Additional research will be determined by the group projects.

Recommended Resources

Additional resources available on Moodle.

Course Evaluation and Development

Students will be asked to complete a short questionnaire at the begining and the end of the course to evaluate their experience of learning. Feedback will be invited throughout the course to facilitate learning and the project design allows for flexible responses to student engagement.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Jinki Trevillian				by appointment	No	Yes
	Louise Fitzgerald				by appointment	Yes	No

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.