UNSW Course Outline

FINS2101 Industry Placement 1 - 2024

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General Course Information

Course Code : FINS2101
Year : 2024
Term : Term 2
Teaching Period : T2
Is a multi-term course? : No
Faculty : UNSW Business School
Academic Unit : School of Banking and Finance
Delivery Mode : In Person
Delivery Format : Standard
Delivery Location : Kensington
Campus : Sydney
Study Level : Undergraduate
Units of Credit : 12

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

This course provides scholars with a practical application of the fundamental principles of banking and finance in an industry environment.

Note: Only available to Banking and Finance, UNSW Business School Co-op Scholars

Course Aims

The overall goal of ITE1 is to provide scholars with an introduction to the business and the role of Banking and Finance at the Sponsor organisation and develop their communication and professional skills.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Identify advanced business practices within their allocated Sponsor organization.	• PLO1 : Business Knowledge
CLO2 : Evaluate and understand the role of finance practices in attaining the sponsor organization's goals.	• PLO1 : Business Knowledge • PLO2 : Problem Solving • PLO5 : Responsible Business Practice • PLO7 : Leadership Development
CLO3 : Prepare written documents and deliver oral presentations that are clear and concise, using appropriate style delivered in a professional manner for a business context.	• PLO3 : Business Communication
CLO4 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.	• PLO4 : Teamwork
CLO5 : Identify any social, cultural, ethical, and environmental responsibilities exhibited by the sponsor organization and the implication of business situations.	• PLO5 : Responsible Business Practice • PLO6 : Global and Cultural Competence
CLO6 : Students will develop the capacity to take initiative, encourage forward thinking and bring about innovation, while effectively influencing others to achieve desired results.	• PLO7 : Leadership Development

Course Learning Outcomes	Assessment Item
CLO1 : Identify advanced business practices within their allocated Sponsor organization.	• ITE1 Sponsor Evaluation • ITE1 Pre-Placement Sponsor Organization Analysis
CLO2 : Evaluate and understand the role of finance practices in attaining the sponsor organization's goals.	• ITE1 End of Industry Training Experience Presentation • ITE1 Sponsor Evaluation
CLO3 : Prepare written documents and deliver oral presentations that are clear and concise, using appropriate style delivered in a professional manner for a business context.	• ITE1 Personal Reflection Journal • ITE1 End of Industry Training Experience Presentation • ITE1 Sponsor Evaluation
CLO4 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.	• ITE1 Personal Reflection Journal • ITE1 End of Industry Training Experience Presentation • ITE1 Sponsor Evaluation
CLO5 : Identify any social, cultural, ethical, and environmental responsibilities exhibited by the sponsor organization and the implication of business situations.	• ITE1 Personal Reflection Journal • ITE1 Sponsor Evaluation
CLO6 : Students will develop the capacity to take initiative, encourage forward thinking and bring about innovation, while effectively influencing others to achieve desired results.	• ITE1 Personal Reflection Journal • ITE1 End of Industry Training Experience Presentation • ITE1 Sponsor Evaluation

Learning and Teaching Technologies

Moodle - Learning Management System

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
ITE1 Sponsor Evaluation Assessment Format: Individual	25%	
ITE1 Personal Reflection Journal Assessment Format: Individual Short Extension: Yes (7 days)	25%	
ITE1 Pre-Placement Sponsor Organization Analysis Assessment Format: Individual Short Extension: Yes (7 days)	10%	
ITE1 End of Industry Training Experience Presentation Assessment Format: Individual Short Extension: Yes (7 days)	40%	

Assessment Details
ITE1 Sponsor Evaluation

Assessment Overview

This task is a performance evaluation of the student by the sponsor organization. Here the sponsor evaluates the student on performance on tasks/projects, development of key skills and provides a rating of students on broader skills such as professionalism, communication, and technical/analytical/conceptual skills

PLO5, PLO7

Course Learning Outcomes

- CLO1 : Identify advanced business practices within their allocated Sponsor organization.
- CLO2 : Evaluate and understand the role of finance practices in attaining the sponsor organization's goals.
- CLO3 : Prepare written documents and deliver oral presentations that are clear and concise, using appropriate style delivered in a professional manner for a business context.
- CLO4 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.
- CLO5 : Identify any social, cultural, ethical, and environmental responsibilities exhibited by the sponsor organization and the implication of business situations.
- CLO6 : Students will develop the capacity to take initiative, encourage forward thinking and bring about innovation, while effectively influencing others to achieve desired results.

Detailed Assessment Description

Within two weeks of completion of the IT1 placement, sponsors will complete a Sponsor Evaluation for a UNSW Co-op Program Scholar using the template provided by the UNSW Co-op Office on Career Manager. Scholars must submit this performance evaluation and their completed Scholar Evaluation of Industry Training Experience online.

Assignment submission Turnitin type

This is not a Turnitin assignment

ITE1 Personal Reflection Journal

Assessment Overview

This task requires students to reflect upon their experiences during placement. Students are expected to use their pre-placement goals as a reference point to reflect upon their experiences specifically as they relate to the goals they established prior to placement.

PLO1, PLO2, PLO3, PLO5, PLO6

Course Learning Outcomes

- CLO3 : Prepare written documents and deliver oral presentations that are clear and concise, using appropriate style delivered in a professional manner for a business context.
- CLO4 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.
- CLO5 : Identify any social, cultural, ethical, and environmental responsibilities exhibited by the sponsor organization and the implication of business situations.
- CLO6 : Students will develop the capacity to take initiative, encourage forward thinking and bring about innovation, while effectively influencing others to achieve desired results.

Detailed Assessment Description

Scholars are required to maintain a personal reflection journal throughout their IT1 placement (either daily or weekly). The personal reflection journal is to be used as a tool to assist scholars' development of their professional skills. The first entry should outline any expectations or goal set by the student (PDA goals) Scholar's should perform a self-assessment of at the beginning of IT1, they should reflect on their professional competencies, assess the sponsor's expectations of a new graduate's competencies, and establish benchmarks to self-evaluate their competencies throughout their IT1 placement. You will need to gather a list of the competencies desired for employees by your sponsor organization. These competencies can often be found on the sponsor's intranet in the human resource area under employee learning and development. You can also refer to the professional attributes listed on the Co-op Career Manager website as well as the Business Graduate Attributes.

Scholars will need to compile a list of professional competencies and use the list as a selfevaluation tool to assess their own professional skills. Once you have established a baseline for your professional competences (e.g., poor, good, very good), set goals regarding which competencies need to be developed and how you will attempt to develop these skills. You may consider discussing your competencies with your sponsor supervisor.

Progressively throughout the IT1 placement, you should self-assess to determine the extent to which you are achieving your goals and outline what you can do in the following weeks to improve your professional development. You will then draw on this Personal Reflection Journal to prepare your IT1 Presentation. This is a reflective journal not just a diary of your daily activities. You may include details of what your IT1 entails including daily, weekly and monthly duties but this information should be used as
a reflection of your own skill development.

ITE1 Pre-Placement Sponsor Organization Analysis

Assessment Overview

This task requires students to demonstrate their understanding of the industry they are placed along with key aspects of the sponsor organization they are placed at. This includes key business practices, customer markets, product/service strategies along with key industry drivers.

PLO1

Course Learning Outcomes

- CLO1 : Identify advanced business practices within their allocated Sponsor organization.

Detailed Assessment Description

IT1 Pre-Placement Sponsor Organization Analysis (10%)

Written Presentation - submit PPTs

• The nature of the sponsor's industry and its economic significance

• Main participant's in the industry, market concentration, products

• Finance issues relevant to the industry

• Key challenges, issues and developments facing the industry and the finance profession.

Assignment submission Turnitin type

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

ITE1 End of Industry Training Experience Presentation

Assessment Overview

This task requires students to summarize all key learnings throughout placement, to describe and present the projects they have worked on, and to analyze their effectiveness to the organization they were placed.

PLO1, PLO2, PLO3, PLO4, PLO5, PLO7

Course Learning Outcomes

- CLO2 : Evaluate and understand the role of finance practices in attaining the sponsor organization's goals.
- CLO3 : Prepare written documents and deliver oral presentations that are clear and concise, using appropriate style delivered in a professional manner for a business context.
- CLO4 : Participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.
- CLO6 : Students will develop the capacity to take initiative, encourage forward thinking and bring about innovation, while effectively influencing others to achieve desired results.

Detailed Assessment Description

Within their last two weeks, Scholars are required to make a 20-minute oral presentation. Scholars will be assessed on the presentation's content (topic, structure, clarity, level of understanding) as well as on scholars presentation and communication skills (confidence, clarity, use of technology, appropriate pitch).

The presentations are professional presentations that should be addressed to an audience with industry and finance knowledge, that is, scholars should pitch their presentation towards their sponsor organization, their sponsor supervisor(s) and relevant colleagues and management. Scholars should use an appropriate range of vocabulary and behave professionally. Scholars are required to advise in advance the Academic Mentor and/or LIC and UNSW Co-op Program Office of the date of the presentation. All relevant staff at the sponsor organization should also be invited to attend. Scholars should request that their sponsor supervisor preview the presentation prior in order to ensure there is no loss of confidential information

Assignment submission Turnitin type

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

General Assessment Information

Grading Basis

Satisfactory

Requirements to pass course

There are two distinct components to this course – the professional placement and the academic assessment. Both components must be completed successfully to achieve a Satisfactory grade for this course.

The course is not marked & graded (ie. you receive an SY / USY result). At the end of the first term of the placement students will receive an EC (continuing) grade. Students only receive a SY

(satisfactory) when they have completed all course requirements and assessable tasks across the full 15 weeks to the satisfactory level required (see assessment section below).

To receive an SY (satisfactory) grade in this course, you must:

1. satisfactorily complete all assessment tasks (both placement and academic components).
2. successfully complete the minimum number of practical hours/weeks required.
3. receive a satisfactory Performance Evaluation from the sponsor supervisor.

Course Schedule

Attendance Requirements

Not Applicable - as no class attendance is required

Course Resources

Prescribed Resources

The websites for this course are:

Co-op Career Manager: 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 placement please contact the Co-op office

Hours: Monday - Friday: 9am - 5pm

Email: 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

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Email: 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: externalteltsupport@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
Lecturer	Gary Gregory		Quad3023a		by appointment	Yes	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.