UNSW Course Outline

COMM2222 Industry Experience Program - 2024

Published on the 24 Aug 2024

General Course Information

Course Code : COMM2222
Year : 2024
Term : Term 3
Teaching Period : T3
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

This course provides an opportunity for you to apply and develop your academic knowledge and professional skills in a real working environment.

You will develop your problem solving, time management and communication skills and increase your understanding of your organsation and how it contributes to the broader business landscape.

You will be required to attend academic workshops throughout the term and spend a minimum of 120 hours working with your partner company on a placement or project basis.

Enrolment in the course is restricted and only Business School students studying a single or dual degree who meet the requirements of the selection process will be admitted.

For enquiries please contact Career Accelerator at careeraccelerator@unsw.edu.au

Course Aims

This course offers students the opportunity to apply academic learning to real world practice through an industry placement. Students will enhance their professional and personal skills whilst gaining a deeper insight into the workplace and themselves.

Relationship to Other Courses

This course offers students the opportunity to apply their university learning to their real world practice, and validates students' efforts with industry endorsed reports on their performance and progress.

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).

Students must have completed 48 UOC by course commencement, have space in their degree and completed COMM6000 (CA:Essentials). Bachelor of Commerce students need to have completed COMM1999 myBCom First Year Portfolio.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Identify and analyse an organisations' purpose and the competitive landscape in which they operate
CLO2 : Reflect on your experiences and assumptions and link key learnings to intended future practice
CLO3 : Demonstrate self leadership and responsibility in a complex organisational setting
CLO4 : Display professionalism and effectiveness in a real-world business environment

Course Learning Outcomes	Assessment Item
CLO1 : Identify and analyse an organisations' purpose and the competitive landscape in which they operate	• Placement Proposal
CLO2 : Reflect on your experiences and assumptions and link key learnings to intended future practice	• Reflection-in-action template • Reflective Practice Assessment
CLO3 : Demonstrate self leadership and responsibility in a complex organisational setting	• Reflection-in-action template • Reflective Practice Assessment
CLO4 : Display professionalism and effectiveness in a real-world business environment	• Reflection-in-action template • Reflective Practice Assessment

Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

Learning and Teaching in this course

Pre-enrolment

Students can apply for placements sourced by the UNSW Business School and made available on the exclusive Business Connect job board or can self-source a placement (provided the company meets minimum requirements).

For UNSW Business School sourced placements: To apply for entry into the program, students need to have 48UOC prior to commencement, completed CA: Essentials and up-to-date LinkedIn profile. Bachelor of Commerce students must have completed COMM1999 myBCom First Year Portfolio.

All eligible Business school students have access to the Business Connect job board. On Business Connect the student can apply for up to five placements advertised on the job board and the usual interview process with the company will take place (phone, face to face). Once the placement is secured, the student is then enrolled into COMM2222. *Please note students cannot self-enrol into COMM2222* For specialist opportunities, entry into the program is at the discretion of the company and UNSW.

For self-sourced placements:For entry into the course, the student must have 48UOC prior to commencement, completed CA:Essentials and up-to-date LinkedIn profile. Bachelor of Commerce students must have completed COMM1999 myBCom First Year Portfolio.The company must meet minimum host requirements for the placement to be approved for COMM2222. The company must agree to abide by the UNSW WIL Core Terms and be able to offer at least 120 hours of practical work, and a dedicated supervisor. Once all criteria have been met, the student will be enrolled into COMM2222.

Course Structure:The course runs within the standard 10-week session. The course schedule gives a brief outline of weekly requirements, including workshops, tasks and activities that need to be undertaken in order to successfully complete the course.   The course will be delivered via a Microsoft Teams and Moodle blend. All assessment submissions are via Moodle. Alongside the assessment tasks and company deliverables, students are required to successfully complete 2 x 30 minute face to face meetings with their supervisor and 5 online workshops with their lecturer.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Placement Proposal Assessment Format: Individual	30%	Due Date: Week 3: 23 September - 29 September	• PLO1 : Business Knowledge • PLO3 : Business Communication
Reflection-in-action template Assessment Format: Individual	30%	Due Date: Week 7: 21 October - 27 October	• PLO1 : Business Knowledge • PLO3 : Business Communication • PLO6 : Global and Cultural Competence • PLO7 : Leadership Development
Reflective Practice Assessment Assessment Format: Individual	40%	Due Date: Week 11: 18 November - 24 November	• PLO3 : Business Communication • PLO7 : Leadership Development • PLO1 : Business Knowledge • PLO6 : Global and Cultural Competence

Assessment Details

Placement Proposal

Assessment Overview

1,000 words, due week 3

The Placement Proposal document acts as a starting place for the reflective practice you will engage in throughout the academic component of this course. In this assignment you will talk about yourself and the organisation you will be placed in using specific tools given to you in the first 2 weeks of this course. Guidance for this assignment will be provided in the course assessment guide and in class.

Assesses: PLO1, PLO3

Bcom students: myBCom course points for PLO3

Course Learning Outcomes

- CLO1 : Identify and analyse an organisations' purpose and the competitive landscape in which they operate

Assessment Length

1000 words

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see here.

Reflection-in-action template

Assessment Overview

1,000 words, due week 7

In the first of two reflective assessments, you will reflect on your experience in your placement thus far, using your Placement Proposal document as a starting point for reflection. Guidance for this assignment will be provided in the course assessment guide and in class.

Assesses: PLO1, PLO3, PLO6, PLO7

Course Learning Outcomes

- CLO2 : Reflect on your experiences and assumptions and link key learnings to intended future practice
- CLO3 : Demonstrate self leadership and responsibility in a complex organisational setting
- CLO4 : Display professionalism and effectiveness in a real-world business environment

Assessment Length

1000 words

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see here.

Reflective Practice Assessment

Assessment Overview

Due week 11

In the second reflective assessment, you will actively reflect on your experience throughout this course and discuss what the implications are of this learning on your future career aspirations. Guidance for this assignment will be provided in the course assessment guide and in class.

Assesses: PLO1, PLO3, PLO6, PLO7

Bcom students: myBCom course points for PLO7

Course Learning Outcomes

- CLO2 : Reflect on your experiences and assumptions and link key learnings to intended future practice
- CLO3 : Demonstrate self leadership and responsibility in a complex organisational setting
- CLO4 : Display professionalism and effectiveness in a real-world business environment

Assessment Length

1500

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Generative AI Permission Level

No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see here.

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.

As much of the work required to complete these assessments is reflective in nature, you may not use any Generative AI to assist you with these assessments.

<u>Grading Basis</u>

Satisfactory

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Workshop	Kickoff, all-cohort workshop. Industry supervisor meeting
Week 2 : 16 September - 22 September	Workshop	About the course – Rationale, Assessment structure, Defining success in COMM2222, Importance of engaging with other students, Setting yourself up for success Introduction to Organisations Industry Guest Speaker
Week 3 : 23 September - 29 September	Workshop	Organisation structure and function Live facilitator chat Industry supervisor meeting
	Assessment	Placement Proposal Due
Week 4 : 30 September - 6 October	Workshop	Canvas Evaluation tool What is Feedforward Industry Guest Speaker Industry supervisor meeting
Week 5 : 7 October - 13 October	Workshop	Placement/project Live facilitator chat Industry supervisor meeting
Week 6 : 14 October - 20 October	Workshop	Effective report writing Feedforward recap + debrief after mentor meeting How to implement Feedforward advice Scoping & Final report Guest Speaker
Week 7 : 21 October - 27 October	Workshop	Placement/project Live facilitator chat Industry supervisor meeting
	Assessment	Reflection-in-action due
Week 8 : 28 October - 3 November	Workshop	Using reflection to improve success Understanding your impact within the organisation Assessment Part C (ii) Industry supervisor meeting
Week 9 : 4 November - 10 November	Workshop	Placement/project Live facilitator chat End of placement feedforward meeting
Week 10 : 11 November - 17 November	Workshop	Placement/project Live facilitator chat Industry supervisor meeting
Week 11 : 18 November - 24 November	Workshop	Developing Your Professional Brand Articulating your experience Where to next? Guest Speaker Assessment Part B (ii)
	Assessment	Reflective Essay due

Attendance Requirements

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

Course Resources

Prescribed Resources

Appropriate readings and other resources will be provided on Moodle and Teams Classroom.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
	Career Accelerator					No	Yes
Lecturer	Anjana Regmi					No	No
Head lecturer	Jared Harrison					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 Policies and Guidelines 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 Policies and Guidelines page. For PG Research PLOs, including MPDBS, please refer to 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 Code of Conduct with respect to academic integrity, the University may take disciplinary action. 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 Code of Conduct, 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

SHORT EXTENSIONS

Short Extension is a new process that allows you to apply for an extended deadline on your assessment without the need to provide supporting documentation, offering immediate approval during brief, life-disrupting events. Requests are automatically approved once submitted.

Short extensions are ONLY available for some assessments. Check your course outline or Moodle to see if this is offered for your assessments. Where a short extension exists, all students enrolled in that course in that term are eligible to apply. Further details are available the UNSW Current Students page.

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.

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable.

Applications can only be made online and will NOT be accepted by teaching staff. 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. The majority of applications will be processed within 3-5 working days.

For further information, and to apply, see Special Consideration on the UNSW [Current Students](#) 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. In the case of an approved Equitable Learning Plan (ELP) provision, special consideration or short extension, the late penalty applies from the date of approved time extension. After five days from the extended deadline, the assessment cannot be submited.

An assessment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the 'wrong' assessment 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.