UNSW Course Outline

COMM5020 Global Business Practicum - 2024

Published on the 02 Jan 2024

General Course Information

Course Code : COMM5020
Year : 2024
Term : Summer
Teaching Period : U1
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 : Postgraduate
Units of Credit : 6

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

This course is designed to enable postgraduate students to gain international understanding, exposure and workplace skills through studying and working in a specified location outside Australia. Examples of locations include Indonesia, Vietnam, Malaysia, Hong Kong, China, India

and South Korea.

Structure:

- Prior to departure students undertake preparatory workshops in skills development and cultural context for the country they will be visiting. These workshops include topics such as professionalism; reporting and other professional writing and communication skills; expectations during the practicum; cultural understanding; and "getting to know" other team members.

- While in the designated country, students will work in a local organisation for a minimum of 2 weeks full-time (70-80 hrs). Acting as consultants to the client organisation, teams of 4-5 students will work on a business issue provided by the client organisation. Students will be supported by an academic and will attend master classes, provided by local leaders of business and government organisations, to understand the conduct of business in this local context.

- After returning to Australia, students will attend a debrief session, and complete the major assessment.

Further details can be found on the Career Accelerator website.

Course Aims

This course is designed to enable postgraduate students to gain international understanding, exposure and workplace skills through studying and working in a specified location outside Australia. Examples of locations include Indonesia, Vietnam, Malaysia, Hong Kong, China, India and South Korea.

Relationship to Other Courses

This course is offered as a Business School Elective. Enrolment is restricted and only students who meet the requirements of the selection process will be able to enrol. In particular, eligible students must:

- be in Good Academic Standing
- have completed a minimum of 24 UOC by the commencement of this course
- have completed COMM6000 Career Accelerator: Essentials

Eligible students wishing to complete this course will be required to submit an online Expression of Interest by the advertised date.

By completing this course students will:

- Gain work experience in an international context;

- Increase their intercultural competence and capabilities;
- Develop workplace skills hence increase their employability;
- Gain exposure to leading international businesses and high-profile local business leaders.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Identify, analyse and apply global business knowledge and practices to a real-world business issue	• PLO1 : Business Knowledge • PLO2 : Problem Solving
CLO2 : Develop recommendations with a variety of stakeholders to address the business issue within an appropriate cultural context	• PLO3 : Business Communication • PLO6 : Global and Cultural Competence
CLO3 : Participate collaboratively and responsibly in a team, and reflect on your own teamwork, and the team's processes and ability to achieve outcomes	• PLO4 : Teamwork
CLO4 : Develop the capacity for self-leadership and self-directed learning from reflection on working in a business, working in another country, cultural understanding and yourself	• PLO6 : Global and Cultural Competence • PLO7 : Leadership Development

Course Learning Outcomes	Assessment Item
CLO1 : Identify, analyse and apply global business knowledge and practices to a real-world business issue	• Team Project • Project Deliverables
CLO2 : Develop recommendations with a variety of stakeholders to address the business issue within an appropriate cultural context	• Team Project • Project Deliverables
CLO3 : Participate collaboratively and responsibly in a team, and reflect on your own teamwork, and the team's processes and ability to achieve outcomes	• Team Project • Project Deliverables
CLO4 : Develop the capacity for self-leadership and self-directed learning from reflection on working in a business, working in another country, cultural understanding and yourself	• Reflective Learning • Project Deliverables

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

This course is largely experiential in its approach. The majority of the learning will be carried out

within a business organisation where students work in multi-disciplinary teams and apply material they have learned in their programs to a real life business issue.

The Summer 2024 delivery of this course will take place in Jakarta (Indonesia).

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Team Project Assessment Format: Group	30%	Start Date: Not Applicable Due Date: Final week of practicum as agreed with LiC	• PLO1 : Business Knowledge • PLO2 : Problem Solving • PLO3 : Business Communication • PLO4 : Teamwork • PLO6 : Global and Cultural Competence
Project Deliverables Assessment Format: Individual	50%	Start Date: Not Applicable Due Date: Wednesday 7 February, 4pm and Monday 12 February, 4pm	• PLO1 : Business Knowledge • PLO2 : Problem Solving • PLO3 : Business Communication • PLO4 : Teamwork • PLO6 : Global and Cultural Competence • PLO7 : Leadership Development
Reflective Learning Assessment Format: Individual	20%	Start Date: Not Applicable Due Date: Not Applicable	• PLO6 : Global and Cultural Competence • PLO7 : Leadership Development

Assessment Details
Team Project

Assessment Overview

1a Team Presentation 20%

Each student will work in a team on a real issue provided by the host company. Students will utilise information provided by the host business and (likely) from external sources. Each team will be required to develop and deliver a 30-minute presentation structured to communicate key findings on this project to company representatives. All team members are expected to actively participate in the presentation. A two page (approx.) executive summary of outcomes (i.e. the client report) should be submitted to the company on the day of the presentation.

These group presentations will take place in person with your client and academic supervisor. The academic supervisor will assess and provide feedback on the presentation.

1b Client Report 10%

This task is based on your presentation (assessment 1a).

A 1000-word summary (i.e. the client report) should be submitted to the company on the day of the presentation. This summary should succinctly explain the issue and the outcomes of your study.

A copy should also be presented to your lecturer in charge via Moodle.

<u>Course Learning Outcomes</u>

- CLO1 : Identify, analyse and apply global business knowledge and practices to a real-world business issue
- CLO2 : Develop recommendations with a variety of stakeholders to address the business issue within an appropriate cultural context
- CLO3 : Participate collaboratively and responsibly in a team, and reflect on your own teamwork, and the team's processes and ability to achieve outcomes

<u>Assignment submission Turnitin type</u>

Not Applicable

Project Deliverables

<u>Assessment Overview</u>

2a Peer Review 10%

Project Charter: Students will allocate roles and responsibilities within their team, and agree upon their individual deliverables. This will be used as the basis for the peer review assessment.

There will then be a peer evaluation from team members of a student's contribution to the project and the working of the group.

Criteria: Participation in team process (e.g., contribution to team planning, task coordination, supportive responses, motivated, handles conflict); contribution to achieve outcomes (e.g., attends meetings, shared ideas, meets deadlines, demonstrates necessary knowledge and skills).

2b Practicum Report 40%

Each student will submit a detailed report based upon the project undertaken at the host organisation. They have already presented a mini report that provided a succinct summary of the issue and the outcomes. The report is to be submitted after completion of the placement.

Criteria:

- Depth, breadth, relevance, use and application of relevant theories / knowledge

- Level of research, critical thinking and analysis

- Synthesis of information

- Creativity, innovativeness of solutions/conclusions - ability for these to be realistically implemented

- Quality of written communication – structure, flow and presentation of report

Course Learning Outcomes

- CLO1 : Identify, analyse and apply global business knowledge and practices to a real-world business issue
- CLO2 : Develop recommendations with a variety of stakeholders to address the business issue within an appropriate cultural context
- CLO3 : Participate collaboratively and responsibly in a team, and reflect on your own teamwork, and the team's processes and ability to achieve outcomes
- CLO4 : Develop the capacity for self-leadership and self-directed learning from reflection on working in a business, working in another country, cultural understanding and yourself

Assignment submission Turnitin type

Not Applicable

Reflective Learning

Assessment Overview

3a Reflective Video Diary 10%

Students are required to complete two 4-minute videos throughout the practicum worth 5% each.

The first reflection is a detailed list of personal goals and objectives, what they have learnt in their first week at the company, how they are developing and meeting the goals and objectives they set, and anything surprising that has occurred that they did not expect.

A second reflection is to be submitted upon return, considering the experience as a whole, and how they might describe this experience in an interview.

The aim of reflective thinking is to foster deeper learning, critical review, and self-development from your practicum experience.

3b Reflection Essay 10%

Each student will write a short essay, summarising their individual reflections on this learning experience. It is to be submitted after returning from overseas. This short essay will detail and discuss your learnings from your experience, for example: what you have come to know and understand across a range of areas and how this goes beyond your prior experiences - about working in business, working in another country, cultural understanding, and yourself.

The reflection essay should be 1000 words and is worth 10%.

Criteria:

- Analysis of your own participation in your team and the team processes;

- Depth of insight and reflection on experiences in country.

- Ability to draw broader learnings about business, people and themselves from this experience.

- Self-evaluation of goal achievement

<u>Course Learning Outcomes</u>
- CLO4 : Develop the capacity for self-leadership and self-directed learning from reflection on working in a business, working in another country, cultural understanding and yourself

<u>Detailed Assessment Description</u>

Due Dates

Reflection 1:
Monday 22 January, 4pm

Reflection 2:
Monday 5 February, 4pm

3b Reflection Essay:

Friday 16 February, 4pm

Assignment submission Turnitin type

Not Applicable

General Assessment Information

[Late Submission](#)

Late submission of the Presentation and Client Report will not be permitted.

Late submission of the Practicum Report and Reflection Essay will be subject to a penalty of 10% of the task weighting per day (2.5 marks and 2 marks respectively). Submission of the Report or Essay after 5 days will not be permitted.

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

Grading Basis

Satisfactory

Requirements to pass course

You must achieve an overall score of 50% in your assessment tasks to pass this course. The final grade for this course will be Satisfactory/Unsatisfactory.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 1 January - 7 January	Workshop	Workshop 1 Tuesday 2 Jan 3-5pm Introduction and project brief Workshop 2 Thursday 4 Jan 3-5pm Indonesia as a business hub
Week 2 : 8 January - 14 January	Workshop	Workshop 3 Tuesday 9 Jan 3-5pm Principles of Design Thinking Workshop 4 Thursday 11 Jan 3-5pm Pre-departure briefing
Week 3 : 15 January - 21 January	Other	Mon 15 Jan Arrive in Jakarta 16 + 17 Jan Orientation with BINUS 18 + 19 Jan Practicum Experience 20 Jan Weekend Tour 21 Jan Free Day
Week 4 : 22 January - 28 January	Other	22 – 26 Jan Practicum Experience 27 Jan Weekend Tour 28 Jan Free Day
Week 5 : 29 January - 4 February	Other	29 -31 Jan Practicum Experience 1 Feb Check out & fly home Post-experience Workshop Tuesday 6 Feb 3 - 5pm Reflection & debrief

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

COMM5020 is an intensive, experiential practicum. It is essential that students attend ALL activities in the course schedule, including workshops, host meetings, and all planned activities during the overseas practicum. Students will be required to present evidence of illness or misadventure if they cannot attend an activity during this practicum.

Course Resources

Prescribed Resources

Available via Moodle

Additional Costs

Students are required to pay a program fee of $2300 for this course, which covers accommodation, in country activities, and host university costs. They must arrange their own airfare for flights, and daily living costs while in country.

Course Evaluation and Development

Students completed feedback forms at the end of the practicum experience via Moodle. This feedback is then used for continuous improvement of the course.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Administrator	Career Accelerator				via email	No	Yes
Lecturer	John Angeles				via email	No	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 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.