



FOBE320

Global Business Corporate Engagement

S1 External 2017

Dept of Marketing and Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	6
<u>Graduate Capabilities</u>	8
<u>Changes from Previous Offering</u>	10

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General Information

Unit convenor and teaching staff

Unit Convenor

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Contact via email

E4A 319

Thursdays 1:30-2:30pm

PACE Officer

Matthew Howard

pace.business@mq.edu.au

Contact via email, please include 'FOBE320' in subject

E4A level 5

Jen McPherson

jen.mcpherson@mq.edu.au

Credit points

3

Prerequisites

(39cp at 100 level or above) and permission by special approval

Corequisites

Co-badged status

Unit description

This unit provides an academic foundation for student placements with international organisations. The unit examines key business decisions that are required in developing international organisational strategy taking into account a range of stakeholder perspectives. This experience requires students (working individually or in teams) to complete a major project or fill a business role within an international organisation. Students will work collaboratively with peers and an industry mentor or supervisor, and gain a sound understanding of the international business context.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Apply knowledge and skills learned at university to perform successfully in a placement with an international organisation.

Critically examine ethical and sustainability practices in an international organisations based on theory, organisational environment and cultural context.

Critically reflect on experience in an international organisation to identify areas of key learning.

General Assessment Information

In order to complete the unit, students are required to complete the placement as agreed with their host organisation and the assessment tasks for the unit. Detailed instructions for each assessment task are available on iLearn. The instructions include information about content, submission methods, due dates, late penalties and marking guides or rubrics.

Task 1a, Task 2 and Task 3 must all be submitted via links on iLearn. Task 1b may either be signed, scanned and submitted via the link on iLearn or a hard copy may be submitted in a seminar by week 13. No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission - 20% penalty). This penalty does not apply for cases in which an application for disruption to studies is made and approved.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Task 1 Placement evaluation</u>	30%	No	Wks 3,12
<u>Task 2 Report</u>	30%	No	Week 8
<u>Task 3 Final project</u>	40%	No	week 12

Task 1 Placement evaluation

Due: **Wks 3,12**

Weighting: **30%**

Task 1 consists of two parts. In Task 1a (15% due in week 3) you complete an online self-evaluation and consult with your placement supervisor to draft development goals for your placement. In Task 1b (15% due in week 12) your supervisor completes an evaluation of your performance based on criteria in the *placement evaluation marking guide* (available on iLearn) and the development goals identified in Task 1a. You also evaluate your own performance based on your development goals.

Task 1a must be submitted through the link on iLearn. No hard copies will be accepted. Task 1b may either be signed, scanned and submitted via the link on iLearn or a hard copy may be submitted in a seminar by week 13. Marking criteria are available on iLearn.

In order to complete the unit, you must submit the placement evaluation. During the placement, the supervisor will assess student performance using the *supervisor's placement evaluation marking guide*. If performance is rated unsatisfactory at any time during the placement, you will be invited to a meeting to discuss your performance and develop a plan for improvement. If your performance does not improve to a satisfactory level, the placement may be discontinued. If your supervisor assigns a failing mark on the placement evaluation at the end of the semester, a penalty may be applied to the mark for Task 3, the final project.

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission - 20% penalty). This penalty does not apply for cases in which an application for disruption to studies is made and approved.

On successful completion you will be able to:

- Apply knowledge and skills learned at university to perform successfully in a placement with an international organisation.

Task 2 Report

Due: **Week 8**

Weighting: **30%**

To prepare the Ethics and Sustainability Report, you need to identify one ethical situation and one issue relevant to sustainability in the organisation where you are completing your work placement. The examples may showcase ethical and sustainable choices, or they may highlight areas for improvement. Draw on academic literature to critically discuss the examples. Consider perspectives of a range of stakeholders, and make recommendations for improving practice. Reports must be submitted through the link on iLearn. No hard copies will be accepted. Detailed instructions and marking criteria are available on iLearn.

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission - 20% penalty). This penalty does not apply for cases in which an application for disruption to studies is made and approved.

On successful completion you will be able to:

- Critically examine ethical and sustainability practices in an international organisations based on theory, organisational environment and cultural context.

Task 3 Final project

Due: **week 12**

Weighting: **40%**

For the final project, select a topic based on a theme from the unit (professional communication, organisational culture, business ethics or sustainability) that is relevant to your experience working for an international organisation. Identify a key message you have learned about that topic that you anticipate will be useful in future work or studies. Reflect on how best to communicate what you have learned to your peers and develop a teaching resource (comic book, video, blog, game, poster, instruction manual, etc.) to convey the lesson. You are required to submit a brief explanatory note to ensure the message is clearly communicated and the criteria for the assessment task have been met. Both the creative output (or a photograph/video of it) and the explanatory note must be submitted through the links on iLearn. The best examples may be selected for use (with permission) in future semesters.

For the final project, you will (1) develop a teaching resource and (2) provide feedback to your peers about their teaching resources. You will post your teaching resource to an online forum. You are expected to provide comments and/or constructive feedback for your peers. Marks are based on the teaching resource and an explanatory note (30%) and participation in the discussion forum (10%). Teaching resources are due by Wednesday of week 12 and forum comments must be added by Friday of week 12. Detailed instructions, marking criteria and template for explanatory note are available on iLearn.

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission - 20% penalty). This penalty does not apply for cases in which an application for disruption to studies is made and approved.

Note: If your supervisor assigns a failing mark on the placement evaluation at the end of the semester, a penalty may be applied to the mark for Task 3, the final project.

On successful completion you will be able to:

- Critically reflect on experience in an international organisation to identify areas of key learning.

Delivery and Resources

Class Timetable

The class is run in internal mode. Because many of the unit hours are conducted at work placements, the on-campus portion of the unit is delivered via four 3-hour seminars. Please see the unit schedule for seminar topics and dates. Students are responsible for checking iLearn and/or email for updates to the seminar dates and times.

Textbook

There is no prescribed textbook for this unit.

Other Recommended Reading

Students need to be familiar with accessing academic sources from the library. Useful

reading includes both recommended journals in the relevant discipline area and research on experiential learning in the work place.

Technology Used and Required

Microsoft Office suite (or equivalent), including in particular word processing, spread sheets and presentation software.

Email (student email address) and ilearn (<https://www.mq.edu.au/iLearn/>) are both required for the unit.

Students should be able to access research databases through the library. They may find referencing software helpful.

To complete the final project (Task 3), students may choose to use recording, production or editing software on a phone, tablet or computer.

Prizes

Students of PACE units are eligible to apply for the prestigious Professor Judyth Sachs PACE prizes. See the following link for information and the application process: http://students.mq.edu.au/courses/professional_and_community_engagement/pace_prizes/.

See the Faculty website for information about other prizes: http://www.businessandconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships.

Unit Schedule

FOBE320 is offered as an external unit in S1 2017. If you are in Sydney during the semester, regardless of the location of your placement, you are invited to participate in seminars. These seminars are opportunities to connect with other students who have participated in similar experiences in different locations. You are responsible for checking your email and the iLearn website for details about the time and location of these seminars.

Week	Day and time	Location	Topic
Week 3	TBC	TBC	Connecting with peers
Week 8	TBC	TBC	Reflecting with peers

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

PACE-specific Policies

Early Commencement Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure_commencement.html

Managing Other Commitments Procedure http://www.mq.edu.au/policy/docs/participation_activity/procedure.html

Reasonable Adjustment Procedure http://www.mq.edu.au/policy/docs/reasonable_adjust_pace/procedure.html

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide

appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Apply knowledge and skills learned at university to perform successfully in a placement with an international organisation.
- Critically examine ethical and sustainability practices in an international organisations based on theory, organisational environment and cultural context.

Assessment tasks

- Task 1 Placement evaluation
- Task 2 Report

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcome

- Critically reflect on experience in an international organisation to identify areas of key

learning.

Assessment task

- Task 1 Placement evaluation

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Critically examine ethical and sustainability practices in an international organisations based on theory, organisational environment and cultural context.
- Critically reflect on experience in an international organisation to identify areas of key learning.

Assessment tasks

- Task 2 Report
- Task 3 Final project

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Apply knowledge and skills learned at university to perform successfully in a placement with an international organisation.
- Critically reflect on experience in an international organisation to identify areas of key learning.

Assessment tasks

- Task 1 Placement evaluation
- Task 2 Report

- Task 3 Final project

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcome

- Critically examine ethical and sustainability practices in an international organisations based on theory, organisational environment and cultural context.

Assessment tasks

- Task 2 Report
- Task 3 Final project

Changes from Previous Offering

FOBE320 is being offered externally in S1 2017 with students completing placements either locally or overseas.