



MQBS3010

Agility and Excellence in Business

Session 2, Special circumstances 2021

Macquarie Business School Faculty level units

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	8
<u>Policies and Procedures</u>	9

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

General Information

Unit convenor and teaching staff

Unit Convenor & Lecturer

Prashan Karunaratne

prashan.karunaratne@mq.edu.au

Contact via "Contact the Unit Convenor" link on iLearn

4ER 243

Lecturer

Kyle Bruce

kyle.bruce@mq.edu.au

Lecturer

Poon Leung

poon.leung@mq.edu.au

Lecturer

Ian Dunbar

ian.dunbar@mq.edu.au

Lecturer

Joseph McIvor

joseph.mcivor@mq.edu.au

Lecturer

Rui Xue

rui.xue@mq.edu.au

Lecturer

Sunny Shin

sunny.shin@mq.edu.au

Lecturer

Veronica Norman

veronica.norman@mq.edu.au

Lecturer

Lay Peng Tan

laypeng.tan@mq.edu.au

Credit points

10

Prerequisites

Admission to BCom and 130cp at 1000 level or above including 10cp at 3000 level

Corequisites

Co-badged status

Unit description

This course-wide Capstone unit is designed to be taken by students in their final session of study within the Bachelor of Commerce. Students work collaboratively with peers and advisors to integrate the discipline-specific knowledge acquired within the course and to address practical business challenges requiring cross-disciplinary and cross-functional insights, knowledge and skills. Assessment is designed to assure student proficiency in course learning outcomes. Students work in self-managing cross-functional teams to complete a session-long project, preparing individual and group reports that are assessed by academic staff. The unit aims to prepare students for ethical and sustainable leadership in their future workplaces as team players. Learning activities may include a combination of case study/ies, business simulation and seminars/workshops.

Important Academic Dates

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

Learning Outcomes

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

ULO1: Integrate discipline specific knowledge and skills and apply subject knowledge critically, analytically with appreciation of cross disciplinary requirements.

ULO2: Identify and analyse issues from a variety of ethical and sustainability positions as applied to the business context.

ULO3: Reflect on outcomes of working in multi-functional teams to apply teamwork knowledge and skills for effective collaboration to achieve business solutions in a range of contexts.

General Assessment Information

The Agility Exercise, the Capstone Report, and Capstone Presentation are all connected to the project you work on as a team from Week 03 and onwards. You have to work on these as a team. The Agility Exercise and Capstone Presentation will be assessed solely based on your individual submission. The Capstone Report will be based 50% on a group component and 50% on an individual component.

Sometimes unavoidable circumstances occur that might prevent you from submitting an

assignment on time and, in that case, you may be eligible to lodge a [Special Consideration request](#).

Unless a [Special Consideration request](#) has been submitted and approved, please note that no extensions to assignment deadlines will be granted. Assignments that are submitted late will attract a late penalty:

1. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late.
2. No assignment will be accepted more than 72 hours after the due date and time (incl. weekends) after the original due date.
3. No late submissions will be accepted for timed assessments (e.g., quizzes, online tests) or for tasks with a weighting of 10% or less of the total unit assessment.

Assessment Tasks

Name	Weighting	Hurdle	Due
Agility Exercise	20%	No	3 & 8 October
Capstone Project Report	40%	No	5 November
Reflective Essay	20%	No	8 August
Capstone Project Presentation	20%	No	5 November

Agility Exercise

Assessment Type ¹: Case study/analysis

Indicative Time on Task ²: 10 hours

Due: **3 & 8 October**

Weighting: **20%**

Collaboratively analyse the impact of a commercial shock on the ongoing capstone project by utilising a teamwork framework.

On successful completion you will be able to:

- Identify and analyse issues from a variety of ethical and sustainability positions as applied to the business context.
- Reflect on outcomes of working in multi-functional teams to apply teamwork knowledge and skills for effective collaboration to achieve business solutions in a range of contexts.

Capstone Project Report

Assessment Type ¹: Report

Indicative Time on Task ²: 50 hours

Due: **5 November**

Weighting: **40%**

Collaboratively prepare a report for a bespoke program / product / process for a chosen institution to excel in achieving (at least) one of the United Nations Sustainable Development Goals (UN SDGs).

On successful completion you will be able to:

- Integrate discipline specific knowledge and skills and apply subject knowledge critically, analytically with appreciation of cross disciplinary requirements.
- Identify and analyse issues from a variety of ethical and sustainability positions as applied to the business context.
- Reflect on outcomes of working in multi-functional teams to apply teamwork knowledge and skills for effective collaboration to achieve business solutions in a range of contexts.

Reflective Essay

Assessment Type ¹: Essay

Indicative Time on Task ²: 20 hours

Due: **8 August**

Weighting: **20%**

2,000 word reflective essay

On successful completion you will be able to:

- Integrate discipline specific knowledge and skills and apply subject knowledge critically, analytically with appreciation of cross disciplinary requirements.

Capstone Project Presentation

Assessment Type ¹: Presentation

Indicative Time on Task ²: 10 hours

Due: **5 November**

Weighting: **20%**

Collaboratively present a bespoke program / product / process for a chosen institution to excel in achieving (at least) one of the United Nations Sustainable Development Goals (UN SDGs).

On successful completion you will be able to:

- Integrate discipline specific knowledge and skills and apply subject knowledge critically, analytically with appreciation of cross disciplinary requirements.
- Identify and analyse issues from a variety of ethical and sustainability positions as applied to the business context.
- Reflect on outcomes of working in multi-functional teams to apply teamwork knowledge and skills for effective collaboration to achieve business solutions in a range of contexts.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Learning Skills Unit](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Learning and Teaching Activities

For the online streams - seminars will be conducted on Zoom.

For the face-to-face streams - seminars will be conducted face-to-face on campus.

If you have chosen a campus based class (your class in eStudent has a physical location) this class will be held online for the first two weeks of session due to a current NSW Government order as at Jul 14, 2021. Further advice will be provided to you (eg a Zoom link) so you can participate in that class online for the first two weeks before we return to Campus in Week 3.

When the public health order has ended, face-to-face streams will return to be face-to-face on campus, and you are expected to attend the rest of the session physically.

If you have already chosen an online class for the whole session (your class in eStudent has no physical location) you do not have to do anything - your classes will be online from Weeks 01 - 13.

If you want to change from a class returning to Campus in Week 3 to a class that will be taught online for the whole session you need to do the following:

1. Login to eStudent and unregister from class you no longer want to attend
2. Register for your online class in eStudent

Registering in a seminar in your timetable is your commitment to attend every week:

You will need to commit to your timetable for the entire session (semester). 80% of your grade will depend on work done during seminars in teams. Your timetabled seminar slot is where you will be actively learning during class with your lecturer and your peers.

This unit cannot be completed asynchronously given that we are assessing the learning outcomes of Teamwork, Employability, and Global Issues.

If you are unable to commit to your weekly timetable - you are strongly advised to un-enroll from this unit.

You will be placed in teams, where scaffolded team tasks will be worked through during each week's seminar. These scaffolded tasks ultimately work towards your Capstone Project which is a highly-weighted assessment component.

In other words, non-attendance at seminars will jeopardise both your individual component and the group component of the Capstone Project.

You may have 1 or 2 absences from seminars during the session, which is fine so long as you let your team know about it, and commit to catching up with the team as soon as possible within a reasonable amount of time, and constantly communicate with your team to keep up-to-date.

Communicating and keeping up with your team during class and at least twice during the week is an expectation of this unit.

Recommended Texts and/or Materials

Resources uploaded on iLearn.

Technology Used and Required

Students will need to use online tools for collaboration with their team members.

Unit Web Page

The web page for this unit can be found at: [**iLearn** http://ilearn.mq.edu.au](http://ilearn.mq.edu.au)

Teaching and Learning Strategy

The unit is designed as a capstone unit. A capstone unit is designed to bring all your knowledge together to solve a problem.

There is no new content in the unit - rather a presentation of frameworks to consolidate all your content learnt in your degree so far.

This is a final year unit of study which integrates the material and skills presented across the degree.

Students will be placed in mixed-major teams to solve real-world problems.

These real-world problems will revolve around the UN Sustainable Development Goals.

Student will address how commerce and business can play their part in achieving these goals.

Students will construct an artefact that integrates all their learning, as well as demonstrate an empathy & appreciation for other disciplines.

Students will write a reflective report about how their own major is an integral part of the puzzle in the diverse world of commerce.

Students will demonstrate agility by dealing with shocks that occur to the economy and responding to these effectively.

Students will demonstrate excellence by presenting their projects online, ready to be showcased to the job market

Unit Schedule

Week	Activities & Resources revolving around...	Assessment	Weight
1	Introduction		
2	Reflection	Reflective Essay	20
3	Introduction to Teams		
4	Theory of Teams		
5	Collaborative Problem Solving		
6	Communication Skills		
7	Conflict Management		
	Session Break	Interim Pitch	0
	Session Break		
8	Agility Exercise	Agility Exercise	20
9	Guidance / Work on Tasks		
10	Guidance / Work on Project		

11	Guidance / Work on Project		
12	Guidance / Work on Project		
13	Wrap up	Presentation	20
		Report	40

Policies and Procedures

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

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@mq.edu.au

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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

Student Enquiry Service

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

If you are a Global MBA student contact globalmba.support@mq.edu.au

Equity 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.

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.