



# MMBA8250

## MBA Capstone Project

Term 1, In person/Online-scheduled-weekday, City 2022

*Department of Management*

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### Disclaimer

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## General Information

Unit convenor and teaching staff Unit Convenor Jaco Lok <a href="mailto:jaco.lok@mq.edu.au">jaco.lok@mq.edu.au</a>
Credit points 10
Prerequisites Admission to MBA and (MGSM820 or MMBA8020) and (MGSM835 or MMBA8035) and (MGSM850 or MMBA8050 or MMBA8055) and (MMBA8006 or MMBA8075)
Corequisites
Co-badged status
Unit description The MBA Capstone unit is designed to challenge and develop your skills and practice in communication, teamwork, decision-making, strategic thinking, innovation, and leadership. These skills are developed and integrated through industry and business-applied project work. You will receive mentoring from faculty staff as you identify and build innovative and viable business proposals and solutions. The integrated nature of this unit will test and develop your management and leadership skills, as well as your ability to synthesise the knowledge and skills you have gained from the business disciplines addressed in the MBA.

## 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:

**ULO1:** Synthesise and apply the knowledge and skills from a range of disciplines addressed in the MBA to industry and business.

**ULO2:** Apply professional communication and interpersonal skills to collaborate effectively with others in developing and presenting solutions to complex business issues.

**ULO3:** Research and critically analyse complex industry and business issues to develop

a business proposal and recommendations for an innovative and viable business solution.

**ULO4:** Effectively integrate the body of knowledge and skill sets that underpin professional practice.

## General Assessment Information

### Late submissions of assessments

Unless a Special Consideration request has been submitted and approved, no extensions will be granted. There will be a deduction of 10% of the total available assessment-task marks made from the total awarded mark for each 24-hour period or part thereof that the submission is late. Late submissions will only be accepted up to 96 hours after the due date and time.

No late submissions will be accepted for timed assessments – e.g., quizzes, online tests.

**Table 1: Penalty calculation based on submission time**

Submission time after the due date (including weekends)	Penalty (% of available assessment task mark)	Example: for a non-timed assessment task marked out of 30
< 24 hours	10%	10% x 30 marks = 3-mark deduction
24-48 hours	20%	20% x 30 marks = 6-mark deduction
48-72 hours	30%	30% x 30 marks = 9-mark deduction
72-96 hours	40%	40% x 30 marks = 12-mark deduction
> 96 hours	100%	Assignment won't be accepted

**Special Consideration** To request an extension on the due date/time for a timed or non-timed assessment task, you must submit a Special Consideration application. An application for Special Consideration does not guarantee approval.

The approved extension date for a student becomes the new due date for that student. The late submission penalties above then apply as of the new due date.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Assignment 3: Individual Report</u>	20%	No	Week 9
<u>Assignment 2: Group Presentation</u>	40%	No	Week 7-8
<u>Assessment 4: Participation and Team Evaluation</u>	20%	No	Weeks 2-10

Name	Weighting	Hurdle	Due
<u>Assignment 1: Business Plan – Group Report</u>	20%	No	Week 5

## Assignment 3: Individual Report

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **Week 9**

Weighting: **20%**

Students will generate a 2,000-word report which builds on the group presentation and critically evaluates a business/strategic plan presented by a group in the class.

On successful completion you will be able to:

- Synthesise and apply the knowledge and skills from a range of disciplines addressed in the MBA to industry and business.
- Apply professional communication and interpersonal skills to collaborate effectively with others in developing and presenting solutions to complex business issues.
- Research and critically analyse complex industry and business issues to develop a business proposal and recommendations for an innovative and viable business solution.
- Effectively integrate the body of knowledge and skill sets that underpin professional practice.

## Assignment 2: Group Presentation

Assessment Type <sup>1</sup>: Presentation

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **Week 7-8**

Weighting: **40%**

Students will be required to deliver a maximum of 15 minutes group presentation to demonstrate their ability to generate ideas to solve a business problem, validate a business idea, and propose a business/strategic plan.

On successful completion you will be able to:

- Synthesise and apply the knowledge and skills from a range of disciplines addressed in the MBA to industry and business.
- Apply professional communication and interpersonal skills to collaborate effectively with others in developing and presenting solutions to complex business issues.
- Research and critically analyse complex industry and business issues to develop a business proposal and recommendations for an innovative and viable business solution.

- Effectively integrate the body of knowledge and skill sets that underpin professional practice.

## Assessment 4: Participation and Team Evaluation

Assessment Type <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **Weeks 2-10**

Weighting: **20%**

Students will be assessed on their contributions on the iLearn Discussion Boards, contribution to discussion in class, and an analysis and evaluation of team dynamics

On successful completion you will be able to:

- Effectively integrate the body of knowledge and skill sets that underpin professional practice.

## Assignment 1: Business Plan – Group Report

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **Week 5**

Weighting: **20%**

Students will generate a business/strategic plan for a chosen business by applying relevant course material and produce a 2,000-word report

On successful completion you will be able to:

- Synthesise and apply the knowledge and skills from a range of disciplines addressed in the MBA to industry and business.
- Apply professional communication and interpersonal skills to collaborate effectively with others in developing and presenting solutions to complex business issues.
- Research and critically analyse complex industry and business issues to develop a business proposal and recommendations for an innovative and viable business solution.
- Effectively integrate the body of knowledge and skill sets that underpin professional practice.

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<sup>1</sup> 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 [Writing Centre](#) for academic skills support.

<sup>2</sup> 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

Required Text	None. Required weekly readings and case studies will be available on iLearn.
Unit Web Page	The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>
Technology Used and Required	Students are required to have access to a personal computer and familiarise themselves with iLearn ( <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a> ).  iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.
Delivery Format and Other Details	The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a>
Recommended readings	Recommended readings are provided via Leganto on the <a href="#">iLearn</a> Unit page
Inherent Requirements	None

## Unit Schedule

Please see iLearn.

## 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](#)
- [Assessment Procedure](#)
- [Complaints Resolution 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](mailto:globalmba.support@mq.edu.au)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

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

## The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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 Services and Support

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study

- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](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.