COMM290  APPLIED LEARNING  6 CP

Prerequisite: 48 credit points from Commerce subjects

SPRING SESSION  WOLLONGONG CAMPUS

Subject Coordinator  Dr Elias SANIDAS  
School of Economics

Room:  40.216  Ph:  4221-5351  email: esanidas@uow.edu.au
Consultation:  Thursday  Time:  14:00pm –16:00
Friday  10:00 -- 12:00

SECTION A: GENERAL INFORMATION

MEETING/SEMINAR TIMES

Rooms available  Monday: 13:30-15:30 in 67.301
                  Monday: 15:30-16:30 in 19.1001

There are no lectures. Seminars/tutorials will take place in the first 3-4 weeks and whenever necessary in the above rooms as per announcements.
BRIEF OUTLINE

The main aims are:

- To introduce the students to real business situations by resolving a real problem as faced by an enterprise.
- To develop the students' overall ability and decision making skills.
- To apply learning in actual situations.

STUDENT LEARNING OUTCOMES

On successful completion of this subject, the student should be able to:

1. Recognise relevant problems that business face in their everyday operations and which can be resolved in the light of what has been learnt at the University.
2. Propose solutions to various problems.
3. Practice to follow qualitative and quantitative methods as suggested.
4. Demonstrate skills in the search for solutions in every day business.
5. Demonstrate skills in evaluating actual business problems.
6. Work in a cooperative way as member of a group.

As assisted by the Career Service of the UOW host organisations will be sourced within the Illawarra. Each host organisation will be linked with a team of 5-7 students. These student teams will work offsite to research a problem the organisation has identified, prepare a business report and formally present their recommendations for a solution.

ATTENDANCE REQUIREMENTS

All students are required to work in groups and attend their meetings and seminars. Absences will be recorded and taken into consideration when the final mark is granted.

PERFORMANCE LEVEL

To be eligible to pass this subject, students must achieve an overall mark of at least 50%, or 45% for PC.

SUGGESTED TEXTBOOKS

Not applicable
SECTION B: ASSESSMENT

<table>
<thead>
<tr>
<th>Assessment 1:</th>
<th>Participation and group work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marking criteria</td>
<td>Consistency and responsibility of group work participation.</td>
</tr>
<tr>
<td>Weighting:</td>
<td>15 %</td>
</tr>
<tr>
<td>Directions</td>
<td>The subject coordinator will assess the students on their actual cooperative participation; a leader of the group and any member of the group will have to report to the coordinator any problems or complaints regarding group cooperation. This leader could be, for example, the &quot;minutes&quot; taker.</td>
</tr>
</tbody>
</table>

ASSESSMENT 2: PERSONAL REFLECTIVE JOURNAL

| Weighting | 40 % |
| Marking criteria | Ideas, initiatives, actions, applications of the learning process regarding the contents; consistency, clarity, and rationale of the writing regarding the style. It is expected that all areas of Commerce studies will be included: management and marketing, accountancy and finance; economics and information systems. References to books, articles, etc are also expected to be included. |
| Date | To be handed each alternative week to the subject coordinator (from week 3 to week 11). |
| Directions: For each week, students must write down all their work in terms of tasks, thoughts, conclusions, planning (about 4 typed single line pages). |
# ASSESSMENT 3: FINAL REPORT

## Weighting

| Weighting | 45% |

## Marking criteria

Ideas, initiatives, actions, applications of the learning process regarding the contents; consistency, clarity, and rationale of the writing regarding the style. It is expected that all areas of Commerce studies will be included: management and marketing, accountancy and finance; economics and information systems. References to books, articles, etc are also expected to be included.

Students in the group will give evidence as to their active participation in the preparation and writing of the report.

Cooperation is extremely important. If there is evidence that a student is not cooperating in the group according to the rules set by the group then the student's mark for the report will be reduced accordingly; for example if the mark for the report is 85%, all the students will get 85% except the non-cooperative student who might get only 70%, or 40%, and so on.

## Date

To be handed in the last week of the session (13). No delays will be accepted.

## Structure of the report

This will consist of several parts: a] executive reports which will also be handed in to the host firm; length: minimum of 12 typed single spaced pages and b] a full report that shows all the details of the project (minimum of 45 typed single spaced pages); c] any other report as outlined or requested by the coordinator.

## ADDITIONAL INFORMATION

- Additional guidelines will be given during the session in writing by the coordinator whenever there is a need.

- The subject coordinator will supervise the team work and be of assistance at any time.

- Any delays from a student vis-à-vis his/her colleagues will have to be justified with a special consideration application with a written certificate (medical or for other exceptional circumstances).

- The facilitator of this course (the Careers Service of the UOW) will facilitate its smooth flow in terms of introduction to the host firm, and so on.

## SUBMISSION, RETENTION AND COLLECTION OF WRITTEN ASSESSMENT

A Faculty of Commerce assignment cover sheet should be attached to each piece of written assessment.

This cover sheet can be obtained from the website: http://www.uow.edu.au/commerce/pdf/assignmentcoversheet.pdf
PENALTIES FOR LATE SUBMISSION OF ASSESSMENT

See assessment for details.

PLAGIARISM

Plagiarism means using the ideas of someone else without giving them proper credit. For example, that someone else may be an author, critic, journalist, artist, composer, lecturer, tutor or another student. Unintentional plagiarism can result if you don’t understand and use the acceptable scholarly methods of acknowledgement. Whether plagiarism is deliberate or unintentional, the University may impose penalties, which can be very severe. When it is desirable, or necessary, to use other people’s material, take care to include appropriate references and attribution. **Plagiarism will not be tolerated and has led to expulsion from the University.**

Students should visit the following University website and become familiar with the University’s policy on Plagiarism.


SECTION C: RULES, CODES OF PRACTICE & POLICIES

C1 UNIVERSITY POLICIES

Information on the following University Policies can be found at the websites below:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethical objection by students to the use of animal and animal products</td>
<td><a href="http://www.uow.edu.au/about/policy/ethicalobjectionanimals.html">http://www.uow.edu.au/about/policy/ethicalobjectionanimals.html</a></td>
</tr>
</tbody>
</table>

Applied Learning, COMM290  Spring Session, 2007  Pg. 5/9
C1.1 Non-discriminatory Language

The Faculty of Commerce supports the University’s policy on the use of non-discriminatory language. It is the responsibility of students to ensure that they understand and abide by this policy. The policy is available at:

http://staff.uow.edu.au/eeo/nondiscrimlanguage.html

C1.2 Special Consideration Policy

The Faculty of Commerce recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for special consideration in order to complete all assessable work.

The University applies strict criteria to the granting of special consideration. Before applying for special consideration students should carefully read the University’s policy. The policy can be found at:


Add any School specific procedures or information here (or delete statement).

C1.3 Student Academic Grievance Policy

The Faculty of Commerce aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances.

Any student who has a grievance over a result should obtain a Faculty of Commerce Appeal of Assessment Form from the Schools or the Sub-Dean’s Unit. The student should firstly take the form to the marker/lecturer to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the grievance has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgement of the lecturer and can only review the grievance to ensure proper procedure has been followed.

For more information, please consult the policy in full at


C2 FACULTY AND SCHOOL POLICIES

REFERENCING

WHY DO YOU NEED TO REFERENCE?

At University it is necessary to acknowledge the sources of information and ideas that you have incorporated in your assignments. Failure to do this thoroughly may result in accusations of plagiarism: this is the academic equivalent of stealing (because by not acknowledging someone
else’s work, you are presenting it as your own). Plagiarism is taken very seriously by the University and may result in expulsion from the University.

Referencing is not only about acknowledging other people’s work: accurate referencing and lists of references are beneficial when researching a topic as they allow the reader to follow up information and read further into the area. In a sense, references provide readers with clues to help them explore different avenues of a topic. This aspect of referencing will become more valuable to you as you progress in your studies.

There is a correct procedure that must be followed when referencing and using footnotes. Not complying with these set techniques and format will most likely result in loss of marks.

When writing an essay it is easiest to reference as you go, making sure you are writing down all relevant information. This will save hours trying to find the source again in the library.

THE HARVARD SYSTEM OF REFERENCING

The Faculty of Commerce uses the Harvard system of referencing. This system makes use of short references within the body of the text. It is supplemented by a detailed list of references at the end of the text, which provides all the information necessary to find the source material. In-text references include the author and year of publication, and where necessary the page number(s).

*It is the responsibility of students to ensure that they are familiar with the Harvard system of referencing and that they use it accurately in all written work submitted.*

Students should consult the following University Library website for a detailed explanation and examples of the Harvard system of referencing.


CITATION OF ELECTRONIC SOURCES

It is necessary for students to reference all sources used in their written work, including file transfer protocol sites, worldwide web sites, telnet sites, synchronous communications (MOOs, MUDs, IRC, etc.) GOPHER sites, and email, Listserv and Newsgroup citations.

*It is the responsibility of students to ensure that they are familiar with the accepted Faculty of Commerce practice for referencing electronic material and that they use it accurately in all written work submitted.*

Students should consult the following University Library website for a detailed explanation and examples of how to reference electronic material.


OCCUPATIONAL HEALTH AND SAFETY WHERE RELEVANT, INCLUDING SAFETY IN LABORATORIES AND ON FIELD TRIPS

C3 SUPPORT SERVICES AND FACILITIES

{The following details of C3 are relevant to the Wollongong campus.}

Off-campus sites should include their relevant support service details and delete areas which are not relevant}.
LEARNING RESOURCE CENTRE

Learning Development offers a range of free services to all enrolled students who wish to improve their academic or English language skills. There are a range of workshops available including; essay writing and editing; reading for assignments; grammar; presentation skills; pronunciation and exam preparation.

For information on language and academic skills workshops, or to make appointments for consultations, please visit the Learning Resource Centre (LRC), Building 19, Ground Floor, Room G102, or Phone 02 4221 3977. For further information visit the website:


FACULTY LIBRARIANS

Each faculty has a Faculty Librarian who is available to help with research related enquiries. Research Help Desk staff are also available in the Library to assist with research needs.

The Faculty Librarians for Commerce can be contacted as follows:

email: lib_commerce@uow.edu.au

telephone: 42 213078

DISABILITY LIAISON OFFICER

The Disability Liaison Officer (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disabilities. Students commencing courses are advised to contact the Disability Liaison Officer prior to the beginning of their first session of study.

For further information on services offered, consult the Disability Services website or contact the office.

web address: http://www.uow.edu.au/student/services/ds/

telephone: 42 213445

fax: 42 215667

FACULTY DISABILITY ADVISERS

Faculty Disability Advisers are academic staff who provide assistance and support to students with disabilities within their Faculty and act as an intermediary between the student and the Faculty's academic and general staff. They provide support, educational advice and referral to appropriate staff on issues related to teaching and learning within the Faculty and the University. Students are advised to communicate specific information about the ways in which their disability affects learning to the Faculty Disability Adviser as soon as possible after enrolment.

The Faculty of Commerce Disability Adviser is Mr. Ron Perrin. Mr Perrin can be contacted as follows:
WOOLYUNGAH INDIGENOUS CENTRE

The Woolyungah Indigenous Centre provides academic and personal support for Aboriginal & Torres Strait Islander and other indigenous students. The Centre also runs an Indigenous Specific Orientation Program for students who gain entry to the University through the alternative admissions program.

For further information on services offered, consult the Woolyungah Indigenous Centre website or contact the office.

Centre location: Building 30
web address: http://www.uow.edu.au/aec/
telephone: 42 213563
fax: 42 214244