Presentation overview

Part 1: Assignment breakdown
Part 2: Power Googling & Google Scholar
Part 3: Locating journal articles using UOW databases
Part 4: Drafting, Writing, Proofreading
Part 5: Referencing
Part 6: Turnitin
Part 1: Assignment Breakdown

Getting started…TIME MANAGEMENT.

Take time to plan!
1. Understand your question
2. Select sources to locate information
3. Search and evaluate
4. Record what you use for your reference list
5. Draft, Proofread and Edit
6. Turnitin
7. Feedback
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ASSESSMENT 1</th>
<th>ASSESSMENT 2</th>
<th>ASSESSMENT 3</th>
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<tbody>
<tr>
<td>MBA903 Responsible Talent Management Strategies</td>
<td>Week 2 Reflective essay 800 words</td>
<td>Week 3 Reflective essay 2000 words</td>
<td>Week 5 Business Case / Consultancy Report 3500 words 50%</td>
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<td>15%;</td>
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<tr>
<td>MBA904 Design Thinking and Business Transformation</td>
<td>Weeks 4 &amp; Study recess Reflective journal 2 X 400-600 words 40%</td>
<td>Weeks 7 Group Report 3000words 40%</td>
<td>Week 10 Oral Presentation (Group) 4 mins. digital recording 20%</td>
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<tr>
<td>MBA905 Innovation, Entrepreneurship &amp; Commercialisation</td>
<td>Week 5 Case study report 1200-1600 words 20%</td>
<td>Week 9 Business Canvas Model A3- Canvas 1200-1600 wd report 10 min +5 slide presentation 40%</td>
<td>TBA Final exam 3 hours 40%</td>
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<tr>
<td>MBA910 Leading Edge Management Cases</td>
<td>Week (TBA) Team assessment 5min video 50%</td>
<td>Week (TBA) Individual Reflection 50%</td>
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The Assignment due date is 1st May 2018 – give yourself a few days encase you fall behind.

Based on the original Assignment Calculator from the University of Minnesota Libraries.

Assignment breakdown

**Step 1: Analyse your assignment task**
By Monday 2 Apr, 2018
- Analyse the task.
- Make sure you work out what you need to research and how to structure your assignment.
- Understanding the task
- Types of assignments
- Structuring your assignment

**Step 2: Find your information**
By Monday 9 Apr, 2018
- Start with the resources in "Finding information".
- Read broader general resources (textbooks) before resources on specific topics (journal articles).
- If you cannot find what you need, just ask.
- Finding information
- Managing weekly readings
- Subject Guides
- Notetaking
- Finding the right information
- QUT Notetaking Template (PDF, 63KB)
- Need Help?

**Step 3: Organise your notes**
By Friday 13 Apr, 2018
- Follow the strategies in "Notetaking".
- Develop a plan according to the task words in your assignment.
- Notetaking
- Understanding the task
- Types of assignments

**Step 4: Write your draft**
By Thursday 19 Apr, 2018
- Follow the structure for academic writing in "Structuring your assignment".
- For multipart assignments follow the order of the assignment as it is laid out in your task sheet. Each part is like a mini assignment.
- Don’t forget to cite and reference your sources.
- Structuring your assignment
- Citing and referencing
- QUT cite/ write

**Step 5: Edit and proofread**
By Wednesday 25 Apr, 2018
- Revise your assignment following the pointers in "editing and proofreading".
- Make sure you have specifically responded to the task.
- Have done everything in the checklist you made in "Understanding the task", back in Step 1?
- Editing and proofreading

**Step 6: Format your assignment**
By Saturday 28 Apr, 2018
- Follow the formatting guidelines required by your lecturer.
- Check your unit page in QUT Blackboard, or with your lecturer

**Step 7: Turnitin Originality Report**
Checks the originality of your assignment: Direct quotes will give a higher %
By Saturday 28 Apr, 2018

**Step 8: Feedback**
Once your assignment is returned check the feedback and seek assistance where needed.

**PAC - in the Library**
Help with research and finding information
Help with Draft, referencing & structure

**Contact your Lecturer**

**Contact the Librarians**

**Contact Celeste – Learning Development**
<table>
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SAT/SUN</th>
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<td>31 /1 April</td>
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<td>10 MBA 904 : Step 1 Analyse your assignment task</td>
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<td>12</td>
<td>MBA 903: Step 3 Organise your notes</td>
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<td>MBA 904 Step 2 : Find your information</td>
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<td>MBA904: Step 3 Organise your notes</td>
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<td>23</td>
<td>24</td>
<td>25 MBA903: Step 5 Edit and proofread</td>
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<td>27 MBA904: Step 4 Write your draft</td>
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<td>3</td>
<td>4 EMBA904: Step 6 Format your assignment Step 7: Turnitin</td>
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SAMPLE ASSIGNMENT

“Whilst the era of floating exchange rates has seen monetary policy used to achieve economic growth and price stability, the GFC has seen the re-emergence of the need for expansionary fiscal policy”

Explain how Australian Monetary Policy has been successful under the floating exchange rate but the fiscal policy was relatively more effective during the GFC
Assessment Strategy

1. Choosing keywords

2. Decide on the information types you need
   - Company information, Industry, Government, data, statistics, books and journal articles

3. Where will I find the information:
   - Searching
     - Databases for Journal articles, statistics company and industry reports
     - Advanced Google search for Government and company information

4. Focus my research on
   1. Explain how Australian monetary policy has been successful under a floating exchange rate. (2000 words)
   2. Explain how the fiscal policy was relatively more effective during the GFC. (2000 words)

☑️ REFERENCE – Keep track as you go
Identifying Keywords

“Whilst the era of floating exchange rates has seen monetary policy used to achieve economic growth and price stability, the GFC has seen the re-emergence of the need for expansionary fiscal policy”

Explain how [Australian Monetary Policy has been successful under the floating exchange rate but the fiscal policy was relatively more effective during the GFC]
# Identifying Keywords

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<th>GFC</th>
<th>Fiscal policy</th>
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<td>Econom* Condition*</td>
<td>Floating exchange rates Currenc*</td>
<td>Current condition Global Financial Crisis Prospects</td>
<td>Tax reform Taxation</td>
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<td>Foreign exchange futures</td>
<td>Opportunities, opportun*</td>
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<td>Strong, Strength*</td>
<td>Foreign exchange* Policies, Policy</td>
<td>Outlook</td>
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<td>Global economy Econom* Crisis</td>
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<tr>
<td>Measures, measur*</td>
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**Hints:** Fill in the columns as you search,  
Keep track of the keywords you want to use.  
Remember to use Truncation * to maximise your search results.
MIND MAP YOUR RESPONSE

Australian Monetary Policy Success

1. Idea
400 words

2. Idea
400 words

3. Idea
400 words

4. Idea
400 words

5. Idea
400 words

Fiscal policy Success GFC

1. Idea

2. Idea

3. Idea

4. Idea

5. Idea

Assessment
Part 2: The 1st thing you are going to want to do is Google. Try “Monetary policy Australia Floating exchange.”
Part 3: Locating journal articles using SEARCH

Course required readings – listed in your subject outline

Guides Subject databases for resources – journals, company & industry reports and statistics

Australia* “Monetary policy” “floating exchange”

SEARCH – is a good place to start your research
Look at the results and use the refining option to narrow down your results.

Limit to Academic journals. When you find one you like, click on the folder to add to your collection.
Drafting your work: What should it look like?

LEARNING CO-OP

&

ONLINE LEARNING CO-OP

http://www.uow.edu.au/student/learningcoop

START HERE

Types of Assessments

- Essays
- Reports
- Exams
- Oral Presentations
- Case Studies
- Literature Reviews
- Research Proposals
- Portfolios
- Group Work
- Reflective Writing
- Peer- assessment and Self-evaluation
- Online Writing
Assignment types

Reflection

Structure of Response

Essay

Report

Online writing e.g., blog
Assignment types

Question

Structure of Response

Essay

Report
FOR MORE INFORMATION LOOK ON YOUR USB
Noting the lack of strong distinguishing characteristics between legitimate financial statements and fraudulent ones, Managing Director of the National Association Of Accountants, Alfred M. King, said, "The difference between statements prepared fully in accordance with generally accepted accounting principles (GAAP) and those that have resulted in disciplinary or even legal actions represents a relatively fine line" [King, 1992, p. ix]. Firms can and do get away with unethical practices because, by nature, loopholes are catches in policy that have gone unnoticed. They stray only slightly from the line set out by regulations and often their intentional missteps are unseen. The business journal Accounting and ASIC Compliance further highlights this 'fine line' when discussing the investigation of the AMP Corporation by the Australian Stock Exchange.
Firms can and do escape punishment for unethical practices because loopholes exist in the regulations. One example of a loophole exists in the definition and regulation of confidential information: apart from the ongoing debate about what constitutes confidential information, the ASX Listing Rules provide an exemption for confidential information, whereas the Corporations Act does not [Accounting and ASIC, Continuous Disclosure, p. 10-11]. In the case of this ASX listing rule, company accountants may decide to make an unethical decision to use this to their advantage and withhold "confidential" information that should, perhaps, have been released in a report to stock market analysts. The company could legitimately argue that the withheld information was vital to maintaining trade secrets of the organization, despite the fact that had the information been released, investment decisions by outsiders may have been affected. It is grey areas like this that reveal the nature of accounting loopholes.
HOW DO I DO THIS?

• Learning Co-op situated in the Library can work with you individually or in small groups on your assignments at your request

• The Learning Co-op conducts workshops to address assignments and related skills

• Provide materials via Moodle™ for you to access as and when you wish
Part 6: Turnitin – Originality report

Assignments submitted to the Sydney Business School must have a Turnitin Originality Report

Turnitin provides feedback on:

**Content**
- Correctly acknowledging someone else’s ideas and writing

**Punctuation**
- Correct use of punctuation to identify direct quotes that have been properly cited

**Quality of References**
- Inclusion of recognised authors and well cited papers

**Format of References**
- Presented in the correct format with all details
1. MBA901: Business Report: Woolworths Australia

By John Smith
The Assignment process

1. Get started – Understand your topic
2. Develop a search strategy – a plan to find the information
3. Locate the information – use the Library databases and Google
4. Evaluate - Think critically about the information you find
5. Draft, Write, Edit
6. Reference you sources Cite - UOW Harvard style
7. Turnitin
8. Submit and get feedback
Don’t struggle with your assignment
Ask for help

Librarians
Building 16
Ph: 02 4221 3548
Book a Librarian Service –
Library homepage

Learning Development
Email: celeste@uow.edu.au
Ph: 4221 4103

PACs
Located in the Library