



Australia's  
Global  
University



# **IEST5021**

## Corporate Environmental Sustainability Reporting

Semester Two // 2018

## Course Overview

### Staff Contact Details

#### Convenors

Name	Email	Availability	Location	Phone
Aaron Magner	a.magner@unsw.edu.au	Email contact preferred. Meetings by Appointment.		0418964806

### School Contact Information

School of Humanities and Languages

Location: School Office, Morven Brown Building, Level 2, 258

Opening Hours: Monday - Friday, 9am - 5pm

Phone: +61 2 9385 1681

Fax: +61 2 9385 8705

Email: [hal@unsw.edu.au](mailto:hal@unsw.edu.au)

### Attendance Requirements

A student is expected to attend all class contact hours for a face-to-face (F2F) or blended course and complete all activities for a blended or fully online course.

A student who arrives more than 15 minutes late may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.

If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, their request should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.

A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance. A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course's learning outcomes and/or volume of learning. A student seeking approval to be absent for more than one month must apply in writing to the Dean and provide all original or certified supporting documentation.

For more information about the attendance protocols in the Faculty of Arts and Social Sciences: <https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

### Academic Information

For essential student information relating to: requests for extension; review of marks; occupational health and safety; examination procedures; special consideration in the event of illness or misadventure; student equity and disability; and other essential academic information, see <https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

## **Course Details**

### **Credit Points 6**

### **Summary of the Course**

This course provides an overview of corporate environmental sustainability reporting, focusing on today's interplay between large corporations and governments, intergovernmental institutions, investors and non-governmental organisations (NGOs). In the course we consider environment, social and corporate governance (ESG) and the role of corporate reporting on sustainability through, for example, the Global Reporting Initiative's (GRI) Sustainability Reporting Guidelines and other sustainability and corporate social responsibility standards, as well as the matter of external report assurance. We focus on large Australian and multinational corporations and examine tools used to improve corporate social risk management, materiality, accountability and transparency and tools used to enhance corporate social innovation and shared value. We examine the limits of corporate environmental sustainability reporting and the future of CSR. In the course we survey the literature and examine topical examples drawn from Australian and global experiences.

### **At the conclusion of this course the student will be able to**

1. identify and explore key drivers of corporate environmental sustainability and corporate sustainability reporting, including the role and relevance of stakeholders.
2. evaluate corporate performance on environmental and sustainability issues by applying a triple bottom line (environmental, social, economic) sustainable development perspective and materiality evaluation.
3. evaluate and critically appraise the range of solutions or potential solutions a corporation could consider in responding to drivers of corporate environmental sustainability.
4. explain developments and practices in corporate social responsibility, accountability and reporting.

### **Teaching Strategies**

The delivery method involves a 5 day interactive course complemented by pre-course and post-course activities. The method of delivery involves a mix of formal lectures and seminars as well as participation-oriented case studies, role playing, debate and small group exercises.

## Assessment

Further guidance provided in class and via Moodle.

### Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Literature Review Assignment	30%	10 August	1,3
Group Presentation	20%	Both presentation and 1000 word individual report due on 25 September	1,2,3
Individual Assignment	50%	22/10/2018 11:00 PM	1,2,3,4

### Assessment Details

#### Assessment 1: Literature Review Assignment

**Start date:** Commence in Week 1

**Details:** 1500 word literature review essay assignment based on the readings. Written feedback

**Additional details:**

See Moodle for extra details

**Submission notes:** Submit via Moodle

**Turnitin setting:** This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

#### Assessment 2: Group Presentation

**Start date:**

**Details:** Working in small teams, students will undertake a small project of comparative analysis on corporate environmental sustainability and reporting and make a team presentation on the last day. For online students individual presentation will be made via Moodle Written and oral feedback

**Additional details:**

See Moodle for extra details

**Submission notes:** On-campus students present in class; distance students submit a powerpoint with audio via Moodle.

**Turnitin setting:** This assignment is submitted through Turnitin and students do not see Turnitin

similarity reports.

### **Assessment 3: Individual Assignment**

**Start date:**

**Details:** Students will prepare an individual report of 3000 words from a choice of topics. Written feedback. Final assessment of course

**Additional details:**

See Moodle for extra details

**Submission notes:** Submit via Moodle

**Turnitin setting:** This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

## Submission of Assessment Tasks

Students are expected to put their names and student numbers on every page of their assignments.

## Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on [externalteltsupport@unsw.edu.au](mailto:externalteltsupport@unsw.edu.au). Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

## Late Assessment Penalties

Students are responsible for the submission of assessment tasks by the required dates and times. Depending on the extent of delay in the submission of an assessment task past the due date and time, one of the following late penalties will apply unless special consideration or a blanket extension due to a technical outage is granted. For the purpose of late penalty calculation, a 'day' is deemed to be each 24-hour period (or part thereof) past the stipulated deadline for submission.

- **Work submitted less than 10 days after the stipulated deadline** is subject to a deduction of 5% of the total awardable mark from the mark that would have been achieved if not for the penalty for every day past the stipulated deadline for submission. That is, a student who submits an assignment with a stipulated deadline of 4:00pm on 13 May 2016 at 4:10pm on 14 May 2016 will incur a deduction of 10%.

### ***Task with a non-percentage mark***

If the task is marked out of 25, then late submission will attract a penalty of a deduction of 1.25 from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

*Example:* A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The total possible mark for the essay is 25. The essay receives a mark of 17. The student's mark is therefore  $17 - [25 (0.05 \times 3)] = 13.25$

### ***Task with a percentage mark***

If the task is marked out of 100%, then late submission will attract a penalty of a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

*Example:* A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. The essay receives a mark of 68. The student's mark is therefore  $68 - 15 = 53$

- **Work submitted 10 to 19 days after the stipulated deadline** will be assessed and feedback provided but a mark of zero will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component (hurdle requirement), a student will be deemed to have met that requirement;
- **Work submitted 20 or more days after the stipulated deadline** will not be accepted for assessment and will receive no feedback, mark or grade. If the assessment task is a compulsory component of the course a student will receive an Unsatisfactory Fail (UF) grade as a result of unsatisfactory performance in an essential component of the course.

This information is also available at:

<https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

## Special Consideration Applications

You can apply for special consideration when illness or other circumstances interfere with your assessment performance.

Sickness, misadventure or other circumstances beyond your control may:

- \* Prevent you from completing a course requirement,
- \* Keep you from attending an assessable activity,
- \* Stop you submitting assessable work for a course,
- \* Significantly affect your performance in assessable work, be it a formal end-of-semester examination, a class test, a laboratory test, a seminar presentation or any other form of assessment.

For further details in relation to Special Consideration including "When to Apply", "How to Apply" and "Supporting Documentation" please refer to the Special Consideration webstie:

<https://student.unsw.edu.au/special-consideration>



## Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

**Copying:** using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

**Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

**Collusion:** working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

**Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

**Duplication ("self-plagiarism"):** submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices:

- Paraphrasing, summarising, essay writing and time management
- Appropriate use of and attribution for a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre (<http://www.lc.unsw.edu.au/>). Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library also has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time

- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Some of these areas will be familiar to you, others will be new. Gaining a solid understanding of all the related aspects of ELISE will help you make the most of your studies at UNSW.

(<http://subjectguides.library.unsw.edu.au/elise/aboutelise>)

## Course Schedule

[View class timetable](#)

### Timetable

<b>Date</b>	<b>Type</b>	<b>Content</b>
Week 1: 23 July - 29 July	Intensive	23 July and 24 July 9.30am-4.30pm two full day intensive workshop and lecture.
Week 7: 3 September - 9 September	Intensive	3, 4 and 5 September 2018 9.30am-4.30pm. Three full days of intensive workshops and lectures.

## **Resources**

### **Prescribed Resources**

All resources will be detailed on the Moodle site.

### **Recommended Resources**

All resources will be detailed on the Moodle site.

### **Course Evaluation and Development**

MyExperience will be used for evaluation at the end of the course.

An informal mid-session evaluation of the course will be undertaken via group discussion.

### **Image Credit**

Corporate environmental sustainability reporting, focuses on today's interplay between large corporations and governments, intergovernmental institutions, investors and non-governmental organizations (NGOs). Photo: iStock with permission.

### **CRICOS**

CRICOS Provider Code: 00098G