RUSSO
BUSINESS
SCHOOL

Study Guide

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Introduction

The information provided in this document relates to essential learning and study skills. You should refer to this information throughout your studies. It also explains what will be expected of you throughout your studies and will provide you with information to assist with effectively managing your time, developing and sharpening your study & exam preparation skills and contributing to the overall success of your academic journey.

Each Diploma subject requires attendance at all classes and you must plan 15 hours per week per subject to complete readings, reflection and revision and plan, research, develop and complete assessment. Undertaking two subjects per study period is a full-time load, and is equivalent to full-time employment.

Many of you are enrolled on a **Student Visa.** Ensure you are aware of and understand the expectations and conditions of holding a student visa. Further information can be found here.

Diploma of Business – Cluster Model

The Diploma of Business is delivered through Clusters of subjects bringing together complementary disciplines to emphasise the interconnectedness of business concepts and demonstrate how these apply in a business setting. The Clusters are outlined below.

Subject Code	Subject Name
First Cluster - Professional Skills for Business	
RH1000	Academic & Business Skills Development
RH1005	Contemporary Business Communication
Second Cluster - Managing and Marketing a Business	
RH1004	Management Fundamentals
RH1008	Marketing Fundamentals
Third Cluster - Data Analytics & Decisions Making for Business	
RH1003	Data Analysis and Management
RH1007	Economics.
Fourth Cluster - Finance and Legal Essentials for Business	
RH1002	Accounting
RH1012	Business Law

Steps to success in your studies

Engagement	Organisation	Self Help	Subject Outline

1. Engagement

In order to be successful in your studies, you need to be involved and engaged with your learning journey by :

- Attending all lectures, engaging and participating in workshops and classes
- Attending and participating in tutorials, practical work and other organised activities
- Completing all readings and preparations as set by your lecturer
- Completing all assessment tasks
- Doing revision and taking notes
- Asking for advice and/or assistance if and when you need it; engage with your lecturers

2. Organisation

Staying on track with your studies is much easier if you have a good study environment and a routine, for example:
- Creating an area designated for study
- Minimising distractions so you can focus on your study
- Obtaining items which you find helpful for revision, notetaking and study (highlighters, coloured tabs, notebooks)
- Making a study planner; referring to the RBS Academic Calendar
- Being aware of important dates such as assessment due dates or exams
- Regularly review and revise what you have learned to date; quiz yourself

3. Self Help

As well as keeping up to date with your studies, you also need to look after yourself. Some examples include:
- Focus on your goals and why you are studying, this will help to keep you motivated.
- Manage your time to achieve a healthy balance between study, social life, family, work and time for yourself. It's ok to take a break.
- Stay healthy by eating regularly, exercising and getting enough sleep.
- Ask for help when you need it or are feeling unsure. We are here to help you to succeed, both academically and personally.
- Reward yourself and celebrate your successes, even if these sometimes feel small.

4. Subject Outline

It is important to refer frequently to the subject outline for each subject as this is your roadmap to succeed.. These can be accessed in RBS's Learning Management System, iLearn. The subject outline provides important information including:
- Staff contact details
- Learning outcomes for Subject
- Prescribed/recommended texts & further reading
- Assessment instructions, including dates when these are to be submitted
- Marking rubric for each piece of assessment so you know what is being looked for in each assessment piece.

<u>We are here to help</u>

Academic Support

The Learning Centre

Level 2 349 Queen Street (JCU Brisbane Campus)

Open hours: 9.00am – 4.30pm

Monday – Friday (excluding public holidays)

Text or call 0438 169 691

The Learning Centre has a range of free and confidential services to help your academic development so you can get the most out of your study.

At the Centre you can find Learning Advisors who are available to give you the support, advice and assistance needed to achieve the results you desire. They can help you with things like planning your study, developing your academic writing and research skills, preparing for exams and much more.

Brett Vance
Manager of Teaching and Learning
Email: brett.vance@jcub.edu.au
Phone: +61 7 3001 7894
Mobile: 0438 169 691

Personal Support

Student Wellbeing offers free and confidential coaching and counselling services to all RBS students. Our qualified counsellors can help you with any academic or personal concerns you may have.

Martine Lakey --- Student Counsellor

B.BehavSc (Hons Psych) Assoc. MAPS

Access: Face-to-face, video, and phone consultations available
Opening hours: Monday to Friday 9:00am – 4:00pm
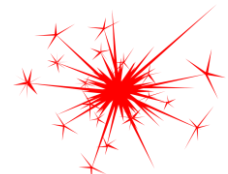(Excluding Public Holidays)
Email: studentcounsellor@jcub.edu.au
Phone: 0437 865 606

Motivation

Motivate yourself or seek help with motivation! Overcome procrastination!

It takes one spark to light a fire – what's your spark?

(Rolero LLC, 2022)

If you're not feeling motivated or need help with managing stress, achieving goals, decision-making or you just need to talk to someone who will listen, Student Wellbeing is available to you.

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Developing your Academic Character

(Johnson, 2017)

Character

Whilst excellent numeracy and literacy skills are essential for success in your studies, the development of your character is equally important in determining your academic ability

Academic Character combines the virtues of responsibility, merit and integrity

Non cognitive Traits + Habits
How you think, feel and behave.

Social + Emotional Skills
Perseverance, empathy, mindfulness, courage and leadership.

Growth Mindset
Embrace challenges with a desire to learn and build on abilities accepting criticism and failure as part of the learning process

21st Century Skills
Information, media and technology literacy & collaboration skills

Soft Skills
Creative/critical thinking, communication skills, adaptability and emotional intelligence (understand/manage the emotions of self and those around you)

Grit
Passion and drive to achieve long term meaningful goals

Resilience The capacity to recover quickly from difficulties

Agency The sense that I am, my actions are, the determiner of my destiny

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Academic Information

Academic Honesty

Please also refer to the Russo Business School Academic Honesty and Misconduct Policy and Procedure

Russo Business School is committed to ensuring that academic honesty is integral to the values of Russo

Business School, and that it produces ethical graduates. Russo Business School expects all students to act with integrity and honesty when developing, creating and using information and ideas, and to conduct themselves with the highest ethical standards in all aspects of academic work. In particular, Russo Business School expects that:

- Students ensure that their academic work is their own original work
- The ideas of others are acknowledged appropriately
- All staff and students are responsible for identifying and
- reporting academic misconduct

(University of Southhampton, 2017)

(TEQSA, 2022)

For more information about Academic Integrity including free resources and frequently asked questions:

https://www.teqsa.gov.au/understanding-academic-integrity

Types of Misconduct

Plagiarism - the act of representing the ideas or work of another person(s) as one's own original work, by copying or reproducing that work without acknowledgement of the source, it includes:

- Direct copying from someone else's published work (either electronic or hard copy) without acknowledging the source (or authors) as a quotation.
- Paraphrasing without acknowledging the source (or authors).
- Using facts, information and ideas derived from a source without acknowledgement.
- Assisting another person to commit an act of plagiarism.
- Submitting a paper to be graded or reviewed that has been written by another person.
- Purchasing a paper from someone else or from a commercial entity such as from the internet or other similar commercial service.
- Copying answers or text from another classmate and submitting it as one's own.
- Citing data without crediting the original source.
- Reworking data from another source (such as another student's research data) without acknowledgement or to pass it off as one's own work.
- Proposing another author's idea as if it were one's own.
- Submitting someone else's presentation, program, spreadsheet, or other file with no alterations or only minor alterations.

Collusion - the presentation by a student of work as his or her own which is the result of unauthorised collaboration with another person or persons. Both the student presenting the assignment and the student(s) willingly supplying unauthorised material (colluders) are considered participants in the act of collusion.

Cheating - acting dishonestly or unfairly in order to gain an advantage in any form of assessment.

Cheating in examinations or tests includes:

- Copying or attempting to copy from another student (or external party)
- Attempting to use unauthorised material either in written or electronic format
- Verbally communicating with another student or attempting to communicate with another student, fabricating information, data, research or other elements

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Contract Cheating is a form of academic misconduct which occurs when a student employs or uses a third party to undertake all, or part of, an assessment task, and then submits it as their own work for example, using illegal cheating services, to buy an essay, study notes or have someone impersonate them in an exam. Under Australia's anti-cheating laws, the promotion or sale of academic cheating services is illegal and subject to penalties of up to two years' imprisonment or fines. Examples of third parties are:

- Essay writing services
- Friends, family or other students
- Private tutors
- Copy editing services
- Agency websites

Falsification - manipulating research material, equipment or processes, or changing or omitting/suppressing data or results without scientific or statistical justification, such that the research is not accurately represented in the research record. This would include falsifying information such as:
- Fabricating references or using incorrect references
- Distorting or inventing data to support an assessment or research argument
- Unauthorised omission of data, information or results in documents, reports and presentations
- Falsifying lab or experimental data or observations

Intentional and unintentional plagiarism or cheating

The seriousness of the misconduct is determined, in part, by whether the conduct is regarded as intentional or unintentional. Intentional plagiarism or cheating is carried out knowingly with an intent to deceive and is therefore considered as serious misconduct. Unintentional plagiarism may occur due to lack of familiarity with academic writing practices and is therefore considered to be less serious on the first occurrence.

ALWAYS ASK FOR ASSISTANCE IF YOU ARE NOT SURE

Penalties for academic misconduct ranging from minor to major include but are not limited to:
- Formal warning
- Mark reduction
- Fail grade
- Suspension
- Exclusion

Learning Platforms

iLearn

RBS's version of Blackboard Learn, is a Learning Management System that allows you to interact collaboratively with your peers and teachers, and provides a flexible learning experience. iLearn is enhanced by the use of H5P and the Echo360 Active Learning Platform. iLearn assists your lecturers in detecting any instances of plagiarism by providing the Turnitin application. Ensure you visit the Learning Advisors, Level 2 Learning Centre (0438169691) if you have any concerns in regards to your paraphrasing and referencing skills.

With iLearn you can:
- Access your subject guides/outlines for each subject
- Access lecture slides presented by your lecturers
- Discuss topics with your lecturers and students enrolled in your subjects as necessary
- Submit assignments online using SafeAssign
- Access information about required textbooks, readings/journals, eResources and further reading for each subject
- View and update your personal details including contact details, emails and phone numbers
- Check your current enrolment details
- View your most recent results

You will be given specific training on the use of iLearn in your orientation session and in your subject RH1000 Academic & Business Skill Development.

Here is a link to the Quick Start for Blackboard Learn Help Centre if you want to get a head start. https://help.blackboard.com/Learn/Student/Ultra/Quick_Start

PebblePad

PebblePad is a portfolio and personal learning platform. It is designed to help you with your learning wherever you may be (at study, work or play). PebblePad allows you to develop, shape, and share your unique skills and attributes. PebblePad supports your professional/academic development with a range of tools to help you plan, record, reflect on, and evidence your learning. It brings your learning journey (stories) together in powerful, interactive presentations.

Your teachers will use PebblePad to guide and scaffold your learning activities and provide you with packages you can own, add to, and refer back to in the future.

[Users' guide for PebblePad](#)

Student Progression

Please also refer to the [Russo Business School Assessment, Moderation and Progress Policy and Procedure](#)

Students are responsible for their own learning and making satisfactory academic progress. Russo Business School is committed to monitoring student progress and ensuring that students who are potentially 'at risk' of unsatisfactory progress are identified, monitored and offered support. If a student is identified as at risk of making unsatisfactory progress, they will be notified by Russo Business School that they have been placed on the Students at Risk Register.

Domestic FEE-HELP students who do not maintain a minimum pass grade may become ineligible for FEE-HELP, which may affect future enrolment.

In accordance with Standard 8.13 of the National Code 2018, if an **international student** is deemed as making 'unsatisfactory progress' or 'unsatisfactory course attendance', they must be given written notice as soon as practicable which notifies the overseas student that the registered provider intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance, informs the overseas student of the reasons for the intention to report and advises the overseas student of their right to access the registered provider's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days. Unsatisfactory progress or attendance must be reported in the Provider Registration and International Student Management System (PRISMS) in accordance with Standard 8.14 of the National Code. Any international student at risk of unsatisfactory progress will be reviewed to determine if they will be able to complete the course within the expected duration stated on the Confirmation of Enrolment (CoE), to ensure that potential extensions of course duration are in accordance with Standard 8.16.2 of the National Code.

Assessment

Please also refer to the [Russo Business School Assessment, Moderation and Progress Policy and Procedure](#)

Refer to the policy link above for information regarding:

- Assessment due dates
- Late assignments
- Absence for in-class assessments
- Examination rules and procedures
- Grading system

A range of assessment methods/styles are used to assess students' achievement of the learning outcomes and content

Assessment Styles *Entries not linked below guidance, resources and format for use will be provided in class

[Academic Skill Portfolio](#) (JCU, 2022b)

Analytical (Group) Report*

[Annotated Bibliography](#) (JCU, 2022c)

[Business Report](#) (The Learning Centre, 2022)

Business Proposal Report*

[Essays](#) (JCU, 2022d)

[Exams](#) (JCU, 2022e)

[Forum Discussions](#) (JCU, 2022f)

[Literature Review](#) (JCU, 2022g)

Marketing Blog*

Marketing Pitch*

Marketing Report*

Networking Assignment*

Presentations ([oral](#) (JCU, 2022h), [posters](#) (JCU, 2022i))

[Quizzes](#) (JCU, 2022j))
(a type of online exam)

Role Play*

Skills Activities*

[Technical Reports](#) (JCU, 2022k)

Referencing

Students are required to use the APA 7th edition referencing system (unless advised otherwise by teaching staff), when referencing a direct source or paraphrasing another person's work.

A Quick Guide

Wherever you make a statement of fact or use an idea that is supported by one of your readings you must provide an in text reference. This in text reference must accompany the idea and therefore they usually appear in the topic sentence of your paragraphs, it is nearly always wrong to place an in text citation at the end of a paragraph as the final sentence of a paragraph should be linking the ideas within to what is to come and/or other parts of your paper.

Best advice is that if you cannot find an author and/or a date for a resource you should not use it. If unsure check with the learning advisors in the Learning Centre and or your lecturer/tutor/teacher/facilitator. An author can be a person or an organisation.

An in text citation is one of the following forms:

(Author_Surname, Year) for example (Smith, 2021)   --- 1 author

(Author_Surname & Author_Surname, Year) for example (Smith & Ahmadi, 2020)   --- 2 authors

(Author_Surname et. al., Year) for example (Smith et. al., 2021)   --- more than 2 authors

If you would like to include the Author's name in the sentence your writing for effect then you can write…

Smith (2021) contends… (the three forms above still apply)

If the author is an organisation then you write for your in text citation…

(Organisation, Year) for example (Coca Cola, 2019)

You should avoid quotations as you cannot show an understanding of the concept you are writing about with a quotation. If you must use a quotation, the quotation itself must be indented and accompanied by an in text citation with a page number where the quotation started in the reading, for example,

> our observations stress the importance of an early and functional SARS-CoV-2-specific T cell response in reducing infection and disease severity (Smith & Ahmadi, 2021, p. 5)

Reference List must start on a new page, the list items are ordered by the first author's surname (or corporate author name) in alphabetic order. The actual formatting of the reference list items is best done by using a citation generator like citefast.com this will ensure you don't make errors in style and format and will save you a great deal of time.

A more thorough guide is available here:

APA 7th edition referencing guide (JCU, 2022a)

Official Academic Transcript and Testamur

Academic Records are issued within 30 days of you completing your course and cannot be issued without your USI number.

ALL fees must be paid to receive your Academic Record

Complaints and Appeals

Students have access to a fair and free complaints and appeals process:

- Attendance issues
- Course assessment/grades
- Other academic or non-academic issues

Please refer to the RBS Policies Library - Student Complaints and Appeals Policy and Procedures

References

JCU (2022a, Aug 29) *"APA 7th referencing guide --- JCU Library"*
    https://libguides.jcu.edu.au/ld.php?content_id=47662115

JCU (2022b, Aug 29) *"PebblePad ePortfolios"* https://www.jcu.edu.au/learn/guides/eportfolios

JCU (2022c, Aug 29) *"Self study programs: annotated bibliographies"*
    https://www.jcu.edu.au/__data/assets/pdf_file/0011/115895/Annotated-Bibliographies.pdf

JCU (2022d, Aug 29) *"Essay writing basics"* https://www.jcu.edu.au/students/learningcentre/assignments/essay-writing-basics

JCU (2022e, Aug 29) *"Exams"* https://www.jcu.edu.au/students/learningcentre/exams

JCU (2022f, Aug 29) *"Using discussion boards"* https://www.jcu.edu.au/learn/guides/using-discussion-boards

JCU (2022g, Aug 29) *"BU1105/BU1805: Professional and academic skills for business guide: literature review"*
    https://libguides.jcu.edu.au/BU1105/lit_review

JCU (2022h, Aug 29) *"Self study programs: Oral presentations"*
    https://www.jcu.edu.au/__data/assets/pdf_file/0019/115813/Oral-Presentations.pdf

JCU (2022i, Aug 29) *"Posters and presentations"* https://libguides.jcu.edu.au/postersandpresentations

JCU (2022j, Aug 29) *"Taking online exams"* https://www.jcu.edu.au/students/learningcentre/taking-online-exams

JCU (2022k, Aug 29) *"Self study programs: Writing Reports"*
    https://www.jcu.edu.au/__data/assets/pdf_file/0005/115763/Writing-Reports.pdf

Johnson, L. A. (2017, Aug 14). *"What do we mean when we say 'social and emotional skills'?".*
    https://www.thelajohnson.com/

Rolero LLC (2022, Aug 29). *"clker.com free clipart".* http://www.clker.com/clipart-red-firework.html

TEQSA (2022, Aug 29). *"Cheating is never the right answer".* https://www.teqsa.gov.au/file/22391

The Learning Centre (2022, Aug 29) *"Writing a Business Report"*
    https://www.jcu.edu.au/__data/assets/pdf_file/0005/202658/How-to-write-a-Business-Report.pdf

University of Southampton (2017, Aug 14). *"Academic integrity is at the centre of all the work you do at university".*
    https://library.soton.ac.uk/sash/what-is-academic-integrity

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