



## Assessment 3 Information

<b>Subject Code:</b>	MBA600
<b>Subject Name:</b>	Capstone: Strategy
<b>Assessment Title:</b>	Reflective Essay
<b>Assessment Type:</b>	Individual reflective essay
<b>Length:</b>	2000 words (+/- 10% allowable range)
<b>Weighting:</b>	40%
<b>Total Marks:</b>	100
<b>Submission:</b>	Online
<b>Due Date:</b>	<b>Week 13</b>

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### Your task

Individually, you are required to reflect on the learnings gained from undertaking the capstone subject and assessments by writing a 2000 word reflective essay.

### Assessment Description

The purpose of this assessment is to foster students ability to coherently reflect on their undertaking of the Capstone: Strategy subject together with a reflection on their entire MBA.

### Assessment Instructions

Students are required to look back at their MBA course as a whole and identify the specific skills developed that will assist them in becoming effective practitioners in the workplace.

Learning is a persistent change in performance or potential that results from experience and interaction. Reflective learning is the process of stepping back from these experiences and reflecting on how skills, attitudes, mindset and behaviours have evolved.

Your reflective essay must cover the following:

- Introduction.
- A brief discussion on the value of reflective practice for managers and leaders
- A personal reflection on learnings from the capstone subject and consultancy research process.
- A personal reflection on skills developed over the MBA.
- A personal reflection on how these will assist in future career endeavours.
- Conclusions.
- Reference list (or possibly in this instance a Bibliography).

The reflective essay should include a discussion of learnings from both a theoretical and practical perspective. Additionally, insights from undertaking assessments and research, capstone lessons as well as group activities from this and other subjects over the duration of the course. Specific examples should be cited to support and justify all points.

## Assessment Submission

This file must be submitted as a 'Word' document to avoid any technical issues that may occur from incorrect file format upload. Uploaded files with a virus will not be considered as a legitimate submission. MyKBS will notify you if there is an issue with the submitted file. In this case, you must contact your workshop facilitator via email and provide a brief description of the problem and a screenshot of the MyKBS error message. You are also encouraged to submit your work well before the deadline to avoid any possible delay involving the Turnitin similarity report or any other technical difficulties.

## Late assignment submission penalties

Penalties will be imposed on late assignment submissions in accordance with Kaplan Business School "late assignment submission penalties" policy.

Number of days	Penalty
1* - 9 days	5% per day for each calendar day late deducted from the total marks available
10 - 14 days	50% deducted from the total marks available.
After 14 days	Assignments that are submitted more than 14 calendar days after the due date will not be accepted, and the student will receive a mark of zero for the assignment(s).
Note	Notwithstanding the above penalty rules, assignments will also be given a mark of zero if they are submitted after assignments have been returned to students

\* Assignments submitted at any stage within the first 24 hours after the deadline will be considered to be one day late and therefore subject to the associated penalty

For more information, please read the full policy via <https://www.kbs.edu.au/about-us/school-policies>

# Important Study Information

## Academic Integrity Policy

KBS values **academic integrity**. All students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Academic Integrity and Conduct Policy.

*What is academic integrity and misconduct?*

*What are the penalties for academic misconduct?*

*What are the late penalties?*

*How can I appeal my grade?*

Click here for answers to these questions:

<https://www.kbs.edu.au/about-us/school-policies>

## Word Limit for Written Assessments

Submissions that exceed the word limit by more than 10% will cease to be marked from the point at which that limit is exceeded.

## Study Assistance

Students may seek study assistance from their local Academic Learning Advisor or refer to the resources on the MyKBS Academic Success Centre page. Click [here](#) for this information.

## MBA600 Assessment 3 Marking Rubric – Reflective Essay 40%

Marking Criteria ( ___/100)	F (Fail) 0 – 49%	P (Pass) 50 – 64%	C (Credit) 65 – 74%	D (Distinction) 75 – 84%	HD (High Distinction) 85 -100%
Introduction ___/5 marks	You have provided inadequate or no context and the introduction does not link to the assessment requirements.	You have provided adequate context which partially links to the assessment brief.	Your introduction provides a clear context for the submission and directly links to the purpose of the assessment.	Your introduction provides a strong context for the submission and directly links to the purpose of the assessment. .	Your introduction provides a comprehensive context for the submission and directly links to the purpose of the assessment.
Reflective practice and its value ___/10 marks	You have not or inadequately discussed the concept and value of reflective practice.	You have provided a basic discussion on the concept and value of reflective practice.	You have competently explored the meaning, importance and value of reflective practice.	You have persuasively argued the meaning, importance and value of reflective practice.	You have comprehensively discussed and persuasively argued the meaning and value of reflective practice.
Personal reflection: MBA Capstone ___/20 marks	Your reflection is inadequate or absent with virtually no insight into what you have learned in the MBA Capstone.	Your reflection provides a basic insight into your own learnings and objectives from undertaking the MBA Capstone.	Your reflection provides a detailed insight into your own learnings and objectives from undertaking the MBA Capstone.	Your reflection provides the reader with a comprehensive understanding of your learnings and objectives in undertaking the MBA Capstone.	Your reflection provides the reader with an excellent insight into what you have learned from the MBA Capstone and how in future you will use this learning.
Personal reflection: MBA Course ___/20 marks	Your reflection is inadequate or absent in relation to what you have valued in your MBA Course.	Your reflection provides a basic insight into your own learnings and objectives from undertaking the MBA Course.	Your reflection provides a detailed insight into your own learnings and objectives from undertaking the MBA Course.	Your reflection provides the reader with a comprehensive understanding of your learnings and objectives in undertaking the MBA Course.	Your reflection has carefully explained, skillfully analysed, and thoughtfully presented how you will use your MBA in your future career.
Personal reflection: Future career ___/20 marks	Your reflection does not include any real reference to how your learning and experiences will be used in your future career.	Your reflection provides a basic insight into how you might use your MBA in your future career.	Your reflection provides a detailed insight into how you hope you might use your MBA in your future career.	Your reflection impresses the reader with the energy you hope to apply in using your studies to shape your career.	Your reflection captures the essence of why you chose to study an MBA at KBS and precisely articulates how you hope to use it to direct your career.
Conclusion ___/10 marks	You have written an inadequate or no conclusion which leaves the reader confused as to the purpose of the reflection.	You have written an adequate conclusion that captures only some of the salient points of your reflection.	You have written an adequate conclusion that captures most of the salient points of your reflection.	You have written a strong conclusion that captures all salient points of your reflection.	You have written a convincing conclusion that captures all salient points of your reflection.
Grammar/spelling ___/5 marks	Spelling and/or grammar is consistently incorrect. It impacts the flow and readability of your essay.	Though there are some errors in grammar and spelling, these do not detract from the readability and flow of your essay.	Mostly correct grammar and spelling, but any errors do not impact your essay's readability and flow.	Errors in grammar and spelling are rare, which enhances the readability and flow of your essay.	Perfect grammar and spelling throughout, which enhances the readability and flow of your essay.
Format ___/5 marks	The format chosen for your essay is inappropriate and/or lacks thought and consideration for the intended audience.	The format chosen for your essay is appropriate, but further attention to detail would improve its presentation.	The format chosen for your essay is appropriate, but minor changes would enhance its presentation.	Your essay is professionally presented and has been submitted in an appropriate format.	Your essay is professionally presented and exceeds expectations for what is suitable for a business environment.
In-text citations and referencing ___/5 marks	Neither in-text referencing nor reference list adheres to Kaplan Harvard Referencing Style.	In-text referencing or the resultant reference list adheres to Kaplan Harvard Referencing Style, with some errors.	Both in-text referencing and the resultant reference list adhere to Kaplan Harvard Referencing Style, with some errors.	Both in-text referencing and the resultant reference list adhere to Kaplan Harvard Referencing Style, with only occasional minor errors.	Both in-text referencing and the resultant reference list adhere strictly to Kaplan Harvard Referencing Style, with no errors.
<b>Feedback and grades will be released via MyKBS</b>					