

School of Accounting and Commercial Law

## MMPA 511 MANAGEMENT

Trimester 3, 2015

### COURSE OUTLINE

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<u>Names and Contact Details</u>	<u>Office</u>	<u>Telephone</u>
<i>Course Coordinator &amp; Lecturer</i>	Kala Retna <a href="mailto:kala.retna@vuw.ac.nz">kala.retna@vuw.ac.nz</a>	RH 928 463 5066
<i>Course Administrator</i>	Rebekah Sage <a href="mailto:rebekah.sage@vuw.ac.nz">rebekah.sage@vuw.ac.nz</a> Office hours: Monday-Friday, 8.30 am – 5.00 pm	RH 728 463 6921

#### Trimester Dates

From the week starting Monday 16<sup>th</sup> November to the week ending Friday 19<sup>th</sup> February.

#### Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 27 November 2015.
2. The standard last date for withdrawal from this course is 26 January 2016.

After the last date stated in #2, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

#### Class Times and Room Numbers

Tuesdays: 12.40-3.30 pm  
Venue: Pipitea Campus split between the rooms below:

- RWW501 (Railway West Wing, room 501).
- GB LT1 (Government Buildings Lecture Theatre 1)
- GB LT3 (Government Buildings Lecture Theatre 3).

For more information see the course schedule on page 6.

#### Course Delivery

The course will consist of lectures and tutorials. There will be tutorials when required during each block of class time, usually the final 50 minutes of allocated class time. Students are expected to attend these tutorials, which will be used to work on case studies and critical analysis.

### **Group Work**

For the group project, around 10 hours of time commitment is expected beyond the scheduled class time.

### **Expected Workload**

This course is a 15-point course. One point is equated to 10 hours of work, which means a total of 150 hours is expected for this course, spread over the 12 teaching weeks. This consists of 36 hours of classes; approximately eight hours per week outside classes during teaching weeks spent reading, studying and writing assignments and a further 20 hours revising.

### **Prescription**

Modern management in business, public and voluntary sectors.

### **Course Learning Objectives**

Students who are successful in this course will be able to:

- (a) Analyse the basic functions of management (including human resources);
- (b) Evaluate the key features and significance of group dynamics, communication, and motivation;
- (c) Identify and assess the social, environmental and ethical responsibilities of management;
- (d) Analyse the information, problem-solving and decision-making process and apply these techniques to management problems;
- (e) Evaluate current internal and external forces impinging on managerial and organisational change and the need to respond to these factors.

### **Course Content**

MMPA 511 offers a broad perspective on modern management in the business, public and voluntary sectors, and examines key issues likely to face managers in the near future. The course emphasises understanding various perspectives on management theory.

### **Readings**

The key readings for this course are contained in the textbook, available at VicBooks:

Schermerhorn et al, (2014). *Management: Foundations and Applications*. 2<sup>nd</sup> Asia-Pacific Edition. Milton, QLD: Wiley.

Further individual reading will be required for Assignment 2. Suggestions for sources will be discussed in class.

### **Assessment**

The Assessment Handbook will apply to all VUW courses: See

<http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

This course consists of mid-trimester class test, group project and a final test. The details of these assessments are:

Assessment	%	Due Date	Course Learning Objectives Covered
1. Mid-Trimester Test	35%	Tue 15 Dec 2015 at 9.00 am in GBLT1	(a), (b), (c)
2. Group Project	15%	Presentations will take place on Tue 26 Jan 2016 (in class) Submit the written group report on Tue 26 Jan 2016 (submit in class)	(b), (c) (d), (e)
3. Final Test	50%	Tue 16 Feb 2016 in RWW501	(a) to (e)

### Assessment Guidelines

#### **1. Mid-Trimester Test (35%)**

The mid-trimester test is closed book and will have a time limit of 1½ hours. The test comprises two essay questions that will require you to show your understanding and analysis of specific management concepts covered in the course. Each question will have an equal weighting of 17.5%.

#### **2. Group Assignment (15%)**

The objective of this assignment is to encourage you to work with others to develop a more in-depth understanding of organisational issues. The assignment also gives you the opportunity to be familiar with the academic literature and to develop your skills of observation and analysis. Working in a group of 5, you will examine a specific organisational issue in the light of organisational behaviour theories. You will choose a New Zealand organisation to examine *without* interviewing any of its members. These issues must reflect any of the nine topics covered in the course. You will need to clear your proposed area of interest with the course coordinator in advance, before you get too far along in your research mode. It is expected that different study groups will tackle different topic areas under the management discipline.

#### **Group Project (maximum 2,000 words, excluding figures, tables and other exhibits)**

Group Reports are expected to be in the order of 2,000 words (including references but not appendices), well-organised and presented in accordance with professional business standards. You will need to use MS Word format, 12 point font, 1.5 line spacing, page numbers, and standard margins. Students are encouraged to use APA reference style for referencing (including in-text referencing and a list of references at the end). **To ensure fairness and group effectiveness all group members will keep a log of the activities carried out as part of the group project.** A **hard** copy will be submitted in class and a soft copy to be submitted on Turnitin through blackboard on **26 Jan 2016, 12.40 pm.**

Each group will give a 10 minute presentation followed by about 5 minutes of discussion during the normal lecture time on 26 Jan 2016.

**Optional:** You are required to submit Annex D if your group members had experienced some issues in terms of unfair contribution by any one of the members on **26 January 2016.**

#### **Assessment criteria for your report**

- See Annex C for assessment criteria.

### 3. *Final Test*

A two-hour closed book final test will be held on 16 February 2016. Details will be provided in class.

#### Penalties

- **Group Project**

The Group Report must be handed in class on the due date (26 January 2016, 12.40pm). No assignment will be accepted **for assessment purposes** after the deadline. However, because it is a mandatory course requirement that a reasonable attempt is made in this assessment item, late items must be submitted to enable an assessment of whether the mandatory course requirement has been met.

An extension or waiver (with no penalty) will be considered on the grounds of exceptional personal circumstances. Students must complete the 'Assignment Extension/Waiver Application Form' available on Blackboard and submit the form (with the relevant supporting documentation) to the MPA Administrator, preferably before the assignment due date.

*Note: The submission of an application does not mean that the extension has been approved. Penalties, as detailed above, will apply if the extension is not granted.*

- **Test**

An unjustifiable absence from a test will result in a mark of 'zero' for that test and may result in a student not meeting mandatory course requirements.

Students unable to take a scheduled test due to exceptional circumstances, must complete the 'Consideration of Exceptional Personal Circumstances for Tests Application Form' available on Blackboard. Submit this form to the MPA Administrator as early as possible, preferably before the test date.

*Note: The submission of an application does not mean that the test requirement has been changed or waived. Penalties, as detailed above, will apply if it is not successful.*

**Exceptional Personal Circumstances** include an impairment assessed by Disability Services, illness, bereavement, circumstances involving the health or wellbeing of a relative or close friend, compulsory attendance at court, national or international representative commitments, significant cultural commitments, or activities in which the student is representing the University.

*Note: Not being organised or failing to plan ahead are **not** exceptional circumstances.*

#### Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. A copy of submitted materials will be retained on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

### **Mandatory Course Requirements**

In addition to obtaining an overall course mark of 50 or better, students must:

- sit the mid-trimester test
- submit group report on the due date, and do a presentation
- obtain at least 50% of the marks available in the final test.

If you believe that exceptional circumstances may prevent you from meeting the mandatory course requirements, contact the Course Coordinator for advice as soon as possible.

### **Class Representative**

A class representative will be elected in the first class, and that person's name and contact details made available to VUWSA, the course coordinator and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of students.

### **Communication of Additional Information**

Additional information concerning this course will be provided in lectures and posted on Blackboard: <http://blackboard.vuw.ac.nz>. Urgent notices will be circulated by email.

### **Student feedback**

Student feedback on University courses may be found at  
[www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php)

### **Link to general information**

For general information about course-related matters, go to  
<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

### **Note to Students**

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

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## MMPA 511 LECTURE SCHEDULE

Lecture	Date	Room	Topics	Readings/Class Exercise
1	17 Nov	RWW501	Course Introduction The contemporary workplace 4 functions of management Briefing on group assignment	Chapter 1
2	24 Nov	GBLT3	Team and Teamwork	Reading on BB
3	1 Dec	GBLT3	Communication and interpersonal skills (Guest lecturer)	Chapter 13
4	8 Dec	RWW501	Motivation	Chapter 14
5	Fri 3.40 pm 11 Dec	GBLT1	Ethics and Social responsibility	Chapter 5
6	15 Dec	GBLT1	9.00 am, Mid-Trimester Test Review of Test	
<b>MID-TRIMESTER BREAK (Tuesday 22 Dec 2015 – Monday 4 Jan 2016)</b>				
7	12 Jan	RWW501	Leading	Chapter 12
8	19 Jan	RWW501	Managing change	Chapter 15
9	26 Jan	RWW501	Group Presentation Feedback on Presentations	In-class Group assignment to be submitted in class
10	2 Feb	RWW501	Information and Decision making	Chapter 6
11	9 Feb	RWW501	Human Resource Management Final Test Revision	Chapter 11
12	16 Feb	RWW501	Final Test	



**SCHOOL OF MANAGEMENT**

**GROUP ASSIGNMENT COVER SHEET**

Name	Student ID No
1.	
2.	
3.	
4.	
5.	

**Project Title** \_\_\_\_\_

**Date Due:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Word Count:** \_\_\_\_\_

*I have read and understood the university policy on Academic Integrity and Plagiarism. I declare this assignment is free from plagiarism.*

Signed: \_\_\_\_\_

**MMPA511**  
**ASSIGNMENT GROUP REPORT (2015/ 2016)**

Names \_\_\_\_\_

	<b>Weak</b>				<b>Strong</b>
<hr/>					
<b>Content</b>					
<i>Adequately analyses and represents the organisation's issue</i>	▪	▪	▪	▪	▪
<i>Reviews the relevant literature</i>	▪	▪	▪	▪	▪
<i>Effectively integrates management concepts and ideas</i>	▪	▪	▪	▪	▪
<hr/>					
<b>Argument</b>					
<i>Arguments well supported - while acknowledging sources</i>	▪	▪	▪	▪	▪
<i>Shows independent thought in the suggestions/recommendations</i>	▪	▪	▪	▪	▪
<hr/>					
<b>Writing &amp; Presentation</b>					
<i>Report is clearly and logically structured</i>	▪	▪	▪	▪	▪
<i>Report is well-presented while acknowledging sources</i>	▪	▪	▪	▪	▪
<i>Referencing/Within word limit:</i>					

**General Remarks:**

**Grade:** \_\_\_\_\_

NB. The above table is intended to map out strengths and weaknesses rather than act as a numerical indicator of the grade.

**THE GROUP PROJECT (OPTIONAL)**

Assessing Group Effectiveness - GROUP MEMBER CONTRIBUTION  
 (To be submitted to the lecturer on **26 January 2016**)

Your Name \_\_\_\_\_

Group Members Names (including your own)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Evaluation of group member participation involves peer and self- assessment. This information will be used by the paper co-ordinator in the event of any complaints perceived by group members (unfair contribution by any one of the group member).

Scale:

- 1 = minimal contribution
- 2 = minor contribution
- 3 = satisfactory contribution
- 4 = substantial contribution
- 5 = very substantial contribution

Group Member	1	2	3	4	5
Contribution at meetings (do they attend, participate and share ideas)					
Commitment to common goal (do they keep on task and show concern for doing things right)					
Reliable completion of tasks (do they show a responsibility to the group and the tasks they have to do)					

How many hours (on average) did you spend working with this group? \_\_\_\_\_