

VICTORIA UNIVERSITY OF WELLINGTON

Te Whare Wānanga o te Ūpoko o te Ika a Māui



Victoria Management School

MMMS 507 SPECIAL TOPIC: 'CULTURE IN ORGANISATIONS'

Trimester 2 2006

COURSE OUTLINE

Course Coordinator

Dr Todd Bridgman
Victoria Management School
Tel. and voicemail 463-5118. Room RH 903
Email Todd.Bridgman@vuw.ac.nz

Administration Assistant

Tricia Lapham Rutherford House (RH) 919
Telephone and voice mail 463-5381, e-mail: tricia.lapham@vuw.ac.nz

Class Times

There are no scheduled classes. Students are expected to work closely with the course supervisor. Students are responsible for identifying a topic within the literature on culture in organizations that interests them. However, the decision to focus on the topic of interest will be made in conjunction with the course coordinator. Individual supervisions are to be arranged with the course coordinator and the expectation is that supervisions will be held weekly.

Course Objectives

The objective of this course is to develop an understanding of various approaches to the study of culture in organizations. Specifically, students will improve their ability to:

- Critically evaluate an academic article
- Prepare a literature review which critically evaluates an aspect of the literature
- Identify a gap in the literature which could be addressed through empirical research
- Prepare a research proposal

Course Content

The course is based on the concept of culture in organizations. The approach incorporates both the topic of organizational culture studies of culture and group dynamics at the level of the workgroup.

Assessment

All assessment will be internal and individual. The course will be assessed as follows:

Article critique	20%
Literature Review	40%
Research Proposal	<u>40%</u>
Total	100%

Descriptions of Assessment

1. Article Critique (20%)

Due date: **4 August 2006**

The objective of this assessment is to critique a seminal, empirical contribution to the literature on culture in organizations. The critique should assess both the empirical work and the theoretical contribution which the article seeks to make.

Length guide: 2000 words

2. Literature Review (40%)

Due date: **8 September 2006**

This literature review should provide a comprehensive synthesis of one area of the literature on culture in organizations. This critical review of the literature should conclude with the identification of a research gap which could form the basis for future empirical study.

Length guide: 4000 words

3. Research Proposal (40%)

Due date: **13 October, 2006**

Based on the research gap identified in the literature review, each student will develop a proposal for research on the scale of a one-year Masters thesis.

Penalties for lateness

In keeping with standards of professionalism appropriate to an Masters degree programme, it is expected that assigned work will be completed and due dates met. In fairness to students who complete work on time, work submitted after the due date/time will incur penalties for lateness. The penalty is up to 5% of the report's grade per day (or part thereof) late. Unusual or unforeseeable circumstances (e.g., serious illness, family bereavement) may lead to a waiver of this penalty but need to be discussed with the course director as soon as possible (prior to the due date when feasible).

Penalties for exceeding word limit

Students are encouraged to write in an economical style. Students who exceed the word limit by 10% may be penalized by up to 10% of the original mark.

Submitting Assignments

All assignments should be submitted in hard copy to the course coordinator by 4pm on the due-date.

Mandatory Course Requirements

To pass this course, students must submit all assignments and obtain a minimum of 50% of marks available overall.

Expected Workload

The expected workload for this course is 150 hours of student work, including individual study and meetings with the course coordinator. Students will allocate their time throughout the trimester as they consider appropriate.

Communication of Additional Information

Additional information will be conveyed to students either in person or via email.

Referencing

There are many different styles of referencing and the Faculty of Commerce & Administration at VUW has decided to make APA (American Psychological Association) referencing style the common standard across the Faculty. The Commerce and Central Libraries hold the APA Style Guide. You can also access the information from the online VUW library site (<http://www.vuw.ac.nz/library/resources/virtualref.shtml#style>).

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at www.vuw.ac.nz/policy/studentconduct. The Policy on Staff Conduct can be found on the VUW website at www.vuw.ac.nz/policy/staffconduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website at www.vuw.ac.nz/policy/academicgrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other student or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website at www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Impairments

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building, telephone (04) 463 6070, email disability@vuw.ac.nz. The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/.

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and Faculty delegates. The Education Office (tel. 04 463 6983 or 04 463 6984, email education@vuwsa.org.nz) is located on the ground floor, Student Union Building.

Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration)

This is a mentoring service for Maori and Pacific students studying at all levels. Weekly one hour sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade, and Room 210 and 211, Level 2, Railway West Wing. Sessions cover drafting and discussing assignments, essay writing, and any questions that may arise from tutorials and/or lectures. A computer suite networked to Cyber Commons is available for student use.

To register with Manaaki Pihipihinga, please contact one of the following:

Puawai Wereta
Room 210, Level 2
Railway West Wing
Tel. (04) 463 8997
Email: Puawai.Wereta@vuw.ac.nz

Fa'afai Seiuli
Room 109 B
14 Kelburn Parade
Tel. (04) 463 5842
Email: Faafoi.Seiuli@vuw.ac.nz