

Victoria Management School

MGMT 308 ORGANISATIONAL COMMUNICATION

Trimester One 2008

COURSE OUTLINE

Contact Details

COURSE COORDINATOR

Sashi Meanger

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ADMINISTRATOR

Luisa Acheson

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TUTORIAL COORDINATOR

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Class Times and Room Numbers

Lectures: Monday: 8.30am – 10.20am (GB LT 3)

Workshops: Friday: 8.30am – 9.20am (GB LT 3)

Lectures and Workshops commence Friday, 29 February 2008.

Tutorials: All students must attend one 1 hour tutorial per week. Tutorials will commence in Week 3 of the course and finish in Week 11. Once times are finalised you must go to your **assigned tutorial time**. Students requesting a change will have to provide documentary evidence of reasons for the change. Please contact the tutorial coordinator with all queries about tutorials.

This course has no final examination.

Introduction

This course explores a range of contemporary topics and perspectives in organisational communication. The course will introduce concepts and issues that will enable students to explore the process of how people communicate in organisational settings. Modes of communication covered range from mass media to group to interpersonal communication. The course will provide tools to examine the ways in which communication in organisations operates at different levels including mass media and public, group and interpersonal communication. Communication processes set up the contexts in which we make sense of organisational life. Through learning to analyse these processes, it is possible to critically question the identities, relationships, and ethics that are created and maintained in organisational communication.

Students will critically explore a range of contemporary topics and perspectives in organisational communication. They will demonstrate independent and critical thinking about how organisational communication works, and they will show that they understand and can use communication perspectives to observe situations and analyse issues in organisational life. Students will be encouraged to investigate and evaluate how organisations can create and maintain success in communication.

Programme and Course-related Learning Objectives

This course will provide students opportunity:

- to develop oral, written and management communication skills
 - through active participation in tutorial and class discussion
 - through the development and presentation of oral and written reports, using narrative, rhetoric and diagrammatic and other schema as forms of presentation
 - through formal and informal classroom debate
- to develop critical and creative thinking skills
 - through exercises and assignments requiring analysis, evaluation, interpretation and synthesis
 - through debate and classroom and tutorial discussion
- to develop leadership skills
 - through structuring independent study: project activity and oral presentation
 - through fulfilling spokesperson duties, reporting on project activities and proposal to a class
 - through an opportunity of participation in a management simulation competition, (eg Deloitte Case Competition, national case competition, GEEBIZ, SIFE)

Course-related Student Learning Objectives

On successful completion of the course, students should be able to:

- demonstrate an understanding of some major theoretical frameworks and concepts relevant to organisational communication and use such frameworks to critically evaluate and develop tools for organisational communication
- develop an ability to communicate reason / argument / recommendations etc related to critical analysis of a specified managerial situation using a specific theoretical framework
- recognise the importance of critical analysis, leadership and communication

Expected Workload

Students can expect the workload to be approximately 16hrs per week (24pt course), including both scheduled contact time (lectures, tutorials, workshops) and outside class.

Group Work

Collaboration on individual assignments is not allowed beyond general discussion as to how one might interpret the nature of the assignment question. Please do not work together to formulate a response and do not loan out your completed assignments.

Tutorial Signup Instructions:

Requirements to use this programme:

- You must be enrolled in the course for the tutorial you want to sign up for; and
- You will need your SCS username and password.

You will only be allowed to enrol in ONE tutorial session. You must always attend the tutorial sessions that you have signed up for. If you attend a different session, your attendance will not be recorded.

Instructions:

Go to the signup website at: <https://signups.vuw.ac.nz> and enter your SCS username and password to log into the system.

The “Signup Home” page opens. It displays all courses you are enrolled for and that use the new signup system. Click on MGMT308.

MGMT308 course page opens. It will show the course contact, brief detail of the signup requirements including last date to enrol, and the schedule of tutorials. A “key” is provided at the bottom of the page that explains all buttons and what they do.

The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the tutorial session.

If there are spaces left in a particular session, you will see the “ENROL” button next to it. You can click this button to enrol yourself into that tutorial session.

If there are NO more spaces left in a particular session, find another. You can waitlist in your desired tutorial if the waitlist spaces have not been filled. If this is the case you will see the “JOIN WAITLIST” button. You can click this button to join the waitlist for your desired tutorial session. You will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. An email will be sent to you if you’re enrolled into the session from a waitlist.

You can only “JOIN WAITLIST” if you have already enrolled in one of the other available sessions. In other words, “ENROL” in one session and then you can choose to join the waitlist for one (1) other preferred session. The WAITLIST is only active while the tutorial sign up process for your course is active. In other words, once the signup process has been closed for your course the WAITLIST is AUTOMATICALLY CANCELLED. It does not roll over into the start of the tutorials.

You can choose to “WITHDRAW” from a session you are already enrolled in as long as you are NOT ON a waitlist. You can also choose to “CANCEL WAITLIST” to remove yourself from a particular waitlist.

A “FULL” button indicates all seats and waitlists are full for that tutorial session. You must choose another.

More details on the various buttons in available in the “Key” section at the bottom of the signup page.

You can only “ENROL” in ONE tutorial session and “JOIN ONE (1) WAITLIST” for other tutorial sessions.

You will be able to login and signup (or change your signup) anytime between 12 midnight 18th February 2008 and the last date: midnight 6th March 2008. You will NOT be able to signup or change your choice after the last date - midnight 6th March 2008. Any changes will be made by the tutorial coordinator on a case by case review of your ‘exceptional circumstance’.

You can view/confirm details of the sessions that you are enrolled and waitlisted for by clicking on “My Signups” on the left hand menu.

Click on “Support” on the left hand menu if you are having problems.

This online signup system is available round the clock over the internet. Please make use of it to sign up for a MGMT308 tutorial before midnight, the 6th March 2008. Any requests after this date any will need to be manually handled by the Tutorial Coordinator and you will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as a medical certificate etc. Please note that the tutorial coordinator will only put you into a particular tutorial session in ‘exceptional circumstances’ and there is **NO GUARANTEE** that you will get your requested tutorial time.

Tutorials start on the first week of the course. As there is a maximum of 17 students per tutorial class you are encouraged to sign up early. Placement into a tutorial will be strictly on a first-come-first-served

basis. Confirmation of your tutorial group will be posted on Blackboard by 5 pm 7th March 2008. If you have any serious problems about the allocations see the Tutorial Coordinator ASAP.

Readings

There is *no required* textbook for this course.

Recommended reading (for assignments): On 3-day loan at Pipitea library.

Adler, R. (2002). *Communicating at work*. 7th ed. New York: McGraw-Hill.

Bordow, A., & More, E. (1991). *Managing organisational communication*. Melbourne: Longman Cheshire.

Cheney G., Christensen L. T., Zorn T. E., Ganesh, S. (2004). *Organizational Communication in an Age of Globalization: Issues, Reflections, Practices*. Prospect Heights, Ill.: Waveland Press.

Daniels, Tom D., Barry K. Spiker, Michael J. Papa (1997). *Perspectives on organizational communication*. Boston, Mass. : McGraw-Hill.

Eisenberg, E. M., & Goodall, H. L. (1997). *Organizational communication: Balancing creativity and constraint*. 2nd ed. New York: St Martin's Press.

Griffin, E. A. (2003). *A first look at communication theory*. (5th ed.) Boston: McGraw-Hill.

Jones, J. & Grant, B. (1991). *Writing, setting and marking essays: A guide for students and staff*. 2nd ed. Auckland : Higher Education Research Office, University of Auckland.

Littlejohn, S. W. (2002). *Theories of human communication*. 7th ed. Belmont, CA: Wadsworth/Thomson Learning.

Miller, K. (2003). *Organizational communication: Approaches and processes*. Belmont, CA: Wadsworth.

Pearce, W. Barnett. (1994). *Interpersonal communication: Making social worlds*. New York, NY : HarperCollins.

Shockley-Zalabak, P. (1999). *Fundamentals of organizational communication*. 4th ed. New York: Longman.

Verderber, K. S. & R. F. Verderber (2001). *Inter-act: Interpersonal communication, concepts, skills and contexts*. 9th ed. Australia; Belmont, CA: Wadsworth.

Westwood, R. I., and Linstead, S. (Eds.) (2001). *The language of organization*. London: Sage.

Wood, J. (1997). *Communication theories in action: An introduction*. Belmont, CA.: Wadsworth.

Finding extra material on organisational communication:

- There is a wide range of **books** on organisational communication in the university library, and these are **scattered** around many parts of the collection – most can be tracked by searching for communication as a key word. Books can be requested and sent down from Kelburn via the Intersite service.
- You can also use the university catalogue and electronic databases to find **journal articles** or current material from **New Zealand print media**. See 'external links' folder on Blackboard for suggestions in using these databases. Many journals are available online - these can be found via the catalogue or the databases.
See <http://www.vuw.ac.nz/library/liaison/management/articleindexes.shtml> for management-oriented databases.

Apart from specific database material via the library, and for bibliographic searching, the internet is usually NOT a good source to use for essays. If you use internet material it should be at the level of a third-year (or above) textbook or journal article, and you should have a good reason for using it. Additional Readings will be distributed as required.

Course Agenda and Schedule

Week	Dates	TOPIC	Assessments
1	Feb 25 Feb 29	No Lecture <i>Workshop: Introductions, Course Outline</i> <i>No Tutorials</i>	
2	Mar 3 Mar 7	Lecture: Organisational Communication - Theory <i>Workshop: Briefings on Assignments and Project; Presentation Skills</i> <i>No Tutorials</i>	
3	Mar 10 Mar 14	Lecture: Rationality and Decision Making Participation in Groups and Teams <i>Workshop: Guest Speaker</i> <i>Tutorial: Introductions, Assignments and Projects</i> <i>Communication Theory analysis</i>	
4	Mar 17 Mar 21	Lecture : Social Relationships and Networks <i>Workshop: No Workshop – Good Friday</i> <i>Tutorial: No Tutorial – Good Friday</i>	
5	Mar 24 Mar 28	Lecture: No Lecture – Easter Monday <i>Workshop: Business Communication</i> <i>Tutorial: No Tutorial – Easter Monday</i>	Assessment 1 Short Essay
6	Mar 31 Apr 4	Lecture: Global and Multicultural Communication <i>Workshop: Guest Lecturer</i> <i>Tutorial: Proposal Presentations</i>	Proposal Presentations starts
7	Apr 7 Apr 11	Lecture: Public Communication <i>Workshop: Public Relations</i> <i>Tutorial: Proposal Presentations and Movie Case Study</i>	
		<i>Mid Semester Break</i>	
8	Apr 28 May 2	Lecture: Ethics and Values in Communication <i>Workshop: Media Communication & Events Management</i> <i>Tutorial: Proposal Presentation, discussion exercise and Project</i>	Assessment 2 Long Essay: Movie Case Study
9	May 5 May 9	Lecture: Leadership and Communication <i>Workshop: Interpersonal Communication</i> <i>Tutorial: Proposal Presentation, discussion exercise and Project</i>	
10	May 12 May 16	Lecture: Power and Control in Organisational Life <i>Workshop: Career Workshop</i> <i>Tutorial: Proposal Presentation, discussion exercise and Project</i>	
11	May 19 May 23	Lecture: Change Related Communication <i>Workshop: Case Study</i> <i>Tutorial: Preparation for Test and Project</i>	Assessment 3 Project Report
12	May 26 May 30	Lecture: Test <i>Workshop: Analysis of OC and Career Paths</i> <i>No Tutorial</i>	Assessment 4 Final Test

Assessment Requirements

Assessment	Title	Weight	Date
1	Short Essay: Communication Word count 1200 words maximum, excluding references	10% of final grade	Due 4pm Fri 28 March
2	Long Essay: Movie Case Study Word count 2000 words maximum, excluding references	30% of final grade	Due 4pm Fri 2 May
3	Project Proposal (10%) Presentation and one page summary Report (20%) Word count 2500 words maximum, excluding references	30% of final grade	In Assigned Tutorials Due 4pm Fri 23 May
3	Final Test	30% of final grade	Mon 26 May 8:30am – 10:20am
	TOTAL	100%	

ASSIGNMENTS IN DETAIL

- There will be opportunities to ask about assignments in class.
- Please check out the notes on ‘handling assignments’ below, including the cover sheet outline.
- See course readings on Blackboard on essay writing, referencing, and critical reading skills.
- All assignments will be assessed for clear and correct writing style, correct formatting and referencing.

1. **Short Essay:** 10% of final grade

Word Count: 1200 words, excluding references.

Objective: to extend students’ ideas about ‘communication’ in organisations.

This is a short essay based on class sessions in weeks one and two, and readings from sources on ‘organisational communication’. (See the **Recommended Reading** list in this outline).

Task: According to Miller (2003) (p. 1),

‘...communication is a process that is transactional (i.e., it involves two or more people interacting within an environment) and symbolic (i.e., communication transactions “stand for” other things, at various levels of abstraction). To study “organisational communication,” then, involves understanding how the symbolic nature of communication differentiates it from other forms of organisational behaviour’.

Discuss this proposition, comparing the ‘transactional’ process with the ‘symbolic’ nature of communication. Use examples to illustrate your argument.

Assessment criteria:

- Demonstrate independent and critical thinking about what is ‘communication’.
- Combine independent reading with class work and textbook material.

2. Long Essay: Movie Case Study: 30% of final grade

Word Count: 2000 words excluding references.

Objective:

The purpose of this assignment is to test your ability to recognise and analyse concepts and ideas from the assigned readings, and show how they work together, by observing a rich and complex case, based on a movie.

The basis of your analysis will be a case study drawn from a feature-length movie set in an organisational context. A list of suggested movies will be provided for you to choose from, and some of these will be available in the university library. You may also choose your own movie, but you will need to get the course coordinator's approval by the end of **11 April 2008**.

Task: Your instructions for completing this assignment after watching the movie are as follows:

1. Provide no more than a one-page overview of the movie and the main characters to be discussed. Use your own words for this, explaining the organisational context (which kind of organisation; which kind of work; which country; which time period; key organisational relationships shown in the movie) - as well as who the people are and what happens. (Remember, this is a communication case study, not a movie review).
2. Identify and discuss/define two key concepts/ideas from course materials to serve as the focal point of your analysis. Your discussion should provide enough detail and breadth to fit any examples you offer from the movie.
3. Apply the selected concepts/ideas to the movie you have selected; that is, demonstrate how each concept/idea applies to the movie you have selected. Use specific examples or scenes from the movie to support your argument.
4. You should also do some further relevant reading from books or journals on the two key concepts you have chosen to focus on.

Assessment criteria:

- Demonstrate critical thinking in your analysis of organisational life
- Show that you understand and can use communication concepts to make sense of a case study
- Make good use of relevant further reading from both books and journal articles.

3. Project 30% of final grade

Proposal (10%) and Report (20%)

Word Count for Report - 2500 words, excluding references.

Objective: To research and explore critical issues in organisational communication.

Task: Your instructions for completing this assignment are as follows:

- Choose an organisation or event you are familiar with or one where you can gain access for research.
- Consider and select critical organisational communication issues applicable to the organisation. (See list below)
- Research these issues and with a theoretical perspective discuss and apply the critical issues to the organisation or current event.
- The outcome of your project should contain conclusions and possible recommendations for the organisation.

A list of suggested topics for you to research is provided below or you may choose other areas. Your topic should be specific, investigating at least one main issue or a particular aspect. All topics, in the form of a proposal, will be approved by your lecturer before you begin your research.

The project has two components.

- The presentation of your Proposal is worth 10 per cent of the total mark, and
- The Report is worth 20 per cent of the total mark.

Proposal Presentation: During selected tutorials, you will give a 10 minute presentation of your proposal to the class.

- The presentation will convey which organisation you have chosen and why,
- which critical organisational communication issue(s) you have chosen in relation to the organisation and why,
- your plan of research, and
- what you propose to find from your research.
- The presentation will be assessed for both content and the manner in which it was presented.

Written Report: In 2,500 words you should write a report about the topic you researched in line with your proposal. The report should reflect your understanding and critical analysis of the topic. Reports are to be delivered in the MGMT 308 drop-off box 27 **on the mezzanine floor of Rutherford House by 5pm Friday 23 May 08.**

Research for your topic should include:

- Recommended texts
- Current and relevant Journals
- Newspaper and other media resources

Research should also include material from the organisation you researched including interviews with appropriate personnel.

Critical Issues Topics:

- Communication Theory
- Rationality and Decision Making
- Communication Modification
- Social Relationships
- Perception
- Communication in Organisations
- Cross Cultural Communication
- Gender Communication
- Interpersonal Communication
- Transactional Analysis
- Networks
- Groups and Teams
- Leadership
- Public Communication
- Structure and Design
- Public Relations
- Organisational Culture
- Organisational Power
- Organisational Politics
- Organisational Conflict
- Negotiation
- Workplace Ethics and Values
- Organisational Change
- Globalisation and OC
- Impact of Changing Workforce on OC
- Information Technology and OC
- Organisational Development
- Issues in Organisational Communication
- Organisational Communication in the Future

Assessment criteria

- Demonstrate your overall understanding of course material and chosen topic.
- Demonstrate a critical perspective.
- Be original and show what you have researched and learned.
- Demonstrate effective communication skills.

4. **Final Test: 30% of final grade**

Students must achieve a minimum of 40% of marks in the test to pass the course.

Date: Monday 26 May

Times: 8:30am – 10:20am

Duration: 100 minutes

Objective: To assess your overall understanding of course material.

Task: This is an OPEN BOOK test which will include short essay-type questions and a case study. You can bring in any notes you want to, as well as recommended texts. Dictionaries can also be brought in. Questions will cover a range of topics from the whole course.

Assessment criteria:

- Demonstrate critical thinking about organisational communication.
- Demonstrate independent reading and thinking.
- Demonstrate your overall understanding of ideas and topics covered in the course.

Handing in assignments:

Assignments should be handed in at the beginning of class on the due date or dropped in MGMT 308 Box 27, Mezzanine floor of Rutherford House in hard copy form by the due time on the due date. All completed assignments must have a cover sheet. The cover sheet is in Annex A of this course outline. Students must also keep an electronic copy of their work archived in case the original assignment goes missing. Failure to do so will jeopardise any claim by you that your work was submitted in the rare cases where your work goes astray.

Mandatory Course Requirements

To meet Mandatory Course Requirements, students are required to:

- a. Attend at least 6 out of the 7 tutorial sessions;
- b. Submit the assignments in the allowable timeframe (see Penalties section) below (i));
- c. Sit the one in-class test; and
- d. Obtain at least 40 per cent of the marks available (i.e. 20 marks out of 50) for the final test.

Students who fail to satisfy the mandatory requirements for this course but who obtain 50% or more overall, will be awarded a "K" grade.

Standard fail grades (D or E) will be awarded when the student's overall course mark falls below the minimum pass mark, regardless of whether the mandatory course requirements have been satisfied or not.

Notice of Failure to meet Mandatory Course Requirements will be posted on Blackboard or on the Mezzanine Floor Notice-board.

Penalties- for Lateness & Excessive Length of Assignments

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 2 of the marks available (marks available means what the assignment is worth i.e. 20% or 20 marks) for an assignment submitted after the due time on the due date for each part day or day late.** (for example if an assignment is out of 20 and the assignment receives 50% then one day late means the mark will be out of 18 and the student will receive 50% of 18). **Saturdays, Sundays and public holidays** will be included when counting the number of days late. Assignments received **more than 7 days after the due date** will not be accepted and the student will **automatically fail the Mandatory Course Requirements**.
- (ii) Course Outlines provide a signal to student of forthcoming workload, dates of submission etc, and thus student study plans should take account of course requirements across all courses. Consequently, workload issues related to other courses and employment will not be accepted as reason for dispensation from mandatory requirements or waiver of

penalties. **Extensions** to submission deadlines for any assigned work will only be granted in **exceptional circumstances**.

- (iii) Students who are unable to comply with any of the mandatory requirements should make a written application for an extension to the due date for submission of assigned work or for waiver of a penalty, **in advance**, to the **Tutorial Coordinator**, providing documentary evidence of the reasons of their circumstances.

All such applications must be made **before** the deadline and be accompanied by documentary evidence, eg a medical certificate, or counsellor's report that indicates the degree of impairment, and for how long the student has been impaired. Please be sure to ask at the time of consultation for the degree of impairment to be stated in any certificate you provide to support your case.

- (iv) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement or other exceptional events), that precludes an application in advance, students should make contact with the **Tutorial Coordinator** as soon as possible, and make application for waiver of a penalty as soon as practicable.
- (v) Word limits should be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic. **The penalty will be 10% of the grade for an assignment which is 10% over the word limit.**

Grading Guidelines

The following broad indicative characterisations of grade will apply in grading assignments and the exam:

A+	excellent performance in all respects at this level
A	excellent performance in almost all respects at this level
A-	excellent performance in many respects at this level
B+	very good, some aspects excellent
B, B-	good but not excellent performance at this level
C+, C	work satisfactory overall but inadequate in some respects
D	poor performance overall, some aspects adequate
E	well below the required standard
K	failure to achieve mandatory course requirements and have achieved at least an average "C" over all the assessment. Note this is a failing grade.

Policy on Remarking:

Every attempt is made to ensure that the marking is consistent across tutors and fair to students. Students may ask for their written work to be remarked. A different tutor will do the remarking and provide comments. The original marking sheet is removed to ensure the process is independent. If the mark differs by 10% or less the two marks are averaged. If it exceeds 10% then it is independently marked by a third marker and the average of the two closest marks is taken. Experience from previous years is that almost all remarks are within 10% and where there is a change in mark, half the assignments go up and half go down. Occasionally there is a significant shift in the mark.

Application for remarks must be made within 5 days after the marks are available. To apply for a remark, complete the request for re-examination of assessed work form (Annex B) stating which sections (criteria listed in the mark sheet) you wish re-examined. Write on why you think the mark does not, in your view, fairly reflect the quality of your work. Hand this with your assignment into the following place:-

- Pipitea Campus – the Reception Desk on Level 10 Rutherford House where your assignment will have the **time, date and signature** noted on the front cover by the person receiving it.

Allow up to 5 days for remarks to be completed.

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/research/reference/referencingguides.aspx>).

Communication

Information on course-related matters will be announced at class and posted on the **Blackboard** website at <http://blackboard.vuw.ac.nz/>. It will be crucial for you to regularly check Blackboard for messages, announcements and materials.

Email Contact

Students wishing to contact staff by email should adhere to the following instructions:

Include the **Course Code**, your **Name**, your **Student ID** and the **Topic** in the subject area of the email, eg

MGMT308_Smith_Pauline_3000223344_Ass1 Query

All students must use their VUW SCS email account and ID. Otherwise, email will be classified as Spam and will be dumped without being read. All emails with attachments will be dumped, unless requested by staff.

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 on the ground floor (EA005). This counter is the first point of contact for :

- 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 or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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 students 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 penalized 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:

www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.

ANNEX A

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wānanga o te Ūpoko o te Ika a Māui



Victoria Management School

MGMT 308 Individual Assignment Cover Sheet

Name: _____ Student ID: _____

Tutor's Name: _____ Tutorial Number: _____

Tutorial Day: _____ Tutorial Time: _____

Date Due: _____ Date Submitted: _____

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

Signed: _____

Extension of the due date (*if applicable*)

Please attach a copy of the note authorising your extension.

Date extension applied for: _____

Extension granted until: _____

Extension granted by: _____

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wānanga o te Ūpoko o te Ika a Māui



Victoria Management School

MGMT308

Request for re-examination of assessed work

	Assessment affected <i>e.g. Individual Assignment, In-class Test</i>	
Student ID	Name <i>As it appears in your enrolment</i>	Tutorial No/Tutor's name
Contact Details	<i>Phone</i> _____ <i>Email</i> _____	

Specify which section (criteria specified in the mark sheet) you wish to be re-examined

Note: requests to re-examine "all" criteria will not be considered.

Clearly state why you believe each of these sections should be re-examined:

Note: "I think it is worth more," is insufficient.

In requesting a re-examination of my submitted work, I understand that the result may be an increase OR decrease in the mark obtained.

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 Signature Date