

Victoria Management School

**MBUS 203 Maori Small Business**

Trimester 2 2008

**COURSE OUTLINE**

**Contact Details**

**Course Coordinator**

Matene Love

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**Lecturer**

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**Administrator**

Tania Loughlin

Level 10 Reception, Rutherford House

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**Class Times and Room Numbers**

Monday 9.30-10.20 RWW 315

Wednesday 9.30-11.30 RWW 315

**Trimester Dates:** Monday 7 July to Saturday 8 November 2008

**Programme-related Learning Objectives**

This programme will provide students opportunity:

- to develop oral, written and IT-related 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 discussion
- to develop leadership skills
  - through structuring independent study: a project activity, a practicum, an internship etc
  - through leading a tutorial, project or group exercise
  - through fulfilling spokesperson duties, reporting on a group's activities or ideas to a class

## Specific Course-related Student Objectives

This course has several objectives. These enable the student:

- To develop an understanding of entrepreneurship and the small business sector, and how important it is to the overall New Zealand economy;
- To develop an understanding of the key concepts that relate to small business start up including the importance of business planning;
- To examine the current and future contribution of Maori to small business sector in New Zealand;
- To examine how and why Maori small business is viewed as a key growth area towards Maori economic development; and
- To examine management systems appropriate to organisations established to utilise existing and future Maori resource bases

## Course Content

This paper examines the fundamentals of small business start-up, particularly that of Maori enterprises. It examines management systems appropriate to organisations established to utilise existing and future Maori resource bases. In particular, it deals with issues relevant to Maori provider enterprises created to deliver social and economic services.

## Expected Workload

Students can expect the workload to be approximately 15hrs per week including both scheduled contact time (lectures, tutorials, workshops) and outside class.

## Readings

There is no textbook for this course. Readings and case materials will be distributed during the course. Students are expected to read the assigned readings before the lectures (refer to Course Schedule).

Recommended readings include:

*Entrepreneurship and Small Business Management in New Zealand* by Claire Massey, 2005, Pearson Education New Zealand

*Small and Medium-sized Enterprises – A New Zealand Perspective* by Alan Cameron and Claire Massey, 1999, Addison Wesley Longman NZ Ltd, 46 Hillside Road, Auckland 10,

Additional reading will occasionally be given out. These should be inserted into your folders. Students are also encouraged to access the following website

Te Puni Kokiri

[www.tpk.govt.nz](http://www.tpk.govt.nz)

This website provides access to current government initiatives, speeches and legislation relevant to Māori and contains a substantive link to relevant sites within New Zealand and around the world.

## Materials and Equipment

There is no extra material or equipment required for this course

## Mandatory Course Requirements

MBUS 203 is 100% internally assessed. Assessment aims to test a variety of skills and enable students to exhibit their diverse strengths.

### To meet the mandatory requirements for MBUS 203, students are required to:

- Sit and submit the review test;
- Complete **ALL** assignments by the due dates and attain at least a C average;
- Participate in the lectures and tutorials; and
- Attend and participate in the one-day workshop.

Assignment	(2000 words)	30%
Case Study Report	(2500 words)	45%
One-day Workshop		5%
Review Test		20%

Notice of Failure to meet Mandatory Requirements will be emailed to students or posted on the Mezzanine Floor Notice-board. Students will be expected to check both places for notification.

**One Day Workshop:** Students will be expected to attend and participate in the MBUS 203 one-day workshop. Exemption from this workshop will only be given in extreme circumstances. If you anticipate you will have a problem attending the workshop, please contact the course coordinator before the workshop.

## Penalties

Assignments: Any assignments that are handed in late will receive a penalty loss of 5% for every day after the due date.

Workshop: 5% will **NOT** be awarded towards final marks if you are not at the workshop, even if you have been excused from attending.

## Requirements for Written Work

### Marking

Staff aim to mark assignments promptly and return them to you in plenty of time for you to utilize the feedback in preparing your next assignment. Markers look for professionally presented work displaying a thorough understanding of the topic, a strong argument supported by sound evidence (appropriately referenced) and an ability to evaluate material.

The following broad indicative characterisations of grade will apply in grading:

A+	excellent performance in all respects
A	excellent performance in almost all respects
A-	excellent performance in many respects
B+	very good, some aspects excellent
B, B-	good but not excellent performance
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 not achieved at least an average "C" over all the assessment. Note this is a failing grade.

A mark of 50 is a pass and indicates an adequate performance. Most students will meet an 'acceptable' standard of work throughout the year and a number will maintain an excellent standard. There are no "quotas" on any of these categories, so make use of the information available to you, and aim for the top.

Assignment marks will be sent to you via email and posted on the notice board located on the Mezzanine Floor, Rutherford House.

### ***Presentation***

All assignments should be typed and double-spaced with an adequate margin on the left-hand side of the page for markers' comments. Write on only one side of the page.

### **Handing in of Assignments**

Assignments should be submitted, in hard copy form in Box Number 11, located on the Mezzanine floor. Assignments received after that time will be deemed to be late, and must be handed to Reception, Level 10, Rutherford House.

All Hand-Ins should have: an Assignment Cover Sheet stating your name, the course name, lecturers name, assignment name and number, a word count and due date. You should also put page numbers on each page, and use in-text referencing and include a list of references at the end. Preferred referencing style is APA system. You can access the information from the online VUW library site (<http://www.vuw.ac.nz/library/resources/virtualref.shtml#style>)

Students will prepare two copies of each hand-in and keep the second copy for their own reference. Students must also keep an electronic copy.

### **Communication of Additional Information**

Additional information or any changes to this course will be conveyed to students either during lecture times, via email or postings on the noticeboard Mezzanine Floor Rutherford House.

### **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>).

### **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:

- 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 or go to [www.victoria.ac.nz/home/about/policy/students.aspx](http://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](http://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: including the work of others will not be considered plagiarism as long as the work 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:

[www.victoria.ac.nz/home/studying/plagiarism.html](http://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](mailto:manaaki-pihipihinga-programme@vuw.ac.nz) or phone (04) 463 6015. To contact the Pacific Support Coordinator, email [pacific-support-coord@vuw.ac.nz](mailto:pacific-support-coord@vuw.ac.nz) or phone (04) 463 5842.