

Victoria Management School

MGMT 101: Introduction to Management

Trimester One 2009

COURSE OUTLINE

Names and Contact Details

COURSE COORDINATOR

Dr Eric Chong

Room: RH919, Rutherford House
Phone: 463 6942
Email: Eric.Chong@vuw.ac.nz
Website: www.vuw.ac.nz/vms

PROGRAMME MANAGER

Garry Tansley

Room: EA129 (Wednesday & Thursday)
RH 915 (Monday, Tuesday & Friday)
Phone: 463-6968
Email: Garry.Tansley@vuw.ac.nz

ADMINISTRATOR

Luisa Acheson

Room: RH912, Rutherford House
Phone: 463 5381
Email: Luisa.Acheson@vuw.ac.nz

Trimester Dates: Monday 2 March to Wednesday 1st July 2009.

Class Times and Room Numbers

Lecture Room: Maclaurin LT103
Day: Wednesday & Thursday
Time : 13.10 – 14.00 (both days)

Withdrawal dates: Information available via

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Introduction

This course covers a broad perspective on management theories and their application in the business, public and voluntary sectors. It provides a foundation to explore issues expanded on in other courses offered within Victoria Management School. **Please note** that due to the nature of the lectures it is important for you to have read the chapters pertaining to the lecture **before** you turn up so that you are able to engage in ‘meaningful engagement’ with the lecturer.

Programme and Course-related Learning Objectives

Our graduates will:

- demonstrate application of critical and creative thinking skills to practical and theoretical problems
- be effective communicators
- have a global and multicultural perspective
- recognise, support and display leadership
- develop specific knowledge and skills in at least one business, or public policy discipline area

Overall Course Objectives

The main objective of this course is to introduce ideas on:

- the development of contemporary management practices,
- industrial relations and human resource management,
- making decisions and managing operations in organisations,
- managing the relationship of the organisation to its environment - planning and strategy,
- directing the organisation - setting objectives, structure and responsibilities,
- innovation, entrepreneurship and intrapreneurship,
- managing and leading groups,
- managing cross-culturally and in an international environment.

Course-related Student Learning Objectives

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

- Define the key concepts of effective management in organisations;
- Identify key management issues in business case studies and research;
- identify the major components of strategic planning for a business case study;
- Describe the critical steps a manager should take to introduce new ideas into a workplace and/or the marketplace;
- Explain the association between organizational structure and human resource deployment;
- Explain how to manage human diversity to the benefit of the staff and the organisation;
- Interpret mainstream and critical approaches to organisational behaviour.

The assessment for this course comprises essays, tutorial presentations and a final examination. Each piece of assessment involves a combination of each objective outlined above.

Expected Workload

Students can expect the workload to be approximately 10 hours per week of student work, including both scheduled contact time (lectures, tutorials, workshops) and outside class.

Group Work

While the course has a tradition of study group collaboration, there are important elements in the assessment process that are strictly individual. 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.** You will be expected and encouraged to work in groups on in-term cases and assignments; however reports must be individual submissions.

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.victoria.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 MGMT101

MGMT 101 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 tut 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 are 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 2nd March 2009 and the last date: midnight 5th March 2009. You will NOT be able to signup or change your choice after the last date - midnight 5th March 2009. Any changes will be made by the Programme Manager 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 MGMT 101 tutorial before midnight, the 5th March 2009. Any requests after this date will need to be manually handled by the Programme Manager 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 Programme Manager 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 5pm 6th March 2009. If you have any serious problems about the allocations see the Programme Manager asap.

Readings

The *recommended* textbook:

Management – 3rd Asia-Pacific Edition by Campling, Poole, Wiesner, Ang, Chan, Tan & Schermerhorn, Wiley © 2008. The textbook is available at the Victoria Book Centre and comes with a supplement: Management: The Aotearoa New Zealand Context – 2nd Edition by Jones, Wiley © 2008.

Assessment Requirements

Assignment	Title	Weight	Due Date
1	Writing assignment template	0%	In tut 4
2	Assignment 1	15%	Your tutors drop box, north end Level 2 Murphy building, Tuesday April 28 th @ 10am
3	Assignment 2	25%	Your tutors drop box, north end Level 2 Murphy building, Tuesday May 19 th @ 10am
4	Tutorial Preparation	5%	Weeks of 6 th April, 27 th April, 4 th May, 11 th May, 18 th May
5	Tutorial Participation	5%	Weeks of 6 th April, 27 th April, 4 th May, 11 th May, 18 th May
6	Final Examination	50%	12 June – 1 July 2009
	TOTAL	100%	

1. Writing assignment

Although there are no marks awarded for this assignment, good writing techniques will be taken into account in the award of marks for the two assignments and the written examination.

2. Assignments 1 & 2

You will be asked to apply the management frameworks and theory taught in the course to essay questions. This assignment also involves a literature search of academic article(s). Instructions for the assignments are in Annex A and the instructions for assignment 2 are in Annex B. The marking guideline for assignments 1 & 2 are in Annex C & D respectively.

3. Tutorial preparation and participation

You will be assessed in your preparation and participation in all tutorials. The demonstrated quality of your written preparation for your tutorials in weeks six (6) to 10 inclusive will guide the outcome of your preparation mark. The demonstrated quality of your thinking more than anything else will guide the outcome for your participation mark. The assessment guideline is in Annex E.

4. Examination

Examination period for trimester is from Friday 12th June to Wednesday 1st July 2009 (inclusive). Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during this examination period.

The examination is worth 50% of the total marks available for this course. It is closed book 2-hour examination. Essay style answers are expected. You will be assigned a case to study and asked to answer questions about the case that will require you to draw on different theories covered in the course. All book chapters covered during the course are examinable.

Handing in assignments

Assignments should be dropped in the relevant MGMT 101 Box displaying your tutors name on the North end of Level 2 Murphy building (Kelburn Campus) 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 F. Students must also keep an electronic copy of their work archived in case the original goes missing. Failure to do so will jeopardise any claim by you that your work was submitted in the rare case where your work goes astray. You may be called on to submit an electronic copy of assignment one (1) and/or assignment two (2) to the Programme Manager for analysis by Turnitin. You will still be required to submit a hard copy for marking. Failure to submit an electronic copy when requested will bring doubt as to the authenticity of your assignment.

Mandatory Course Requirements

To meet Mandatory Course Requirements, students are required to:

- a. Attend at least 2 out of the 3 writing tutorial sessions & 7 out of the 8 management tutorial sessions;
- b. Present your writing template;
- c. Submit assignment 1
- d. Submit assignment 2
- e. Submit all assignments within the allowable timeframe (see Penalties section) below (i)); and
- f. To obtain at least 40 per cent (i.e. 20 marks out of 50) of the final examination marks available.

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

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 submitted on these days will be counted as late days). There is no provision for students to submit assignments on **Saturdays, Sundays and public holidays**. Assignments received **more than 7 days after the due date** (including **Saturdays, Sundays and public holidays**) will not be accepted and the student will **automatically fail the Mandatory Course Requirements**.
- (ii) Course Outlines provide a signal to students 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 late

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 **Programme Manager**, providing documentary evidence of the reasons of their circumstances.

All such applications must be made before the deadline and be accompanied by documentary evidence, e.g. a medical certificate, or counsellor's report clearly stating the **dates** the illness or event has prevented you from undertaking your academic studies. This can be applied retrospectively. A medical note or counsellor's report that simply says "Joe Bloggs has seen me on the 30th of July" is not sufficient and your application will be declined.

- (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 **Programme Manager** 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 and the intended assignment work load. You are strongly advised to adhere to the word limit so as to keep your workload at a manageable level. Any material that is above the word limit may not be taken into account by the marker. Your marker will simply stop at the maximum words for the assignment and you will receive the appropriate grade.

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 G) stating which sections (criteria listed in the mark sheet) you wish re-examined. Explain 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:-

- The Reception Desk on the ground floor Easterfield Building (EA005) 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 Commerce 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

MGMT101_Smith_Pauline_3000223344_Ass1 Query

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.

Use of Turnitin

A random sample of MGMT101 assignments from assignment one (1) and assignment two (2) will be selected and those students whose assignments are included in the sample will be required to submit an electronic copy to the Programme Manager (garry.tansley@vuw.ac.nz) for analysis by Turnitin <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting mis-referencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of

submitted materials 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.

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: 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

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.

MGMT101 Assignment 1 – Organisational Sustainability**Value of assignment = 15% of final mark****Word Limit – 1500 words**

The purpose of this assignment is to select and apply relevant Operations Management, Decision Making and Strategic Management frameworks/theories to a practical situation. In this case it is the Kia Motors practices on p238 of your management textbook.

Use research from reputable Operations Management, Decision Making and Strategic Management Journals and other sources you believe are relevant, to demonstrate insight into organisational sustainability.

Your essay will include sections such as introduction, the main body of your essay, conclusion & reflection and the reference page. Refer to your writing workbook for the essay template. Analyse the following questions in your essay:

Using the recommended journals below and find one management idea/concept that is relevant to organisational sustainability.

(a) Describe your management idea/concept and (b) compare and contrast it with that of Kia Motors on p238 of your management textbook.

In particular your essay should discuss the relevance of Operations Management, Decision Making and Strategic Management concepts in the pursuit of organisational sustainability.

Be sure to include the assignment cover sheet from Annex F. Fill in the relevant details and attach it to the front of your assignment. Be sure to sign the *Academic Integrity and Plagiarism* section.

Journals for Operations Management

- California Management Review
- Sloan Management Review
- International Journal of Operations and Production Management
- Journal of Operations Management
- Industrial Ecology
- Journal of Cleaner Production
- Business Strategy and the Environment

Journals for Decision Making

- Systems Research & Behavioural Science
- System Dynamics Review
- Interfaces

Journals for Strategic Management

- Harvard Business Review
- Strategic Management Journal
- Long Range Planning
- Sloan Management Review
- Journal of Strategy and Management
- Strategic Organization

MGMT101 Assignment 2 - Service Delivery Teams**Value of assignment = 25% of final mark****Word Limit = 2500 words**

The purpose of this assignment is to select and apply relevant Human Resources and Organisational Behaviour frameworks/theories to a practical situation. In this case it is the Cathay Pacific Airways practices on p471 of your management textbook.

Use research from reputable Human Resources & Organisational Behaviour Journals and other sources you believe are relevant, to demonstrate insight into service delivery teams.

Your essay will include sections such as introduction, the main body of your essay, conclusion & reflection and the reference page. Refer to your writing workbook for the essay template. Analyse the following questions in your essay:

Using the recommended journals below, find three management ideas/concepts that are relevant to service delivery teams.

(a) Describe three management ideas/concepts and (b) compare and contrast them with Cathay Pacific Airways practices on p471 of your management textbook.

In particular your essay should discuss the relevance of Human Resources & Organisational Behaviour concepts in the pursuit of service delivery teams.

Be sure to include the assignment cover sheet from Annex F. Fill in the relevant details and attach it to the front of your assignment. Be sure to sign the *Academic Integrity and Plagiarism* section.

Journals for Human Resources

- Asia Pacific Journal of Human Resources
- New Zealand Journal of Employment Relations
- Personnel Psychology

Journals for Organisational Behaviour

- Employment Today
- Management
- Harvard Business Review
- Administrative Science Quarterly
- Journal of Management
- Human Relations
- Management communication quarterly

ANNEX C

MGMT 101 –ASSIGNMENT 1 MARK SHEET

STUDENT'S NAME:

MARK: /15

MARKER'S NAME:

Selection and Application of Frameworks/Theory

Selection of frameworks/theory from the three disciplines highly relevant to case	← Excellent	→ Poor	Selection of frameworks/theory shows little relevance to case
Application demonstrates sound understanding of frameworks and principles	← Excellent	→ Poor	Application reveals errors in understanding of frameworks and principles
Reflection on adequacy of frameworks and principles enables deeper insights into management	← Excellent	→ Poor	Reflection on adequacy of frameworks and principles enables little insight into management

Written Communication

Writing style enables clear communication with the reader	← Excellent	→ Poor	Writing style does not facilitate clear communication with the reader
Technical writing skills and vocabulary is above expectation	← Excellent	→ Poor	Technical writing skills and vocabulary is below expectation
Relevant journal articles cited	← Excellent	→ Poor	Insufficient or irrelevant journal articles cited
Word limit of 1500 words adhered to	← Excellent	→ Poor	Too long/short

NB. The overall marks for this assignment will depend on its holistic quality. The criteria are not necessarily equally weighted.

GENERAL COMMENTS:

ANNEX D

MGMT 101 – ASSIGNMENT 2 MARK SHEET

STUDENT'S NAME:

MARK: /25

MARKER'S NAME:

Selection and Application of Frameworks/Theory

Selection of relevant frameworks/theory		Frameworks/theory chosen not relevant
Application demonstrates sound understanding of frameworks and principles		Application reveals errors in understanding of frameworks and principles
Reflection on adequacy of frameworks and principles enables deeper insights into management		Reflection on adequacy of frameworks and principles enables little insight into management

Written Communication

Writing style enables clear communication with the reader		Writing style does not facilitate clear communication with the reader
Technical writing skills and vocabulary is above expectation		Technical writing skills and vocabulary is below expectation
Relevant journal articles cited		Insufficient or irrelevant journal articles cited
Word limit of 2500 words adhered to		Too long/short

NB. The overall marks for this assignment will depend on its holistic quality. The criteria are not necessarily equally weighted.

GENERAL COMMENTS:

MGMT 101 –TUTORIAL PREPARATION & PARTICIPATION MARK SHEET

STUDENT'S NAME:

MARK: /10

MARKER'S NAME:

PREPARATION

Written preparation shows understanding of task	<input type="checkbox"/>	Tut beginning week of 6 th April	<input type="checkbox"/>	Inadequate or no written preparation
Written preparation shows understanding of task	<input type="checkbox"/>	Tut beginning week of 27 th April	<input type="checkbox"/>	Inadequate or no written preparation
Written preparation shows understanding of task	<input type="checkbox"/>	Tut beginning week of 4 th May	<input type="checkbox"/>	Inadequate or no written preparation
Written preparation shows understanding of task	<input type="checkbox"/>	Tut beginning week of 11 th May	<input type="checkbox"/>	Inadequate or no written preparation
Written preparation shows understanding of task	<input type="checkbox"/>	Tut beginning week of 18 th May	<input type="checkbox"/>	Inadequate or no written preparation

PARTICIPATION

Contributes useful ideas to the group	←————→ Excellent Poor	Keeps quiet or lacks thoughtful contribution
Builds on the ideas of others	←————→ Excellent Poor	Dominates and prevents others from contributing
Reflects the group's view	←————→ Excellent Poor	Misinterprets the group's view
Demonstrates familiarity with the course material under discussion	←————→ Excellent Poor	Is unprepared for all or most tutorial discussions
Identifies the key issues discussed	←————→ Excellent Poor	Show a lack of understanding of the basic concepts discussed
Provides evidence of having read widely on the subject	←————→ Excellent Poor	Taps on others for information
Supports the facilitator	←————→ Excellent Poor	Undermines the facilitator
Arrives punctually for all tutorials	←————→ Excellent Poor	Arrives late for all or most tutorials without reason(s)

NB. The overall marks for this assignment will depend on its holistic quality. The criteria are not necessarily equally weighted.

GENERAL COMMENTS:



Victoria Management School

MGMT101 Assignment Cover Sheet

Name: _____ Student ID: _____

Assignment	✓
Learning Journal	
Management simulation write-up	

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: _____

Submit to the Second Floor of the Murphy Building to the box labelled with MGMT101 and your Tutor's Name and Tutorial Time



Victoria Management School

MGMT 101

Request for re-examination of assessed work.

	Assessment affected <i>e.g. case, essay, end-term</i>	
Student ID	Name <i>As it appears in your enrolment</i>	Tutorial No.
Contact Details	Phone _____ _____ Email _____	

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.

.....
Signature

.....
Date

Week	Dates	Lecturer	Text Chapter	Jones Chapter	Topics	Discipline	Tutorial	Assignments
1	March Wed 4th	G Tansley J Keilar D Gilbertson			Course Aims & Structure, Library & Current Issues in Management,	PM		
	March Thurs 5th	D Gilbertson	1 & 4	1	Historical Foundations of Management	MGMT		
2	March Wed 11th	L Corbett	2 & 7	4	What is Operations Management?	OPSDM	Tut ONE (1) Writing	
	March Thurs 12th	L Corbett	2 & 7	4	Current Issues in Operations and Supply Chain Management	OPSDM		
3	March Wed 18th	B Cavana	3 & 4	4	Approaches to Decision Making	OPSDM	Tut TWO (2) Writing	
	March Thurs 19th	B Cavana	3 & 4	4	Decision Making in Practice	OPSDM		
4	March Wed 25th	S Meanger	8	4	Strategic Management Process	STRAT	Tut THREE (3) Writing	
	March Thurs 26th	S Meanger	8	4	Competitive Analysis	STRAT		
5	April Wed 1st	S Meanger	8	4	Strategy Formulation and Implementation	STRAT	Tut FOUR (4)	Template due this weeks tut
	April Thurs 2nd	S Meanger	8	4	Strategies used by Organisations	STRAT		
6	April Wed 8th	R Norman	12	2	Human Resource Management and Industrial Relations	HRIR	Tut FIVE (5) - OPDSM	Case one (1) prep due this weeks tut
	April Thurs 9th	R Norman	12	2	Current activities in Human Resource Management	HRIR	Case one (1) tba	
Mid term break					mid term break		mid term break	mid term break
7	April Wed 29th	G Plimmer	14	2	Motivation and rewards	HRIR	Tut SIX (6) - STRAT	Case two (2) prep due in this weeks tut
	April Thurs 30th	G Plimmer	15	2	Individuals and work.	HRIR	Case two (2) tba	Assign. #1 due Tuesday April 28th @ 10am
8	May Wed 6th	K Retna	4		The Study of Organisational Behaviour	OB	Tut SEVEN (7) - HRIR	
	May Thurs 7th	K Retna			Organisational Communication	OB	Case three (3) tba	Case three (3) prep due in this weeks tut
9	May Wed 13th	K Retna	17	3	Working in teams	OB	Tut EIGHT (8) - OB	Assign. # 1 return in this weeks
	May Thurs 14th	K Retna	16	5	NZ Organisations & NZ Workers (Multicultural, bicultural and diversity issues within NZ organisations)	OB	Case four (4) tba	Case four (4) prep due in this weeks tut
10	May Wed 20th	P Best		3	What is Maori Business?	MBUS	Tut NINE (9) - MBUS	Assign. # 2 due Tuesday May 19th @ 10am
	May Thurs 21st	N Love		3	Contribution of Maori to NZ Economy	MBUS	Case five (5) tba	Case five (5) prep due in this weeks tut
11	May Wed 27th	A Mead		3	Commercialisation of culture	MBUS	Tut TEN (10)	
	May Thurs 28th	M Love		3	Maori Business Case Studies	MBUS	Combining all 5 disciplines	
12	June Wed 3rd	E Chong	5	5	Challenges for NZ Managers	MGMT	Tut ELEVEN (11)	
	June Thurs 4th	G Tansley			Course windup & exam info	PM	Mock exam test question.	Assign. # 2 return this week

Key to disciplines: PM = Programme Manager; MGMT = Management in general; OPSDM = Operations & Decision Making; STRAT = Strategy; HRIR = Human Resources & Industrial Relations; OB = Organisational Behaviour; MBUS = Maori Business.