

Victoria Management School

MGMT 308 ORGANISATIONAL COMMUNICATION

Trimester One 2009

COURSE OUTLINE

Names and Contact Details

COURSE COORDINATOR

Sashi Meanger

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Website: www.vuw.ac.nz/vms

ADMINISTRATOR

Luisa Acheson

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TUTORIAL COORDINATOR

Garry Tansley

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

Class Times and Room Numbers

Lectures: Wednesday: 2.30pm – 4.30pm (GB LT 3)

Workshops: Monday: 2.30pm – 3.30pm (GB LT 3)

Lectures and Workshops commence Monday, 2 March 2009.

Tutorials: Times vary. All students must attend one 1 hour tutorial per week. Tutorial times will be allocated during the first lecture. Tutorials will commence in Week 3 of the course and finish in Week 10. To pass the course you must go to **6 of the 7** scheduled tutorial sessions. 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.

Withdrawal dates: Information available via
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Introduction

MGMT308 Organisational Communication will examine the range of contemporary topics and perspectives in organisational communication. It will introduce concepts and issues that will enable students to explore the process of how people communicate in organisational settings. It will attempt to 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.

The intent has been to design a course which provides an appropriate introduction to the broad field of organisational communication, which challenges students to think independently and critically about contemporary topics and perspectives. Students 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

Our graduates will:

- demonstrate application of critical and creative thinking skills to practical and theoretical problems
- develop effective communication skills
- 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 course has several objectives, which include:

- examining contemporary issues and perspectives in communication both globally and in New Zealand
- comprehending the complex interaction of organisational communication
- defining issues critical to the organisational communication processes
- understanding the skills of effective communication in organisations
- exploring a range of contemporary topics in organisational communication
- understanding organisational communication theory
- improving competence in organisational communication practices
- developing an ability to effectively manage change related communication.

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. *This will be assessed in the short essay, the long essay, the project and the test.*
- develop an ability to communicate reason / argument / recommendations etc related to critical analysis of a specified managerial situation using a specific theoretical framework. *This will be assessed in the long essay, the project and the test.*
- recognise the importance of critical analysis, leadership and change related communication. *This will be assessed in the project and the test.*

The achievement of these Student Learning Objectives will be assessed through the course assessments, tutorials and the test.

Expected Workload

Students can expect the workload to be approximately 16hrs 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 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 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 2 March 2009 and the last date: midnight 12 March 2009. You will NOT be able to signup or change your choice after the last date - midnight 12 March 2009. 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 MGMT 308 tutorial before midnight, the 12 March 2009. Any requests after this date 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 third 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 13 March 2009. 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	Mar 2 Mar 4	<i>Workshop: Introductions, Course Outline</i> Lecture: What is Organisational Communication? <i>No Tutorials</i>	
2	Mar 9 Mar 11	<i>Workshop: Briefings on Assignments and Project; Presentation Skills</i> Lecture: Organisational Communication - Theory <i>No Tutorials</i>	
3	Mar 16 Mar 18	<i>Workshop: Business Communication</i> Lecture : Rationality and Decision Making Participation in Groups and Teams <i>Tutorial: Introductions, Assignments and Projects</i> <i>Communication Theory analysis</i>	
4	Mar 23 Mar 25	<i>Workshop: Organisational Communication</i> Lecture: Social Relationships and Networks <i>Tutorial: Proposal presentations, Case study</i>	Proposal Presentations starts
5	Mar 30 Apr 1	<i>Workshop: Guest Speaker</i> Lecture: Global and Multicultural Communication <i>Tutorial: Proposal presentations, Case study</i>	Assessment 1 Short Essay
6	Apr 6 Apr 8	<i>Workshop: Guest Speaker</i> Lecture: Public Communication <i>Tutorial: Proposal presentations, Case study</i>	
		Mid Semester Break	
7	Apr 27 Apr 29	<i>Workshop: Public Relations</i> Lecture: Ethics and Values in Communication <i>No Tutorials</i>	Assessment 2 Long Essay: Movie Case Study

8	May 4 May 6	<i>Workshop: Media Communication & Events Management</i> Lecture: Leadership and Communication <i>Tutorial: Proposal Presentation, discussion exercise and Project</i>	
9	May 11 May 13	<i>Workshop: Interpersonal Communication</i> Lecture: Power and Control in Organisational Life <i>Tutorial: Proposal Presentation, discussion exercise and Project</i>	
10	May 18 May 20	<i>Workshop: Career Workshop</i> Lecture: Change Related Communication <i>Tutorial: Preparation for Test and Project</i>	Assessment 3 Project Report
11	May 25 May 27	<i>Workshop: Case Study</i> Lecture: Test <i>No Tutorials</i>	Assessment 4 Final Test
12	Jun 1 Jun 3	<i>Workshop: No Workshop – Queen’s Birthday</i> Lecture: Analysis of OC and Career Paths <i>No Tutorials</i>	

Assessment Requirements

Assessment	Title	Weight	Date
1	Short Essay: Communication Word count 1200 words maximum, excluding references	10% of final grade	Due 4pm Fri 3 April
2	Long Essay: Movie Case Study Word count 2000 words maximum, excluding references	30% of final grade	Due 4pm Fri 1 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 22 May
3	Final Test (in class)	30% of final grade	Wed 27 May 2:30pm – 4:20pm
	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 Cheney et al. (p. 6),

'The transmission-oriented view of communication ...does not begin to account for the subtleties and complexities of the larger process by which we make sense of our world, relate to one another, exert influence, maintain cultures, and sometimes affect the course of human events'.

Discuss this proposition, comparing the 'transmission' model of communication with at least one other perspective.

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 **10 April 2009**.

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 **5 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 **4pm Friday 22 May 09**.

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

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: Wednesday 27 May

Times: 2:30pm – 4:20pm

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 dropped in the relevant MGMT308 Box on the Mezzanine floor of Rutherford House (Pipitea 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 A. 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. Sit the one In-class test;
- c. Submit all assignments within the allowable timeframe (see Penalties section) below (i)); and
- d. To obtain at least 40 per cent (i.e. 20 marks out of 50) of the test 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.

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 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 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 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 clearly stating the degree of impairment, and the dates the illness or event prevented you from undertaking your academic studies. This can be applied retrospectively.

- (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 X% of the grade for an assignment which is X% 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:

- 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.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which 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.

ANNEX A



Victoria Management School

MGMT308 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 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