

School of Accounting and Commercial Law

MMPA 511 ORGANISATIONAL MANAGEMENT

Trimester Two 2011

COURSE OUTLINE

Names and Contact Details	Office	Telephone
<i>Course Coordinator & Lecturer</i>	Dr Kala S Retna Kala.Retna@vuw.ac.nz Office Hours: Weds 11am-12pm and by appointment	RH 1002 463 5066
<i>Course Administrator</i>	Pinky Shah Pinky.Shah@vuw.ac.nz Office hours: Monday-Friday, 8.30am-5pm (Note: Office closed 10.30am-10.45am and 3.30pm-3.45pm)	RH 728 463 6921

Trimester Dates

Teaching Period: Monday 11 July – Friday 14 October

Study Period: Monday 17 October – Thursday 20 October

Examination Period: Friday 21 October – Saturday 12 November (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 22 July 2011.
2. The standard last date for withdrawal from this course is Friday 23 September. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an 'Application for Associate Dean's Permission to Withdraw Late' including supporting documentation.

The application form is available from either of the Faculty's Student Customer Service Desks.

Class Times and Room Numbers

Thursdays: 5.40-8.30pm in Rutherford House Lecture Theatre 3 (RHLT3)

Course Content

This course offers a broad perspective on modern management in the business, public and voluntary sectors, and examines key issues likely to face managers in the near future.

Course Learning Objectives

Students who are successful in this course will be able to:

- Identify and explain the basic functions of management (including human resource);
- Describe the various schools of management theory, including the assumptions about human nature that underlie these schools;
- Describe the key features and significance of group dynamics, communication, and motivation;
- Identify and assess the social, environmental and ethical responsibilities of management;
- Describe the various types of organisational structures and the factors influencing their design;
- Explain the information, problem-solving and decision-making process and apply these techniques to management problems;
- Identify and explain current internal and external forces impinging on managerial and organisational change and the need to respond to these factors.

Course Delivery

The course will consist of lectures, case studies and tutorials. There will be tutorials when required during each block of class time, usually the final 50 minutes of allocated class time. Students are expected to attend these tutorials which will be used to work on case studies. See Annex A for course schedule.

Expected Workload

This course is a 15-point course. One point is equated to 10 hours of work, which means a total of 150 hours is expected for this course, spread over the 12 teaching weeks. This consists of 36 hours of classes, approximately eight hours per week outside classes during teaching weeks spent reading, studying and writing assignments and a further 20 hours revising during the mid-trimester break and study week.

Readings

The course textbook:

Victoria Management School (2011). *Management: A VMS Approach*. Australia: John Wiley & Sons. The textbook is available at the Victoria Book Centre.

It is essential that all students have this book and bring its respective case for discussion in class.

Assessment Requirements

The assessment for this course comprises one in-class test, an individual organisational analysis assignment and examination. Each piece of assessment involves a combination of each objective outlined above.

Assessment	Title	Weight	Date
1	One In-Class Test	30%	18 August 2011
2	Individual Assignment	20%	22 September 2011
3	Final Examination	50%	21 October – 12 November

1. In-Class Test

Date: 18 August 2011

Marks: 30%

Duration: 1½ hours

The in-class test will comprise of 2 essay questions that will require you to show your understanding and analysis on specific management concepts covered in the course. Each question will have an equal weighting of 15%.

2. Individual Assignment – Organisational Analysis

Due: 22 September 2011 (To be submitted in class)

Marks: 20%

Length: 1500 words

Details of assignment are given in Annex B. Assignments should be handed in to the Course Coordinator in hard copy form in **class** on the due date. All completed assignment must have a coversheet (Annex C). 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.

3. Examination

It is a closed book two hour case study examination. Essay style answers are expected. You will be assigned a case and asked to answer two 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.

Quality Assurance Note

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Examinations

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.

The final examination for this course will be scheduled at some time during the period from Friday 21 October – Saturday 12 November.

Penalties for Work Submitted Late

- (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**.
- (iv) 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 **Course 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, e.g. 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.
- (v) 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 **Course Co-ordinator** as soon as possible, and make application for waiver of a penalty as soon as practicable.
- (vi) 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.

Mandatory Course Requirements

In order to pass this course, a student must achieve a weighted average mark of 50% or more, utilising the indicated weightings. The following broad indicative characterisations of grade will apply in grading the mid-trimester test, one individual assignment and the final examination.

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.

Class Representative

A class representative will be elected in the first class, and that person’s name and contact details made available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

Communication of Additional Information

Additional information, such as presentation slides will be available on Blackboard – <http://blackboard.vuw.ac.nz>.

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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

Find key dates, explanations of grades and other useful information at

www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at

<http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/>

Te Pūtahi Atawhai

Maori and Pacific Mentoring Programme

http://www.victoria.ac.nz/st_services/tpa/index.aspx

MMPA 511 2011 Trimester Two Course Schedule

Week	Date	Topic	Chapter
1	14 Jul 2011	Course Introduction: Course Outline, Assessment, Schedule Reading: How to Learn by Case Method	Blackboard
2	21 Jul 2011	Introducing Management Ex: Identifying management functions Case study: Trader Joe's	1
3	28 Jul 2011	Communication Case study: Fonterra Diaries NZ	16
4	4 Aug 2011	Teams & Teamwork Case study: NASCAR	15
5	11 Aug 2011	Ethics and Social responsibility Case study: Tom's of Maine Review of past year test paper	4
6	18 Aug 2011	In-Class Test 1 Review of Class Test 1	
Mid-Trimester Break			
7	8 Sep 2011	Motivation Case study: Pixar	14
8	15 Sep 2011	HR (Guest Lecturer)	12
9	22 Sep 2011	Information & Decision making Case study: Amazon	7
10	29 Sep 2011	Planning Processes and Techniques Case study: Land's End	8
11	6 Oct 2011	Organisational Structure Case study: Nike	10
12	13 Oct 2011	Organisational Change Revision Course Evaluation	11

MMPA 511: ORGANISATIONAL MANAGEMENT

Assignment 1 – Essay Guide

Word Length: 1500 (excluding references)

Due Date: 22 September 2011

Value: 20%

Based on management concepts/ideas covered in the course and your reading of relevant literature, address the following:

Select **two** concepts to discuss the ways in which management knowledge could enhance the practice of accounting.

Some issues you could cover include:

- Theoretically (What is it?)
- Empirically (What is the evidence?)
- What core ideas does your perspective of management include? (week 1 to 7 –choose any 2 topics)
- How is management practiced in organisations? Are these practices consistent or conflicting with the prescribed ideals of management concepts?
- Challenges and opportunities for accountants?

The above is not a template, just food for thought. Any outline that you develop for your essay could work well, as long as it considers the assessment criteria below.

Assessment criteria

Content – the extent to which your essay:

- Addresses the topic well
- Reviews relevant literature
- Shows independent thought

Argument – the extent to which you:

- Present a clearly defined position
- Support that argument while acknowledging sources
- Effectively integrate concepts and ideas

Writing and presentation – the extent to which your:

- Writing is clearly and logically structured
- Essay is succinct and well presented
- Proper Referencing
- does exceed specified length

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Family Name: _____

Given Name: _____

Student ID: _____

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School of Accounting & Commercial Law Assignment Coversheet

*You must complete and sign this form and attach it as the cover page to your assignment.
Please PRINT clearly.*

<p>Course Code: MMPA 511</p> <p>INDIVIDUAL ASSIGNMENT: Assignment should be handed in to the Course Coordinator in hard copy form in class on the due date</p> <p style="text-align: right;">Word Count: _____</p>	<p>Mark (for office use only)</p>
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Declaration of Originality

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is prohibited at Victoria. Plagiarism is presenting (without due acknowledgement) someone else's work as if it were your own, whether you meant to or not. Plagiarism takes many forms and includes material from books, journals or any other printed source, the work of other students or staff, information from the internet and other electronic material. You are expected to adhere to the VUW Statute on Student conduct and its references to plagiarism.

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

I have read and understood the University policy on Academic Integrity and Plagiarism. I declare this assignment is my own work and that all source material used in the assignment is accurately acknowledged.

I have retained a copy of this assignment.

Signed: _____

Date: _____



School of Accounting and Commercial Law

MMPA 511

Request for re-examination of assessed work.

	Assessment affected <i>e.g. Class Test 1 or Individual assignment</i>	
Student ID	Name As it appears in your enrolment	ID 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.

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Signature

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Date