

School of Management

MGMT101 INTRODUCTION TO MANAGEMENT

Trimester One 2012

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

ADMINISTRATOR

Luisa Acheson

Room: RH1022, 10th floor reception,
Rutherford House

Phone: 463 5381

Email: Luisa.Acheson@vuw.ac.nz

TUTORIAL COORDINATOR

Garry Tansley

Room: EA118 (Monday & Friday)

Phone: 463-6968

Email: Garry.Tansley@vuw.ac.nz

Trimester Dates

Teaching Period: Monday 5 March – Friday 8 June

Study Period: Monday 11 June – Thursday 14 June

Examination Period: Friday 15 June – Wednesday 4 July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 16 March.
2. The standard last date for withdrawal from this course is Friday 23 March. 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 Commerce Faculty's Student Customer Service Desks at Kelburn (EA121) and Pipitea (Ground floor Rutherford House).

Lectures: Stream L1 Monday & Wednesday 15.10 – 16.00pm New Kirk KKL103

Tutorials: Please see Blackboard or contact the Tutorial Coordinator (email is preferable).

Course Content

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 the School of Management. **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 will be familiar with ‘management theories, frameworks and concepts’ discussed in the lecture. Please see last page of this course outline for the lecture & tutorial schedule.

Course Learning Objectives

Objective	By the end of this course, students should be able to:	Addressed via
1	Describe & apply a selection of key concepts/theory/frameworks relevant to management	Lectures, assignment, tutorials and exam
2	Understand some of the interrelations between the disciplines within management (e.g. Maori Business, Strategic Management, Decision Making and Operations, Organisational Behaviour, Human Resources and Industrial Relations)	Lectures
3	Recognise ethical and social responsibility issues in a business context;	Tutorials and lectures
4	Recognise, support and display leadership in a group setting;	Tutorials
5	Demonstrate communication skills involving an ability to communicate clearly in written and oral form.	Assignment, tutorials and exam
6	Demonstrate knowledge of local, national, and global business contexts.	Assignment and tutorials

Course Delivery

The course consists of two one hour lectures per week and one tutorial per week. Lectures are run over all 12 weeks of the course and tutorials are run over eleven weeks of the course. There is an expectation that students will attend all lectures and tutorials offered. Lectures will start in week one of the course and tutorials in week two of the course.

Expected Workload

A total of 150 hours of work is expected from students in this course. This consists of 33 hours of classes, eight hours per week outside classes during teaching weeks spent reading, studying and writing assignments, and a further 21 hours revising during mid-trimester break and study week.

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.

Readings

The course textbook:

Management: A VMS Approach. Victoria Management School. © John Wiley & Sons Australia Ltd. 2010. The textbook is available at the Victoria Book Centre.

Materials and Equipment

Students will not be allowed to use machines such as computers or electronic calculators in examinations.

Assessment Requirements

Item	Title	Weight	Due Date
1	Assignment (1500 words). Course learning objectives 1, 5 and 6.	30%	Your tutors drop box, north end Level 2 Murphy building, Wednesday May 30 th @ 3pm
2	Tutorial Participation. Course learning objectives 1, 3, 4, 5 and 6.	10%	Continuously assessed throughout the course.
3	Final Examination. Course learning objectives 1 and 5.	60%	Two hour exam. Exam period is from Friday 15 June – Wednesday 4 July (inclusive)
	TOTAL	100%	

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.

Assignment

The purpose of the assignment is to summarise the key issues and the application of relevant management theories to the Dell case discussed in the tutorials.

The assignment will present the application of relevant management theories from Organisational Behaviour, Strategic Management, Maori Business, Decision Making and Human Resources and Industrial Relations disciplines. Students are expected to include updated information on Dell from internet research to support their assertions. Please see [Annex A](#) for the marking guidelines.

Word limit = 1500 words (guide only), 12pt font, 1.5 line spacing.

The holistic academic quality of your assignment, as in the marking guidelines, will determine your overall performance.

Tutorial Preparation and Participation

You are expected to come to tutorials prepared for discussion. A short half-page write-up on a discussion topic will need to be done and handed to the tutor before the start of the tutorial. This pre-tutorial preparation and the demonstrated quality of your tutorial participation will guide the outcome of your tutorial marks. The assessment criteria are outlined in [Annex B](#).

Tutorial Signup.

Tutorial signup is done through the online programme; 'S-Cube'. You should already have been notified by email about your sign-up to a tutorial. Go to the signup website at: <https://signups.victoria.ac.nz> and enter your SCS username and password to log into the system. Click on MGMT101 and follow the instructions. If you have been unable to sign up by the end of the first week of the course please contact the Tutorial Coordinator garry.tansley@vuw.ac.nz.

Late assignments

Late assignments are to be handed to Lorna Jones in EA121. Late assignments that do not have the time and date and signed by Lorna will incur late penalties from the time The Tutorial Coordinator receives it. Assignments slid under the door of Lorna's office will incur penalties from the time and date they are recovered. Assignments slid under the door of EA118 will also incur penalties from the time and date they are recovered. Note that there is no provision to accept assignments on weekends or public holidays. Late assignment must be handed into Lorna while the commerce desk is open. The desk opens at 9am and closes at 5pm Monday to Friday during term time. The desk is also not open during Lorna's lunch break – there will be a sign on the desk advising of such. Assignments handed in after 3pm on Friday June 1st. will treated as being three days late.

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 D) 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:-

- The Reception Desk on the first floor Easterfield Building (EA121) where your assignment will have the **time, date and signature** noted on the front cover by the person receiving it.

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 15 June – Wednesday 4 July (inclusive)

Penalties for Lateness

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**. Assignments handed in after 3pm on Friday June 1st. will be treated as being three days late. Weekend/public holiday penalty days apply for assignments received on the following workday.

- (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, e.g. a medical certificate, or counsellor's report clearly stating the degree of impairment, **and** the dates the illness or event that **prevented** you from undertaking your academic studies. This can be applied retrospectively. **A note only stating impairment is not sufficient and will be rejected**.
- (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 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.

Mandatory Course Requirements

To meet Mandatory Course Requirements, students are required to:

- a. Submit assignment hard copy for marking;
- b. Submit assignment within the allowable timeframe (see the section on Penalties for Lateness above)
- c. Obtain at least 40 per cent of the final examination marks available.

Note: Failure to meet mandatory course requirements does not prevent a student completing other pieces of assessment, including sitting the final examination.

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 course information will be conveyed to students via BlackBoard (BB) and through lectures and tutorials so please check BB often and go to all tutorials and lectures.

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 Student and Academic Services

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

Te Putahi Atawhai

Maori and Pacific Mentoring Programme

<http://www.victoria.ac.nz/tpa/>

Annex A

MGMT 101 assignment marking rubric

Grade =

	#1 Exemplary	#2 Satisfactory	#3 Not Satisfactory
#A Summary of key points: Relevance of summarised key managerial issues.	Summary of issues is relevant to all five subject disciplines.	Summary of issues is relevant to at least three subject disciplines.	Summary of issues in less than three subject disciplines.
#B Application of theory: Linking appropriate management theories to the tutorial case.	Comprehensive application of management theory in all five discipline areas show.	Limited application of management theory.	Very little understanding of management theory demonstrated.
#C Critical & creative thinking: Multiple perspectives in theory application	Inferences/implications in application shows appreciation of multiple perspectives and ambiguity resulting from situational factors	Inferences/implications in application shows reasonable appreciation of multiple perspectives	Inferences/implications unclearly stated or unexplored with little appreciation of multiple perspectives
#D Structure and style: Document, paragraph and sentence structure, flow and layout, appropriate to audience.	Variety of sentence construction, logical flow; style and structure appropriate for task, audience and genre. Uses engaging delivery that enhances understanding. Thoughtful presentation.	Not overly repetitive with some variety in sentence construction. Generally flows well and some awareness of audience and genre	Overly repetitive or simplistic sentence structure. Consistently disjointed with style/structure inappropriate for audience
#E Clarity and conciseness: Addresses the task succinctly with appropriate complexity.	Focuses on key issues and conveys them in a way that is easily understood.	Occasionally misses the point but addresses most of the main issues.	Main points confused/unclear. Irrelevant information, no transition between ideas. No conclusion.
#F Technical writing skills: Spelling, capitalisation, punctuation, grammar, general proofreading.	Very few spelling errors, correct punctuation and grammatically correct complete sentences.	Occasional lapses in spelling, punctuation and grammar, but not enough to seriously distract the reader.	Numerous spelling errors. Non-existent or incorrect punctuation. Severe errors in grammar that interfere with understanding.

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

Annex B

Tutorial Preparation and Participation

You are expected to come prepared to participate in tutorial group discussions. Preparation details discussion questions will come from your tutor. You will be assessed according to the following criteria:

	#1 Exemplary	#2 Satisfactory	#3 Not Satisfactory
Preparation & understanding of discussion topics	Demonstrates in-depth understanding of discussion topics	Demonstrates a superficial and incomplete understanding of discussion topics	Is unprepared for discussion and shows little or no understanding of the topics
Conceptual & creative ability	Links key organisational issues to relevant management theories. Provides alternative views on key issues	Provides some linkages between organisational issues and management theories	Provides little or no constructive ideas
Critical ability and insight	Critically examines management theories and provides insightful comments	Applies management theories without convincing justification of their relevance	Demonstrates little or no critical ability and insight
Contribution to the learning of others	Provides thought leadership and contributes to the learning environment	Focuses on convincing others	Shows little or no consideration for group learning
Extent of participation	Participates fully in all tutorials	Inconsistent participation in tutorials	Limited or no participation in tutorials

Annex C



Victoria Management School

Assignment [checkbox checked]

MGMT101 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)

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



Victoria Management School
MGMT 101

Request for re-examination of assessed work.

	Assessment affected <i>e.g. assignment</i>	
Student ID	Name As it appears in your enrolment	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	Chapter	Topics	Discipline	Tutorial Topic	Assignments
1	March Mon 5 th	Eric Chong	2	Introduction: Management Learning Past to Present	MGMT	NONE	
	March Wed 7 th	Garry Tansley	NA	Administration: Tutorials & assignments	MGMT		
2	March Mon 12 th	Kala Retna	1	The Study of Organisational Behaviour	OB	Tut one (1)	
	March Wed 14 th	Kala Retna	16	Communication	OB	Tut introductions and expectations	
3	March Mon 19 th	Kala Retna	15	Working in teams	OB	Tut two (2)	Tutorial preparation
	March Wed 21 st	Kala Retna	17	Leadership	OB	OB	
4	March Mon 26 th	U Daellenbach	7	Decision making approaches	DM	Tut three (3)	Tutorial preparation
	March Wed 28 th	U Daellenbach	8 & 9	Strategic Management Processes	STRAT	OB	
5	April Mon 2 nd	U Daellenbach	8 & 9	Strategies used by Organisations	STRAT	Tut four (4)	Tutorial preparation
	April Wed 4 th	U Daellenbach	9	Organisational and Environmental Fit	STRAT	DM	
	mid term break	mid term break	mid term break	mid term break		mid term break	mid term break
6	April Mon 23 rd	U Daellenbach	9	Strategy Implementation	STRAT	Tut five (5)	Tutorial preparation
	April Wed 25th	Uni closed	Uni closed	Uni closed	Uni closed	STRAT	
7	April Mon 30 th	Tyron Love	6	Introduction to Maori Business.	MBUS	Tut six (6)	Tutorial preparation
	May Wed 2 nd	Tyron Love	6	Contribution of Maori to NZ Economy	MBUS	STRAT	
8	May Mon 7 th	Tyron Love	6	Commercialisation of culture	MBUS	Tut seven (7)	Tutorial preparation
	May Wed 9 th	Tyron Love	6	Maori Business Case Studies	MBUS	MBUS	
9	May Mon 14 th	G Plimmer	12	Human Resource Management and Industrial Relations	HRIR	Tut eight (8)	Tutorial preparation
	May Wed 16 th	G Plimmer	12	Human Resource Management and Industrial Relations ...cont	HRIR	HRIR	
10	May Mon 21 st	G Plimmer	13	Individuals and work.	HRIR	Tut nine (9)	Tutorial preparation
	May Wed 23 rd	G Plimmer	14	Motivation and rewards	HRIR	HRIR	
11	May Mon 28 th	Eric Chong	4	Ethics and Social Responsibility	MGMT	NONE	Assignment due, THIS WEEK
	May Wed 30 th	Eric Chong	5 & Appendix 2	Cross-cultural management	MGMT	Assignment due, THIS WEEK	
12	June Mon 4th	Uni closed	Uni closed	Uni closed	Uni closed	Tut ten (10)	Exam information
	June Wed 6 th	Eric Chong	NA	Course windup & exam preparation	MGMT	Exam prep	