

School of Management

**MGMT101 INTRODUCTION TO MANAGEMENT**

Trimester Two 2012

**COURSE OUTLINE**

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**Names and Contact Details**

**COURSE COORDINATOR**

**Sashi Meanger**

Room: RH1031, Rutherford House

Phone: TBA

Email: [Sashi.Meanger@vuw.ac.nz](mailto:Sashi.Meanger@vuw.ac.nz)

**TUTORIAL CO-ORDINATOR**

**Garry Tansley**

Room: EA107 (Monday - Wednesday)

Phone: 463-6968

Email: [Garry.Tansley@vuw.ac.nz](mailto:Garry.Tansley@vuw.ac.nz)

**Trimester Dates**

Teaching Period: Monday 16 July – Friday 19 October

Study Period: Monday 22 October – Thursday 25 October

Examination Period: Friday 26 October – Saturday 17 November (inclusive)

**Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 27 July 2012.
2. The standard last date for withdrawal from this course is Friday 28 Sept. 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 the Faculty's Student Customer Service Desks.

**Class times and room numbers**

<b>Lectures:</b>	Stream L2	Monday & Wednesday	13.10 – 14.00pm	New Kirk LT303
	Stream L3	Monday & Wednesday	17.10 – 18.00pm	New Kirk LT303
	Stream L4	Monday & Wednesday	15.10 – 16.00pm	Maclaurin LT103

**Tutorials:** Please see Blackboard or contact the Tutorial Co-ordinator (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 case discussions; however the written assignment must be an individual submission.

## 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 Oct 10 <sup>th</sup> @ 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 26 October – Saturday 17 November (inclusive)
	<b>TOTAL</b>	<b>100%</b>	

## Assignment

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

The assignment will present the application of relevant management theories from Organisational Behaviour, Decision Making, Strategic Management, Maori Business and Human Resources and Industrial Relations disciplines. Students are expected to include updated information on HP from internet research to support their assertions. All referenced material must be appropriately cited. 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.

## 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 the Faculty's programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

## 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 Co-ordinator. [garry.tansley@vuw.ac.nz](mailto: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 Co-ordinator 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 EA107 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 assignments 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 October 12<sup>th</sup> will be treated as being five days late.

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

## 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 12<sup>th</sup> Oct. will be treated as being three days late. Weekend/public holiday penalty days apply for assignments received on the following workday.

- (i) 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**.
- (ii) 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 Co-ordinator**, 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.**

- (iii) 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 Co-ordinator** as soon as possible, and make application for waiver of a penalty as soon as practicable.
- (iv) 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.

## **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 26 Oct – Saturday 17 Nov (inclusive).

## **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 (if applicable)**

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](http://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](http://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](http://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](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/>

## MGMT 101 assignment marking rubric

Grade =
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	<b>#1 Exemplary</b>	<b>#2 Satisfactory</b>	<b>#3 Not Satisfactory</b>
<b>#A Summary of key points:</b> 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>#B Application of theory:</b> Linking appropriate management theories to the tutorial case.	Comprehensive application of management theory shown in all five discipline areas.	Limited application of management theory.	Very little understanding of management theory demonstrated.
<b>#C Critical &amp; creative thinking:</b> Multiple perspectives in theory application.	Inferences/implications in application show appreciation of multiple perspectives and ambiguity resulting from situational factors.	Inferences/implications in application show reasonable appreciation of multiple perspectives.	Inferences/implications unclearly stated or unexplored with little appreciation of multiple perspectives.
<b>#D Structure and style:</b> 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.
<b>#E Clarity and conciseness:</b> 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.
<b>#F Technical writing skills:</b> Spelling, capitalisation, punctuation, grammar, general proofreading and referencing.	Very few spelling errors, correct punctuation and grammatically correct complete sentences. Proper citation of referenced work.	Occasional lapses in spelling, punctuation, grammar and referencing but not enough to seriously distract the reader.	Numerous spelling errors. Non-existent or incorrect punctuation. Severe errors in grammar that interfere with understanding. No referencing.

**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:

	<b>#1 Exemplary</b>	<b>#2 Satisfactory</b>	<b>#3 Not Satisfactory</b>
<b>Preparation &amp; understanding of discussion topics</b>	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
<b>Conceptual &amp; creative ability</b>	Provides alternative application of theories and interpretations of key issues	Provides some linkages between organisational issues and management theories	Provides little or no constructive ideas
<b>Critical ability and insight</b>	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
<b>Contribution to the learning of others</b>	Provides thought leadership and contributes to the learning environment	Focuses on convincing others	Shows little or no consideration for group learning
<b>Extent of participation</b>	Participates fully in all tutorials	Inconsistent participation in tutorials	Limited or no participation in tutorials

<b>Mark      /10</b>
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Annex C



School of Management

Assignment

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: \_\_\_\_\_

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

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**School of Management**

**MGMT 101**

**Request for re-examination of assessed work.**

	<b>Assessment affected</b> <i>e.g. assignment</i>	
<b>Student ID</b>	<b>Name As it appears in your enrolment</b>	<b>Tutorial No.</b>
<b>Contact Details</b>	<b>Phone</b> _____ _____ <b>Email</b> _____	

**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.*

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**Clearly state why you believe each of these sections should be re-examined:**

*Note: “I think it is worth more,” is insufficient.*

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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

**COURSE SCHEDULE**

<b>Week</b>	<b>Dates</b>	<b>Lecturer</b>	<b>Chapter</b>	<b>Topics</b>	<b>Discipline</b>	<b>Tutorial topics</b>	<b>Tutorial activity</b>
1	16 Jul Mon	S Meanger	N/A	MGMT 101: Tutorials & assignments	N/A	<b>NONE</b>	No tutorial
	18 Jul Wed	S Meanger	2	Management Learning Past to Present	MGMT		
2	23 Jul Mon	S Meanger	1	The Study of Organisational Behaviour	OB	<b>Tut one (1)</b>	Tut. introductions and expectations: No preparation required
	25 Jul Wed	S Meanger	16	Communication	OB		
3	30 Jul Mon	S Meanger	15	Working in teams	OB	<b>Tut two (2)</b> <b>OB</b>	Tutorial preparation required
	1 Aug Wed	S Meanger	17	Leadership	OB		
4	6 Aug Mon	S Meanger	12	Human Resource Management and Industrial Relations	HRIR	<b>Tut three (3)</b> <b>OB</b>	Tutorial preparation required
	8 Aug Wed	S Meanger	12	Human Resource Management and Industrial Relations..cont	HRIR		
5	13 Aug Mon	S Meanger	13 & 14	Individuals at work: Motivation & rewards	HRIR	<b>Tut four (4)</b> <b>HRIR</b>	Tutorial preparation required
	15 Aug Wed	S Blumenfeld	12-14	HRIR overview & pathways	HRIR		
6	20 Aug Mon	T Love	6	Introduction to Maori Business	MBUS	<b>Tut five (5)</b> <b>HRIR</b>	Tutorial preparation required
	22 Aug Wed	T Love	6	Contribution of Maori to NZ Economy	MBUS		
<b>Mid-term break</b>							
7	10 Sep Mon	M Love	6	Commercialisation of culture	MBUS	<b>Tut six (6)</b> <b>MBUS</b>	Tutorial preparation required
	12 Sep Wed	M Love	6	Maori Business Case Studies	MBUS		
8	17 Sep Mon	U Daellenbach	7	Information & decision making	DM	<b>Tut seven (7)</b> <b>DM</b>	Tutorial preparation required
	19 Sep Wed	U Daellenbach	8 & 9	Strategic Management Processes	STRAT		
9	24 Sep Mon	U Daellenbach	8 & 9	Corporate/Business Level Strategies	STRAT	<b>Tut eight (8)</b> <b>STRAT</b>	Tutorial preparation required
	26 Sep Wed	U Daellenbach	8 & 9	Functional Strategies	STRAT		
10	1 Oct Mon	U Daellenbach	9	Organisational and Environmental Fit	STRAT	<b>Tut nine (9)</b> <b>STRAT</b>	Tutorial preparation required
	3 Oct Wed	U Daellenbach	9	Strategy Implementation	STRAT		
11	8 Oct Mon	S Meanger	4	Ethics and Social Responsibility	MGMT	<b>NONE</b>	No tutorial <b>Assignment due, THIS WEEK</b>
	10 Oct Wed	S Meanger	5	Cross-cultural management	MGMT		
12	15 Oct Mon	S Meanger	5	Globalisation challenges	MGMT	<b>Tut ten (10)</b>	Exam preparation
	17 Oct Wed	S Meanger	N/A	Course windup & exam preparation	N/A		