

School of Management

MBUS 203 Maori Small Business

Trimester 1 2014

COURSE OUTLINE

Contact Details

Course Coordinator

Matene Love
Room: RH 1001, Rutherford House
Phone: 463 6020
Email: matene.love@vuw.ac.nz
Website: www.vuw.ac.nz/vms

ADMINISTRATION

Ina Yoo
Room: RH1022, Rutherford House
Phone: 463 5358
Email: ina.yoo@vuw.ac.nz

Class Times and Room Numbers

Thursday 10.30pm -12.20pm RHG 01

Trimester Dates

Teaching Period: Monday 3 March – Friday 6 June
Study Period: Monday 9 June – Thursday 12 June
Examination Period: Friday 13 June – Wednesday 2 July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 14 March 2014.
2. The standard last date for withdrawal from this course is Friday 16 May 2014. 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.

Prescription

This course examines the fundamentals of small business start-up, particularly that of Maori enterprises, and the reasons for success and failure. It examines business systems appropriate to all enterprises, focusing on those enterprises established to utilise existing and future Maori resources.

Course Content

This paper examines why small business is so important to the New Zealand economy, the fundamentals of small business start-up, the current and future contribution of Maori to the small business sector and where future growth in the small business sector will come from.

Course Learning Objectives

By the end of this course, students should be able to:

- describe how important small business is to the overall New Zealand economy;
- list the key concepts that relate to small business start up including the importance of business planning;
- critically analyse the current and future contribution of Maori to small business sector in New Zealand;
- describe how and why Maori small business is viewed as a key growth area towards Maori economic development; and
- analyse management systems appropriate to organisations established to utilise existing and future Maori resource bases

Course Delivery

This course is structured around a series of lectures, case studies, class debates and where relevant, video materials.

Expected Workload.

A total of 150 hours of work is expected from students in this course. This consists of 24 hours of classes, nine hours per week outside classes during teaching weeks spent reading, studying and writing assignments, and a further 18 hours revising during mid-trimester break and study week.

Readings

There is no textbook for this course.

Recommended readings include:

Entrepreneurship and Small Business Management in New Zealand by Claire Massey, 2005, Pearson Education New Zealand

Small and Medium-sized Enterprises – A New Zealand Perspective by Alan Cameron and Claire Massey, 1999, Addison Wesley Longman NZ Ltd, 46 Hillside Road, Auckland 10,

Additional reading will occasionally be given out.

Students are also encouraged to access the following websites

Te Puni Kokiri
Statistics New Zealand

www.tpk.govt.nz
www.stats.govt.nz/maori

This website provides access to current government initiatives, speeches and legislation relevant to Māori and contains a substantive link to relevant sites within New Zealand and around the world.

Materials and Equipment

There is no extra material or equipment required for this course.

Course Requirements

MBUS 203 is 100% internally assessed. Assessment aims to test a variety of skills and enable students to exhibit their diverse strengths.

Assessment

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

To meet the requirements for MBUS 203, students are required to:

- Complete **ALL** assignments by the due dates and attain at least a C average;
- Sit and submit the review test;
- Participate in the lectures.

Assessment	%	Length	Due Date
1. Assignment	35	(2000 words)	8 April 2014 4pm
2. Case Study Report	45	(2500 words)	13 May 2014 4pm
3. Review Test	20	90 minutes	29 May 2014

Penalties

Late assignments are to be handed in at **Level 10 Reception, RH 1022** during Reception Desk hours, **9am till 5pm Monday to Friday during term time**. An Administrator or Duty Receptionist will stamp the assignment with the date and time. Late assignments that do not have **the time and date and signed by** the Administrator for the course or Duty Receptionist, will incur late penalties from the time the Administrator receives it. Assignments left on the Reception Counter, or slid under the door of the Reception office 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.

Penalties – for Lateness

- (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). **Closed University days, Saturdays, Sundays and public holidays** will be included when counting the number of days late. An assignment late day begins from the time the assignment is due. 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 **Course Coordinator**, providing documentary evidence of the reasons of their circumstances.
- (iv) 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 Coordinator** 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.

Requirements for Written Work

Marking

Staff aim to mark assignments promptly and return them to you in plenty of time for you to utilize the feedback in preparing your next assignment. Markers look for professionally presented work displaying a thorough understanding of the topic, a strong argument supported by sound evidence, appropriately referenced, and an ability to evaluate material.

The following broad indicative characterisations of grade will apply in grading:

A+	excellent performance in all respects
A	excellent performance in almost all respects
A-	excellent performance in many respects
B+	very good, some aspects excellent
B, B-	good but not excellent performance
C+, C	work satisfactory overall but inadequate in some respects
D	poor performance overall, some aspects adequate
E	well below the required standard

Presentation

All assignments should be typed and double-spaced with an adequate margin on the left-hand side of the page for markers' comments. **Write on only one side of the page.**

Handing in of Assignments

Assignments should be submitted, in hard copy form in **Box 12** located on the Mezzanine floor. Assignments received after that time will be deemed to be late, and must be handed to Reception, Level 10, Rutherford House.

All Hand-Ins should have: an Assignment Cover Sheet stating your name, the course name, lecturer's name, assignment name and number, a word count and due date. You should also put page numbers on each page, and use in-text referencing and include a list of references at the end. Preferred referencing style is APA system. You can access the information from the online VUW library site (<http://www.vuw.ac.nz/library/resources/virtualref.shtml#style>)

Students will prepare two copies of each hand-in and keep the second copy for their own reference. Students must also keep an electronic copy.

Note to Students

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

Mandatory Course Requirements

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessment/aegrotat

Office hours

The course coordinator will be available for consultation during office hours:

Monday 12.30pm – 1.30pm

Thursday 9.30pm – 10.30pm

Should you wish to see the course coordinator during these hours, please email to make an appointment.

Communication of Additional Information

Additional information or any changes to this course will be conveyed to students either during lecture times, via email or postings on the noticeboard Mezzanine Floor Rutherford House.

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.

Class representative

A class representative will be elected in the first class, and that person's name and contact details will be 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.

Student Feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

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 Putahi Atawhai

Maori and Pacific Mentoring Programme

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