

School of Accounting and Commercial Law

MMPA 511 MANAGEMENT

Trimester 2, 2015

COURSE OUTLINE

<u>Names and Contact Details</u>	<u>Office</u>	<u>Telephone</u>
<i>Course Coordinator & Lecturer</i>	Kala Retna kala.retna@vuw.ac.nz	RH 1002 463 5066
<i>Course Administrator</i>	Rebekah Sage rebekah.sage@vuw.ac.nz Office hours: Monday-Friday, 8.30 am-5.00 pm	RH 728 463 6921

Trimester Dates

Teaching Period: Monday 13th July – Friday 16th October

Study Period: Monday 19th October – Thursday 22nd October

Examination Period: Friday 23rd October – Saturday 14th November (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 24th July 2015.
2. The standard last date for withdrawal from this course is Friday 25th 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' form including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks or [online](#).

Class Times and Room Numbers

Days: Thursdays
Time: 5.40-8.30pm
Venue: RH LT 3 (Rutherford House Lecture Theatre 3), Pipitea Campus*

**Note: The class on Thursday 20th August will be held in RH LT 2 (Rutherford House Lecture Theatre 2).*

Course Delivery

The course will consist of lectures 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 and critical analysis.

Group Work

For the group project, around 10 hours of time commitment is expected beyond the scheduled class time.

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.

Prescription

Modern management in business, public and voluntary sectors.

Course Learning Objectives

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

- (a) Analyse the basic functions of management (including human resources);
- (b) Evaluate the key features and significance of group dynamics, communication, and motivation;
- (c) Identify and assess the social, environmental and ethical responsibilities of management;
- (d) Analyse the information, problem-solving and decision-making process and apply these techniques to management problems;
- (e) Evaluate current internal and external forces impinging on managerial and organisational change and the need to respond to these factors.

Course Content

MMPA 511 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. The course emphasises understanding various perspectives on management theory.

Readings

The key readings for this course are contained in the textbook, available at VicBooks:

Schermerhorn et al, (2014). *Management: Foundations and Applications*. 2nd Asia-Pacific Edition. Milton, QLD: Wiley.

Further individual reading will be required for Assignment 2. Suggestions for sources will be discussed in class.

Assessment

The Assessment Handbook will apply to all VUW courses: See

<http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

This course consists of class test, group project and an examination. The details of these assessments are:

Assessment	%	Due Date	Course Learning Objectives Covered
1. Mid-Trimester Test	35%	Thu 20 Aug 2015 at 5.40pm in RH LT 2	(a), (b), (c)
2. Group Project	15%	Presentations will take place on Thu 1 Oct 2015 (in class) Submit the written group report on Thu 1 Oct 2015 (submit in class).	(b), (c) (d), (e)
3. Examination	50%	TBA (see 'Examinations' below)	(a) to (e)

Assessment Guidelines

1. Mid-Trimester Test (35%)

The mid-trimester test is closed book and will have a time limit of 1½ hours. The test comprises two essay questions that will require you to show your understanding and analysis of specific management concepts covered in the course. Each question will have an equal weighting of 17.5%.

2. Group Assignment (15%)

The objective of this assignment is to encourage you to work with others to develop a more in-depth understanding of organisational issues. The assignment also gives you the opportunity to be familiar with the academic literature and to develop your skills of observation and analysis. Working in a group of 5, you will examine a specific organisational issue in the light of organisational behaviour theories. You will choose a New Zealand organisation to examine *without* interviewing any of its members. These issues must reflect any of the ten topics covered in the course. You will need to clear your proposed area of interest with the course coordinator in advance, before you get too far along in your research mode. It is expected that different study groups will tackle different topic areas under the OB discipline.

Group Project (maximum 2000 words, excluding figures, tables and other exhibits)

Group Reports are expected to be in the order of 2000 words (including references but not appendices), well-organised and presented in accordance with professional business standards. Please use MS Word format, 12 point font, 1.5 line spacing, page numbers, and standard margins. Students are encouraged to use APA reference style for referencing (including in-text referencing and a list of references at the end). **To ensure fairness and group effectiveness all group members will keep a log of the activities carried out as part of the group project.** A **hard** copy will be submitted in class and a soft copy to be submitted on Turnitin through blackboard on **1 Oct 2015 by 5.40pm.**

Each group will give a 10 minute presentation followed by about 5 minutes of discussion during the normal lecture time on **1 Oct 2015.**

Optional: You are required to submit Annex D if your group members had experienced some issues in terms of unfair contribution by any one of the members on **24 September 2015**.

Assessment criteria for your report

- See Annex C for assessment criteria.

Examination

A two-hour closed book exam will be held during the formal Examination Period (see below).

Penalties

- **Group Project**

The Group Report must be handed in class on the due date (1 October 2015, 5.40pm). No assignment will be accepted **for assessment purposes** after the deadline. However, because it is a mandatory course requirement that a reasonable attempt is made in this assessment item, late items must be submitted to enable an assessment of whether the mandatory course requirement has been met.

An extension or waiver (with no penalty) will be considered on the grounds of exceptional personal circumstances. Students must complete the 'Assignment Extension/Waiver Application Form' available on Blackboard and submit the form (with the relevant supporting documentation) to the MPA Administrator, preferably before the assignment due date.

Note: The submission of an application does not mean that the extension has been approved. Penalties, as detailed above, will apply if the extension is not granted.

- **Test**

An unjustifiable absence from a test will result in a mark of 'zero' for that test and may result in a student not meeting mandatory course requirements.

Students unable to take a scheduled test due to exceptional circumstances, must complete the 'Consideration of Exceptional Personal Circumstances for Tests Application Form' available on Blackboard. Submit this form to the MPA Administrator as early as possible, preferably before the test date.

Note: The submission of an application does not mean that the test requirement has been changed or waived. Penalties, as detailed above, will apply if it is not successful.

Exceptional Personal Circumstances include an impairment assessed by Disability Services, illness, bereavement, circumstances involving the health or wellbeing of a relative or close friend, compulsory attendance at court, national or international representative commitments, significant cultural commitments, or activities in which the student is representing the University.

*Note: Not being organised or failing to plan ahead are **not** exceptional circumstances.*

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 submitted to Turnitin. A copy of submitted materials will be retained 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.

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 following period:

Friday 23rd October – Saturday 14th November (inclusive)

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students must ...

- sit the mid-trimester test
- submit group report on the due date, and do a presentation
- obtain at least 40% of the marks available in the examination.

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

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

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 concerning this course will be provided in lectures and posted on Blackboard: <http://blackboard.vuw.ac.nz>. Urgent notices will be circulated by email.

Student feedback

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

Link to general information

For general information about course-related matters, go to <http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

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 academic audit. 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.

MMPA 511 LECTURE SCHEDULE

Week	Date	Topics	Readings/Class Exercise
1	16 Jul	Course Introduction The contemporary workplace 4 functions of management	Chapter 1
2	23 Jul	Team and Teamwork	Reading on BB
3	30 Jul	Motivation Case study	Chapter 14
4	6 Aug	Communication and interpersonal skills (Guest lecturer) Case study (course lecturer)	Chapter 13
5	13 Aug	Ethics and Social responsibility Case study	Chapter 5
6	20 Aug	Mid-Trimester Test held in RH LT 2 Review of Test	
MID-TRIMESTER BREAK (Monday 24 August – Sunday 6 September)			
7	10 Sep	Leading Case study	Chapter 12
8	17 Sep	Managing change	Chapter 15
9	24 Sep	Information and Decision making Case study	Chapter 6
10	1 Oct	Group Presentation Feedback on Presentations Case study	In-class
11	8 Oct	Human Resource Management Case study	Chapter 11
12	15 Oct	Final Revision for examination	



SCHOOL OF MANAGEMENT

GROUP ASSIGNMENT COVER SHEET

Name	Student ID No
1.	
2.	
3.	
4.	
5.	

Project Title _____

Date Due: _____

Date Submitted: _____

Word Count: _____

I have read and understood the university policy on Academic Integrity and Plagiarism. I declare this assignment is free from plagiarism.

Signed: _____

**MMPA511
ASSIGNMENT GROUP REPORT (2015)**

Names _____

	Weak	Strong			
Content					
<i>Adequately analyses and represents the organisation's issue</i>	▪	▪	▪	▪	▪
<i>Reviews the relevant literature</i>	▪	▪	▪	▪	▪
<i>Effectively integrates management concepts and ideas</i>	▪	▪	▪	▪	▪
Argument					
<i>Arguments well supported - while acknowledging sources</i>	▪	▪	▪	▪	▪
<i>Shows independent thought in the suggestions/recommendations</i>	▪	▪	▪	▪	▪
Writing & Presentation					
<i>Report is clearly and logically structured</i>	▪	▪	▪	▪	▪
<i>Report is well-presented while acknowledging sources</i>	▪	▪	▪	▪	▪
<i>Referencing/Within word limit:</i>					

General Remarks:

Grade: _____

NB. The above table is intended to map out strengths and weaknesses rather than act as a numerical indicator of the grade.

THE GROUP PROJECT (OPTIONAL)

Assessing Group Effectiveness - GROUP MEMBER CONTRIBUTION
 (To be submitted to the lecturer on **24 September 2015**)

Your Name _____

Group Members Names (including your own)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Evaluation of group member participation involves peer and self- assessment. This information will be used by the paper co-ordinator in the event of any complaints perceived by group members (unfair contribution by any one of the group member).

Scale:

- 1 = minimal contribution
- 2 = minor contribution
- 3 = satisfactory contribution
- 4 = substantial contribution
- 5 = very substantial contribution

Group Member	1	2	3	4	5
Contribution at meetings (do they attend, participate and share ideas)					
Commitment to common goal (do they keep on task and show concern for doing things right)					
Reliable completion of tasks (do they show a responsibility to the group and the tasks they have to do)					

How many hours (on average) did you spend working with this group? _____