



School of Management

MGMT101 Introduction to Management

Trimester 2, 2016

COURSE OUTLINE

Prescription

This introductory course in management 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

Objective	By the end of this course, students should be able to:	Addressed via
1	Describe and 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. Organisational Behaviour, Human Resources Management, Operations and Strategic Management and Management Consultancy, Globalisation, Organisational Change and Career Management);	Lectures and tutorials
3	Recognise cultural, 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;	Assignments, tutorials and exam
6	Demonstrate knowledge of local, national, and global business contexts.	Assignments, tutorials and exam

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.

Trimester Dates

Teaching Period: Monday 11th July – Friday 14th October

Study Period: Monday 17th October – Thursday 20th October

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

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 22 July 2016.
2. The standard last date for withdrawal from this course is Friday 23 September 2016. 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 or [online](#).

Names and Contact Details

COURSE COORDINATOR

Sashi Meanger

Room: RH1032 Rutherford House

Phone: 463-6942

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UNDERGRADUATE PROGRAMME MANAGER

Garry Tansley

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ADMINISTRATOR

Misa Ito

Room: RH1022, Rutherford House

Phone: 463-5397

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Class Times and Room Numbers

Lectures:

10049	Tuesday and Friday	10.00am – 10.50am	KKLT303
10048	Tuesday and Friday	1.10pm – 2.00pm	MCLT103

Tutorials: Please see Blackboard or contact the Undergraduate Programme Manager (Email is preferable).

Please see last page of this course outline for the lecture and tutorial schedule.

Course Delivery

The course consists of two 50-minute lectures per week and one tutorial per week. Lectures are run over all 12 weeks of the course and tutorials are run over ten 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 three** of the course.

Readings

The course textbook:

Schermerhorn, J., Davidson, P., Poole, D., Woods, P., Simon, A., McBarron, E. (2014).
Management. 5th Asia-Pacific Edition. Australia: John Wiley & Sons Australia Ltd.

The textbook is available online (details on Blackboard), and at VicBooks.

Mandatory course requirements

In addition to achieving an overall pass mark of at least 50%, students must:

- a. Submit both Assignments for marking
- b. Submit the assignments 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, (20 marks out of the 50 total examination marks).

These requirements exist because a) & b) presenting, managing and working to deadlines is a key introductory management skill and c) the examination is an important assessment of overall recruitment and selection knowledge and how well one is able to integrate and apply that knowledge to the questions posed.

If you believe that exceptional circumstances may prevent you from meeting the mandatory course requirements, contact the Course Coordinator for advice 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

Expected Workload

A total of 150 hours of work is expected from students in this course. This consists of 34 hours of classes, eight hours per week outside classes during teaching weeks spent reading, studying and writing assignments, and a further 20 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. You will be expected and encouraged to work in groups on in-term case discussions; however the written assignments must be an individual submission.

Please do not work together to formulate a response and do not loan out your completed assignments.

Assessments

The Assessment Handbook will apply to all VUW courses: see

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

Item	Title	Weight	Due Date
1	Assignment 1 (A) (800 words) (10%) Course learning objectives 1, 2, 4 and 5. (Please see Annex A for marking rubric)	20%	Submitted via Blackboard by Midnight Sunday 7 August 2016
	Assignment 1 (B) (800 words) (10%) Course learning objectives 1, 2, 4 and 5. (Please see Annex B for marking rubric)		Submitted via Blackboard by Midnight Sunday 21 August 2016
2	Assignment 2 (1500 words). Course learning objectives 1, 2, 4 and 5. (Please see Annex C for marking rubric)	20%	The MGMT101 drop box, north end Level 2 Murphy building by 9am Friday 23 September 2016
3	Tutorial Participation. Course learning objectives 1, 2, 3, 4, 5 and 6. (Please see Annex D for marking rubric)	10%	Continuously assessed throughout the course.
4	Final Examination. Course learning objectives 1, 2, 3, 5 and 6.	50%	Two-hour exam. Study Period/Examination Period: Mon 17 Oct–Sun 13 Nov (inclusive)
	TOTAL	100%	

The assignments are set in the context of a fictitious organisation, **Solitaire Jewellers Ltd. (Solitaire)**. Solitaire is an independent jewellery shop base in Takapuna, New Zealand, retailing medium to high-end jewellery products and specialising in custom jewellery design and manufacture.

The case study is posted on Blackboard. The purposes of the assignments are to analyse the key issues and apply relevant management theories to the **Solitaire** case study.

Please see Annex A, B and C for the marking guidelines. The holistic academic quality of your assignments, as in the marking guidelines, will determine your overall performance.

The Word limit for Assignment 1 (A) and Assignment 1 (B) is 800 words each and these must be presented on 12pt font, 1.5 line spacing.

Assignment 1 (A) and Assignment 1 (B) are to be Submitted via Blackboard by the due dates.

Assignment 2 is due in the MGMT101 drop box, north end Level 2 Murphy building by 9am Friday 23 September 2016. The Assignment Cover Sheet (Annex E) must signed and attached to the assignment

The Word limit for Assignment 2 is 1500 words and must be presented on 12pt font, 1.5 line spacing, and single sides of a page.

Any applications for extensions to the Assignments due date must be made to the Course Coordinator, supported with valid reasons and evidence.

All referenced material must be appropriately cited.

1. Assignment 1 (A): Due Midnight Sunday 7 August 2016

Effective communication and team building strategies are essential to Solitaire's business, whether it is between staff and clients, or between workshop staff and sales staff. Identify and discuss issues affecting communication at Solitaire, and suggest ways to improve communication outcomes. Identify the variables in the communication process and the role perception plays as a potential barrier to effective communication.

What effective team building strategies should Solitaire continue to maintain or develop in order to build a more effective team? What are some positive outcomes from building an effective team at Solitaire, and in general?

Apply the relevant Management theories from the communication and team building disciplines to the **Solitaire** case study.

The assessment criteria are outlined in Annex A.

Assignment 1 (B): Due Midnight Sunday 21 August 2016

John Goodman's leadership is a key factor in shaping the past and future development of **Solitaire**. Discuss John's leadership role, considering his leadership style and whether John is more a leader or a manager. Describe and apply one relevant Style and one relevant Contingency theory covered in this course to support your discussions.

How could managers motivate their teams? Referring to the motivation theories, provide any suggestions as to how the John Goodman might additionally motivate his staff at **Solitaire** using one relevant Content and one relevant Process theory covered in this course to support your discussions.

The assessment criteria are outlined in Annex B.

2. Assignment 2: Due 9am Friday 23 Sept 2016

Strategic Management is about winning, through understanding opportunities and threats emerging in the environment, an organisation's strengths and weaknesses, and effectively positioning the organisation for competitive advantage in changing times. Human Resource Management is the process of attracting, developing and maintaining a quality workforce to support the organisation's mission, objectives and strategies.

As it looks ahead, Solitaire is focussing on strategic issues as the basis for its future success as well as strategic human resource management that mobilises human resources to implement strategies and sustain competitive advantage.

How might John Goodman, Manager and Owner, use frameworks in the strategic management process when planning for Solitaire's future success, and what does he need to consider in order to establish a sustainable competitive advantage? What strategies would you advise John Goodman to consider when dealing with present staffing issues and future human resource planning at Solitaire? Further details on the assignments will be posted on Blackboard.

The assessment criteria are outlined in Annex C.

4. Tutorial Preparation and Participation

You are expected to come to tutorials prepared for discussion. Discussion questions/topics will be posted on Blackboard and provided by tutors. This pre-tutorial preparation and the demonstrated quality of your tutorial participation will guide the outcome of your Assignments. The assessment criteria are outlined in Annex D.

Tutorial Signup

Tutorial signup is done through the online programme; 'MyAllocator'. You should already have been notified by email about your sign-up to a tutorial. Go to the signup website at: <https://student-sa.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 not been able to sign up by the end of the first week of the course please contact the Undergraduate Programme Manager, garry.tansley@vuw.ac.nz.

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 21 October – Sunday 12 November 2016 (inclusive)

Penalties

Late assignments

Late assignments are to be handed in at **Level 10 Reception, RH 1022, Pipitea Campus**, 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 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 10% 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.
- (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.

The sign up for tutorials is through **myAllocator**. More information and the log on link is on this web page: <http://www.victoria.ac.nz/students/study/timetables/tutorial-sign-up>.

You will be advised by email when this is open and then you use your MyVictoria username and password to log on and then click on course link.

If you have not been able to sign up by the **end of the first week of the course** please contact the Undergraduate Programme Manager, garry.tansley@vuw.ac.nz.

Remarking

Application for remarks must be made within 14 days after the assignments or marks are made available.

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.

For marks: 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.

For grades: If the grade differs by one grade then the highest grade is taken. If the grade differs by more than one grade then the assignment is marked by a third marker and the average grade is taken. Experience from previous years is that almost all remarks are within 10% or one grade. Occasionally there is a significant shift in the mark or grade.

To apply for a remark, complete the request for re-examination of assessed work form (Annex F) stating which sections (criteria listed in the mark sheet) you wish re-examined. You must provide academic reasons on why you think the mark does not, in your view, fairly reflect the quality of your work. Your assignment will only be reconsidered on the points you raised. Complete remarks will not be undertaken. Hand this with your assignment into the following place:

- Pipitea Campus – the Reception Desk on Level 10 Rutherford House where your assignment will have the **time, date and signature** noted on the front cover by the person receiving it.

Allow a minimum of 5 days for remarks to be completed.

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.

Materials and Equipment

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

Student feedback

Student feedback for this course continues to be positive and changes continue to be made to the delivery of the course. This course ranked as the top course for Victoria University in the student review www.studentcoursereview.co.nz website. Support outside of lectures is provided in study groups, including Maori and Pacific student groups, and this contributes to the positive overall pass rate. This course was trialled for the Course Signals programme which monitored the tutorial attendance and handing in of assignments, and this will be continued in 2016. Specific changes from feedback from the most recently surveyed cohort of students include changing Assignment 1 into a two part exercise of 800 words each followed by Assignment Two with a word limit of 1500 words. Changes have also been made on specific lecture topics to take into consideration where students requested more or less time. This includes the introduction of PwC alongside EY to present special topics.

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

Class Representative

Class representatives will be elected in the first class, and their names 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.

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.

1. Assignment 1 (A) marking rubric

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

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

Mark:	/10
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1. Assignment 1 (B) marking rubric

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

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

Mark:	/10
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2. MGMT 101 Assignment 2 marking rubric

	#1 Exemplary	#2 Satisfactory	#3 Not Satisfactory
#A HR/Strategic Mgmt: Processes described; Alternate choices discussed; Competitive advantage described and discussed.	HR and Strategic processes described. All areas fully covered with appropriate discussion and conclusion and appropriate recommendations; competitive advantage analysed.	HR and Strategic processes described. Most areas fully covered with discussion, conclusion and recommendations; competitive advantage discussed.	HR and Strategic process not well described. Only some areas covered and not fully with conclusions and recommendations. Lacking competitive advantage and strategic HR discussion.
#B Application of theory: Linking appropriate HR/Strategic Management and competitive advantage theories to the case.	Comprehensive application of strategic HR and strategic management and competitive advantage theory; SWOT analysis, PESTE, Porter, and/or Drucker applied.	Limited application of HR and strategic management theory.	Very little understanding of HR and strategic management theory demonstrated.
#C Critical & creative thinking: 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.
# 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. 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 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.

Mark:	/25
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3. Tutorial Preparation and Participation

You are expected to come prepared to participate in tutorial group discussions.

Discussion questions/topics will be posted on Blackboard and provided by tutors. 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 below.

	#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	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.
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.

Mark /5



School of Management

MGMT101 Assignment 2 Cover Sheet

Name: _____ **Student ID:** _____

Assignment: _____

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.



School of Management
MGMT 101

Request for re-examination of assessed work.

Assessment affected: <i>e.g. Assignment</i>		
Student ID: _____	Name <i>as it appears in your enrolment</i> _____	Tutorial No: _____ Tutor's Name: _____ Tutorial Day and Time: _____
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.

Signature: _____ Date: _____

COURSE SCHEDULE Tri Two 2016

Week	Dates	Lecturer	Chapter	Topics	Tutorial topics	Tutorial activity
1	12 Jul	S Meanger	N/A	MGMT 101: Introduction		No tutorial
	15 Jul	S Meanger	2	Historical Foundations of Management		
2	19 Jul	S Meanger	1	The Contemporary Workplace		No tutorial
	22 Jul	S Meanger	Workbook	Research and Presentation Projects		
3	26 Jul	S Meanger	14	Communication and Interpersonal Skills	Tut one (1)	Tutorial: Introductions and expectations. Discussion of theoretical frameworks. Assessments.
	29 Jul	S Meanger	17	Managing Groups and Teams		
4	2 Aug	S Meanger	3	Environment and Diversity	Tut two (2)	Tutorial: Communication/Teams Tutorial Hand-In One due Midnight Sun 7 Aug
	5 Aug	S Meanger	13	Leadership		
5	9 Aug	S Meanger	15	Motivation and Rewards	Tut three (3)	Tutorial: Leadership
	12 Aug	C. Yao	12	Human Resource Management		
6	16 Aug	C. Yao	12	Human Resource Management (cont.)	Tut four (4)	Tutorial: Motivation and Rewards Tutorial Hand-In Two due Midnight Sun 21 Aug
	19 Aug	C. Yao	12	Human Resource Management (cont.)		
Mid Trimester Break						
7	6 Sep	S Meanger	19	Entrepreneurship	Tut five (5)	Tutorial: Human Resource Management
	9 Sep	S Meanger	9	Strategic Management		
8	13 Sep	S. Meanger	9	Strategic Management (cont.)	Tut six (6)	Tutorial: Strategic Human Resource Management Strategic Management
	16 Sep	S. Meanger	9	Strategic Management (cont.)		
9	20 Sep	S. Meanger	N/A	Management Consultancy EY	Tut seven (7)	Tutorial: Strategic Management Report Assignment due: 9am Friday 23 Sept 2016
	23 Sep	S Meanger/EY	4	Cultural Management/ Maori Business		
10	27 Sep	S. Meanger	4	International Dimensions of Management	Tut eight (8)	Tutorial: Cultural Management/Globalisation
	30 Sep	S. Meanger	5	Ethics and Social Responsibility		
11	4 Oct	S. Meanger	18	Organisational Change/Operations Management	Tut nine (9)	Tutorial: Ethics and Social Responsibility and Organisational Change
	7 Oct	S Meanger/PwC	N/A	Management Consultancy PwC		
12	11 Oct	S Meanger	N/A	Career Management	Tut ten (10)	Tutorial: Exam Preparation
	14 Oct	S Meanger	N/A	Exam Preparation & Revision		
Exam Study Break						