

School of Accounting and Commercial Law

MMPA511 MANAGEMENT

Trimester 2, 2016

COURSE OUTLINE

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

MMPA511 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.

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 22nd July 2016.
2. The standard last date for withdrawal from this course is Friday 23rd 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

		<u>Office</u>	<u>Telephone</u>
<i>Course Coordinator & Lecturer</i>	Bronwyn Howell bronwyn.howell@vuw.ac.nz Office hours: Weeks 7- 12 on Thursdays 4.00-5.30 pm or by appointment.	RH 929	463 5563
<i>Lecturer</i>	Mohammad Saud Khan saud.khan@vuw.ac.nz Office hours: Tuesday, 10.00-11.00 am.	RH915	463 6934
<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

Class Times and Room Numbers

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

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.

Readings

Recommended texts

Management : A Practical Introduction Kinicki, Scott-Ladd, Perry, Williams.
ISBN : 9781743079058 (1st Edition)

Management Foundations A Pacific RIM Focus 3e Bartol, Tein, Matthews, Sharma, Scott-Ladd
ISBN: 9780070284944 (3rd Edition)

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 and studying with a further 20 hours revising.

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 and an examination. The details of these assessments are:

Assessment	%	Due Date	Course Learning Objectives Covered
1. Mid-trimester Test	35%	18-08-2016	(a), (b), (c), (d), (e)
2. Group Assignment	15%	29-09-2016	(a), (b), (c), (d), (e)
3. Examination	50%	TBA (see 'Examinations' below)	(a), (d), (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 will require you to show your understanding, analysis and application of specific management concepts covered in the course till that time.

2. Group Assignment (15%)

The aim of this group assignment is that students learn to work together and examine an organization (preferably from New Zealand and without interviewing anyone from the organization) in light of one or more of the following management topics from the course:

Organizing
Groups and Teams
Challenges Relating to Change and Innovation
Leading
Communication

Academic literature and other secondary data sources (blogs, websites, annual reports etc.) can be utilized for this assignment. It would be required to discuss the proposed area of interest with the Lecturer in advance, before proceeding too far with the work. Each group is required to make a 10 minute presentation followed by a 5 minute discussion session on 29th September 2016.

A Group Project report (maximum 1500 words, excluding figures, tables, references and other exhibits), must be submitted on the day of presentations. 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). A hard copy of the presentation and report must be submitted in class and a soft copy of the presentation to be emailed (to the Lecturer) and the report to be submitted on Turnitin through blackboard till 29 September 2016 by 10 am.

The groups will be assessed collectively, and therefore the group grade would be the grade of each individual in that group.

2. Examination (50%)

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

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 21st October – Saturday 12th November (inclusive)

Penalties

- **Assignment**

In fairness to other students, any assignment submitted after the deadline will be subject to a penalty of 5% of the total marks available for every day or part of a day (including Saturdays and Sundays) that the assignment is submitted late. For example, an assignment marked out of 100 due by 2pm on Monday 1 January but submitted at 1pm on Wednesday 3 January, would be marked out of 100 and then have 10 marks deducted from the marks awarded. No marks will be awarded to any assignment submitted after the assignment has been discussed in class or marked and returned to other students or after 10 days have elapsed, whichever occurs first.

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**

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

Students unable to take 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.*

Group Work

The group assignment around 8 hours of time commitment (in addition to the scheduled class time) is expected.

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.

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.

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

Student feedback

The most recently-surveyed cohort of MMPA511 students rated the course highly. Students should bear in mind that for the current offering, the teaching team has changed, and hence the material and teaching methods may differ from those assessed by the surveyed cohort.

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

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.

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		Topic	Readings
1	14 Jul	BH SK	Course Introduction The contemporary workplace 4 functions of management	Bartol Ch 1-3 Kinicki Ch 1&2
2	21 Jul	SK	Organizing	Bartol Ch 6 Kinicki Ch 8
3	28 Jul	SK	Groups and Teams	Bartol Ch 11 Kinicki Ch 12
4	4 Aug	SK	Challenges relating to Change and Innovation & Guest Lecture	Kinicki Ch 15
5	11 Aug	SK	Leading	Bartol Ch 8-9 Kinicki Ch 10-11
6	18 Aug	SK	Mid-trimester test (1 hour 30 minutes) Communication	Kinicki Ch 13 Bartol Ch 10
Mid-Trimester Break (Monday 22 August - Sunday 4 September)				
7	8 Sep	BH	Managerial decision making	Bartol Ch 4 Kinicki Ch 1&2
8	15 Sep	BH	Planning	Bartol Ch 5 Kinicki Ch 5
9	22 Sep	BH	Goals and strategies	Bartol Ch 5 Kinicki Ch 6
10	29 Sep	SK	Group Presentations	Hardcopy of report and presentation to be submitted in class and a softcopy of the report to be submitted via Turnitin on blackboard.
11	6 Oct	BH	Controlling	Bartol Ch 12 Kinicki Ch 14
12	13 Oct	BH	Managing in an uncertain world Review and exam preparation	

BH = Bronwyn Howell
SK = Saud Khan