



Australian School of Business
Management

Never Stand Still

Australian School of Business

MGMT1001
MANAGING ORGANISATIONS AND PEOPLE

COURSE OUTLINE
SEMESTER 1, 2013

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PART A: COURSE-SPECIFIC INFORMATION

1. STAFF CONTACT DETAILS

Position	Name	Email
Lecturer-in-charge	Dr. Bernard Gan	kcgan@unsw.edu.au
Lecturer	Dr. Hugh Bainbridge	h.bainbridge@unsw.edu.au
Lecturer	Dr. Ash Prasad	aprasad@unsw.edu.au
Senior Tutor	Mr. David Cheng	d.cheng@unsw.edu.au

Senior Tutor: Mr David Cheng

Office: West Wing Level 5, ASB building

E-mail: d.cheng@unsw.edu.au

Phone 9385 7404

Specific personal queries should be sent to the Senior Tutor via email: d.cheng@unsw.edu.au

Everest Co-ordinator: Dr. Hugh Bainbridge

Specific questions about the Everest Simulation should be sent to Dr. Hugh Bainbridge at

h.bainbridge@unsw.edu.au

Tutors:

You will meet your tutor at your first tutorial in Week 2, and they will provide you with their contact details and consultation times during the first tutorial.

Discussion Forum on Course Website

There is a Discussion Forum on the course website which is monitored by the Senior Tutor. You should post any general queries about the course or assessment on this discussion forum.

You can access the course website at: <http://lms-blackboard.telt.unsw.edu.au>, or via myunsw: <https://my.unsw.edu.au/>

2. COURSE DETAILS

2.1 Teaching Times and Locations

You are required to attend ONE (1) two hour lecture each week. There are three different lecture times per week you can enrol in:

Day	Time	Location
Monday	12:00 – 14:00	Law Theatre (G04)
Tuesday	12:00 – 14:00	Law Theatre (G04)
Wednesday	14:00 – 16:00	Law Theatre (G04)

Wednesday	18:00 – 20:00	Law Theatre (G04)
Friday	09:00 – 11:00	Law Theatre (G04)
Friday	14:00 – 16:00	Law Theatre (G04)

You are also required to attend ONE (1) one hour tutorial per week. There are a number of tutorial options for students. Please see the UNSW enrolment system for details of tutorial times.

2.2 Units of Credit

This course is worth SIX (6) units of credit.

2.3 Summary of Course

Managing Organisations and People is a foundational core course offered in the main bachelor degree programs. This course introduces students to the knowledge and skills required to successfully manage organisations and people in a global economy, based on contemporary research and practice. The course is designed to provide strong foundations for the development of future organisational leaders and managers who will be able to successfully respond to complex and turbulent environments, promote and sustain competitive advantage, ensure ethical and social responsibility in business practice and decision making, and manage changing social, political and technological factors both inside and outside the organisation, in an increasingly global and diverse workplace. Topics include: the role of organisations in modern societies, sustainability and corporate social responsibility, the importance of organisational leadership, power and networks, sources of conflict, problem solving, group motivation and behaviour, as well as professional skills.

2.4 Course Aims and Relationship to Other Courses

The aim of MGMT1001 is to provide you with an introduction to principles, practices, issues and debates that are relevant to the management of organisations. You will study concepts and theories that help explain the attitudes and behaviours of employees and managers.

As a core course in the Bachelor of Commerce degree, the activities, materials and assessments have been designed to provide students with the opportunity to develop skills relevant to their studies and employment.

2.5 Student Learning Outcomes

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

Content outcomes:

1. explain the central role of organisations in society
2. evaluate the value and importance of the human side of organisations
3. describe the interconnections between individual(s), team(s) and organisation(s)
4. understand the language of organisations and management

Skills outcomes:

5. acquire foundational academic research skills
6. demonstrate familiarity with the process of critical analysis
7. enhance your effectiveness in working in groups and teams
8. learn independently and assume responsibility for the learning process

ASB Graduate Attributes

This course contributes to your development of the following Australian School of Business Graduate Attributes, which are the qualities, skills and understandings we want you to have by the completion of your degree.

ASB Graduate Attributes	MGMT1001 Learning Outcomes
Critical thinking and problem solving	1-4, 6
Communication	7-8
Teamwork and leadership	7
Social, ethical and global perspectives	1-4
In-depth engagement with relevant disciplinary knowledge	1-4
Professional skills	4-8

More information on the ASB Graduate Attributes and how they align with the UNSW Graduate Attributes (2010) is available on the ASB website ([Learning and Teaching > Graduate Attributes](#)).

3. LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

MGMT1001 has been designed to provide you with a complete learning experience that incorporates interactive teaching and learning and provides a strong foundation for successful studies in your Bachelor's degree. We encourage student contributions, through discussion and questioning that draw upon your reading and life experiences.

3.2 Learning Activities and Teaching Strategies

Role of Lectures

The lectures provide a forum to introduce students to the main issues, theories and conceptual frameworks for each topic. Lecture notes for each week's topic will be available on the course website on the preceding Sunday. For example, the Week 4 lecture handout will be available to you on the Sunday before the lecture week.

Role of the Tutorial

The tutorials use a variety of experiential learning activities which encourage active engagement in the tutorials. The weekly tutorials provide you with an interactive environment to enhance your formal and informal learning in the course. The more conscientiously you participate, the more you will enjoy and learn from the tutorials.

The tutorials also provide you with opportunities to improve important interpersonal skills by working with other students in groups and teams, building relationships and networks, and being exposed to the opinions and values of others.

Role of Everest Simulation

The Everest Simulation provides students with a hands-on experience of concepts taught in this course. Via the Everest Simulation, students will appreciate how individual attitudes and behaviours relate to group functioning – and gain a practical understanding of the influence of key topics central to effective teamwork (e.g., Power & Conflict, Communication, Leadership, Understanding Groups and Teams).

4. ASSESSMENT

4.1 Formal Requirements

In order to pass this course, you must:

1. achieve a composite mark of at least 50; and
2. make a satisfactory attempt at **ALL** assessment tasks (see below).

4.2 Assessment Details

Assessment Task	%	Learning Outcomes assessed	ASB Graduate Attributes assessed	Length	Due Date
Individual essay (short writing task)	15%	4, 5, 6, 8	1, 2, 5	1,000 words	Week 5 in tutorial
Individual Everest Report	30%	3, 4, 6, 7, 8	2, 3, 6	2,500 words	Week 11 in tutorial
Individual Participation					
Active and engaged participation in tutorials (min. requirement of attendance at 8 tutorials to be eligible)”	5%	8	2, 3, 5	NA	Ongoing
Research Studies Participation	3%	5, 8	5, 6	NA	Week 2 to Week 13
Individual participation in Everest Simulation	2%	7	1, 2, 3	NA	<u>Everest 1: Week 5</u> Monday 29 Mar (9am) to Wednesday 10 Apr (midnight) <u>Everest 2: Week 8</u> Monday 29 Apr (9am) to Friday 3 May (midnight)
“Spot” Collection of tutorial preparation	10%	8	5, 6	NA	4 weeks – randomly selected
Final Exam	35%	1, 2, 3, 4, 6, 7	5	2 hours	University exam period

4.3 Assessment Format

4.3.1 Assignment 1 Requirements: Essay - 15% of final mark

Due date & submission procedure: At **WEEK 5 in the tutorial**. You must also submit a copy to "Turn-it-in" prior to your due date

Submission procedure: See section 4.4 "Assignment Submission Procedure" in this course outline

Weighting: 15% of your total course mark

Length: 1,000 words +/- 10%. The word count excludes the cover sheet and list of references/ bibliography. The word count for your work (i.e., the number of words in YOUR assignment) must be disclosed on the coversheet of your assignment.

Essay Question: Do managers need emotional intelligence to manage successfully in the workplace? Why or why not?

Reference requirements: Maximum total number of references for this assignment is six (6)

1. Use a minimum of TWO (2) references from this list. You can use all four.

Ashkanasy, N.M. & Daus, C.S., 2002. Emotion in the workplace: The new challenge for managers. *The Academy of Management Executive*, 16(1), pp.76–86.

George, J.M., 2000. Emotions and Leadership: The Role of Emotional Intelligence. *Human Relations*, 53(8), pp.1027–1055.

Locke, E.A., 2005. Why emotional intelligence is an invalid concept. *Journal of Organizational Behavior*, 26(4), pp.425–431.

Zeidner, M., Matthews, G. & Roberts, R.D., 2004. Emotional Intelligence in the Workplace: A Critical Review. *Applied Psychology*, 53(3), pp.371–399.

AND

2. You must find TWO (2) academic articles in the following library databases: ABI Inform; Business Source; Web of Science that are relevant to support your analysis. Note: websites and books **are not** valid sources for this assignment.

Marking criteria:

- Development of a consistent, clear and well-supported answer to the question
- Overall quality of analysis, depth of reflection/ thinking in terms of the key themes and issues raised in the question
- Quality of academic research (sourced from appropriate journals/ databases, appropriate number of sources, relevance of sources to your argument)
- Appropriate structure (logical sequence; transitions between parts; well-developed paragraphs)
- Clarity of expression & grammar
- Correct format of in-text citations and bibliography using Harvard style (EDU Harvard Guide)
- Appropriate document formatting as per requirements on section 4.6 of the Course Outline and length (1,000 words +/- 10%)

4.3.2 Assignment 2 Requirements: Report - 30% of final mark

Due date: At **WEEK 11 in the tutorial**. You must also submit a copy to “Turn-it-in” prior to your due date.

Submission procedure: See section 4.4 “Assignment Submission Procedure” in this course outline

Weighting: 30% of your total course mark

Length: 2,500 words +/- 10% The word count must be disclosed on the coversheet of your report.

Report Focus: Critically analyse your individual and team’s experiences and results in the Everest simulation using the following three course concepts 1) Communication; 2) Groups and Teams; and 3) Leadership)

The report must address the following areas:	Included in word limit
Assignment cover sheet:	No
Title page:	No
Executive summary:	No
Table of contents:	No
Introduction:	Yes (approx 250 words)
Body: Critically analyse your individual and team’s experiences and results in the two Everest simulations using the following three course concepts: 1. Communication 2. Groups and Teams 3. Leadership	Yes (approx 2100 words)
Conclusion (Briefly summarising what you have learnt from the experience)	Yes (approx 150 words)
Compulsory appendices: <ul style="list-style-type: none"> • All students who were “participants” (not “observers”) in Everest must attach a copy of the “Goals on Track” page <u>from the simulation</u> • All students (participants & observers) must attach a copy of team contract 	No
List of references / bibliography	No

Reference requirements: You must use a minimum of six (6) academic references to support your analysis

Marking criteria:

- Overall quality of analysis, depth of reflection/ thinking in terms of the key themes and issues raised in the Everest experience
- Quality of academic research (appropriate number of academic sources, relevance of sources to your argument)
- Appropriate structure (logical sequence; transitions between parts; well-developed paragraphs)
- Clarity of expression & grammar
- Correct in-text citations and bibliography format using Harvard style (EDU Harvard Guide)
- Correct document formatting as per requirements in section 4.6 of the Course Outline, length (2,500 words +/- 10%), and inclusion of compulsory appendices.

More information about the Everest Simulation can be found in the Student Workbook, and guidance will be provided to students during the semester via the course website.

4.3.3 Individual Participation - 20% of final mark

Tutorial Attendance and Participation: (5%)

Preparation for, and active participation in, your lectures and seminars is a vital component of the learning in this subject and as such students who prepare and participate in the classroom will be rewarded. Participation may involve small group discussion, short informal presentations to the class, answering questions, participation in class discussion.

Participation marks are based on the degree to which students make an informed contribution to class and small group discussion. Simply attending tutorials without getting involved in class discussion is of little value to you or your classmates and will result in a minimal participation mark.

To be eligible for the Tutorial Attendance and Participation mark students must attend a minimum of eight (8) tutorials. Students must ensure their attendance is taken. If students have a valid reason to be absent, documentary evidence (e.g. medicate certificate) must be presented to the tutor in the next tutorial.

Grading:

Grade	Description	Mark
Outstanding Contribution	Attends 8 + tutorials and actively participates in both small group and class discussions. Contributions in class reflect thorough preparation. Provides good insights; has clear and thoughtful views; and supports and argues for but is open to modifying positions	4 – 5
Satisfactory	Attends 8 + tutorials and participates in both small group and class discussions. Contributions demonstrate some preparation for tutorial. Some contribution of facts or opinion.	2 – 3
Unsatisfactory	Attends 8 + tutorials but is an unwilling participant, is observed to rarely speak in small group discussion and never voluntarily speaks in class discussions. For example: only speaks when directly addressed by a tutor.	1
Does not meet attendance requirement	Students must attend a minimum of 8 tutorials to be eligible for participation marks	0

Everest Simulation Participation (2%)

Students will be notified of their team in Week 3. Teams can choose to work as a virtual team, in separate locations; or together in the same location either in a University computer lab or using their own computers, when completing the Simulation. However, the simulation must be played by everyone at the same time. Members of teams that complete the Everest simulation will be awarded 2% towards their overall participation mark.

Spot Collection of tutorial preparation (10%)

Each week there are three (3) set questions/ requirements for students to complete as part of your engagement with the topic and preparation for the tutorial. The details of these requirements can be found on the 'To Complete' page for each topic in the Student Workbook and a form for you to use will be available on the course website for you to download and complete. Your tutors will randomly collect these forms on FOUR (4) occasions during the semester.

These will be graded SATISFACTORY/ UNSATISFACTORY only. There is no written feedback provided.

Research Studies Participation (3%)

You are required to participate in two management research studies, each worth 1.5% of your total mark, before the end of the semester. Participating in ongoing research is a great way to learn about how UNSW researchers are advancing knowledge in Management and involves you in an important aspect of University life.

Descriptions of the research studies available for you to participate in will be posted from Week 2 onwards on the Management Research Participation System (<http://unswasb.sona-systems.com>). The system closes **at 5pm, Friday 7th June 2012 (End of Week 13)**. The link to the Management Research Participation System will be available on the course Blackboard site. You will need to:

1. register in the system with your UNSW email address,
2. browse through the list of research studies,
3. sign up for two studies you find of interest, and
4. choose a time slot to participate.

The system is easy to use. There are also instructions provided on Blackboard. You can contact the Research Pool Coordinator (mgmtResearchPool@unsw.edu.au) if you have any questions.

Most research studies are 60 minutes in duration, including a debrief highlighting the key insights for managing organisations and people. Each study will accept only a limited number of participants, so sign up early to ensure your spot in the studies that interest you most. Some studies may be added later in the semester, so check back in the system if you are still looking for a research study.

All students are strongly encouraged to participate in two research studies. If you are unable to participate in the research studies, you may choose two alternative pieces of assessment (i.e., two online multi-choice tests) in the Management Research Participation System. Each of these tests is of 60 minutes in duration. A minimum mark (50/100) on each test is required to receive participation marks.

Students who participate in two research studies or complete two alternative assessments, or a combination of both will be awarded 3%. Participating in only one research study or one alternative assessment is worth 1.5%. There is no written feedback provided.

4.3.4 Final Examination - 35% of total mark

A final two-hour exam will be held in during the University exam period for Semester 1. All material from the course is examinable (including lecture content, tutorial experiences, and compulsory readings - ie textbook and readings in the Student Workbook). Students are expected to sit the exam on the prescribed day and should not make plans to travel, attend work functions or make any other plans on this day.

4.4 Assignment Submission Procedure

The essay (Assignment 1) is to be submitted at your tutorial the week it is due. If you cannot attend the tutorial on the day it is due you may put the assignment in the School of Management's assignment box no later than 6pm on the due date.

The report (Assignment 2) is to be submitted at your tutorial the week it is due. If you cannot attend the tutorial on the day it is due you may put the assignment in the School of Management's assignment box no later than 6pm on the due date.

You must also submit an electronic copy of both Assignment 1 and 2 to "Turn-it-in" via the Course website prior to your due date.

BOTH assignments MUST have a School of Management Coversheet attached with the declaration signed and dated. Please use the MGMT1001 Coversheet on the course website as it contains a receipt section. Your tutor will sign and return the receipt to you when they collect the assignment. You may be asked to produce the receipt as evidence of submission at a later date – so it is important you keep all receipts until the end of the course.

PLEASE NOTE: Your uploaded essay must be identical to the hard copy you submit. Any differences in the hard copy submitted and the e-copy uploaded will be regarded as Academic Misconduct and you may be subjected to disciplinary action. Your assignment will not be returned until an electronic copy of the assignment is submitted to “Turn-it-in” via the Course website.

4.5 Late Submission

You must submit all assignments and attend all examinations scheduled for your course. A penalty of **10% for each day** the assignment is late will be applied. You should seek assistance early if you suffer illness or misadventure affecting your course progress. No extensions will be granted except in the case of serious illness or misadventure or bereavement which must be supported with documentary evidence.

Requests for extensions must be made to the Senior Tutor by email and be accompanied by the appropriate documentation no later than 24 hours before the due date of the assignment (that is the time your tutorial commences).

In circumstances where this is not possible, students must complete the UNSW Special Consideration process (see section 8.3 below for more information).

The Senior Tutor is the only person who can approve a request for an extension. If you do make a request for an extension, the Senior Tutor will email you and your tutor with the decision.

Note: A request for an extension does not guarantee that you will be granted one. If you require special consideration read the advice on UNSW policies and procedures listed in section 8.3.

Request for assignment to be re-marked

From time to time some students will query the mark they have received on an assessment. If you have a question about the mark you received on Assignment 1 or Assignment 2, you must first make an appointment with your tutor no earlier than one week after the course assignment return date, but no later than two weeks from the return date, to discuss your concerns. The return date is usually 2 weeks after submission of the assignment. If you choose to pick up your assignment at a later date, keep in mind that you are still required to follow the course return date timing.

If, after speaking to your tutor you remain unhappy with their explanation, you may request a review of your assignment. This request must be made within 3 weeks of the assignment return date to the Lecturer in charge. Requests made later than 3 weeks will not be accepted for a re-mark. Keep in mind that a request for an assignment review is not automatically granted. To qualify for an assignment review you must submit, in writing, the specific reasons you believe a review is warranted. This document should also include a discussion of the tutor's comments and how the components of your essay relate to the assignment criteria. Applications that request a re-mark on the basis of “I felt the mark was too low” will be rejected. If a re-mark is granted, your assignment mark may decrease, increase, or remain the same. You should be aware that historically, many assignment marks have been lowered following a review. The mark awarded following the review is final and no further discussion will be entered into.

If you are requesting a re-mark of your final exam, this request must be made to the Lecturer in charge within 2 weeks of the UNSW release date of marks for the semester.

4.6 Formatting information (Essay and Report)

Your assignments must be formatted as per the requirements below:

- Use 11pt or 12pt font
- 2.5 cm left margin
- 1.5 line spacing
- Leave a line between each paragraph
- Number each page
- Student number and course code (MGMT 1001) to appear on every page
- Identical electronic copy submitted via the Course Website
- Coversheet completed correctly and attached - coversheet available on course website
- Use Harvard method for referencing - more information can be found on the ASB EDU website

Quality Assurance

The ASB is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of ASB programs. All material used for such processes will be treated as confidential and will not be related to course grades.

5. COURSE RESOURCES

Required Resources: available to purchase at UNSW Bookshop or in the UNSW Library

- *Textbook:* Robbins, S., Bergman, R., Stagg, I., Coulter, M., Judge, T., Millett, B. & Boyle, M, *Managing Organisations and People MGMT 1001*, 2nd Edition. Customised for the University of New South Wales. Sydney, Australia: Pearson Prentice Hall.
- *Student Workbook:* MGMT1001 Managing Organisations and People, Semester 1, 2013

6. COURSE EVALUATION AND DEVELOPMENT

Based on feedback and consultation with the ASBs key stakeholders (including major corporations and professional service firms, professional associations and alumni) the core program for the Bachelor of Commerce has been redeveloped. This course has been developed and included in the core based on stakeholder feedback that graduates need to be proficient not only in 'technical' skills but also have a broader understanding of the 'human side' of organisation and well developed team work, critical thinking and communication skills.

Each year feedback is sought from students about the courses offered in the School and continual improvements are made based on this feedback. In this course, we will seek your feedback through the university CATEI process.

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

7. ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: <http://www.lc.unsw.edu.au/plagiarism/index.html> as well as the guidelines in the online ELISE and ELISE plus tutorials for all new UNSW students: <http://info.library.unsw.edu.au/skills/tutorials/InfoSkills/index.htm>.

To see if you understand plagiarism, do this short quiz: <http://www.lc.unsw.edu.au/plagiarism/plagquiz.html>

For information on how to acknowledge your sources and reference correctly, see: <http://www.lc.unsw.edu.au/onlib/ref.html>

For the *ASB Harvard Referencing Guide*, see the [ASB Referencing and Plagiarism webpage](#) (ASB >Learning and Teaching>Student services>Referencing and plagiarism)

Students are expected to treat their work as their intellectual property. Any student who provides their work to other students undertaking this course in following semesters or years may be investigated for collusion. This may result in an allegation of academic misconduct and the grade for the course being penalised or revoked.

For the ASB Harvard Referencing Guide, see: http://wwwdocs.fce.unsw.edu.au/fce/EDU/harvard_ref_guide.pdf

Information for UNSW Students on Plagiarism and Academic Honesty

Plagiarism is the presentation of thoughts or work of another as one's own.* Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at: www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides written materials, workshops, and tutorials to aid students, for example, in correct referencing practices, paraphrasing, summarising, essay writing, and time management

Poor time management is one of the main causes of plagiarism. Students should allow sufficient time for research, drafting, and proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from University of Newcastle † Adapted with kind permission from University of Melbourne.

8. STUDENT RESPONSIBILITIES AND CONDUCT

Students are expected to be familiar with and adhere to university policies in relation to class attendance and general conduct and behaviour, including maintaining a safe, respectful environment; and to understand their obligations in relation to workload, assessment and keeping informed.

Information and policies on these topics can be found in the 'A-Z Student Guide':

<https://my.unsw.edu.au/student/atoz/A.html>. See, especially, information on 'Attendance and Absence', 'Academic Misconduct', 'Assessment Information', 'Examinations', 'Special Consideration', 'Student Responsibilities', 'Workload' and policies such as 'Occupational Health and Safety'.

8.1 Workload

It is expected that you will spend at least **ten hours** per week studying this course. This time should be made up of reading, research, working on exercises and problems, and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater.

Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

Information on expected workload: <https://my.unsw.edu.au/student/atoz/UnitsOfCredit.html> .

8.2 Attendance

Your regular and punctual attendance at lectures and seminars is expected in this course. University regulations indicate that if students attend less than eighty per cent of scheduled classes they may be refused final assessment.

8.3 Special Consideration and Supplementary Examinations

You must submit all assignments and attend all examinations scheduled for your course. You should seek assistance early if you suffer illness or misadventure which affects your course progress.

General Information on Special Consideration:

1. All applications for special consideration must be **lodged online through myUNSW within 3 working days of the assessment** (Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration). You will then need to submit the originals or certified copies of your completed [Professional Authority form \(pdf - download here\)](#) and other [supporting documentation](#) to Student Central. For more information, please study carefully the instructions and conditions at: <https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>
2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct. The School may ask to see the original or certified copy.
3. Applications will **not** be accepted by teaching staff. The lecturer-in-charge will be automatically notified when you lodge an online application for special consideration.
4. Decisions and recommendations are only made by lecturers-in-charge (or by the Faculty Panel in the case of UG final exam special considerations), **not** by tutors.
5. Applying for special consideration **does not** automatically mean that you will be granted a supplementary exam or other concession.
6. Special consideration requests **do not allow** lecturers-in-charge to award students additional marks.

ASB Policy on requests for Special Consideration for Final Exams:

The policy of the School of Management is that the lecturer-in-charge will need to be satisfied on each of the following before supporting a request for special consideration:

1. Does the medical certificate contain all relevant information? For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without this will not be valid.
2. Has the student performed satisfactorily in the other assessment items? Satisfactory performance would require at least a composite pass for the course assessments to date, and meeting the obligation to have attended 80% of tutorials.
3. Does the student have a history of previous applications for special consideration? A history of previous applications may preclude a student from being granted special consideration.

Special Consideration and the Final Exam:

Applications for special consideration in relation to the final exam are considered by an ASB Faculty panel to which lecturers-in-charge provide their recommendations for each request. If the Faculty panel grants a special consideration request, this will entitle the student to sit a supplementary examination. No other form of consideration will be granted. The following procedures will apply:

1. Supplementary exams will be scheduled centrally and will be held approximately two weeks after the formal examination period. The date for ASB supplementary exams for session 1, 2013 are:

17 July 2013 – exams for all Schools other than Accounting and Economics

If a student lodges a special consideration for the final exam, they are stating they will be available on the above dates. Supplementary exams will not be held at any other time.

2. Where a student is granted a supplementary examination as a result of a request for special consideration, the student's original exam (if completed) will be ignored and only the mark achieved in the supplementary examination will count towards the final grade. Failure to attend the supplementary exam will not entitle the student to have the original exam paper marked and may result in a zero mark for the final exam.

If you are too ill to perform reasonably on the final exam, do not attend the final and apply for a supplementary instead. However granting of a supplementary exam in such cases is not automatic. If a student attends the regular final, s/he is unlikely to be granted a supplementary exam.

The ASB's Special Consideration and Supplementary Examination Policy and Procedures for Final Exams for Undergraduate Courses are available at:

<http://www.asb.unsw.edu.au/currentstudents/resources/forms/Documents/supplementaryexamprocedures.pdf>.

Special consideration and assessments other than the Final exam:

For assessments worth under 20% all applications for special consideration must be lodged within 3 working days of the due date of the assessment to the lecturer-in-charge. Applying for special consideration does not automatically mean it will be granted. The student must supply an appropriate medical certificate. For a medical certificate to be accepted, the degree of illness, and impact on the student, must be stated by the medical practitioner (severe, moderate, mild). A certificate without this will not be valid.

8.4 General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: <https://my.unsw.edu.au/student/atoz/BehaviourOfStudents.html>

8.5 Occupational Health and Safety

UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For more information, see <http://www.ohs.unsw.edu.au/>.

8.6 Keeping Informed

You should take note of all announcements made in lectures, tutorials or on the course web site. From time to time, the University will send important announcements to your university e-mail address without providing you with a paper copy. You will be deemed to have received this information. It is also your responsibility to keep the University informed of all changes to your contact details.

9. ADDITIONAL STUDENT RESOURCES AND SUPPORT

The University and the ASB provide a wide range of support services for students, including:

- **ASB Education Development Unit (EDU)** (<http://www.asb.unsw.edu.au/learningandteaching>)
Academic writing, study skills and maths support specifically for ASB students. Services include workshops, online and printed resources, and individual consultations. EDU Office: Room GO7, Ground Floor, ASB Building (opposite Student Centre); Ph: 9385 5584; Email: edu@unsw.edu.au
- **ASB Student Centre** (<http://www.asb.unsw.edu.au/requests>)
Advice and direction on all aspects of admission, enrolment and graduation. Ground Floor, West Wing, ASB Building; Ph: 9385 3189
- **Blackboard eLearning Support:** For online help using Blackboard, follow the links from www.elearning.unsw.edu.au to *UNSW Blackboard Support / Support for Students*. For technical support, email: itservicecentre@unsw.edu.au; ph: 9385 1333
- **UNSW Learning Centre** (www.lc.unsw.edu.au)
Academic skills support services, including workshops and resources, for all UNSW students. See website for details.
- **Library training and search support services:**
<http://info.library.unsw.edu.au/web/services/services.html>
- **IT Service Centre:** Technical support for problems logging in to websites, downloading documents etc. <https://www.it.unsw.edu.au/students/index.html>
UNSW Library Annexe (Ground floor)
- **UNSW Counselling and Psychological Services** (<http://www.counselling.unsw.edu.au>)
Free, confidential service for problems of a personal or academic nature; and workshops on study issues such as 'Coping With Stress' and 'Procrastination'.
Office: Level 2, Quadrangle East Wing; Ph: 9385 5418
- **Student Equity & Disabilities Unit** (<http://www.studentequity.unsw.edu.au>) Advice regarding equity and diversity issues, and support for students who have a disability or disadvantage that interferes with their learning. Office: Ground Floor, John Goodsell Building; Ph: 9385 4734

Course Schedule – MGMT 1001 Managing Organisations and People

Week	Lecture Topic	Tutorial Topic	Other Activities/ Assessment
Week 1 4 March	Topic 1: Introduction to the Course - what is an organisation? <i>Lecturer: Bernard Gan</i>	<i>No tutorials</i>	
Week 2 11 March	Topic 2: What is management? <i>Lecturer: Bernard Gan</i>	Topic 1: Introduction - what is an organisation?	Students submit personal contact details to tutor (For the Everest exercise)
Week 3 18 March	Topic 3: Attitudes, perception, personality <i>Lecturer: Hugh Bainbridge</i>	Topic 2: What is management?	EDU Workshops for Essay 1 Students assigned to their Everest group—found on Blackboard
Week 4 25 March	Topic 4: Communication <i>Lecturer: Ash Prasad</i>	No Tutorials (Good Friday)	
Mid-Session Break: 29 March – 7 April			
Week 5 8 April	Topic 5: Understanding groups and teams <i>Lecturer: Ash Prasad</i>	Topic 4: Communication	Essay 1 due in tutorial Everest simulation 1 (29 March – 10 April)
Week 6 15 April	Topic 6: Organisational Environment & Organisational change <i>Lecturer: Ash Prasad</i>	Topic 5: Understanding groups and teams Everest: Team contract	
Week 7 22 April	Topic 7: Power & Conflict <i>Lecturer: Ash Prasad</i>	Topic 6: Organisational Environment & Organisational change	
Week 8 29 April	Topic 8: Leadership <i>Lecturer: Hugh Bainbridge</i>	Topic 7: Power & Conflict	Everest simulation 2 (29 April – 3 May)
Week 9 6 May	Topic 9: Strategic Management & Organisation Structure <i>Lecturer: Hugh Bainbridge</i>	Topic 8: Leadership Everest: Simulation debrief	
Week 10 13 May	Topic 10: HRM <i>Lecturer: Hugh Bainbridge</i>	Topic 9: Strategic Management & Organisation Structure	EDU Workshops for Everest Reports
Week 11 20 May	Topic 11: Creating Sustainable Organisations and global dimensions of management <i>Lecturer: Bernard Gan</i>	Topic 10: HRM	Everest Report due in tutorial
Week 12 27 May	Topic 12: Course review and exam preparation <i>Lecturer: Bernard Gan</i>	Topic 11: Creating Sustainable Organisations and global dimensions of management	
Week 13 3 June	<i>No lecture</i>	Topic 12: Course review and exam preparation	
Study Period 8 - 13 June 2013			
Final Examination Period 14 June – 1 July 2013			
Supplementary Examination – 17 July 2013			