MGMT 1001
Managing Organisations and People

Course Outline
Semester 1, 2015

Part A: Course-Specific Information

Please consult Part B for key information on Business School policies (including those on plagiarism and special consideration), student responsibilities and student support services.
# Table of Contents

PART A: COURSE-SPECIFIC INFORMATION ........................................... 1

1  STAFF CONTACT DETAILS ....................................................... 1

2  COURSE DETAILS ................................................................. 1

   2.1 Teaching Times and Locations ........................................... 1
   2.2 Units of Credit ............................................................... 2
   2.3 Summary of Course .......................................................... 2
   2.4 Course Aims and Relationship to Other Courses .................... 2
   2.5 Student Learning Outcomes ............................................. 2

3  LEARNING AND TEACHING ACTIVITIES ................................... 5

4  ASSESSMENT ........................................................................ 6

5  COURSE RESOURCES ............................................................ 13

6  COURSE SCHEDULE ............................................................... 14
PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer-in-charge</td>
<td>Dr Hugh Bainbridge</td>
<td><a href="mailto:h.bainbridge@unsw.edu.au">h.bainbridge@unsw.edu.au</a></td>
</tr>
<tr>
<td>Lecturer</td>
<td>Dr Lynn Gribble</td>
<td><a href="mailto:l.gribble@unsw.edu.au">l.gribble@unsw.edu.au</a></td>
</tr>
<tr>
<td>Lecturer</td>
<td>Dr. Bernard Gan</td>
<td><a href="mailto:kcgan@unsw.edu.au">kcgan@unsw.edu.au</a></td>
</tr>
<tr>
<td>Senior Tutor</td>
<td>Mr. David Cheng</td>
<td><a href="mailto:d.cheng@unsw.edu.au">d.cheng@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

Senior Tutor: Mr David Cheng

Office: West Wing Level 5, Business School 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 Bernard Gan

Specific questions about the Everest Simulation should be sent to Dr. Bernard Gan at kcgan@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.

2 COURSE DETAILS

2.1 Teaching Times and Locations

Lectures start in Week 1 (to Week 12): The Time and Location are:

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>11:00 – 13:00</td>
<td>Physics Theatre</td>
</tr>
<tr>
<td>Monday</td>
<td>16:00 – 18:00</td>
<td>Physics Theatre</td>
</tr>
<tr>
<td>Tuesday</td>
<td>18:00 – 20:00</td>
<td>Law Theatre G04</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11:00 – 13:00</td>
<td>Leighton Hall, Scientia Building (weeks 1-5) Mechanical Engineering G03 (weeks 6-12)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>16:00 – 18:00</td>
<td>Law Theatre G04</td>
</tr>
<tr>
<td>Thursday</td>
<td>10:00 – 12:00</td>
<td>Burrows Theatre</td>
</tr>
</tbody>
</table>
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.

Tutorials start in Week 2 (to Week 13). A full list of tutorials, times and tutors will be on the Course Website.

2.2 Units of Credit
The course is worth 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

2.1 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
### Business Undergraduate Program Learning Goals and Outcomes

1. **Knowledge**: Our graduates will have in-depth disciplinary knowledge applicable in local and global contexts.  
   You should be able to select and apply disciplinary knowledge to business situations in a local and global environment.

2. **Critical thinking and problem solving**: Our graduates will be critical thinkers and effective problem solvers.  
   You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions.

3. **Communication**: Our graduates will be effective professional communicators.  
   You should be able to:
   - a. Prepare written documents that are clear and concise, using appropriate style and presentation for the intended audience, purpose and context, and
   - b. Prepare and deliver oral presentations that are clear, focused, well-structured, and delivered in a professional manner.

4. **Teamwork**: Our graduates will be effective team participants.  
   You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.

5. **Ethical, social and environmental responsibility**: Our graduates will have a sound awareness of the ethical, social, cultural and environmental implications of business practice.  
   You should be able to:
   - a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
   - b. Identify social and cultural implications of business situations.

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be developed in tutorials and other activities):
The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed.

<table>
<thead>
<tr>
<th>Program Learning Goals and Outcomes</th>
<th>Course Learning Outcomes</th>
<th>Course Assessment Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course helps you to achieve the following learning goals for all Business undergraduate students:</td>
<td>On successful completion of the course, you should be able to:</td>
<td>This learning outcome will be assessed in the following items:</td>
</tr>
<tr>
<td>1 Knowledge</td>
<td>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</td>
<td>• Tutorial participation  • Assignment 1  • Assignment 2  • Exam</td>
</tr>
<tr>
<td>2 Critical thinking and problem solving</td>
<td>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</td>
<td>• Tutorial participation  • Assignment 1  • Assignment 2  • Exam</td>
</tr>
<tr>
<td>3a Written communication</td>
<td>Skills outcomes: 6. enhance your effectiveness in working in groups and teams 7. learn independently and assume responsibility for the learning process</td>
<td>• Tutorial participation  • Assignment 1  • Assignment 2  • Exam</td>
</tr>
<tr>
<td>3b Oral communication</td>
<td>Skills outcomes: 8. learn independently and assume responsibility for the learning process</td>
<td>• Tutorial participation</td>
</tr>
<tr>
<td>4 Teamwork</td>
<td>Skills outcomes: 7. enhance your effectiveness in working in groups and teams</td>
<td>• Tutorial participation</td>
</tr>
<tr>
<td>5a. Ethical, environmental and sustainability responsibility</td>
<td>Content outcomes: 1. explain the central role of organisations in society 2. evaluate the value and importance of the human side of organisations</td>
<td>• Assignment 1  • Assignment 2  • Exam</td>
</tr>
<tr>
<td>5b. Social and cultural awareness</td>
<td>Content outcomes: 1. explain the central role of organisations in society 3. describe the interconnections between individual(s), team(s) and organisation(s) 4. understand the language of organisations and management</td>
<td>• Assignment 1  • Assignment 2  • Exam</td>
</tr>
</tbody>
</table>
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 at the end of Week 3.

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.
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

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>%</th>
<th>Length</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual essay (short writing task)</td>
<td>15</td>
<td>1000 words</td>
<td>Week 5, 30 March (Monday) by 10am, electronic copy submitted via turn-it-in (Course website)</td>
</tr>
<tr>
<td>Individual Everest Report</td>
<td>30</td>
<td>2500 words</td>
<td>Week 10, 15 May (Friday) by 10am, electronic copy submitted via turn-it-in (Course website)</td>
</tr>
<tr>
<td>Student participation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance at least 9 tutorials</td>
<td>2</td>
<td>NA</td>
<td>Assessed in each tutorial</td>
</tr>
<tr>
<td>Active and engaged participation in tutorials (students must attend at least 9 of tutorials to be eligible)</td>
<td>10</td>
<td>NA</td>
<td>Assessed in each tutorial</td>
</tr>
<tr>
<td>Review of the prior week’s course topic</td>
<td>5</td>
<td>1 page</td>
<td>Assessed in one allocated tutorial</td>
</tr>
<tr>
<td>Research Studies Participation</td>
<td>3</td>
<td>NA</td>
<td>Week 2 to Week 13</td>
</tr>
<tr>
<td>Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>35</td>
<td>2 hours</td>
<td>University exam period</td>
</tr>
</tbody>
</table>
4.3 Assessment Details

**Assessment Format**

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

**Due date & submission procedure:** In **WEEK 5, 30 March (Monday)**, by 10am, submit an electronic copy via the turn-it-in link on the MGMT1001 website. A paper copy is not required.

**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 list of references/bibliography.

**Essay Question:**
Do the majority of organisations undertake corporate social responsibility initiatives primarily for altruistic reasons? Discuss.

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

1. Use these two (2) references as a minimum from this list.

**AND**
2. You must find at least TWO (2) and a maximum of FOUR (4) academic journal articles in the following library databases: ABI Inform; Business Source; Web of Science that are relevant to support your analysis. Note: Articles from Harvard Business Review, 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 APA referencing (see page 6, Part B course outline)
- 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: In WEEK 10, 15 May (Monday) by 10am, submit an electronic copy via the turn-it-in link on the MGMT1001 website. A paper copy is not required.
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%

Report Focus:
While studying MGMT 1001 you have completed two simulated climbs of Mount Everest. This has given you an experience of working in a team. You are now required to write a report. Your report must:
- Show you understand and have selected issues to analyse as a result of your Everest participation.
- Analyse these issues by using frameworks and theories from MGMT 1001 course.
- Reflect upon what you have learnt as a result of your experiences in a supported manner (by utilising theories and frameworks from MGMT 1001).

The report should include the following:

<table>
<thead>
<tr>
<th>The report should include the following:</th>
<th>Included in word limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page:</td>
<td>No</td>
</tr>
<tr>
<td>Executive summary: <strong>Presents the entire report in brief</strong></td>
<td>No (approx 250 words)</td>
</tr>
<tr>
<td>Table of contents:</td>
<td>No</td>
</tr>
<tr>
<td>Introduction: <strong>Indicate scope and direction of the report</strong></td>
<td>Yes (approx 200 words)</td>
</tr>
<tr>
<td><strong>Section One: Issues encountered during Everest</strong></td>
<td>Yes (approx 300 words)</td>
</tr>
<tr>
<td>This should focus on what worked well or did not work so you can analyse it later - think about Management and people issues arising from your Everest participation.</td>
<td></td>
</tr>
<tr>
<td><strong>Section Two: Analysis of the Everest experiences using frameworks from MGMT 1001.</strong></td>
<td>Yes (approx 1200 words)</td>
</tr>
<tr>
<td>Analyse your experiences showing why things worked or why they went wrong. You must discuss the following two key concepts: 1) Decision making 2) Attribution theory and perception</td>
<td></td>
</tr>
<tr>
<td><strong>Section Three: My learning review</strong></td>
<td>Yes (approx 600 words)</td>
</tr>
<tr>
<td>Draw upon frameworks and theories from MGMT 1001 to describe what you have learned about yourself as part of a team.</td>
<td></td>
</tr>
<tr>
<td><strong>Conclusion:</strong> <strong>Integrate various issues covered in the body of the report, and make comments upon the meaning of all of it.</strong></td>
<td>Yes (approx 200 words)</td>
</tr>
<tr>
<td>List of references / bibliography</td>
<td>No</td>
</tr>
<tr>
<td>Compulsory appendices:</td>
<td>No</td>
</tr>
<tr>
<td>- All students who were “participants” (not “observers”) in Everest must attach their individual and team goals achieved from the simulation (screen shots or typed in table format is acceptable).</td>
<td></td>
</tr>
<tr>
<td>- All students (participants &amp; observers) must attach a copy of team contract (These must be referred to in your analysis and learning review).</td>
<td></td>
</tr>
</tbody>
</table>
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 format of in-text citations and bibliography using APA referencing (see page 6, Part B course outline).
- 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 on the course website.

Note that the Everest simulation is to be completed twice. The simulation will be available to students at the following times only.

- Everest simulation 1: 11-19 April (midnight)
- Everest simulation 2: 2-8 May (midnight)
4.3.3 Individual Participation - 20% of final mark

**Tutorial Attendance**: (2%)
Students who attend a minimum of 9 tutorials during semester will obtain 2% towards their overall subject mark. No marks will be awarded for attendance at 8 or fewer tutorials.

**Tutorial Participation**: (10%)
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 nine (9) tutorials. Students must ensure their attendance is taken. If students have a valid reason to be absent, documentary evidence (e.g. medical certificate) must be presented to the tutor in the next tutorial.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outstanding Contribution</strong></td>
<td>Attends 9 + 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</td>
<td>8 – 10</td>
</tr>
<tr>
<td><strong>Satisfactory</strong></td>
<td>Attends 9 + tutorials and participates in both small group and class discussions. Contributions demonstrate some preparation for tutorial. Some contribution of facts or opinion.</td>
<td>4 – 7</td>
</tr>
<tr>
<td><strong>Unsatisfactory</strong></td>
<td>Attends 9 + 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.</td>
<td>1 – 3</td>
</tr>
<tr>
<td><strong>Does not meet attendance requirement</strong></td>
<td>Students must attend a minimum of 9 + tutorials to be eligible for participation marks</td>
<td>0</td>
</tr>
</tbody>
</table>

**Review of a prior week’s course topic (lecture and textbook content only) (5%)**

This component requires that students prepare two elements.

1) A 1 page summary of the prior week’s topic. Students should bring 26 copies of the 1 page summary to distribute to the tutor and their classmates.

2) A 2 minute summary of key points that is presented verbally to entire tutorial. Tutors will be instructed to stop the presentation at the 2 minute mark. No powerpoint slides or accompanying audio visual aids can be used.

In the third tutorial, students will be allocated a week during the semester in which their presentation and 1 page summary is due. Students who fail to attend the tutorial they are scheduled to present in without informing the tutor will not be granted an opportunity to redo this assessment item. This assessment item will be graded.
SATISFACTORY (5 marks) / UNSATISFACTORY (0 marks) only. No written feedback will be 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 5 June (Week 13)**. The link to the Management Research Participation System will be available on the course Moodle 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 Moodle. 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.

- **Alternative assessment.** 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 multiple-choice tests) in the Management Research Participation System. Each of these tests is of 60 minutes in duration. A minimum mark (50%) 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 during the University exam period at the end of the semester. All material from the course is examinable (including lecture content, tutorial experiences, and textbook). 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 in an electronic copy via the turn-it-in link on the Course website on or prior to your due date in Week 5, 30 March by 10am. Paper copy submission is not required. When submitting your assignment in the course website, you are required to declare your work is original, and has not been submitted previously for assessment.

The report (Assignment 2) is to be submitted in an electronic copy via the turn-it-in link on the Course website on or prior to your due date in Week 10, 15 May by 10am. Paper copy submission is not required. When submitting your assignment in the course website, you are required to declare your work is original, and has not been submitted previously for assessment.

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 (the time your tutorial commences).

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.

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 access your assignment via the course website 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
- Coversheet completed correctly and attached - coversheet available on course website
- Correct format of in-text citations and bibliography using APA referencing
- (see page 6, Part B course outline)

Quality Assurance

The Business School 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 Business School 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:

COURSE EVALUATION AND DEVELOPMENT

Based on feedback and consultation with the Business School's 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.
# 6 COURSE SCHEDULE

**Course Schedule – MGMT 1001 Managing Organisations and People**

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic</th>
<th>Tutorial Topic</th>
<th>Other Activities / Assessment</th>
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<tr>
<td>Week 1</td>
<td><strong>March 2</strong>  &lt;br&gt;Topic 1: Introduction to organisations and management  &lt;br&gt;<em>Lecturer: Bernard Gan</em></td>
<td>No tutorials</td>
<td><strong>Week 2</strong>  &lt;br&gt;March 9  &lt;br&gt;Topic 1: Introduction to organisations and management&lt;br&gt;<em>Lecturer: Bernard Gan</em></td>
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<td>Week 2</td>
<td><strong>March 9</strong>  &lt;br&gt;Topic 2: Foundations of management theory  &lt;br&gt;<em>Lecturer: Bernard Gan</em></td>
<td><strong>Week 3</strong>  &lt;br&gt;March 16  &lt;br&gt;Topic 2: Foundations of management theory  &lt;br&gt;<em>Lecturer: Bernard Gan</em></td>
<td>Workshops for Essay 1  &lt;br&gt;(Dates To be advised via course website)</td>
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<td>Week 3</td>
<td><strong>March 16</strong>  &lt;br&gt;Topic 3: Social responsibility and ethics  &lt;br&gt;<em>Lecturer: Bernard Gan</em></td>
<td><strong>Week 4</strong>  &lt;br&gt;March 23  &lt;br&gt;Topic 3: Social responsibility and ethics  &lt;br&gt;<em>Lecturer: Bernard Gan</em></td>
<td>Students assigned to their Everest group—found on Moodle</td>
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<td>Week 4</td>
<td><strong>March 23</strong>  &lt;br&gt;Topic 4: Attitudes, perception and personality  &lt;br&gt;<em>Lecturer: Bernard Gan</em></td>
<td><strong>Week 5</strong>  &lt;br&gt;March 30  &lt;br&gt;Topic 4: Attitudes, perception and personality  &lt;br&gt;<em>Lecturer: Bernard Gan</em></td>
<td>Students log into the Everest simulation and complete the preparation materials.  &lt;br&gt;<em>Essay 1 due</em></td>
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<td>Week 5</td>
<td><strong>March 30</strong>  &lt;br&gt;Topic 5: Decision making  &lt;br&gt;<em>Lecturer: Lynn Gribble</em></td>
<td><strong>Week 6</strong>  &lt;br&gt;April 13  &lt;br&gt;Topic 5: Decision making  &lt;br&gt;<em>Lecturer: Lynn Gribble</em></td>
<td><strong>Everest simulation 1</strong>  &lt;br&gt;11-19 April (midnight)</td>
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<td>Week 6</td>
<td><strong>April 13</strong>  &lt;br&gt;Topic 6: Communication  &lt;br&gt;<em>Lecturer: Lynn Gribble</em></td>
<td><strong>Week 7</strong>  &lt;br&gt;April 20  &lt;br&gt;Topic 5: Decision making  &lt;br&gt;<em>Lecturer: Lynn Gribble</em></td>
<td><strong>Everest simulation 2</strong>  &lt;br&gt;2-8 May (midnight)  &lt;br&gt;Workshops for Everest reports  &lt;br&gt;(Dates To be advised via course website)</td>
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<td>Week 7</td>
<td><strong>April 20</strong>  &lt;br&gt;Topic 7: Groups and teams  &lt;br&gt;<em>Lecturer: Lynn Gribble</em></td>
<td><strong>Week 8</strong>  &lt;br&gt;April 27  &lt;br&gt;Topic 7: Groups and teams  &lt;br&gt;<em>Lecturer: Lynn Gribble</em></td>
<td><strong>Everest report due</strong></td>
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<td>Week 8</td>
<td><strong>April 27</strong>  &lt;br&gt;Topic 8: Human resource management  &lt;br&gt;<em>Lecturer: Lynn Gribble</em></td>
<td><strong>Week 9</strong>  &lt;br&gt;May 4  &lt;br&gt;Topic 7: Groups and teams  &lt;br&gt;<em>Lecturer: Lynn Gribble</em></td>
<td>Everest: simulation debrief</td>
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<td>Week 9</td>
<td><strong>May 4</strong>  &lt;br&gt;Topic 9: Strategic management  &lt;br&gt;<em>Lecturer: Hugh Bainbridge</em></td>
<td><strong>Week 10</strong>  &lt;br&gt;May 11  &lt;br&gt;Topic 9: Strategic management  &lt;br&gt;<em>Lecturer: Hugh Bainbridge</em></td>
<td><strong>Everest report due</strong></td>
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<td>Week 10</td>
<td><strong>May 11</strong>  &lt;br&gt;Topic 10: Leadership  &lt;br&gt;<em>Lecturer: Hugh Bainbridge</em></td>
<td><strong>Week 11</strong>  &lt;br&gt;May 18  &lt;br&gt;Topic 10: Leadership  &lt;br&gt;<em>Lecturer: Hugh Bainbridge</em></td>
<td><strong>Everest report due</strong></td>
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<td>Week 12</td>
<td><strong>May 25</strong>  &lt;br&gt;Topic 12: Course review and exam preparation  &lt;br&gt;<em>Lecturer: Hugh Bainbridge</em></td>
<td><strong>Week 13</strong>  &lt;br&gt;June 1  &lt;br&gt;No lecture  &lt;br&gt;<em>Lecturer: Hugh Bainbridge</em></td>
<td><strong>Everest report due</strong></td>
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<td>Week 13</td>
<td><strong>June 1</strong>  &lt;br&gt;No lecture  &lt;br&gt;<em>Lecturer: Hugh Bainbridge</em></td>
<td></td>
<td>Study Period <strong>June 6 – 11</strong></td>
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| Final Examination Period **June 12 – 29** |