MGMT 1001
Managing Organisations and People

Course Outline
Summer School, 2014

Part A: Course-Specific Information

Please consult Part B for key information on ASB policies (including those on plagiarism and special consideration), student responsibilities and student support services.
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PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS
Lecturer-in-charge: Dr Lynn Gribble
Level 5 ASB
Email: l.gribble@unsw.edu.au
Consultation Times (by appointment)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer in Charge/tutor</td>
<td>Dr Lynn Gribble</td>
<td><a href="mailto:l.gribble@unsw.edu.au">l.gribble@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

2 COURSE DETAILS

2.1 Teaching Times and Locations
Lectures and tutorials start in Week 1 (to Last lecture in Week 6): Dec 10, 2013.
The Time and Location are:
Tuesdays and Wednesdays:
Lecture ASB 216
Tutorials (either 11am – noon OR noon – 1pm) ASB 219

When enrolling in this course you will have signed up to a tutorial. You will need to attend the same tutorial each week. It is for your own benefit that you stay with the same tutorial throughout the session because you will be working with a study team on an assignment during and between tutorials. You will be assigned to a study team by the tutor on the Wednesday of the second week.

As you are aware tutorials are a required component of your enrolment in this subject. MGMT1001 has a large experiential component and therefore involvement in tutorials is especially important. Therefore, in line with UNSW policy, if you do not attend 80% of the tutorials, you will fail the course.

2.2 Units of Credit
The course is worth 6 units of credit.
There is no parallel teaching in this course.

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

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**ASB 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.

For more information on the Undergraduate Coursework Program Learning Goals and Outcomes, see Part B of the course outline.

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.

<table>
<thead>
<tr>
<th>ASB Graduate Attributes</th>
<th>MGMT1001 Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking and problem solving</td>
<td>1-4, 6</td>
</tr>
<tr>
<td>Communication</td>
<td>7-8</td>
</tr>
<tr>
<td>Teamwork and leadership</td>
<td>7</td>
</tr>
<tr>
<td>Social, ethical and global perspectives</td>
<td>1-4</td>
</tr>
<tr>
<td>In-depth engagement with relevant disciplinary knowledge</td>
<td>1-4</td>
</tr>
<tr>
<td>Professional skills</td>
<td>4-8</td>
</tr>
</tbody>
</table>

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).

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):

<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 ASB undergraduate coursework 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>explain the central role of organisations in society evaluate the value and importance of the human side of organisations describe the interconnections between individual(s), team(s) and</td>
<td></td>
</tr>
</tbody>
</table>
|   | 2. Critical thinking and problem solving | explain the central role of organisations in society  
evaluate the value and importance of the human side of organisations  
describe the interconnections between individual(s), team(s) and organisation(s)  
understand the language of organisations and management  
demonstrate familiarity with the process of critical analysis |  
|   |   | • Tutorial Problems  
|   |   |   • Report  
|   |   |   • In-tutorial 10MD  
|   |   |   • Exam  
| 3a | Written communication | enhance your effectiveness in working in groups and teams  
learn independently and assume responsibility for the learning process |  
|   |   | • Essay and Report  
| 3b | Oral communication | learn independently and assume responsibility for the learning process |  
| 4 | Teamwork | enhance your effectiveness in working in groups and teams |  
|   |   | • Report  
| 5a | Ethical, environmental and sustainability responsibility | explain the central role of organisations in society  
evaluate the value and importance of the human side of organisations |  
|   |   | • Tutorial problems  
|   |   |   • Exam  
| 5b | Social and cultural awareness | explain the central role of organisations in society  
describe the interconnections between individual(s), team(s) and organisation(s)  
understand the language of organisations and management |  
|   |   | • Tutorial problems  
|   |   |   • exam  

### 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 day prior. 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.

4 ASSESSMENT

4.1 Formal Requirements
In order to pass this course, you must:
- achieve a composite mark of at least 50; and
- make a satisfactory attempt at all assessment tasks (see below).

4.2 Assessment Details

4.2 Assessment Details

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>%</th>
<th>Learning Outcomes assessed</th>
<th>ASB Graduate Attributes assessed</th>
<th>Length</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual essay (short writing task)</td>
<td>15%</td>
<td>4, 5, 6, 8</td>
<td>1, 2, 5</td>
<td>1,000 words</td>
<td>Week 2 on Wednesday (in the tutorial)</td>
</tr>
<tr>
<td>Individual Report on team work</td>
<td>30%</td>
<td>3, 4, 6, 7, 8</td>
<td>2, 3, 6</td>
<td>2,500 words</td>
<td>Week 5 on Wednesday (in the tutorial)</td>
</tr>
<tr>
<td>Individual Participation</td>
<td>5%</td>
<td>8</td>
<td>NA</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Active and engaged participation in tutorials (min. requirement of attendance at 8 tutorials to be eligible)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual participation in Group assignment</td>
<td>5%</td>
<td>7</td>
<td>NA</td>
<td>December 18 – January 15</td>
<td></td>
</tr>
<tr>
<td>Written 10 minute debriefs in class</td>
<td>10%</td>
<td>8</td>
<td>5, 6</td>
<td>NA</td>
<td>4 times– randomly selected over lectures and tutorials</td>
</tr>
<tr>
<td>Final Exam</td>
<td>35%</td>
<td>1, 2, 3, 4, 6, 7</td>
<td>5</td>
<td>2 hours</td>
<td>University exam period</td>
</tr>
</tbody>
</table>

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

Due date & submission procedure: in Tutorial on Wednesday December 18. You must also upload a copy to "Turn-it-in" on the course website 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: To be advised

Reference requirements: Maximum total number of references for this assignment is six (6)
1. NOTE 2 of these references will be provided. Use both references from this list.

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

Your report must look to what you achieved and how you worked with others to obtain your goals both individually and as a team overall. You must also consider if you think the performance of the team can be improved and how. In your reflection consider what you would do if you were to work with this team again.

Seven iconic Sydney things
Sydney opera house
Hyde park fountain
Sydney sales
Bondi beach
The open air concert/ cinema or outdoor event
Feed the seagulls
Chase an ibis

Bonus points can be earned for visiting the harbour bridge, photographing fireworks, visiting a Sydney pub and getting a coaster autographed by someone there - picture evidence is required and must be submitted.

Due date: 22/1/14 (Wednesday) at noon in the School of Management Assignment Box at ASB West Wing Level 5. You must also upload a copy to “Turn-it-in” on the course website 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 team exercise using teams, communication and one other topic

<table>
<thead>
<tr>
<th>The report must address the following areas:</th>
<th>Included in word limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment cover sheet:</td>
<td>No</td>
</tr>
<tr>
<td>Title page:</td>
<td>No</td>
</tr>
<tr>
<td>Executive summary:</td>
<td>No</td>
</tr>
<tr>
<td>Table of contents:</td>
<td>No</td>
</tr>
<tr>
<td>Introduction:</td>
<td>Yes (approx 250 words)</td>
</tr>
<tr>
<td>Body: Critically analyse your individual and team’s experiences and results in the team experience using the following two course concepts:</td>
<td>Yes (approx 2100 words)</td>
</tr>
<tr>
<td>1. Groups and teams</td>
<td></td>
</tr>
<tr>
<td>2. Communication</td>
<td></td>
</tr>
<tr>
<td>3. And one other course concept</td>
<td></td>
</tr>
<tr>
<td>Conclusion (Briefly summarising what you have learnt from the experience)</td>
<td>Yes (approx 150 words)</td>
</tr>
<tr>
<td>Compulsory appendices:</td>
<td>No</td>
</tr>
<tr>
<td>• All students must provide their instagram account of documented evidence</td>
<td></td>
</tr>
<tr>
<td>• All students (participants &amp; observers) must attach a copy of the team contract</td>
<td></td>
</tr>
<tr>
<td>List of references / bibliography</td>
<td>No</td>
</tr>
</tbody>
</table>

Reference requirements: You must use a minimum of six (6) academic journal 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 team 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.

### 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.

**Grading:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Contribution</td>
<td>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</td>
<td>4 – 5</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Attends 8 + tutorials and participates in both small group and class discussions. Contributions demonstrate some preparation for tutorial. Some contribution of facts or opinion.</td>
<td>2 – 3</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>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.</td>
<td>1</td>
</tr>
<tr>
<td>Does not meet attendance requirement</td>
<td>Students must attend a minimum of 8 tutorials to be eligible for participation marks</td>
<td>0</td>
</tr>
</tbody>
</table>

**Team project Participation (5%)**

Students will be notified of their team in session 4. You are required to undertake a group assignment. Your task over summer takes the form of experiencing Sydney. You will form a group of up to five people. We have assigned the following roles. Your rolls and goals will be emailed to you.

- **Researcher**
- **Photographer**
Goal is to experience what Sydney has to offer over summer. Integrate your experience between work/study and social learning.

Your job is to visit at least the 7 iconic Sydney things including 2 festival events over the three week period between December 18 and January 15. You need photographic evidence of your activities. Please set up an Instagram account and ensure you invite l.gribble@unsw.edu.au to join so I can follow your progress. All photos must be date and time stamped.

The assignment is to write a personal reflection upon how you experienced your team. Using the frameworks from teams, communication, and at least one other topic write about your team’s ability to reach its goals. Consider what you did and why it was effective or what hindered its success. Most importantly, this is the opportunity for you to consider why people in general and how you more specifically impact the management of organisations.

Written 10 minute debrief within tutorial (10%)
Each week there are readings that should be prepared by students to complete as part of your engagement with the topic and preparation for the tutorial. The details of these requirements can be found in the reader for each topic in the Student Workbook. Over the session there will be four debriefs these forms on FOUR (4) occasions during the semester. These will be graded SATISFACTORY/ UNSATISFACTORY only. 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 for Semester 1. All material from the course is examinable (including lecture content, tutorial experiences, and compulsory readings - i.e., 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) and The report (Assignment 2) are 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 Organisation and Management's assignment box no later than noon on the due date. You must also submit an electronic copy of the assignment to "Turn-it-in" via the Course website prior to your due date.

BOTH assignments MUST have a School of Organisation and 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 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

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

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.

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**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.

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**5 COURSE RESOURCES**


**Course website.** This course uses Blackboard as the Learning Management System to support lectures and tutorials. To access the Blackboard online support site for students, follow the links from [www.elearning.unsw.edu.au](http://www.elearning.unsw.edu.au) to UNSW Blackboard Support / Support for Students. Additional technical support is available from itservicecentre@unsw.edu.au or on 9385 1333.

**Additional reading for assessments.** The textbook selected for this course will provide you with the fundamental background of organisational behaviour. However, you are expected to
read more widely for your assessment tasks, particularly if you seek to excel. The library subject guides (http://info.library.unsw.edu.au/web/services/services.html) will provide you with a wider range of databases to identify additional readings. Google Scholar is another good resource to explore (http://scholar.google.com.au).

6 COURSE EVALUATION AND DEVELOPMENT

Your suggestions, comments and observations on the content, delivery, and assessment tasks are welcome. Each session feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. 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. UNSW’s Course and Teaching Evaluation and Improvement (CATEI) process is one of the ways in which student evaluative feedback is gathered. A further evaluation is carried out by the lecturer mid session. The lecturer values your feedback highly and makes appropriate changes to course content, teaching style and type of assessment set.

Improvements for MGMT1001 this session have been gathered from student feedback, lecturers who previously taught on this course, and the lecturer’s experience from other universities and courses.

7 COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Day Date</th>
<th>Lecture Topic</th>
<th>Tutorial Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuesday Dec 10</td>
<td>Topic 1: Introduction to the Course - what is an organisation? (includes organisation structure)</td>
<td>Topic 1: Introduction - what is an organisation?</td>
</tr>
<tr>
<td></td>
<td>Wednesday Dec 11</td>
<td>Topic 2: Individuals in organisations</td>
<td>Topic 2: individuals in organisations</td>
</tr>
<tr>
<td>2</td>
<td>Tuesday Dec 17</td>
<td>Topic 3: Attitudes, perception and personality</td>
<td>Topic 3: Individuals in Organisation</td>
</tr>
<tr>
<td></td>
<td>Wednesday Dec 18</td>
<td>Topic 4: Communications</td>
<td>Team allocation and planning Essay 1 due in tutorial</td>
</tr>
<tr>
<td>3</td>
<td>Tuesday Jan 7</td>
<td>Topic 5: Groups and Teams</td>
<td>Topic 5 groups and teams</td>
</tr>
</tbody>
</table>

Recess (Dec 18 – Jan 6)
<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Wednesday Jan 8</td>
<td>Topic 6: Power and Conflict</td>
<td>Topic 6 power and conflict</td>
</tr>
<tr>
<td>4</td>
<td>Tuesday Jan 14</td>
<td>Topic 7: Leadership and Management</td>
<td>Topic 7 leadership and management</td>
</tr>
<tr>
<td>4</td>
<td>Wednesday Jan 15</td>
<td>Topic 8: How do organisations decide what to do? Strategy and the environment</td>
<td>Team experience debrief</td>
</tr>
<tr>
<td>5</td>
<td>Tuesday Jan 21</td>
<td>Topic 9: Managing 'human' resources</td>
<td>Topic 9: Managing 'human' resources</td>
</tr>
<tr>
<td>5</td>
<td>Wednesday Jan 22</td>
<td>Topic 10: Ethics and Sustainability</td>
<td>Topic 10 ethic and sustainability Assignment 2 (group report due)</td>
</tr>
<tr>
<td>6</td>
<td>Tuesday Jan 28</td>
<td>Topic 11: Global Dimensions of Management</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Wednesday Jan 29</td>
<td>Topic 12: Course review and exam preparation</td>
<td>Topic 12: Review &amp; exam preparation</td>
</tr>
</tbody>
</table>

**UNSW key dates:**
Summer Teaching Period One-C (U1C): 9 Dec 2013 to 31 Jan 2014
Summer Study Period (U1B & U1C): 1 Feb to 6 Feb
Summer Examinations (U1B & U1C): 7 Feb to 11 Feb

**Holidays & Observances:**
Christmas shutdown: 20 Dec 2013 to 5 Jan 2014
‘Australia Day’ holiday: 27 Jan