MGMT2018

Management Communication

Session 1, Special circumstances 2021

Department of Management

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Notice

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff
Unit Convenor
Tess Howes
tess.howes@mq.edu.au

Credit points
10

Prerequisites
MGMT1002 or BBA102

Corequisites
MGMT1011

Co-badged status

Unit description
In this unit students will be exposed to the methods of communication from managerial, organisational, and corporate points of view, preparing them to rise to the challenges posed to the manager as a communicator. Students will broaden their knowledge of contemporary communication, in respect to providing feedback, coaching, mentoring and networking. As both leaders and managers play many roles and are required to motivate and lead numerous stakeholders, this unit will teach students to analyse and understand audiences. Whether playing the role of leader, liaison, interpreter, disseminator, advocate, or spokesperson, the unit will help students to employ important factors to consider when communicating in a given role.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

ULO1: Analyse and explain the types of communication skills required for a range of audiences, settings and purposes.

ULO2: Apply communication skills across settings, purposes and audiences.

ULO3: Select, justify and utilise appropriate language and structure to provide a discipline-specific task solution.

ULO4: Critically assess the issues and practices involved in contemporary management communication challenges.

General Assessment Information

Late Assessments must also be submitted through the relevant submission link on iLearn. No extensions will be granted. There will be a **deduction of 10%** of the total available marks made from the total awarded mark for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for Special Consideration is made and approved. Note: applications for Special Consideration Policy must be made within 5 (five) business days of the due date and time.

Assessment Tasks

Name	Weighting	Hurdle	Due
Essay	40%	No	Week 5
Group Project	60%	No	Weeks 8-13

Essay

Assessment Type [1]: Essay
Indicative Time on Task [2]: 20 hours
Due: **Week 5**
Weighting: **40%**

This assessment task asks students to write a 2,000 word essay critically assessing communication skills and challenges.

On successful completion you will be able to:

- Analyse and explain the types of communication skills required for a range of audiences, settings and purposes.
- Critically assess the issues and practices involved in contemporary management communication challenges.

Group Project

Assessment Type [1]: Project
Indicative Time on Task [2]: 40 hours

Due: **Weeks 8-13**
Weighting: **60%**

The group project consists of three distinct parts.

Each group of students is required to contribute to a 2,000 word written report worth 30%. In preparation for the report, students will complete an individual presentation, no longer than 4 minutes, and worth 20%, which is marked individually. After the group report, students are asked to complete a peer assessment task worth 10%.

On successful completion you will be able to:

- Analyse and explain the types of communication skills required for a range of audiences, settings and purposes.
- Apply communication skills across settings, purposes and audiences.
- Select, justify and utilise appropriate language and structure to provide a discipline-specific task solution.
- Critically assess the issues and practices involved in contemporary management communication challenges.

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[1] If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the Writing Centre for academic skills support.

[2] Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Required Text	Eunson, B (2012) *Communicating in the 21st Century*. Milton, Qld: John Wiley & Sons (e-book)
Unit Web Page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	Students are required to have access to a personal computer with audio and video functions. Access to reliable internet services and sufficient network bandwith to participate in Zoom tutorials as required. Students are required to have access to a personal computer and familiarise themselves with iLearn (https://ilearn.mq.edu.au/login/). iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.

Delivery Format and Other Details	The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/
Recommended readings	Recommended readings are provided via the links on the iLearn Unit page
Inherent Requirements	None

Unit Schedule

Please see iLearn.

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- Fitness to Practice Procedure
- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy

Students seeking more policy resources can visit Student Policies (https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.edu.au) and use the search tool.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/student-conduct

Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- Getting help with your assignment
- Workshops
- StudyWise
- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

If you are a Global MBA student contact globalmba.support@mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.