MGMT1002
Principles of Management
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
Brett White
brett.white@mq.edu.au

Credit points
10

Prerequisites

Corequisites

Co-badged status

Unit description
This unit introduces concepts and theories of management and organisations. The unit examines the planning, organising, leading, and controlling functions of management practice. It is a foundation unit for business and management roles in all industries.

Important Academic Dates

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

Learning Outcomes

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

ULO1: Describe and apply management theories and concepts to business operation.
ULO2: Critically examine organisational and management practices.
ULO3: Analyse management challenges, problems and issues, and construct practical solutions.
ULO4: Assess the purpose and value of teamwork and working collaboratively.

General Assessment Information

Late Assessments must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of 20% 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 40% 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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Report &amp; Essay</td>
<td>50%</td>
<td>No</td>
<td>Part 1 - Week 6; Part 2 - Week 10</td>
</tr>
<tr>
<td>Final Online Examination</td>
<td>50%</td>
<td>No</td>
<td>University Examination Period</td>
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**Group Report & Essay**
- **Assessment Type**: Report
- **Indicative Time on Task**: 40 hours
- **Due**: Part 1 - Week 6; Part 2 - Week 10
- **Weighting**: 50%

This assessment has two components worth 50% in total. One component is a 1,500 word individual essay worth 25%. The other component is a group report of 2,500 words also worth 25%.

On successful completion you will be able to:
- Describe and apply management theories and concepts to business operation.
- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues, and construct practical solutions.
- Assess the purpose and value of teamwork and working collaboratively.

**Final Online Examination**
- **Assessment Type**: Examination
- **Indicative Time on Task**: 15 hours
- **Due**: University Examination Period
- **Weighting**: 50%

A two-hour online examination, administered via iLearn and worth 50%, will be held during the University Examination Period.
On successful completion you will be able to:

- Describe and apply management theories and concepts to business operation.

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 Learning Skills Unit for academic skills support.

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 | Kinicki, 2020, Management, a practical introduction, 3ed, McGraw Hill Education, Sydney, Australia (with Connect Online Access), Online Edition
| A link to purchase the text is available on the unit web page. |
| Unit Web Page | The web page for this unit can be found at: [https://ilearn.mq.edu.au/login/](https://ilearn.mq.edu.au/login/) |
| Technology Used and Required | Students are required to have access to a personal computer and familiarise themselves with iLearn ([https://ilena. mq.edu.au/login/](https://ilena.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 website at: [http://www.timetables.mq.edu.au/](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://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central)). 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** *(Note: The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

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

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

**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](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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](http://students.mq.edu.au/support/)

**Learning Skills**

Learning Skills ([mq.edu.au/learningskills](http://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**
Student Enquiry Service
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

Equity 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.

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.

Changes since First Published

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>07/01/2021</td>
<td>Updated the edition of the textbook to 3rd Edition.</td>
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