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Disclaimer
Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

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

<table>
<thead>
<tr>
<th>Unit convenor and teaching staff</th>
<th>Unit Convenor</th>
<th>Sarah Bankins</th>
<th><a href="mailto:sarah.bankins@mq.edu.au">sarah.bankins@mq.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit points</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td></td>
<td></td>
<td>Admission to MEngMgt or MEngEnvSafetyEng</td>
</tr>
<tr>
<td><strong>Corequisites</strong></td>
<td></td>
<td></td>
<td>Co-badged status</td>
</tr>
<tr>
<td><strong>Co-badged status</strong></td>
<td></td>
<td></td>
<td>Co-badged with MGMT6051</td>
</tr>
</tbody>
</table>

**Unit description**

This unit provides a graduate-level introduction to theories, concepts, processes and debates in the field of work. Workplaces, the types of work undertaken within them, and how this work is organised, are changing. To be effective, leaders and managers need the knowledge and skills to implement best practices regarding the management of people and work. Students will critically explore a range of topics, including: the changing nature of work and organisations, the development of modern work practices, theoretical foundations for understanding behaviour in the workplace, current trends in management methods, key management roles and functions, technological change, motivation and learning in the workplace, and decision making and ethics in organisations.

### 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](https://www.mq.edu.au/study/calendar-of-dates)

### Learning Outcomes

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

- **ULO1**: Identify key workplace issues and use theory to explain and evaluate their impact.
- **ULO2**: Critically assess different perspectives on, and approaches to, work and management and assess their implications for organisational outcomes.
- **ULO3**: Utilise research and critical analysis skills to critique current debates across a
range of workplace issues.

**ULO4**: Employ ethical frameworks to analyse management decisions.

## General Assessment Information

### Late submissions of assessments

Unless a Special Consideration request has been submitted and approved, no extensions will be granted. There will be a deduction of 10% of the total available assessment-task marks made from the total awarded mark for each 24-hour period or part thereof that the submission is late. Late submissions will only be accepted up to 96 hours after the due date and time.

No late submissions will be accepted for timed assessments – e.g., quizzes, online tests.

### Table 1: Penalty calculation based on submission time

<table>
<thead>
<tr>
<th>Submission time after the due date (including weekends)</th>
<th>Penalty (% of available assessment task mark)</th>
<th>Example: for a non-timed assessment task marked out of 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 24 hours</td>
<td>10%</td>
<td>10% x 30 marks = 3-mark deduction</td>
</tr>
<tr>
<td>24-48 hours</td>
<td>20%</td>
<td>20% x 30 marks = 6-mark deduction</td>
</tr>
<tr>
<td>48-72 hours</td>
<td>30%</td>
<td>30% x 30 marks = 9-mark deduction</td>
</tr>
<tr>
<td>72-96 hours</td>
<td>40%</td>
<td>40% x 30 marks = 12-mark deduction</td>
</tr>
<tr>
<td>&gt; 96 hours</td>
<td>100%</td>
<td>Assignment won’t be accepted</td>
</tr>
</tbody>
</table>

### Special Consideration

To request an extension on the due date/time for a timed or non-timed assessment task, you must submit a Special Consideration application. An application for Special Consideration does not guarantee approval.

The approved extension date for a student becomes the new due date for that student. The late submission penalties above then apply as of the new due date.

## Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Study Report</td>
<td>30%</td>
<td>No</td>
<td>Week 7</td>
</tr>
<tr>
<td>Essay</td>
<td>30%</td>
<td>No</td>
<td>Week 11</td>
</tr>
<tr>
<td>Online Final Exam</td>
<td>40%</td>
<td>No</td>
<td>Formal exam period</td>
</tr>
</tbody>
</table>
Case Study Report
Assessment Type 1: Case study/analysis
Indicative Time on Task 2: 15 hours
Due: Week 7
Weighting: 30%

Students will develop their case study skills through undertaking research and analysis on a targeted organisation. Students will identify an organisation and, through research, identify and evaluate its work-related management strategies, practices, processes and outcomes in a 2,000 word submission.

On successful completion you will be able to:
  • Identify key workplace issues and use theory to explain and evaluate their impact.
  • Utilise research and critical analysis skills to critique current debates across a range of workplace issues.

Essay
Assessment Type 1: Essay
Indicative Time on Task 2: 20 hours
Due: Week 11
Weighting: 30%

Through this 2,000 word essay students will demonstrate their ability to: research; construct a sustained argument/s in response to a specific question and offer examples to support argument/s; as well as demonstrate understanding in relation to recent developments and issues in HRM and professional practice. Note that demonstrating effective written communication is critical.

On successful completion you will be able to:
  • Critically assess different perspectives on, and approaches to, work and management and assess their implications for organisational outcomes.
  • Utilise research and critical analysis skills to critique current debates across a range of workplace issues.
  • Employ ethical frameworks to analyse management decisions.
Online Final Exam
Assessment Type 1: Examination  
Indicative Time on Task 2: 20 hours  
Due: Formal exam period  
Weighting: 40%

A two-hour examination will be held during the University Examination Period.

On successful completion you will be able to:
• Identify key workplace issues and use theory to explain and evaluate their impact.
• Critically assess different perspectives on, and approaches to, work and management and assess their implications for organisational outcomes.

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 Learning Skills Unit 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

<table>
<thead>
<tr>
<th>Required Text</th>
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Students have the option of purchasing a hard copy or e-copy of the text.

<table>
<thead>
<tr>
<th>Unit Web Page</th>
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<tbody>
<tr>
<td>The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology Used and Required</th>
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<tbody>
<tr>
<td>Students are required to have access to a personal computer and familiarise themselves with iLearn (<a href="https://iLearn.mq.edu.au/login/">https://iLearn.mq.edu.au/login/</a>).</td>
</tr>
</tbody>
</table>

iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.

<table>
<thead>
<tr>
<th>Delivery Format and Other Details</th>
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<tbody>
<tr>
<td>The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended readings</th>
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<tbody>
<tr>
<td>Recommended readings are provided via the links on the iLearn Unit page</td>
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</table>
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/

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic
writing, and communication skills.

- Getting help with your assignment
- Workshops
- Chat with a WriteWISE peer writing leader
- Access StudyWISE
- Upload an assignment to Studiosity
- Complete the 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 Enquiry Service**

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

**Equity Support**

Students with a disability are encouraged to contact the [Disability Service](mailto:DisabilityService) 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/](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](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

The policy applies to all who connect to the MQ network including students.