Contents

General Information 2
Learning Outcomes 2
General Assessment Information 3
Assessment Tasks 3
Delivery and Resources 5
Unit Schedule 5
Policies and Procedures 6

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

Unit convenor and teaching staff
Unit Convenor
Sarah Bankins
sarah.bankins@mq.edu.au

Credit points
10

Prerequisites
Admission to MCom or MBioBus or MLabAQMgr or MMgmt

Corequisites

Co-badged status
Co-badged with MGMT6008

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

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:** Demonstrate effective written communication.

## 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: Case study/analysis
Indicative Time on Task: 15 hours
Due: Week 7
Weighting: 30%

This assessment is worth 30% in total. It is a 2000 word individual case study analysis.

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.
- Demonstrate effective written communication.

Essay

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

This assessment is worth 30% in total. It is a 2000 word individual essay.

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.
- Demonstrate effective written communication.

Online Final Exam

Assessment Type: Examination
Indicative Time on Task: 20 hours
Due: Formal exam period
Weighting: 40%
This assessment is worth 40% in total. It is a two-hour examination, held during the University Examination Period.

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.
- Demonstrate effective written communication.

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

| 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/)                     |

<table>
<thead>
<tr>
<th>Technology Used and Required</th>
<th>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>).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.</td>
</tr>
</tbody>
</table>

| Delivery Format and Other Details | The timetable for classes can be found on the University web site 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://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
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

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.