Contents

General Information ........................................... 2
Learning Outcomes ........................................... 2
General Assessment Information .......................... 2
Assessment Tasks ............................................. 3
Delivery and Resources ...................................... 4
Unit Schedule .................................................. 4
Policies and Procedures ...................................... 4

 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.
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://www.mq.edu.au/study/calendar-of-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 Assessment Submission Penalty
Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of ‘0’ will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A
1-hour grace period is provided to students who experience a technical concern.

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for Special Consideration.

### Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Essay</td>
<td>30%</td>
<td>No</td>
<td>Week 6</td>
</tr>
<tr>
<td>Group Report</td>
<td>30%</td>
<td>No</td>
<td>Draft for Feedback Due Week 8, Completed due Week 10</td>
</tr>
<tr>
<td>Final Exam</td>
<td>40%</td>
<td>No</td>
<td>During formal examination period</td>
</tr>
</tbody>
</table>

#### Individual Essay

**Assessment Type**: Essay  
**Indicative Time on Task**: 15 hours  
**Due**: Week 6  
**Weighting**: 30%

This assessment is worth 30% and is 1500 words.

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.

#### Group Report

**Assessment Type**: Report  
**Indicative Time on Task**: 15 hours  
**Due**: Draft for Feedback Due Week 8, Completed due Week 10  
**Weighting**: 30%

This assessment is worth 30% and is 2000-2500 words.
On successful completion you will be able to:

- 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 Exam

Assessment Type 1: Examination
Indicative Time on Task 2: 25 hours
Due: During formal examination period
Weighting: 40%

A two hour exam will be held during University Exam Period.

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.

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.

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

Please see iLearn for further information

Unit Schedule

Please see iLearn for further information

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://policie...
s.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
- Assessment Procedure
- Complaints Resolution 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

**Academic Integrity**

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

**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.
Student Services and Support

Macquarie University offers a range of Student Support Services including:

- **IT Support**
- **Accessibility and disability support** with study
- **Mental health support**
- **Safety support** to respond to bullying, harassment, sexual harassment and sexual assault
- **Social support including information about finances, tenancy and legal issues**
- **Student Advocacy** provides independent advice on MQ policies, procedures, and processes

Student Enquiries

Got a question? Ask us via AskMQ, or contact Service Connect.

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