MGMT2018

Management Communication

Session 2, Online-scheduled-weekday 2023

Department of Management

Contents

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General Information

Unit convenor and teaching staff
Unit Convenor
Joseph Pitt
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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 Assessment Submission Penalty (written assessments)

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

Name	Weighting	Hurdle	Due
Essay	40%	No	Week 5
Group Project	60%	No	Weeks 8 to 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 to 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%. As part of the report students will undertake a peer assessment component. In preparation for the report, students will present a group presentation worth 20%, which is marked individually.

Additionally, students will undertake a written self-reflection of 750 words worth 10% marked individually.

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.

[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

Please refer to the Unit Web Page by logging onto iLearn.

Unit Schedule

Please refer to the Unit Web Page by logging onto iLearn.

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.

- 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 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/.

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.