



# BBA 102

## Principles of Management

S2 Day 2018

*Archive (Pre-2019) - Dept of Marketing and Management*

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#### Disclaimer

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## General Information

Unit convenor and teaching staff

Unit Convenor, Lecturer

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Contact via E-mail

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Tuesday 1pm - 2pm

Teaching Assistant

Jackie Gorrick

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by appointment

Credit points

3

Prerequisites

Corequisites

Co-badged status

Unit description

This unit addresses areas of interest for those wishing to understand management and the nature of organisations, their structure and operation. Topics include the development of organisations and management; the context or environment of an organisation; what constitutes performance for an organisation, and sustainability.

## 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:

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

Critically examine organisational and management practices.

Analyse management challenges, problems and issues and construct practical solutions.

Evaluate the purpose and value of teamwork and working collaboratively.

## General Assessment Information

### Important:

- It is the responsibility of students to view their marks for each within session assessment on iLearn within 10 days of posting. If there are any discrepancies, students must contact the unit convenor immediately. Failure to do so will mean that queries received after the release of final results regarding assessment marks (not including the final exam mark) will not be addressed.
- The non-exam Mark Appeal procedure is available in this unit. The procedure's description is provided in the Assessment Guide and the Mark Appeal Form can be accessed on BBA102 iLearn page for the current session. Students must follow the procedure in the case of an Essay or a Report mark appeal.
- Please note there will be no transfer of marks from other assessments (e.g. essay) to the final examination.
- This unit is subject to Moderation.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Essay</u>	25%	No	11am, Thursday, 6 September
<u>Report</u>	35%	No	11am, Thursday, 11 October
<u>Final Exam</u>	40%	No	Formal examination period

### Essay

Due: **11am, Thursday, 6 September**

Weighting: **25%**

**Length: 1,100 words (excluding reference list; including in-text references)**

#### Aims and objectives:

This assessment targets development of students' critical thinking skills and encourages students to:

- Understand the complex nature of contemporary organisations
- Provide a critical perspective of the academic literature on a topic
- Construct a sustained argument in response to the question
- Utilise and conform to the principles of academic rigour in the production of an acceptable, formal response to the question.

#### Guidelines for the Essay:

- All Essays **must** cite at least five (5) **academic** sources, including the two compulsory sources provided in the Assessment Guide.
- Students must distinguish clearly between their own words and analysis and those of their sources. Students must do this by providing appropriate citations using the Harvard method.
- Failure to provide appropriate citations is **plagiarism**. Students' list of references should include **only material** cited in the essay.
- Failure to cite your own work (i.e., previous assessments) is regarded as **self-plagiarism**. Students **must cite their own words** in-text and **must provide a reference** to their cited assessments in the list of references to avoid penalties for self-plagiarism.
- This is an individual assessment task – if a submitted Essay is assessed as not being the work of a single author then the university's policies regarding academic honesty apply.
- Use 1.5 line spacing and Arial or Times New Roman font size 12.
- Students must refer to the Essay Marking Rubric on iLearn. The Marking Rubric sets out the criteria and standards against which students' Essays will be marked.

### Submission Details:

All students must submit their Essays electronically through Turnitin using the link on iLearn by the due time on the due date.

Once submitted, students **must check** the Turnitin submission and ensure that they have submitted the correct assignment for the correct unit. Submitting the wrong assignment will result in zero marks awarded.

Students are allowed to resubmit the Essay multiple times **BEFORE the due date and time**. Resubmissions of the latest version of the Essay **AFTER** the due date and time will be automatically rejected by the Turnitin software. **ONLY** the Essay version submitted through Turnitin **BY** the due date and time will be marked. Email resubmissions sent to the Unit Convenor **AFTER** the due time and date will **NOT** be accepted or marked.

**it is a student's responsibility to ensure that the final copies of their Essays for BBA102 are submitted by the due date and time.**

**Late submissions:** Late Essays (as first-time submissions) must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of 20% of the total available marks (i.e. 5 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% or 10 marks penalty). Late submissions will be accepted up to 72 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 must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- Describe and apply fundamental management theories and concepts to business operation.
- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.

## Report

Due: **11am, Thursday, 11 October**

Weighting: **35%**

**Report Length: 1500 words including Case Study Analysis (1,000 words excl. Reference List *but* including in-text references) + Reflection on Teamwork (500 words - no references to be provided)**

### **Aims and objectives:**

This assessment targets the development of students' analytical, problem-solving, research and reflective skills. This assessment expects students to:

- Answer the brief (the question posed in the case study).
- Demonstrate an understanding of teamwork and the challenges and opportunities it presents for managers and team members.
- Demonstrate ability to find solutions to an identified problem.
- Reflect on their own experiences of teamwork.

### **Report should have the following structure in the following order:**

In this Report **no** Executive Summary or Table of Contents are required. Students must start with:

#### ***Part I. The Case Study Analysis:***

- Introduction
- Body (headings which reflect contents of each section).
- Conclusion.
- A reference list.

#### ***Part II. Reflective Statement***

• The body of the Reflective Statement (brief introduction and conclusion are allowed but not essential - no marks will be deducted if no introduction or conclusion within the Reflective Statement are provided).

### **Guidelines for the Report:**

- Students **must** cite at least three (3) **academic** sources of their own choosing (no

compulsory academic references are provided for this assessment) (NB: no references required in the reflective statement)

- Students must use the Harvard method for citations
- Students must be skillful in distinguishing between scholarly and popular sources to adhere to the requirement of the three academic (scholarly) sources
- Students must **NOT** cite lectures or textbooks
- Students must distinguish clearly between their own words and analysis and those of their sources by providing appropriate citations using the indicated reference style (Harvard). Failure to provide appropriate citations is **plagiarism**. Failure to cite your own work (i.e., previous assessments) is regarded as **self-plagiarism**. Students **must cite their own words** in text of the Report and provide a reference to their cited assessments in the list of references to avoid penalties for self-plagiarism.
- Students' list of references should include only material cited in the Report. This is an individual assessment task – if a submitted Report is assessed as not being the work of a single author then the university's policies regarding academic honesty apply.
- Students must refer to the Report Marking Rubric on iLearn. The Marking Rubric sets out the criteria and standards against which students' Reports will be marked.

### Submission Details:

All students must submit their Reports electronically through Turnitin using the link on iLearn by the due time on the due date.

Once submitted, students **must check** the Turnitin submission and ensure that they have submitted the correct assignment for the correct unit. Submitting the wrong assignment will result in zero marks awarded.

Students are allowed to resubmit the Report multiple times **BEFORE the due date and time**. Resubmissions of the latest version of the Report **AFTER** the due date and time will be automatically rejected by the Turnitin software. **ONLY** the version submitted through Turnitin **BY** the due date and time will be marked. Email resubmissions sent to the Unit Convenor **AFTER** the due time and date will **NOT** be accepted or marked.

**it is a student's responsibility to ensure that the final copies of their Reports for BBA102 are submitted by the due date and time.**

**Late submissions:** Late Reports (as first-time submissions) must also be submitted through Turnitin. No extensions will be granted. There will be a deduction of 20% of the total available marks (i.e. 7 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% or 14 marks penalty). Submission will be accepted up to 72 hours after the deadline. This penalty does not apply for cases in which an application for Special Consideration) is made and approved.

On successful completion you will be able to:

- Describe and apply fundamental management theories and concepts to business operation.
- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

## Final Exam

Due: **Formal examination period**

Weighting: **40%**

**Duration: 2 hours + 10 minutes reading time**

A final examination is included as an assessment task for this unit to provide assurance that:

- i) the product belongs to the student and
- ii) the student has attained the knowledge and skills tested in the exam.

The final examination will be of two hour duration and will be held during the University Examination period. Details of the final exam's format will be given in the Week 13 lecture.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations. <http://exams.mq.edu.au/>

On successful completion you will be able to:

- Describe and apply fundamental management theories and concepts to business operation.
- Analyse management challenges, problems and issues and construct practical solutions.

## Delivery and Resources

### Classes

- Number and length of classes: 1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours face to face per week unless indicated otherwise in the lecture schedule.
- Classes may vary due to public holiday(s)
- The timetable for classes can be found on the University web site at: <http://www.timetable.s.mq.edu.au/>

### Required texts

There are two required texts in this unit.

**The first required text** is: Kinicki, A., Scott-Ladd, B., Perry, M. and Williams, B. (2017) **Management : a practical introduction. (2nd edition)** McGraw Hill Education: North Ryde, NSW.

This text is available as a digital version or as a bound print available from the Co-Op Bookshop. Copies are held in the Library's Reserve section.

**The second required text** is available in two editions: Mintzberg, H. (2009) **Managing**. Berrett-Koehler: San Francisco, ISBN 9781576753408 **OR**

Mintzberg, H. (2011) **Managing**. Berrett-Koehler: San Francisco ISBN 9781605098746.

Students can use the 2009 or 2011 paper editions. Alternatively, the 2009 edition has a free e-book version that can be accessed online via the MQ University library website.

### **Recommended readings**

As provided in the Course Teaching Schedule

### **Technology Used and Required**

Students will need to be familiar with a web browser to access the unit web page.

### **Unit web page**

The web page for this unit can be found at: <https://ilearn.mq.edu.au/login/MQ/>

### **Consultation hours**

The Teaching Assistant is the first point of contact for all administrative issues. Their contact details are listed above, on page 2, under **General Information**.

Tutors are available for consultation and are the first point of contact for all learning and teaching issues. Speak to them directly before or after class to arrange a mutually convenient time for consultation. Students should consult their tutors before contacting the Unit Convenor (UC). You may email tutors directly. Their contact details are available on the unit iLearn website.

Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

### **Requirements to complete the unit satisfactorily:**

In order to complete this course satisfactorily, students must achieve a total mark of at least 50 out of 100.

## **Unit Schedule**

Course Teaching Schedule will be posted on iLearn in week 1.



## 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.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/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](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>).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

## Results

Results shown in *iLearn*, 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](https://ask.mq.edu.au).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](https://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)

- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and 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.

## Student Enquiries

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

## 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.

## Graduate Capabilities

### Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

### Learning outcomes

- Describe and apply fundamental management theories and concepts to business operation.
- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

### Assessment tasks

- Essay
- Report
- Final Exam

## Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

### Learning outcomes

- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

### Assessment tasks

- Essay
- Report
- Final Exam

## Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

### Learning outcomes

- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

### Assessment task

- Report

## Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

## **Learning outcomes**

- Describe and apply fundamental management theories and concepts to business operation.
- Critically examine organisational and management practices.
- Analyse management challenges, problems and issues and construct practical solutions.
- Evaluate the purpose and value of teamwork and working collaboratively.

## **Assessment tasks**

- Essay
- Report
- Final Exam

## **Changes from Previous Offering**

No significant changes from previous offerings.