



## Introduction

### Welcome

Welcome to MGM14.

There are a number of questions you will be considering in this Unit such as what is the meaning of work? Can business and ethics coexist? Should business think about more than just profit? In what ways do businesses need to balance concerns for profit, planet and people? How can I be a professional?

Throughout our journey together in the next 13 weeks these questions will be considered under the four topic areas of: Work, Ethics, Sustainability, and Being a Professional. The ending I hope you achieve is not just being successful in your academic result, but also in raising your understanding and determining your stance, on how you can contribute in a meaningful way within your chosen profession.

I also hope that you will learn a little about the society in which you live and work and about how as a professional you will be able to contribute to its growth and sustainability.

Our teaching team is looking forward to working with you:

Janine will be involved re Coordination, Unit queries, issues you may have, in regular discussion on the discussion boards for this unit about the assignments and exam or for general interactions on this site. You can also communicate with Janine by email [Janine.pierce@unisa.edu.au](mailto:Janine.pierce@unisa.edu.au) or phone 83020756.

Tahirih will be involved with you through the Virtual Classroom

Kind regards and we wish you well in your journey through this unit,

Dr Janine Pierce (Coordinator)

Tahirih Ernesta (Tutor)

## Unit Coordinator(s)

Unit Coordinator(s)

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## School Contact Details

### School Contact Details

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## General Enquiries

### UniSA Student Advisers

Tel: +61 8 8647 6145  
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Email: [ouainfo@unisa.edu.au](mailto:ouainfo@unisa.edu.au)  
Website: <https://i.unisa.edu.au/Campus-Central/OUA/>

## Online resources for your unit

Online resources for this unit can be accessed from your unit homepage via your UniSA student portal <https://my.unisa.edu.au>.

Please also check the OUA @ UniSA website for frequently asked questions and information on administrative processes for OUA students studying with UniSA. <https://i.unisa.edu.au/Campus-Central/OUA/>

OUA students enrolled in UniSA units are eligible to use the Library to support their study. Regardless of where you live UniSA's Off Campus Library Service can help you. Services include phone and online assistance, electronic document delivery to your desktop and postal delivery of loan items and documents. [unisa.edu.au/library-ocls](http://unisa.edu.au/library-ocls)

The Co-op is UniSA's preferred textbook supplier and textbooks can be purchased online at [www.coop.com.au](http://www.coop.com.au).

# Unit Overview

## Prerequisite(s)

There are no prerequisite Subjects to be completed before this subject can be undertaken.

## Corequisite(s)

There are no corequisite Subjects to be completed in conjunction with this Subject.

## Unit Aim

The aim of this course is to develop students' understanding of the relationship between society, business, government, and the not-for-profit sector. It also aims to enable students to identify a range of professional capabilities necessary for participation in a sustainable society.

## Course Objectives

On completion of this Subject, students should be able to:

CO1. Describe the relationship between the elements which make up societies and how these relationships affect the nature of work

CO2. Analyse how the development of these relationships is affected by time and place, including the relationships between indigenous cultures and business

CO3. Identify ethical issues in business, government, not-for-profits and society

CO4. Identify the features of their intended profession and professional life in the community

CO5. Relate the importance and relevant features of UniSA graduate qualities in preparing them for professional life in the community

Upon completion of this Subject, students will have achieved the following combination of Graduate Qualities and Subject Objectives:

	Graduate Qualities being assessed through the Unit						
	GQ1	GQ2	GQ3	GQ4	GQ5	GQ6	GQ7
CO1	•				•		
CO2	•						•
CO3	•				•		
CO4	•	•			•		
CO5	•	•			•		

## Unit Statement

Business and Society provides an introduction to the relationship between society, business, government, and the not-for-profit sector. It considers the historical and cultural influences on that relationship and the responsibilities of professionals as managers, practitioners, employees and customers. It provides the foundation for future study in the Business School courses.

## Teaching and Learning Arrangements

External

13 weeks

## Value of Unit

4.5 unit points

## Additional assessment requirements

There are no additional assessment requirements identified for this course.

## Special Requirements

### Special Requirements

There are no special requirements. Students are expected to have access to digital word processing facilities and to have access to facilities to create a short video or audio-visual presentation.

## Supervised assessment/exam

This unit involves a supervised exam. Please be sure to read the section entitled 'Assessment Summary' later in this *Unit information*. Alternatively, you can also access information about exam processes online at <https://i.unisa.edu.au/Campus-Central/OUA/>

## Study schedule

A table outlining the unit structure and study schedule is printed at the back of this guide. Please refer to it for important information regarding due dates for assignments.

# Learning Resources

## Textbook(s)

You will need continual access to the following text(s) to complete this course. Where possible the Library will make the book available for student use. Please check the Library catalogue before purchasing the book(s). The Library will always seek to purchase resources that allow an unlimited number of concurrent users, however availability is dependent on license arrangements with book publishers and platforms. <http://www.library.unisa.edu.au>

Svendsen, L (2016). *Work* (2nd edn). Routledge.

## Materials dispatch for this unit

### Materials dispatch for this unit

ALL MATERIALS ARE TO BE ACCESSED ONLINE

You will not receive any printed copies of material for MGM14. All information is available on the unit Learnonline website, so it is essential that you have access to the unit website and visit it regularly.

## Materials to be accessed online

learnonline unit site

All other unit related materials can be accessed through your learn**online** unit site which you will be able to access from the my Courses section in myUniSA.

myUniSA

All study related materials can be accessed through: <https://my.unisa.edu.au>

# Assessment

## Assessment Summary

#	Form of assessment	Length	Duration	Weighting	Due date (Adelaide Time)	Submit via	Objectives being assessed
1	Research assignment	500 words	N/A	15%	23 Dec 2016, 11:00 PM	learnonline	CO1, CO3
2	Online presentation	N/A	2 minutes	25%	22 Jan 2017, 11:00 PM	learnonline	CO2
3	3 Reflective pieces	2000 words	N/A	30%	12 Feb 2017, 11:00 PM	learnonline	CO1, CO3, CO4, CO5
4	Examination	N/A	2 hours	30%	Other-TBA	In person, In person in hard copy	CO1, CO2, CO3

## Feedback proformas

The feedback proforma is available on your course site.

## Assessments

### Research assignment (Graded)

#### Research assignment

Assessment #1 - Research assignment

#### Purpose

Many aspects of work are ambiguous, without clear yes/no or right/wrong answers. This assignment is designed to explore that ambiguity. It also serves as an introduction to research, requiring you to collect information and use it to develop and support an argument.

#### Task Description

In this assignment, you will consider a statement about work, research information which relates to it, and discuss the statement, supporting the discussion with information from research. The assignment will be in the form of a short essay of 500 words.

#### Essay topic:

1. 'The very distinction between work and non-work has become blurred in terms of both time and space'. (Svensen, 2016, p.12). Discuss this statement.

#### How to go about it?

1. read the essay topic statement in the context of the readings and lectures for weeks 1,2,3.
2. think about the extent to which you agree with the statement.
3. find and use sources from the three chosen sources you will use to consider and evaluate different views on the statement.
4. discuss these ideas in a short essay of 500 words.

You need to develop and support your argument using information from 3 different types of sources. These source types must include:

1. Textbook (some of the relevant chapters are chapters 1 - 4, 7 and 8, however you can go beyond the suggested chapters).

And any two of the following source types:

2. Academic journal articles
3. Art/Film/TV/Newspapers
4. Books printed or eBooks - other than the textbook

For example- Text book(1) + Academic journal articles (2) & Art/ Film/ TV/ Newspapers (3)

### Resources:

A number of resources are available to assist you with this assignment:

1. The library has developed a workshop to assist students identify sources relevant to this assignment and to properly reference text and non-text sources. An online version of this workshop entitled 'Help with Assignment 1' is available on the learnonline site.
2. A guide to the writing of essays at UniSA is available on the learnonline site.
3. Help in structuring an argument is available on the learnonline site.
4. The referencing style to be used in this assignment is the UniSA variant of the Harvard style. It is available on the learnonline site.

See Assignment 1 heading on unit site for further information

### Submission instructions

Complete the 'rubrics' at the bottom of the Feedback form, indicating your self-evaluation of the assignment against the criteria. Include the Feedback form in Word format at the end of the assignment. Feedback forms are provided on the learnonline site. The assignment must then be submitted through the learnonline site.

**Feedback:** Feedback will be given within two weeks of the submission date. Feedback on this assessment will be provided on the Feedback form which is found on the learnonline site. For assessment criteria refer to the feedback sheet.

**Due date:** The completed assignment is due at 11.00 pm Adelaide time on Friday 23 December 2016.

**Extensions:** These will not normally be granted. Exceptions will be made for personal illness supported by medical certificates and for significant, unexpected and unforeseeable personal and family events. Apply for extensions through the learnonline site. Note that assignment one will be discussed in the week following the due date, and so extensions longer than a couple of days will be made only in exceptionally rare cases. Late penalties will not apply to assignments for which an extension has been granted provided that the assignment is submitted by the extended submission date.

**Late submissions** (where no prior arrangement for an extension has been made). Assignments submitted after the due date, without an authorised extension, will receive a penalty of 10% a day deducted from the total available mark for the assignment for up to seven calendar days. After seven calendar days the assignment will no longer be accepted. There is no commitment to return late assignments within two weeks of submission.

Online presentation (Graded)

### Assessment 2-Online presentation

Media presentation: Sustainability

#### Purpose

This assignment requires you to explore how business responds to sustainability challenges. It will enable you to:

1. Use contemporary audiovisual technology to prepare and deliver an effective online presentation
2. Present a convincing, clear and concise argument

#### Task Description

Prepare a video clip or auto running PowerPoint with a voice-over presentation that describes: ***'Climate change issues, and strategies for improvement, of an Organisation from your own country.'***

Information for your assignment can come from a variety of sources including company websites.

For the purpose of this assignment a business is defined as a for profit enterprise; business does not include a not-for-profit voluntary citizens' group, principally independent from government, which is organised on a local, national or international level to address issues in support of the public good; business does not include a government department or government-owned enterprise. Maximum length is 2 minutes.

Simple presentations such as speaking to the webcam and a succession of stills with commentary are acceptable, as are more complex submissions. Students who do not have access to facilities which would allow them to prepare such an audio-visual presentation should approach their tutor before the end of Week 3 to make alternative arrangements. The alternative arrangement will most likely be the production of a full-page newspaper advertisement or poster, A3 size.

You will need to acknowledge where the conceptual and audio-visual material you use in the presentation comes from through referencing according to the UniSA version of the Harvard Guide.

### Technical requirements for audio-visual presentations

Your audio-visual presentation can be a videoclip or an autorunning PowerPoint with a voice over presentation. The assignment should be prepared in a widely accepted format which can be uploaded through learnonline. Acceptable video file formats include Quicktime .mov, Windows Media .wmv. PowerPoint presentations should be in Microsoft PowerPoint Slideshow format in either the .ppt or .pptx versions. If you are doing a voice over PowerPoint make sure that the voice files are properly embedded. For more information on this and other aspects of preparing an audio-visual presentation see the 'Resources' section below.

### Resources

A number of resources are available to assist you with this assignment:

1. There is a comprehensive Help resource for Assignment 2 on the learnonline site.
2. Relevant elements of the unit include all the material in the segment about sustainability.
3. The library conducts special session to help you learn how to make voice-over PowerPoints
4. The library also has access to company information.

### Submission instructions

Complete the 'rubrics' at the bottom of the Feedback form, indicating your self-evaluation of the assignment against the criteria. Please upload the Feedback form in Word format in a separate file when you upload the assignment. Feedback forms are provided on the learnonline site. The assignment must then be submitted through the learnonline site.

### Feedback

Feedback will be given within two weeks of the submission date. Feedback on this assessment will be provided on the Feedback form that is found on the learnonline site. For assessment criteria refer to the feedback sheet.

### Due date

The completed assignment is due at 11.00 pm Adelaide time on Sunday 22 January 2016.

### Extensions

Extensions will not normally be granted. Exceptions will be made for personal illness supported by medical certificates and for significant, unexpected and unforeseeable personal and family events. Apply for extensions through the learnonline site. Late penalties will not apply to assignments for which an extension has been granted provided that the assignment is submitted by the extended submission date.

### Late submissions (where no prior arrangement for an extension has been made)

Assignments submitted after the due date, without an authorised extension, will receive a penalty of 10% a day deducted from the total available mark for the assignment for up to 7 calendar days. After 7 calendar days the assignment will no longer be accepted. There is no commitment to return late assignments within two weeks of submission.

## 3 Reflective pieces (Graded)

### Assessment #3 - 3 Reflective pieces

#### Purpose

The capacity to reflect is an important element of professional life. It enhances the capacity to evaluate current knowledge and to understand and accept personal weaknesses and strengths. This assignment will enable you to develop critical reflection skills and recognise the value of critical reflection in professional life.

#### Task Description

The assignment requires the writing of three short reflective pieces. Each piece will reflect on a specific content within the unit. The three pieces in total should not exceed **2000 words**.

Each piece requires you to bring together:

1. information from relevant readings
2. concepts from the relevant part of the unit
3. personal experience

Turn these over in your mind and reflect on the topic, and write in the first person about your considered view.

The total word length for this assignment is 2000 words. You may choose to allocate approximately equal words to each of the three pieces.

#### Specific information about the 3 reflective pieces

You are required to write three separate reflective pieces for this assignment:

1. **The first reflective piece** requires you to reflect on 'how business should act in a socially responsible and ethical way'.

Information: One suggested reading is John Mackey's '**The kind of capitalist you want to be**' (2013) Harvard Business Review, vol. 91, no. 1, p. 34. You may, however, also choose to anchor your reflection in any of the other readings or materials from the unit.

Way of making sense: Useful conceptual background might come from the segments of the unit that discuss social sustainability and ethics.

Personal experience: This may be experiences you have had or experiences of other people where corporations have (or have not) contributed to societal good.

**2. The second reflective piece** requires you to reflect on '**how attitudes towards environmental sustainability have changed in your own country in the last 40 years.**'

Information: One suggested reading is Adi Ignatius' interview with Unilever CEO Paul Polman, 'Captain Planet' (2012), Harvard Business Review, vol. 90, no. 6, pp. 112 - 118. You may, however, also choose to anchor your reflection in any of the other readings or materials from the unit.

Way of making sense: Useful conceptual background might come from the segments of the unit which discuss environmental sustainability and ethics.

Personal experience: This may be experiences you have had or experiences of other people where corporations in your country in how they have (or have not) considered environmental sustainability in their values and practices.

**3. The third reflective piece** requires you to reflect on '**how the Careers Workbook could help you develop as a professional in a globalised world**'.

Information: A suggested reading is Andrew Molinsky's 'Code switching between cultures' (2012), Harvard Business Review, vol. 90, no. 1, pp. 140-141. This is one of the eReadings. You may, however, also choose to anchor your reflection in any of the other readings from the unit, in particular aspects from being a professional part of the unit.

Way of making sense: Useful conceptual background is provided by the segments of the unit that discuss being professional around the world, and also ethics.

Personal experience: You can draw from personal life events/experiences/situations. You may also want to discuss your own experience working in different cultures or with people from different cultures.

Reflective writing records the writer's thoughts about individual learning and experience. Whenever you use ideas from a source, reference them using the UniSA version of the Harvard Guide.

**Resources:** A number of resources are available to assist you with this assignment:

1. There is a comprehensive Help resource for Assignment 3 in the Assessments block on the unit website.
2. Relevant elements of the textbook include (but are not limited to) chapters 3, 5, 7 and 9.
3. There will be exercises in class to assist students in understanding the concept of reflection and to provide an opportunity to practise reflective writing. This will occur before the first piece entry need be written.
4. The Learning and Teaching Unit has a number of resources specifically addressing the practice of reflection, as well as an item on reflective journals in its Assessment study guide series.
5. The online resource 'An introduction to reflective practice' includes a section on reflective writing and is available from the Assignment help link.

**Submission instructions**

The assignment must then be submitted through the learnonline site. Complete the rubrics at the bottom of the feedback form to indicate your self-evaluation of the assignment against the criteria. The feedback forms are available from the learnonline site.

**Feedback**

Feedback will be given within two weeks of the submission date. The intention is to provide feedback for all on-time assignments before the end of week 13. Feedback on this assessment will be provided on the Feedback form that is found on the learnonline site. For assessment criteria refer to the feedback sheet.

**Due date**

The completed assignment is due at 11.00 pm Adelaide time on Sunday 12 February 2017.

Extensions: Extensions will not normally be granted. Exceptions will be made for personal illness supported by medical certificates and for significant, unexpected and unforeseeable personal and family events. Apply for extensions to the unit-coordinator, through the learnonline site. Late penalties will not apply to assignments for which an extension has been granted provided that the assignment is submitted by the extended submission date.

**Late submissions** (where no prior arrangement for an extension has been made)

Assignments submitted after the due date, without an authorised extension, will receive a penalty of 10% a day deducted from the total available mark for the assignment for up to seven calendar days. After seven calendar days the assignment will no longer be accepted. There is no commitment to return late assignments within two weeks of submission.

## Examination

### Examination

The exam will assess the content described in the unit statement.

The exam has three parts:

**Part A:** Case study - worth 15 marks.

**Part B:** Short answer questions - worth 10 marks

**Part C:** 10 multiple choice questions - worth 5 marks

The duration of the exam will be two hours plus 10 minutes reading time.

Information about exams, including what to bring, and what you are not allowed to bring into the exam room, can be found on the exams website.

If you have an Access Plan you may be allowed to take additional approved items into the exam or be allowed extra time. These adjustments to the standard requirements of examinations are outlined in the Assessment Policies and Procedures Manual.

The standards by which the exam will be assessed are consistent with the Assessment Policies and Procedures Manual.

### Resources:

A number of resources are available to assist you with preparation for the exam:

1. There is a comprehensive help resource for the examination on the learnonline site.
2. A past exam paper and the relevant markscheme are available at the examination help link..
3. The full text of the case which is the basis for the case study part of the examination will be provided on the unit website at least one week before the end of classes.
4. The case will be the subject of a presentation in the lectures and will be discussed in a virtual classroom and online. You are not permitted to take your personal copy of the case into the examination. A complete copy will be provided as part of the examination paper.

## Penalties

In accordance with the Division of Business guidelines, assignments submitted late without permission from the course coordinator/s will attract a penalty of 10% of the possible marks for the assignment per day for each day late, or part thereof, after the due date.

## Supplementary Assessment

Supplementary assessment is not available for this course.

## Important information about all assessment

All students must adhere to the University of South Australia's policies about assessment: <http://w3.unisa.edu.au/policies/manual/default.asp>.

## Students with disabilities or medical conditions

Students with disabilities or medical conditions or students who are carers may be entitled to a variation or modification to standard assessment arrangements. See Section 7 of the Assessment Policy and Procedures Manual (APPM) at: <http://w3.unisa.edu.au/policies/manual/default.asp>

Information for students with disabilities is available at: <http://www.unisa.edu.au/Disability/Current-students/>

If you indicated you have a disability when you enrolled through Open Universities Australia, you will be sent a letter about UniSA services for students with disabilities. UniSA encourages you to develop a Disability Access Plan with the UniSA Disability Service.

<http://www.unisa.edu.au/Disability/Current-students/Open-University-Australia/>

## Variations to assessment tasks

Variation to assessment methods, tasks and timelines can be provided in:

**Unexpected or exceptional circumstances**, for example bereavement, unexpected illness (details of unexpected or exceptional circumstances for which variation can be considered are discussed in clauses 7.8 - 7.10 of the Assessment Policy and Procedures Manual). Variation to assessment in unexpected or exceptional circumstances should be discussed with your unit coordinator as soon as possible.

**Special circumstances**, for example religious observance grounds, or community services (details of special circumstances for which variation can be considered are discussed in clause 7.11 of the Assessment Policy and Procedures Manual). Variations to assessment in expected circumstances must be requested within the first two weeks of the unit (or equivalent for accelerated or intensive teaching).

**Extra time in exams (ENTEXT)** and the use of a dictionary may be available to some students (for example, Indigenous Australian students and those of non-English speaking background) as follows:

- the use of an English print dictionary, and
- extra time for reading or writing. This will be an extra ten minutes per hour for every hour of standard examination time

More information about variation to assessment may be found by consulting the relevant policy: <http://w3.unisa.edu.au/policies/manual/default.asp> (section 7).

## Academic Integrity

UniSA is committed to fostering and preserving the scholarly values of curiosity, experimentation, critical appraisal and integrity. Students are expected to demonstrate the highest standards of academic integrity.

Academic integrity is a term used at university to describe honest behaviour as it relates to all academic work (for example papers written by staff, student assignments, conduct in exams, etc) and is the foundation of university life. One of the main principles is respecting other people's ideas and not claiming them as your own. Anyone found to have used another person's ideas without proper acknowledgement is deemed guilty of Academic Misconduct and the University considers this to be a serious matter.

The University of South Australia wants its students to display academic integrity so that its degrees are earned honestly and are trusted and valued by its students and their employers. To ensure this happens and that students adhere to high standards of academic integrity and honesty at all times, the University has policies and procedures in place to promote academic integrity and manage academic misconduct for all students. Work submitted electronically by students for assessment will be tested using the text comparison software Turnitin <http://www.turnitin.com>.

More information about academic integrity and what constitutes academic misconduct can be found in Section 9 of the Assessment Policies and Procedures Manual (APPM) at: <http://w3.unisa.edu.au/policies/manual/> or on

the Academic Integrity Module website at: <https://lo.unisa.edu.au/mod/book/view.php?id=252142>

### Action from previous evaluations

In order to get student feedback on UniSA OUA units and teaching performance, students will be asked to complete feedback online through MyCourseExperience forms. A link to this survey will be provided online.

### Conceded and Terminating Passes

Conceded and Terminating passes are not available in this Subject.

# Study Schedule

## OUA Study Period 4 - 2016

	Weeks	Topic	Assessment Details (Adelaide Time)
1	28 November - 4 December	History of business	
2	05 - 11 December	Meaning of Work	
3	12 - 18 December	Work and leisure	
4	19 - 25 December	Ethics 1	Research assignment due 23 Dec 2016, 11:00 PM
5	26 December - 1 January	Ethics 2	
6	02 - 8 January	Sustainability 1	
7	09 - 15 January	Sustainability 2	
8	16 - 22 January	Sustainability 3	Online presentation due 22 Jan 2017, 11:00 PM
9	23 - 29 January	Being professional 1: reflection	
10	30 January - 5 February	Being professional 2: careers	
11	06 - 12 February	Being professional 3: global	3 Reflective pieces due 12 Feb 2017, 11:00 PM
12	13 - 19 February	Being professional 4: contributing	
13	20 - 26 February	Revision and case study	
14	27 February - 5 March	Exam week	
15	06 - 12 March	Exam week	