



Introduction

Welcome

Welcome to the course Management and Organisation.

The course is designed to provide you with a fundamental understanding of the nature and meaning of management, the organisation of work within the workplace and some different ways to manage, motivate and lead people within an organisation - all within a rapidly changing environment.

Our society is constantly and rapidly changing. Only twenty years ago the internet was just starting to work its way into our homes. Now it is hard to imagine life without constant online access on our smart phones.

Our world is now seemingly smaller and more connected. This changes the way we communicate and expect to communicate. Globalisation has resulted in structural changes in the way we do business, and the way we operate.

Change is the new constant and managers and organisations need to deal with this.

This course will provide you with the opportunity to explore, analyse and explain how work is organised and the management of people. This will give you a preliminary understanding of issues you may encounter when working as a manager of organisations; including the people in it.

Please carefully read the content of this Course Outline document. It contains the essential information you need about the assessments and the associated policies relating to assessments.

I hope you will find this course informative in developing your knowledge in management.

Dr Saras Sastrowardoyo

Senior Lecturer and Course Coordinator.

Course Teaching Staff

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* Please refer to your Course homepage for the most up to date list of course teaching staff.

School Contact Details

School of Management

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Additional Contact Details

Contact details for the other members of the BUSS 2068 Teaching Team:

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Course Overview

Prerequisite(s)

There are no prerequisite courses to be completed before this course can be undertaken.

Corequisite(s)

There are no corequisite courses to be completed in conjunction with this course.

Course Aim

The course introduces students to the fundamentals of management that shape individual, group and organisational performance in business.

Course Objectives

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

CO1. Identify and discuss the principles governing effective and sustainable management of individuals, teams and organisations

CO2. Explain the functions, roles and skills of managers

CO3. Discuss and evaluate how organisations manage diversity

CO4. Evaluate the factors influencing individual, team and organisational performance

CO5. Discuss, analyse and apply management and organisational behaviour theory to assist resolution of organisational issues

CO6. Outline how organisations innovate and change

CO7. Demonstrate Business School Enterprise Skills: i) Problem Solving (intermediate level); ii) Ethical Awareness (intermediate level); iii) Written Communication (intermediate level); iv) Oral Communication (intermediate level); and v) International Perspective (foundation level)

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

	Graduate Qualities being assessed through the course						
	GQ1	GQ2	GQ3	GQ4	GQ5	GQ6	GQ7
CO1	•	•	•		•		•
CO2	•	•	•			•	
CO3		•			•	•	
CO4	•		•	•	•	•	
CO5	•				•	•	•
CO6	•				•	•	•
CO7			•		•	•	•

Graduate Qualities

A graduate of UniSA:

GQ1. operates effectively with and upon a body of knowledge of sufficient depth to begin professional practice

GQ2. is prepared for life-long learning in pursuit of personal development and excellence in professional practice

GQ3. is an effective problem solver, capable of applying logical, critical, and creative thinking to a range of problems

GQ4. can work both autonomously and collaboratively as a professional

GQ5. is committed to ethical action and social responsibility as a professional and citizen

GQ6. communicates effectively in professional practice and as a member of the community

GQ7. demonstrates international perspectives as a professional and as a citizen

Course Content

Introduction to contemporary management and the four management functions, planning, organising, leading and controlling; the nature of the internal and external environments including culture, diversity and the international dimensions. The nature of decision making, motivation and managing change.

Teaching and Learning Arrangements

Preparatory	1 x 1 week
Workshop	1.5 hours x 10 weeks
Lecture	1.5 hour x 10 weeks
Lecture (Virtual)	1.5 hours x 10 weeks

Unit Value

4.5 units

Use of recorded material

This course will involve the production of audio and/or video recordings of UniSA students. To protect student privacy, you must not at any time disclose, reproduce or publish these recordings, or related material, in the public domain including online, unless the videoed students give consent for reproduction, disclosure or publication. This requirement is consistent with University statutes, by-laws, policies, rules and guidelines which you agreed to abide by when you signed the Student Enrolment Declaration.

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>

Robbins, S, Coulter, M, DeCenzo, D & Woods (2019). *Management: The Essentials* (4th edn). Pearson.

Reference(s)

There are no specific prescribed references.

Nonetheless you are encouraged and expected to widen your reading and access references beyond merely the textbook and eReadings provided.

Materials to be accessed online

learnonline course site

All course related materials can be accessed through your learn**online** course 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 Details

Details of assessment submission and return are listed under each assessment task. Assessment tasks will be returned to you within two to three weeks of submission.

If the Course Coordinator allows submissions in hard copy format, you will be required to attach an Assignment Cover Sheet which is available on the learnonline student help (<https://lo.unisa.edu.au/mod/book/view.php?id=1843&chapterid=567>) and in myUniSA.

Assessment Summary

#	Form of assessment	Length	Duration	Weighting	Due date (Adelaide Time)	Submit via	Objectives being assessed
1	Case study	1800 words	N/A	40%	29 Apr 2019, 9:00 AM	learnonline	CO1, CO3, CO4, CO5, CO7
2	Continuous assessment	900 words	N/A	20%	Mini-case preparation and class participation	in-class	CO1, CO2, CO3, CO4, CO5, CO6, CO7
3	Examination	N/A	2 hours	40%	Exam	in person	CO1, CO2, CO3, CO4, CO5, CO6, CO7

Feedback proformas

The feedback proforma is available on your course site.

Assessments

Case study (Graded)

Assessment 1 - Case Study

40% weighting of course assessments

Word limit: 1800 words must not be exceeded

This assessment is different from that of your weekly Case Application continuous assessment submissions. Please carefully read the instructions below that is provided to assist you in planning and addressing this assessment.

No later than the end of Week 5, the Case Study which will be the subject of this assessment will be provided to you.

Instructions:

*You are asked to carefully study the case as presented, and to research and read as much as you can from literature sources that relate to the various concepts in the case. Literature sources can include textbooks, academic papers and business journal papers. You should use these reference sources to support the discussion you present in your assignment paper, as you respond to the questions.

*You must answer all the questions associated with the Case Study.

*Your paper must be thoroughly referenced, complying with the UniSA reference style guide. A minimum of six (6) unique credible references are required. Six references are a minimum; not a guarantee of a HD. Unique means that even if you cite the same reference more than once, that source will only be counted as one reference source. Credible references are those that meet the following criteria:

- Are academically peer reviewed, and
- Publically available and accessible to the public

Most websites WILL NOT qualify as credible sources as they have not been rigorously peer-reviewed, even though they are publically available. Conversely, your course study guide and power point slides, although peer-reviewed, are not available to others outside this course, so therefore cannot be used as a reference source.

Assignment structure: Structure your assignment in the following manner:

- *Introduction – this is a small general introduction for the whole assignment. Do not have an introduction for each question. Approximately 100-150 words
- *Discussion – respond to each of the questions in sequence. There is no need to type out each question, just sub-head 'Question 1'; etc. Approximately 300-600 words for each of the questions. Note: Each question will not take the same amount of words to adequately discuss that question - the word guide provided are a guide for your planning purposes only
- *Conclusion – this is a small general conclusion for the whole assignment. Approximately 100-150 words
- *Reference list – correctly presented conforming to the UniSA Harvard Referencing Style guide.

Assignment format and presentation:

- *Write your responses to the questions in essay style, not dot points
- *Use 12 point font in or Calibri, Times New Roman, or Arial
- *1.5 line spacing
- *Use margins so as markers can include comments within your assignment
- *Word count - calculate your assignment word count and place it after the conclusion and before your list of references. The word count includes every word from the first word of the introduction to the last word in the conclusion; including all in-text references
- *The reference list should not be counted as part of the word limit
- *Submit as a Word.doc file (not PDF)
- *Please include your name and ID number in the footer of your paper
- *When submitting through the course learnonline submission site, please do not attach the university's cover page

Assessment criteria:

1. Task Achievement - (20% marks)
 - All parts of the task addressed in accordance with the requirements of the Case Study Assessment instructions
 - Relevance of content to the task
2. Argument - (25% marks)
 - Clearly expressed ideas and well developed argument that incorporates course concepts
 - Argument supported with appropriate referenced evidence
3. Research - (25% marks)
 - The concepts used in the argument provided in addressing the requirements of the case study has been researched widely and skilfully from a range of academic sources
4. Language - (15% marks)
 - Correct English expression, grammar, spelling and punctuation. Observes word limit.
5. Referencing - (15% marks)
 - Use strictly in accordance to the UniSA Harvard Referencing style minimum 6 unique references
 - Correct in-text referencing
 - Complete and accurate reference list

Continuous assessment (Graded)

Assessment 2 – Continuous Assessment

20% weighting of course assessment

The following instructions apply to students enrolled in on-campus Workshop/Tutorial classes.

The continuous assessment will be assessed against:

- a) Preparation
- b) Attendance and
- c) Participation in discussions

The above components will be assessed and weighted in equal measure, in the weekly workshop/tutorial classes, and will apply to in-class sessions discussion cycles from week 2 to week 10. The best 8 out of 9 assessments pieces will be counted towards your continuous assessment for this course.

a) Preparation:

Before class, you will prepare by reading the prescribed Case Application of that week, and write on the Case Application Template provided, the information and critical discussion and reflections required and identified on

that template. **There is NO word count applicable to this assessment. You may write as little or as much as needed to answer the points.** Make two copies of the completed Case Application form; keep one copy for yourself.

(Please note that you are not required to answer the Case questions on this template sheet. That will be the subject for further discussion during the class and for which you can make separate notes for yourself).

Criteria for assessment of this component: Correctness of factual information conveyed, identification of course concepts, and reflective learning insights drawn from the case. Inclusion of references from other sources is optional but would be well considered.

b) Attendance:

Submit one copy of your prepared written sheet pertaining to that week's Case Application report to the Tutor at the **beginning** of the class. No reports can be submitted after the class. For Internal students, they must be submitted in person and in-class.

During the class, each week your Tutor will randomly select 3-4 students to verbally summarise the case and your critical reflection of the case. Your spoken report should be approximately 2-3 minutes in duration. This verbal report should demonstrate your oral communication skill; that is, the ability to present without reading off the written paper you submitted. You may use prompt notes; but not read off the written paper.

Criteria for assessment of this component: Punctuality in arrival, and attendance for the duration of the workshop class.

c) Participation in Discussion:

As part of the remaining class time, you will further discuss the Case Application questions in small groups and as a whole class. Your active participation in contributing to the discussions for this and any other in-class activities will be noted and assessed by the Tutor.

Criteria for assessment of this component: The extent of engagement in the discussions and participation in class activities. The frequency, quality and relevance of contribution to the discussions will be assessed.

Overall mark/grade:

At the end of each week, in class, the Tutor will provide verbal overall feedback to the class and provide recommendations on areas which can be improved.

At the end of the week 10 class cycle, each students' entire Case Application report submissions will be considered as a single portfolio. Together with the notes the Tutor has made of your attendance and in-class participation and contribution (or for External students, their engagement online), the portfolio will be assessed as your single grade of your overall continuous assessment.

Examination

Examination

40% weighting of course assessments

This is a closed book exam of 2 hours duration (plus 10 minutes reading time and an additional 20 minutes for students who do not have English as their first language).

It will be comprised of two (2) sections:

Part A will contain five (5) questions from which students will be asked to select any ONE (1) question and answer it in essay-type format. It is expected that answers to this question will be approximately 2-3 pages in length and address the chosen question in a comprehensive manner. The essay should contain an introduction, a body of discussion and a conclusion.

Part B will contain ten (10) questions. In this section students will be asked to select any FIVE (5) questions and answer them in a short answer format. It is expected that answers to each question would be half a page to one page in length and address the question in a general manner.

Submission and return of assessment tasks

Please refer to the due dates and strictly observe them.

Late submissions attract penalties.

Your assignments will be marked and returned within two to three weeks from the due date or date of submission; whichever is the later.

Exam Arrangements

Students will receive advance notice of scheduled examination. All students are required to sit their examination at the scheduled date, time and location irrespective of any conflict with a planned holiday or special event. Internal students are required to sit their examination on-campus or at the central exam venue. More information about examination procedures and arrangements for students can be found by consulting the relevant policy <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/> (Section 6)

Variations to exam arrangements

Extra time in exams and the use of a dictionary (ENTEXT) is available to some students (for example, Aboriginal peoples and those of non-English speaking background) as follows:

- extra time for reading or writing. This will be an extra ten minutes per hour for every hour of standard examination time, and
- the use of an English language or bilingual print dictionary (without annotations). (APPM 7.2.2)

More information about variation to assessment is available in section 7.2 of the Assessment Policy and Procedures Manual. <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/> (section 7)

Students with an Access Plan may also be eligible for variations to exam arrangements. For more information please refer to **Students with disabilities or medical conditions**.

Supplementary Assessment

Supplementary assessment or examination offers students an opportunity to gain a supplementary pass (SP) and is available to all students under the following conditions unless supplementary assessment or examination has not been approved for the course:

1. if the student has achieved a final grade between 45-49 per cent (F1) in a course
2. if a student who has successfully completed all of the courses within their program, with the exception of two courses in which they were enrolled in their final study period, a supplementary assessment or examination may be granted where the final grade in either or both of these courses, is less than 45 percent (F1 or F2) and all assessments in the courses were attempted by the student. Supplementary assessment will not be available for a course under investigation for academic integrity until the investigation is completed, and determined that it did not constitute academic misconduct.

More information about supplementary assessment is available in section 7.5 of the Assessment Policy and Procedures Manual.
<http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

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More information about supplementary assessment is available in section 7.5 of the Assessment Policy and Procedures Manual.

<http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

Important information about all assessment

All students must adhere to the University of South Australia's policies about assessment:

<http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>.

Additional assessment requirements

There are no additional assessment requirements identified for this course.

Students with disabilities or medical conditions

Students with disabilities or medical conditions or students who are carers of a person with a disability 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://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>

Students who require variations or modifications to standard assessment arrangements should make contact with their Course Coordinator as early as possible in order to ensure that appropriate supports can be implemented or arranged in a timely manner.

Students can register for an Access Plan with UniSA Access & Inclusion Service. It is important to make contact early to ensure that appropriate support can be implemented or arranged in a timely manner. See the Disability Hub for more information: <http://www.unisa.edu.au/Disability/Current-students>

Students are advised there is a deadline to finalise Access Plan arrangements for examinations. Further information is available at: http://i.unisa.edu.au/campus-central/Exams_R/Before-the-Exam/Alternative-exam-arrangements/

Deferred Assessment or Examination

Deferred assessment or examination is available for the course.

Special Consideration

Special consideration is available for this course. Note: Special consideration cannot be granted for a deferred assessment or examination, or a supplementary assessment or examination. APPM 7.7.6

Variations to assessment tasks

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

Unexpected or exceptional circumstances, for example bereavement, unexpected illness (details of unexpected or exceptional circumstances for which variation may 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 course 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 course (or equivalent for accelerated or intensive teaching).

Students with disabilities or medical conditions please refer to **Students with disabilities or medical conditions**.

Academic Integrity

Academic integrity is the foundation of university life and is fundamental to the reputation of UniSA and its staff and students. Academic integrity means a commitment by all staff and students to act with honesty, trustworthiness, fairness, respect and responsibility in all academic work.

An important part of practising integrity in academic work is showing respect for other people's ideas, and being honest about how they have contributed to your work. This means taking care not to represent the work of others as your own. Using another person's work without proper acknowledgement is considered Academic Misconduct, and the University takes this very seriously.

The University of South Australia expects students to demonstrate the highest standards of academic integrity so that its degrees are earned honestly and are trusted and valued by its students and their employers. To ensure this happens, the University has policies and procedures in place to promote academic integrity and manage academic misconduct. For example, work submitted electronically by students for assessment will be examined for copied and un-referenced text 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): <http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>. The Academic Integrity Module explains in more detail how students can work with integrity at the University: <https://lo.unisa.edu.au/mod/book/view.php?id=252142>

Further Assessment Information

All requests for extensions must be submitted through the learnonline extension request no less than 48 hours before the due date. The assessment paper may be required to be submitted to show progress the students has achieved up to the time the extension is made.

Extensions will only be approved strictly in accordance with UniSA policy on extensions. Work or other course study commitments are not accepted as reasons for extensions.

Please note that 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 days. After 7 days, the assignment will no longer be accepted.

Resubmissions are not allowed in this course.

Drafts of assignments cannot be submitted to Tutors, Lecturers or Course Coordinators. However, any student is entitled to discuss their planning and progress of assignments with the teaching staff.

Action from previous evaluations

Course improvements are made for each delivery incorporating among others, evaluations collected from previous deliveries.

The Student Experience evaluation survey will be available towards the end of the Study Period.

Course Calendar

Study Period 2 - 2019

	Weeks	Topic	Chapter Reference
	25 February - 3 March	Preparation Study Week	Refer learnonline Preparation Week
1	04 - 10 March	TOPIC 1: Understanding Management	Chapter 1
2	11 - 17 March	TOPIC 2: Organisation and Management Environments	Chapter 2
3	18 - 24 March	TOPIC 3: Decision-making and Planning	Chapters 3 & 4
4	25 - 31 March	TOPIC 4: Organising through Structure and Systems	Chapters 5 & 12
5	01 - 7 April	TOPIC 5: Leading and Managing People	Chapters 6 & 11
6	08 - 14 April	TOPIC 6: Managing Change and Innovation	Chapter 7
	15 - 21 April	Mid-break	
	22 - 28 April	Mid-break	
7	29 April - 5 May	TOPIC 7: Understanding Individual and Group Behaviour	Chapters 8 & 9
8	06 - 12 May	TOPIC 8: Motivating and Rewarding Employees	Chapter 10
9	13 - 19 May	TOPIC 9: Foundations of Control	Chapter 13
10	20 - 26 May	TOPIC 10: Course Review and Exam Preparation	
11	27 May - 2 June	Swot Vac	
	03 - 9 June	Exam week	
	10 - 16 June	Exam week	