Students with enquiries about program (degree) requirements should contact the College office; enquiries about course administration (subjects) are normally handled by the relevant Research School.

**MGMT1003**

**Management, People and Organisations**

**Course Description**

This course aims to provide an overview of the theories and practices of management in organisational contexts. Specific issues covered include the management theories, the context of management, management of individuals and teams, organisation culture and structure, as well as planning, organising, leading and control processes in organisations.
**COURSE OVERVIEW**

**Course Learning Outcomes**
Upon successful completion of the requirements for this course, students will be able to:

1. Demonstrate an understanding of various management models and frameworks;
2. Understand the principles and practices of management and specifically the nature of managerial functions, roles and skills;
3. Recognise the dynamic, complex and interdependent nature of managerial work; and
4. Apply theoretical models and concepts to current management practices, problems, and issues.

**Research-Led Teaching**
The content of this course will be based on existing research.

**Student Feedback**
All CBE courses are evaluated using Student Experience of Learning and Teaching (SELT) surveys, administered by Planning and Statistical Services at the ANU. These surveys are offered online, and students will be notified via email to their ANU address when surveys are available in each course. Feedback is used for course development so please take the time to respond thoughtfully. Course feedback is anonymous and provides the Colleges, University Education Committee and Academic Board with opportunities to recognise excellent teaching and to improve courses across the university. For more information on student surveys at ANU and reports on feedback provided on ANU courses, visit [http://unistats.anu.edu.au/surveys/selt/students/](http://unistats.anu.edu.au/surveys/selt/students/) and [http://unistats.anu.edu.au/surveys/selt/results/learning/](http://unistats.anu.edu.au/surveys/selt/results/learning/)
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Student preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Management &amp; Management theories</td>
<td>Chapters 1 and 2</td>
</tr>
<tr>
<td>2</td>
<td>Context of Management</td>
<td>Chapters 3 and 4</td>
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<tr>
<td>3</td>
<td>Planning and Strategic Management</td>
<td>Chapters 5 and 6</td>
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<tr>
<td>4</td>
<td>Organisational Culture and Structure</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>5</td>
<td>Human Resource Management (part I)</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>6</td>
<td>Human Resource Management (part II)</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>7</td>
<td>Individual Differences</td>
<td>Chapter 10</td>
</tr>
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<td>8</td>
<td>Motivation</td>
<td>Chapter 11</td>
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<td>9</td>
<td>Mid-term Exam</td>
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<tr>
<td>10</td>
<td>Groups and Teams</td>
<td>Chapter 12</td>
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<tr>
<td>11</td>
<td>Leadership</td>
<td>Chapter 13</td>
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<tr>
<td>12</td>
<td>Controlling and Group project presentations</td>
<td>Chapter 14</td>
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<tr>
<td>13</td>
<td>Group project presentations</td>
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</tbody>
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## COURSE ASSESSMENT

### Assessment Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participation</td>
<td>10%</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2</td>
<td>Mid-term exam</td>
<td>25%</td>
<td>TBA</td>
</tr>
<tr>
<td>3</td>
<td>Group Project (Assignment 1)</td>
<td>25%</td>
<td>Submission on 16&lt;sup&gt;th&lt;/sup&gt; May 2015 – 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Presentations on 19&lt;sup&gt;th&lt;/sup&gt; and 26&lt;sup&gt;th&lt;/sup&gt; May 2015</td>
</tr>
<tr>
<td>4</td>
<td>Personal Reflection (Assignment 2)</td>
<td>10%</td>
<td>27&lt;sup&gt;th&lt;/sup&gt; May 2015</td>
</tr>
<tr>
<td>5</td>
<td>Final exam</td>
<td>30%</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### Assessment Details

**Participation:**
During tutorials, students are expected to contribute their thoughts, ideas, and arguments about the themes covered in the course.

**Mid-term Exam:**
The mid-term exam will be a 100-minute exam, consisting of multiple-choice questions.

**Group Project (Assignment 1):**
Organizations are increasingly using groups and teams to perform work tasks. So in this course, we will simulate a work environment by having the students work in project teams – which will be a form of deep experiential learning for the students.

In the group project, students are required to help another entity – they can help another person, a group of people, an organization, the environment, serve some social causes within the community, etc. Also, in this project, student groups are required to link what they have learnt in MPO (Management, People and Organization) to their project – specifically, how they see the MPO concepts/theories being applied to their group project, and what additional insights they gain about MPO from their group project.

The group project will be evaluated on: (i) the impact that the project had on the beneficiary/beneficiaries, (ii) the MPO-related lessons that the students learn and the new MPO-related insights that they gain from their experience in their group project (experiential learning).

The valuation of the group project will be 25% of the course grade. Of this 25%, 20% will be assigned by the tutors (all the tutors will mark all the student projects so that there is no bias – and then the average tutor-mark will be assigned to the respective groups, and all the members in the group will receive the same group-mark); the remaining 5% of the individual student’s grade arising from this group project will be assigned by his/her fellow team members.
Personal Reflection (Assignment 2):
Students are required to individually submit a Personal Reflection based on their experience with the group project. Specifically, they will write about what MPO-related lessons and insights they had personally gained from their experience in the group project. The maximum limit for this assignment is 1000 words.

Final Exam:
The final exam will be a 2-hour exam. The format of the exam will be announced in the later phase of the course.

Assignment Submission
The group project (Assignment 1 Powerpoint presentation slides) should be submitted by 16th May 2015, and the Personal Reflection (Assignment 2) is due by 27th May 2015. Both assignments should be submitted via the course Wattle site. No cover sheet is required for the submission. Please keep a copy of these two assignments for your record.

Extensions and Penalties
Group project (Assignment 1): Where the group project presentation slides are submitted after the due date, the group will be penalised by five per cent of the total marks available for the group project per 24-hour period or part thereof. However, all group projects MUST be submitted by the start of the MPO lecture on 19th May 2015.

Personal reflection (Assignment 2): Where the personal reflection is submitted after the due date, students will be penalised by five per cent of the total marks available for the assessment task per 24-hour period or part thereof.

Special consideration for the Personal Reflection (Assignment 2)
Students who are not able to submit their Personal Reflection assignment by the due date may be eligible for an extension if supported by an application for Special Consideration.

Information on special assessment consideration can be found at: http://www.anu.edu.au/students/program-administration/assessments-exams/special-assessment-consideration.

Special Consideration applications must be completed before the due date of the affected assessment, or no later than three working days after the due date of the affected assessment.

The application must include all supporting documentation and include a copy of as much of the assignment as has been completed by the due time and date.

Special consideration applications are only submitted online at special.consideration@anu.edu.au. You will be notified by the RSM office if an extension has been approved.

Returning Assignments
The group project and personal reflection assignments will be returned to students within two weeks of submission (obtained from the respective tutors’ offices).

Identify your Assignment with your Student Number only
When submitting your assignment, please ensure that it contains your student number in the file name and on the first page. Please do not put your name anywhere in your assignment.
Use of Assignments as exemplars and grade moderation

An important resource for enhancing educational quality is a stock of student work which can be de-identified and used as exemplars for future students in ANU courses, and for grade moderation exercises for teaching staff. If you do not wish your assignment to be used for such purposes, please include a note to that effect on the front page of the assignment.

Scaling

Your final mark for the course will be based on the raw marks allocated for each assignment or examination. However, your final mark may not be the same number as produced by that formula, as marks may be scaled. Any scaling applied will preserve the rank order of raw marks (i.e. if your raw mark exceeds that of another student, then your scaled mark will exceed or equal the scaled mark of that student), and may be either up or down.

Finalisation of Marks and Grades

After marking is concluded the lecturer will submit a report to the Committee of Examiners for the course recommending final marks and letter grades for each student. The Committee comprises, at a minimum, the Director of the Research School of Management, the lecturer, and at least one second examiner. The lecturer’s recommendations are based on the points accumulated by each student and judgments about individual student performance, guided by the ANU Policy on Coursework Assessment.

READING LISTS


TUTORIAL REGISTRATION

Tutorial and/or Seminar signup for this course will be done via the Wattle website. Detailed information about signup times will be provided on Wattle or during your first lecture. When tutorials are available for enrolment, follow these steps:

1. Log on to Wattle, and go to the course site.
2. Click on the link “Tutorial signup here”
3. On the right of the screen, click on the tab “Become Member of ……” for the tutorial class you wish to enter.
4. Confirm your choice

If you need to change your enrolment, you will be able to do so by clicking on the tab “Leave group...” and then re-enrol in another group. You will not be able to enrol in groups that have reached their maximum number. Please note that enrolment in ISIS must be finalised for you to have access to Wattle.
COMMUNICATION

Email
If necessary, the lecturers and tutors for this course will contact students on their official ANU student email address. Information about your enrolment and fees from the Registrar and Student Services’ office will also be sent to this email address.

Announcements
Students are expected to check the Wattle site for announcements about this course, e.g. changes to timetables or notifications of cancellations. Notifications of emergency cancellations of lectures or tutorials will be posted on the door of the relevant room.

Course URLs
More information about this course may be found on:

• Programs and Courses (http://programsandcourses.anu.edu.au/2014/Catalogue )

• the College of Business and Economics website (http://cbe.anu.edu/courses) and

• Wattle (https://wattle.anu.edu.au), the University’s online learning environment. Log on to Wattle using your student number and your ISIS password.

POLICIES
ANU has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University’s academic standards, and implement them. You can find the University’s education policies and an explanatory glossary at: https://policies.anu.edu.au/ppl/index.htm .

Policy information on examinations and assessments can be found on the College of Business and Economics website at: http://cbe.anu.edu.au/students/student-information/examinations-assessment/

Students are expected to have read the Code of Practice for Student Academic Integrity before the commencement of their course.

Key policies include:
• Student Assessment (Coursework)
• Student Surveys and Evaluations
• Assessment of Student Learning