

Unit Outline

MGT10001

Introduction to Management

Semester 2, 2021

Please read this Unit Outline carefully. It includes:

PART A Unit summary

PART B Your Unit in more detail

PART C Further information

Unit Code(s)	MGT10001	
Unit Title	Introduction to Management	
Duration	One semester or equivalent	
Total Contact Hours	36 hours	
Requisites:		
	Pre-requisites	Nil
	Co-requisites	Nil
	Concurrent pre-requisites	Nil
	Anti-requisites	AVA20003 Aviation Business Strategies and Management MME30001 Engineering Management 1
	Assumed knowledge	N/A
Credit Points	12.5	
Campus/Location	Hawthorn, Sarawak, OUA, SOL Other: FPT, INTI	
Mode of Delivery	Blended, Online	
Assessment Summary	Individual experiential learning exercises (10-20%) Team experiential learning exercises (10-20%) Written assessment (Individual) (20-30%) Exam (Individual) (40-60%)	

PART A: Unit Summary

Aims

Introduction to Management provides students with the foundational knowledge and skills concerning the role and functions of management. These frameworks support a critical analysis of individual or organisational operations and performance in the light of business opportunities and pressures, societal expectations and environmental contingencies. These insights enable students to identify their role as future managers, and to map their contribution to creating value at both an individual and organisational level.

Unit Learning Outcomes

Students who successfully complete this Unit should be able to:

1. Describe and apply foundational managerial concepts and skills in complex business environments
2. Work together effectively in diverse teams
3. Design creative solutions to management problems and advocate for their implementation
4. Identify and describe how managers monitor the effectiveness of employees, work groups, and organisations

Key Generic Skills

You will be provided with feedback on your progress in attaining the following generic skills:

- Teamwork skills
- Analysis skills
- Problem solving skills
- Communication skills
- Ability to tackle unfamiliar problems
- Ability to work independently

Content

- Introductions to organisations and management
- The role and functions of managers in complex environments
- The conceptual, interpersonal and technical skills used by managers to respond to environmental pressures
- The impact of environment and organisational culture
- The evolution of management theory in relation to changing contexts
- Creating value for the organisation and the wider community

PART B: Your Unit in more detail

Unit Improvements

Feedback provided by previous students through the Student Survey has resulted in improvements that have been made to this unit. Recent improvements include:

- Introduced problem-based teaching and learning approach
- Introduced authentic assessments
- A team contribution table has been introduced to track individual contribution to teamwork.

Learning and Teaching Structure

Activity	Total Hours	Scheduled Hours per week	Teaching Period Weeks
Online Activities (asynchronous)	24	2 hours	Weeks 1-12
Scheduled on-campus class	12	1 hour	Weeks 1-12
Independent learning	114	9.5 hours	Expected additional student self-directed out-of-class hours
Total Hours	150	12.5 hrs/week	

Week by Week Schedule

Week	Week Beginning	Teaching and Learning Activity	Student Task or Assessments
1	August 2	Introduction to management / Self-management – Chapter 1	See Canvas Module 1
2	August 9	Managing teams – Chapter 10	See Canvas Module 2
3	August 16	Planning and decision making Chapter 5	See Canvas Module 3 Quiz 1 (due 11:59pm, Friday 20 th Aug)
4	August 23	Designing adaptive organisations Chapter 9	See Canvas Module 4
5	August 30	Leadership Chapter 13	See Canvas Module 5 Quiz 2 (due 11:59pm, Friday 3 rd Sept)
6	September 6	Control Chapter 15	See Canvas Module 6
Mid-semester break Sept 13-19 th inclusive			
7	September 20	Managing people Chapter 11	See Canvas Module 7 Quiz 3 (due 11:59pm, Friday 24 th Sept) Assessment 2 - Group Assessment
8	September 27	Guest Lecture	See Canvas Module 8 Assessment 2 -

			Group Assessment
9	October 4	Motivation Chapter 12	See Canvas Module 9 Quiz 4 (due 11:59pm, Friday 8 th Oct)
10	October 11	Organisational environments Chapter 3	See Canvas Module 10 Assessment 3 Individual Essay (due 11:59pm, Friday 15 th Oct)
11	October 18	Ethics and social responsibility Chapter 4	See Canvas Module 11 Quiz 5 (due 11:59pm, Friday 22 nd Oct)
12	October 25	Unit Revision	See Canvas Module 12

Assessment

a) Assessment Overview

Tasks and Details	Individual or Group	Weighting	Unit Learning Outcomes that this assessment task relates to	Assessment Due Date
Individual experiential learning exercises Multiple choice quizzes	Individual	10%	1, 3	Weeks 3, 5, 7, 9, 11 (Friday 11:59 pm).
Team experiential learning exercises – Team presentation	Group	20%	1, 2, 4	During tutorials in Weeks 7 & 8 (to be negotiated with tutor)
Written assessment Individual Essay	Individual	30%	1, 3, 4	Week 10 (Friday 11:59pm)
Exam (Online) MCQ, Short Answers and Case study questions).	Individual	40%	1, 3, 4	Formal exam period

b) Minimum requirements to pass this Unit

To pass this unit, you must achieve an overall mark for the unit of 50% or more

c) Examinations

If the unit you are enrolled in has an official examination, you will be expected to be available for the entire examination period including any Special Exam period.

d) Submission Requirements

Assignments and other assessments must be submitted through the Canvas assessment submission system.

Please ensure you keep a copy of all assessments that are submitted.

e) Extensions and Late Submission

Late Submissions - Unless an extension has been approved by the convenor, late submissions will result in a penalty. You will be penalised 10% of the assessment's worth for each calendar day the task is late, up to a maximum of 5 days. After 5 calendar days, a zero result will be recorded. Extension requests need to be submitted to the unit convenor 48 hours before the due date.

f) Referencing

To avoid plagiarism, you are required to provide a reference whenever you include information from other sources in your work. Further details regarding plagiarism are available in Section C of this document.

Referencing conventions required for this unit are: Swinburne-Harvard Style.

Helpful information on referencing can be found at
<http://www.swinburne.edu.au/library/referencing/>

g) Groupwork Guidelines

A group assignment is the collective responsibility of the entire group, and if one member is temporarily unable to contribute, the group should be able to reallocate responsibilities to keep to schedule. In the event of longer-term illness or other serious problems involving a member of group, it is the responsibility of the other members to immediately notify the Unit Convenor or relevant tutor.

Group submissions must be submitted with an Assignment Cover Sheet, signed by all members of the group.

All group members must be satisfied that the work has been correctly submitted. Any penalties for late submission will generally apply to all group members, not just the person who submitted.

As part of the group work assignment, you will be required to complete and sign a team contribution table.

Required Textbook(s)

The required textbook(s) are available from Swinburne Bookshop: <http://bookshop.swin.edu.au>

Williams, C, McWilliams, A Lawrence, R & Wahedduzzaman, W 2020, *MGMT4*, 4th edn, Cengage, Melbourne.

Recommended Reading Materials

The Library has a large collection of resource materials, both texts and current journals. Listed below are some references that will provide valuable supplementary information to this unit. It is also recommended that you explore other sources to broaden your understanding.

Academy of Management Journal
Career Development International
Journal of Organizational Behaviour
Journal of Vocational Behaviour
Journal of Business Ethics
Journal of Management
Journal of Management Studies
International Journal of Human Resource Management
Organization Studies

PART C: FURTHER INFORMATION

Student Charter

Please familiarise yourself with Swinburne's Student Charter. The charter describes what students can reasonably expect from Swinburne in order to enjoy a quality learning experience. As students contribute to their own learning experience to that of their fellow students, the charter also defines the University's expectations of students.

Student behaviour and wellbeing

Swinburne has a range of policies and procedures that govern how students are expected to conduct themselves throughout the course of their relationship with the University. These include policies on expected standards of behaviour and conduct which cover interaction with fellow students, staff and the wider University community, in addition to following the health and safety requirements in the course of their studies and whilst using University facilities.

All students are expected to familiarise themselves with University regulations, policies and procedures and have an obligation to abide by the expected guidelines. Any student found to be in breach may be subject to relevant disciplinary processes. Some examples of relevant expected behaviours are:

- Not engaging in student misconduct
- Ensuring compliance with the University's Anti-Discrimination, Bullying and Violence and Sexual Harassment requirements
- Complying with all Swinburne occupational health and safety requirements, including following emergency and evacuation procedures and following instructions given by staff/wardens or emergency response.

In teaching areas, it is expected that students conduct themselves in a manner that is professional and not disruptive to others. In all Swinburne laboratories, there are specific safety procedures which must be followed, such as wearing appropriate footwear and safety equipment, not acting in a manner which is dangerous or disruptive (e.g. playing computer games), and not bringing in food or drink.

Canvas

You should regularly access the Swinburne Course Management System (Canvas) available via <http://ilearn.swin.edu.au>. It is regularly updated with important Unit information and communications.

Communication

All communication will be via your Swinburne email address. If you access your email through a provider other than Swinburne, then it is your responsibility to ensure that your Swinburne email is redirected to your private email address.

Plagiarism

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work. Plagiarism includes any of the following, without full and appropriate acknowledgment to the original source(s):

- The use of the whole or part of a computer program written by another person;
- The use, in essays or other assessable work, of the whole or part of a written work from any source including but not limited to a book, journal, newspaper article, set of lecture notes, current or past student's work, any other person's work, a website or database;
- The paraphrasing of another's work;
- The use of musical composition, audio, visual, graphic and photographic models,
- The use of realia that is objects, artefacts, costumes, models and the like.
- Plagiarism includes the submission of assessments that have been developed by

- another person or service through contract, tender or online writing services.
- Plagiarism also includes the preparation or production and submission or presentation of assignments or other work in conjunction with another person or other people when that work should be your own independent work. This remains plagiarism whether or not it is with the knowledge or consent of the other person or people. It should be noted that Swinburne encourages its students to talk to staff, fellow students and other people who may be able to contribute to a student's academic work but that where independent assignment is required, submitted or presented work must be the student's own.

Enabling plagiarism contributes to plagiarism and therefore will be treated as a form of plagiarism by the University. Enabling plagiarism means allowing or otherwise assisting another student to copy or otherwise plagiarised work by, for example, allowing access to a draft or completed assignment or other work.

Swinburne University uses plagiarism detection software (such as Turnitin) for assignments submitted electronically via Canvas. Your Convenor will provide further details.

The penalties for plagiarism can be severe ranging from a zero grade for an assessment task through to expulsion from the unit and in the extreme, exclusion from Swinburne. Consequently, you need to avoid plagiarism by providing a reference whenever you include information from other sources in your work.

Student support

You should talk to your Unit Convenor or Student Services, for information on academic support services available for Swinburne students.

Special consideration

If your studies have been adversely affected due to serious and unavoidable circumstances outside of your control (e.g. severe illness or unavoidable obligation), you may be able to apply for special consideration (SPC).

Applications for Special Consideration will be submitted via the SPC online tool normally no later than 5.00pm on the third working day after the submission/sitting date for the relevant assessment component.

Special needs

Sometimes students with a disability, a mental health or medical condition or significant carer responsibilities require reasonable adjustments to enable full access to and participation in education. Your needs can be addressed by Swinburne's AccessAbility Services by negotiating and distributing an 'Education Access Plan'. The plan makes recommendations to university teaching and examination staff. You must notify AccessAbility Services of your disability or condition within one week after the commencement of your unit to allow the University to make reasonable adjustments.

Review of marks

An independent marker reviews all fail grades for major assessment tasks. In addition, a review of assessment is undertaken if your final result is between 45 and 49 or within 2 marks of any grade threshold.

If you are not satisfied with the result of an assessment, you can ask the Unit Convenor to review the result. Your request must be made in writing within 10 working days of receiving the result. The Unit Convenor will review your result to determine if your result is appropriate.

If you are dissatisfied with the outcomes of the review, you can lodge a formal complaint.

Feedback, complaints and suggestions

In the first instance, you may discuss any issues with your Unit Convenor. If you are dissatisfied with the outcome of the discussions with the Unit Convenor or would prefer not to deal with your Unit Convenor, then you can complete a feedback form.

Advocacy

Should you require assistance with any academic issues, University statutes, regulations, policies and procedures, you are advised to seek advice from an Independent Advocacy Officer at Swinburne Student Life (previously Swinburne Student Amenities Association (SSAA)).

For an appointment, please call 03 9214 5445 or email advocacy@swin.edu.au

For more information, please see

<https://www.swinburne.edu.au/current-students/student-services-support/advocacy/>