

INSTRUCTIONS FOR GROUP PROJECT

Project Team can select one of the following project topics:

(1) **“How to manage the transition of the Millennial Leaders in the organization?”** (Leadership, Change Management)

(2) **“Manager’s roles in Organisational Diversity and Inclusivity.”** (Management of Human Resource, Managerial Roles, Cultural Intelligence)

(3) **“How does a manager deal with management challenges in a virtual workplace?”** (Managerial Roles, Team Management, Management of Human Resource)

Assignment	Deadlines (Tutorial Group A)	Deadlines (Tutorial Group B)
Group Report	1 hour before Tutorial 5 (Week 10 → 21 – 25 Mar)	1 hour before Tutorial 5 (Week 11 → 28 Mar – 1 Apr)

IMPORTANT NOTE TO ALL STUDENTS

YOU ARE REQUIRED TO **WORK IN GROUPS OF FOUR or FIVE** for THIS ASSIGNMENT [i.e., Four or Five people per team **from the same tutorial group.**]

You will not be allowed to work alone, or form a pair, or form a team across different tutorial groups.

Overview

1. The group project is designed to meet the course learning outcome that you can *analyse the management concept, based on today’s managerial practices and academic research on managers*. The assignments will help develop your critical thinking and problem-solving skills.

2. Students will form groups of four or five during Tutorial Session #1. It is therefore very important to attend Tutorial Session #1.

3. As a team, you will work together throughout the semester to research the selected management topics and propose a project scope to your tutor for approval. The deliverable of the project is the project report.

4. The team will first research the concepts and principles about the selected topic from at least four related journal articles and **make a project scope proposal to your tutor**

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before Tutorial #2 (ie. Week 4 or 5). The proposal should include a draft report outline, short summaries of the main research journal.

5. Once the team develops the proposed project scope, you should arrange for a virtual consultation with your tutor to get his approval. **This should be completed before Tutorial #3.** (Week 6 or 7)

6. With the consultation and approval of your respective proposed project scope, your team will not run the risk of deviation and not meeting the assessment requirements.

7. The final **Group Project Report (maximum of 4,500 words)** must integrate what the team members have found out about different theoretical perspectives on the related topic and synergise a team theoretical perspective on the related topic.

8. **The report is due 1 hour before Tutorial Session #5 (Week 10 or 11).** The report will be assessed according to criteria in the Group Project Report Rubric (see page 8). You are strongly urged to read and understand the rubric to ensure you achieve the highest possible grade for this assignment.

9. Your group project should address **key issues** [drawn from the various research journals] **concerning the work that the managers carry out in order to ensure effective and efficient management in related topic.** You should attempt to find answers to the following:

- Justify how important is the role of an effective manager. How does this role impact the effective management of the organization?
- What are the different management theoretical perspectives on the related topic?
- If possible, what are the current best practices out there?
- What is your theoretical perspective after your research?
- In conclusion, what insights have you gained from the project that will benefit you in the future?

Proposed Project Scope

10. **Each team is to develop and seek approval of your project scope before your TUTORIAL SESSION #3.** Arrange for a virtual consultation with your tutor before the deadline. Refer to your respective tutor for more specific requirements.

THE GROUP PROJECT REPORT (maximum = 4,500 words)

11. To complete this project meaningfully, you should research and read widely prior to commencement of the assignment. This will help you better frame your theoretical perspective on the related topic. What do recent (from 2015 onwards) management articles suggest about the role of manager today and future regarding the topic of choice?

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Procedure for the Structure of the report

12. Think critically about your findings. Analyze any variances between theories, and explain your interpretation of these. Support your own position, ideas, and views, with further reference to literature or other sources of information.

13. In your conclusion, discuss any insights you have gained from identifying the similarities and differences between theory and practice (and what these may mean for your own careers).

14. As **there is a limit to the length of your report (4,500 words)**, you should exercise prudence and plan well before commencing the writing up of your report. The report should include an introduction, your theoretical perspectives, analysis & discussion, and conclusion. You need to work closely with your team mates to ensure you write a focused report which is sufficiently thorough and detailed yet does not exceed the word count of 4,500 words.

15. Here is a **guide for writing the report**. It should have the following headings:

a. Introduction– identify the purpose of the report and issues to be addressed

b. Your Theoretical Perspective – This derived from your research and synthesis of various theoretical perspective to formulate your unique theoretical perspective.

c. Discussion & Analysis – Compare and contrast different theoretical perspectives.

d. Conclusion – summarize your findings and present your own views in a well-balanced manner. What insights about management have you gained from the project that will benefit you in the future?

e. References / Bibliography – please use a consistent and well-recognized referencing style (not footnotes).

Appendix

[NB: References, bibliography & appendix are NOT INCLUDED in word count.]

16. Your team should devote time to decide on the scope of coverage and how the report is to be written before commencing to write it, to ensure that it is effectively and efficiently 'argued' and presented. [These are management skills, especially when working as a team].

17. **PLEASE BE AWARE** Past experience has shown that groups who do not spend time and effort in defining their scope, and consolidating their research and findings, often do not compile the best possible reports. If team members work independently, write sections of the report separately, and then just 'stitch' them together, the end-result is likely to be a poorly organized report.

There are no absolute "right", "wrong", "model" or "standard" answers for this report. The

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purpose of the assignment is for you to demonstrate your understanding of the management process and present a realistic view on how managers function in today's workplace. Your report will be **graded according to the Group Project Assessment Rubric**. You should use this rubric as a guide in writing your report. Teams who do well in their assignment generally follow the rubric very closely.

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Group Project Report - Format, Deadlines and Grading

1. This course assignment constitutes 40% of the overall marks for the course. The assignment will be assessed based on the Group Project Report rubric. The marks awarded and ultimately the grade the assignment receives will be adversely affected if sections of the assignment are written 'separately' and 'stitched' together, or if there is no cross-link in the discussion section between the three interviewees, or if there is a lack of good flow of ideas and views, etc.
2. **VERY IMPORTANT: This is a four-person team assignment.** Teamwork is essential, every member should contribute fairly towards the project report. It is the discretion of the tutor to moderate individual member's final group project grade if it is confirmed that the individual did not contribute fairly to the group project. You may discuss it with your other friends, family members and/or your instructor, but the finished product should represent your team's own work. Students are reminded that *plagiarism is unethical and unlawful (please refer to relevant University rules), and thus carries severe consequences.* You are strongly encouraged to attend the first tutorial session where your instructor will give you time to find your respective team members. Please discuss with your potential team members and secure their commitment in terms of time and effort before you commit to work with them.
3. On the top of the first page after the cover page, you should indicate your tutorial group number and the names of all the members. Your matriculation numbers should not be included. Begin your report on the same page. Please ensure that you number your pages.
4. The report should be typed in Times New Roman font size 12, with 1.5 line spacing, and one-inch margins. **The word count should not exceed 4,500 words.** Please state the word count at the end of the assignment. Your assignment should generally not exceed 15 pages in length (excluding any appendices).
5. The Group Project Report has to be **submitted via Turnitin in your tutorial site** (into your tutorial NTULearn site) **1 hour before your Tutorial Session #5.**

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6. Please submit your report on-line, as explained below:

- The Group Project Report should be in the form of a word document. Please name the file in the following format: **Tutorial Group + underscore + name of person 1 + underscore + name of person 2 + underscore + name of person 3**. For example, three students, Lee Ting Ting, Quek Ling Karen and Rama s/o Bala from Tutorial group 1 should name their report file as "TG01_LeeTingTing_QuekLingKaren_Rama".
- Insert your filename as a footer (i.e., to appear at bottom of every page throughout your report).
- The report should be submitted via Turnitin (into NTULearn) **1 hour before your tutorial session # 5 begins**. E.g., if your tutorial session #5 begins at 6.30pm Tuesday, 22 Mar 2021, your report's submission deadline will be 5.30pm Tuesday, 22 Mar 2021.
- You **MUST** attach the DECLARATION OF ACADEMIC INTEGRITY as your cover page for the report. Ensure you put a mark in the box underneath all Four (or Five) team members' names to indicate that the whole team has read, and accepts, the declaration.
- Upload your report into the folder called "Group Project Report" that your instructor will have created under the "Turnitin Assignments" folder in the NTULearn website of your seminar class. Attach your file and click "submit".
- Note: the time of submission is automatically recorded. Do not submit your report on-line at the very last minute, in case of technical problems or congestion.
- **Only one person needs to submit the report for the group.**
- Your instructor will confirm his/her receipt of your submission at the fifth tutorial session.

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7. Students who fail to comply with instructions may be penalized.

The BU8601 late policy is a 5% reduction in your Group Project Report mark (i.e., one grade lower) for every 12-hour period (or part thereof) that Group project report is late. No extension of deadline is allowed except in extenuating circumstances [e.g., death in a team member's family, critical illness of self or immediate family, or a calamity in a team member's home town/city], where evidence should be submitted to your tutor who will discuss it with the course coordinator.

So, please plan ahead and allow yourself sufficient time to complete the assignment to a high standard.

Warning against Plagiarism

The Turn-it-in program will be used to check the electronic submission. This is a highly effective tool to check for plagiarism.

The penalties for plagiarism (e.g., copying of others' work) are severe. Any sources of information which are used in completing your work must be identified and reported in the reference section of your written report. Therefore, please devote special attention to ensure you have correctly included all references and sources in your bibliography/list of references.

While you may discuss your group project with students from other groups/classes, you must submit a report based on your own group's effort and you must *not* duplicate any parts of the reports from any other groups (submitted in *any* semester or for any other course).

Students have been caught and penalized in previous semesters for plagiarizing from past group projects submitted in BU5601 and other courses of study.

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Group Project Report Rubric

Criteria	Standards		
	Below expectation	Meets Expectation	Above Expectation
Introduction- Issue & scope: (20% of overall grade)	- Weak introduction that repeats texts from readings. - Does not adequately identify purpose of report and issues to be addressed.	- Adequate introduction that guides reader. - Adequately identifies purpose of report and issues that will be addressed.	- Exceptional introduction that grabs interest of reader. - Clearly identifies purpose of report, and issues that will be addressed.
Quality of Information and Discussion (20% of overall grade)	- Lack of thorough research. - Limited information on the issues.	- Adequately researched. - Issues are discussed citing relevant materials and credible sources.	- Exceptionally well-researched. - Issues are well discussed, providing specific and relevant references or examples.
Critical Thinking (40% of overall grade)	- Own position, views or ideas are unclear, simplistic, inadequately explained, underdeveloped, unconvincing or missing. - Fails to consider other perspectives or alternative views or does so superficially showing weak analyses and syntheses of materials. - Weak, ungrounded conclusion that lacks proper summary of the discussion or missing conclusion.	- Adequately presents and justifies own position, views and ideas with evidence and support though gaps may exist. - Adequately considers alternative views with adequate analyses and syntheses but lacks strong development or connection to own position. - Concludes with adequately summarized findings and discussions.	- Clearly presents and justifies own position, views and ideas and develops new insights on the issues with critical evidence and well-developed support - Addresses and/or integrates alternative or others' perspectives and materials from a variety of sources showing excellent analyses and syntheses of materials. - Concludes with well-grounded and balanced views and incisive summary of findings and discussions.
Communication and presentation (20% of overall grade)	- Poorly organized, unfocused, distracting errors, inappropriate or inconsistent paragraphing - Failure to use a recognised Referencing System.	- Organized, clear, adequate Paragraphing, may contain some errors but not distracting. - Most sources are cited, referenced and used correctly.	- Well organized, very concise, clear, with proper paragraphing and minimal errors. - All sources are cited, properly referenced & used correctly