



BUSMGT 702: Professional Development Module 2 (7.5 points)

Quarter 3 2017 (1176)

Course Prescription

Develops key interpersonal strategies and skills to manage self and function effectively and cooperatively as a professional in a range of business environments. Creates understanding of an entrepreneurial mind-set and emphasises techniques for identifying and evaluating business opportunities and presentation of self to the marketplace.

Programme and Course Advice

Prerequisite: BUSMGT 701

Goals of the Course

There are four professional development modules delivered as a series and designed to build the skills graduates need to become principled professionals, capable of independent thought and action, who work well with others and are influential in their organisations.

This module is the second in the series and addresses the skills and attitudes associated with developing core business professional skills. The module aims to develop the professional skills of students as individuals who self-manage and are self-aware. The workshops provide opportunities for students to develop their confidence, independence and self-knowledge.

Learning Outcomes

By the end of this course it is expected that the student will be able to:

1. Reflect upon the determinants of personal effectiveness in the workplace;
2. Apply a systematic approach to analyse complex problems;
3. Analyse potential sources of pressure in the workplace and develop and evaluate coping strategies;
4. Demonstrate critical thinking skills through verbal and written communications and behaviours;
5. Demonstrate effective professional communication skills;
6. Engage in building a digital social profile.

Content Outline

The structure of this course comprises:

- Weekly 1hr tutorial
- Fortnightly 3hr workshop

The weekly tutorials comprise prescribed readings which provide theory for the relevant workshop.

Workshop 1	Is there one best way to solve problems?
Workshop 2	Dealing with pressure and priorities
Workshop 3	Working smarter, not harder
Workshop 4	Jobs, careers and personal branding

Learning and Teaching

Please note that students are expected to attend all tutorials and workshops, participate in discussion, and read required materials. Tutorials will be used for a combination of applied discussions of case studies and/or skill development and/or reflections on learning from workshops. The workshops will be used for a series of professional skill development practice and will be highly participative.

In addition to attending classes, students should be prepared to spend another five hours per week on activities related to this course. These activities include carrying out the required readings, application and practice of professional skills, and preparing assignments.

Teaching Staff

Teaching staff will be a team comprising staff listed below supplemented on occasion by professional facilitators:

- Mr. Jolyon Allen, Lecturer

Learning Resources

All additional course materials may be found on BUSMGT 702 Canvas Course Page.

Assessment

Workshop Scenario x 2	35%
PDP	20%
Article Review	20%
Article Critique	25%
Total	100%

The broad relationship between these assessments and the course learning outcomes is as follows:

Learning Outcome	Workshop Scenario	PDP	Article Review	Article Critique
1	x	X		
2		X		
3		X	X	X
4	X		x	X
5	X			

Inclusive Learning

Students are urged to privately discuss any impairment-related requirements in person and/or in written form with the course convenor/lecturer and/or tutor.

Student Feedback

We regularly seek feedback from students in order to shape and improve this and all courses on the programme. Students will be asked to complete formative fast feedback early in the quarter, and course and teaching evaluations at the end of the course. In addition, each course will seek volunteers to serve as class reps.

In the event of an unexpected disruption

We undertake to maintain the continuity and standard of teaching and learning in all your courses throughout the year. If there are unexpected disruptions the University has contingency plans to ensure that access to your course continues and your assessment is fair, and not compromised. Some adjustments may need to be made in emergencies. In the event of a disruption, the University and your course coordinators will make every effort to provide you with up to date information via Canvas and the university web site.

Cheating and Plagiarism

The University of Auckland regards cheating as a serious academic offence.

Plagiarism is a form of cheating. In coursework assignments submitted for marking, plagiarism can occur if you use the work and ideas of others without explicit acknowledgment. Work can be plagiarised from many sources, including books, journal articles, the internet, and other students' assignments. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

The way of avoiding plagiarism is to reference your work properly. If you are in doubt about how to reference properly, ask someone – your lecturers, tutors and the Student

Learning Centre are good places to start. Please refer to the following website for further information about academic referencing: www.cite.auckland.ac.nz/

The document *Guidelines: Conduct of Coursework* provides further advice on how to avoid plagiarism. It can be found at: www.business.auckland.ac.nz/conductcoursework

The penalties for plagiarism can be severe, including losing some or all of the marks for the assignment. Major offences can be sent to the University's Discipline Committee, where further penalties can be imposed.

Third Party Assistance with Coursework

While you are encouraged to improve your coursework writing skills and are permitted to seek assistance from third parties, you are advised that there are important limits on the amount and type of assistance that can be given to you in completing your assignments, including group work. Third parties include fellow students, reading groups, friends, parents, SLC tutors, and paid-for professional editing services.

There is a set of guidelines which clearly indicates the type of advice and assistance that can be given. If you are seeking the assistance of any third party you are required to give a copy of the guidelines to the person prior to them helping or assisting you.

You are also required to only seek and accept help using a printed version of your work, not an electronic version. You must keep a copy of this printed version and produce it if required.

A copy of the guidelines is available at: www.business.auckland.ac.nz/thirdpartyassistance

Help with Academic Referencing

Acknowledgement of sources is an important aspect of academic writing. The University's Referen@ite website www.cite.auckland.ac.nz provides students with a one-stop online resource for academic referencing needs. Referen@ite explains the essentials of referencing and how to avoid plagiarism. It also includes practical tools to help students reference correctly, use references effectively in writing, and gives fast access to some major reference formats with examples.

Assignment Submission

All assignments for this course should be submitted through the Assignments section of these course webpages, after going through the standard review process. This process is as follows:

1. assignment draft is run through Grammarly
2. Grammarly report and assignment draft are submitted to the assignment draft point for language, grammar and structure review and feedback by the Business Communication team, and for originality checking. This draft point will close no later than 24 hours before the assignment submission deadline
3. final assignment, which incorporates the Business Communication team feedback on language and originality, is submitted to the final submission point

The draft and final submission points can be found in the Assignments section of these webpages.

Late Submissions and Special Consideration

For any queries about the programme policies around the late submission of assignments, or for special consideration or aegrotat processes, please contact the programme manager.