UNSW Course Outline

ZBUS1104 Foundations of Management - 2024

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General Course Information

Course Code : ZBUS1104
Year : 2024
Term : Semester 1
Teaching Period : Z1
Is a multi-term course? : No
Faculty : UNSW Canberra
Academic Unit : UC School of Business
Delivery Mode : In Person
Delivery Format : Standard
Delivery Location : UNSW Canberra at ADFA
Campus : UNSW Canberra
Study Level : Undergraduate
Units of Credit : 6

Useful Links

Handbook Class Timetable

Course Details & Outcomes

Course Description

This course is the first of three, comprising the Integrating Core in the Bachelor of Business degree. The Integrating Core courses aim to systematically develop the critical thinking, research and problem-solving skills that are required for success in business environments. This course

presents management as a profession that is founded on research. It outlines the broad range of activities that constitute management and shows how different management activities can be supported by different types of research. It aims to develop managers who use research evidence to support decision making and policy making. In this course, students learn how to locate and critically analyse information in the management research literature. The course has a particular focus on developing Program Attributes, Graduate Capabilities and intellectual skills which may be applied to enhance understanding and performance in other courses in the degree.

Course Aims

This course aims to develop evidence-based managers by introducing management as a profession founded on management research. Students will develop an awareness of the broad range of activities that constitute management. Students will learn how to use the management research literature to guide and support their decision making. No prior knowledge is required to undertake this course.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Understand the historical and current approaches to the study of management
CLO2 : Recognise the tasks and competencies required in the practice of management and when to use them
CLO3 : Apply theories of management to real world management situations
CLO4 : Synthesise management concepts, theories and frameworks to create suggestions and solutions arguments in oral and written forms

Course Learning Outcomes	Assessment Item
CLO1 : Understand the historical and current approaches to the study of management	• Tutorial Reader • Essay • Exam
CLO2 : Recognise the tasks and competencies required in the practice of management and when to use them	• Test • Tutorial Reader • Essay • Exam
CLO3 : Apply theories of management to real world management situations	• Test • Tutorial Reader • Essay • Exam
CLO4 : Synthesise management concepts, theories and frameworks to create suggestions and solutions arguments in oral and written forms	• Tutorial Reader • Essay • Exam

Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360

Learning and Teaching in this course

The teaching strategies used in Foundations of Management are designed to connect theory with practice when possible. This allows students the ability to see how management research can not only inform management decisions but increase the likelihood of success. To do this, the lectures introduce and explain a number of management concepts that are, in turn used to analyse a series of case studies in tutorial classes.

This course is comprised of weekly lectures and tutorials. Students are expected to attend weekly lectures and tutorials. In lectures students will be provided with an overview of the weekly

material and during tutorials students will engage in discussions relating to the material. All lectures will be recorded and made available on Moodle for later review.

Workload

Students are expected to undertake an average of 10 hours of study per week for a 6 UOC course. This includes engagement with course readings and other activities, assessment preparation and research, as well as contact time with the lecturer and fellow students.

Other Professional Outcomes

Developing Program Attributes

Students will be encouraged to develop the following School of Business program attributes by undertaking the course activities and mastering the knowledge content:

1: Business knowledge

Students will select and apply discipline knowledge to business situations in a national and international context.

2: Problem solving

Students will identify and research issues in business situations, analyse the issues and propose appropriate solutions.

3: Business communication

Students will prepare written communication, using appropriate style and presentation for the selected audience, purpose and context. Students will engage in weekly tutorial discussions.

4: Teamwork

N/A

5: Responsible business practice

Students will identify and assess ethical and/or sustainability considerations in organisational decision-making practices.

6: Global and cultural competence

N/A

7: Leadership development

N/A

Developing Graduate Capabilities

Successful completion of this course contributes to the acquisition of UNSW graduate capabilities. UNSW aspires to develop globally focused graduates who are **rigorous scholars**, capable of **leadership** and **professional practice** in an **international** community.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Tutorial Reader Assessment Format: Individual	20%	Start Date: From Week 4 Due Date: Students to allocate a week
Test Assessment Format: Individual	15%	Start Date: 14/03/2024 11:55 PM Due Date: 28/03/2024 11:55 PM
Essay Assessment Format: Individual	35%	Start Date: Not Applicable Due Date: 02/05/2024 11:55 PM
Exam Assessment Format: Individual	30%	Start Date: Not Applicable Due Date: Exam Week Post Date: 10/07/2024 03:00 PM

Assessment Details
Tutorial Reader

Assessment Overview

Students will select a weekly topic and submit written work and be required to answer questions during the tutorial.

Course Learning Outcomes

- CLO1 : Understand the historical and current approaches to the study of management
- CLO2 : Recognise the tasks and competencies required in the practice of management and when to use them
- CLO3 : Apply theories of management to real world management situations
- CLO4 : Synthesise management concepts, theories and frameworks to create suggestions and solutions arguments in oral and written forms

Detailed Assessment Description

See Moodle for further instructions.

Permitted use of Generative AI: SIMPLE EDITING ASSISTANCE

For this assessment task, you are permitted to use standard editing and referencing functions in word processing software (e.g., Word, Grammarly; this includes spelling and grammar checking and reference citation generation) in the creation of your submission.

Generative AI is not to be used to generate or paraphrase passages of text, whether based on your own work or not.

Please note that your submission will be passed through an AI-generated text detection tool. If your marker has concerns that your answer contains passages of AI-generated text you may be asked to explain your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

Assessment Length

700 words and in-class

Submission notes

Students to submit written work on Moodle via Turnitin. In-class work during allocated tutorial.

Assessment information

Sign up will be in the Week 1 tutorials. Students must confirm their 'Tutorial Reader' week by Week 2. No changes will be accepted after this date.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Test

Assessment Overview

Students will complete an online test in preparation for the Essay assessment.

Course Learning Outcomes

- CLO2 : Recognise the tasks and competencies required in the practice of management and when to use them
- CLO3 : Apply theories of management to real world management situations

Detailed Assessment Description

See Moodle for further information.

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For this assessment task, you are permitted to use standard editing and referencing functions in

word processing software (e.g., Word, Grammarly; this includes spelling and grammar checking and reference citation generation) in the creation of your submission.

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Assessment Length

24 hours

Assignment submission Turnitin type

Not Applicable

Essay

Assessment Overview

Students will complete a research essay on a chosen topic.

Course Learning Outcomes

- CLO1 : Understand the historical and current approaches to the study of management
- CLO2 : Recognise the tasks and competencies required in the practice of management and when to use them
- CLO3 : Apply theories of management to real world management situations
- CLO4 : Synthesise management concepts, theories and frameworks to create suggestions and solutions arguments in oral and written forms

Detailed Assessment Description

See Moodle for further instructions

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Assessment Length

2,000 words

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Exam

Assessment Overview

Students will complete a final exam testing their understanding of management concepts and theories.

Course Learning Outcomes

- CLO1 : Understand the historical and current approaches to the study of management
- CLO2 : Recognise the tasks and competencies required in the practice of management and when to use them
- CLO3 : Apply theories of management to real world management situations
- CLO4 : Synthesise management concepts, theories and frameworks to create suggestions and solutions arguments in oral and written forms

Detailed Assessment Description

See Moodle for further instructions.

Permitted use of Generative AI: SIMPLE EDITING ASSISTANCE

For this assessment task, you are permitted to use standard editing and referencing functions in word processing software (e.g., Word, Grammarly; this includes spelling and grammar checking and reference citation generation) in the creation of your submission.

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your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

<u>Assessment Length</u>

1,800 words

<u>Assignment submission Turnitin type</u>

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

General Assessment Information

Referencing

Students are required to reference using in-text references and a reference list following the APA 7th edition referencing style. Further information on APA referencing style is provided on Moodle.

Extensions and Special Consideration (School of Business, Undergraduate)

All extension requests for this course must be submitted as a Special Consideration application.

Applications should be submitted BEFORE the assessment due date.

If extenuating circumstances prevent you from submitting an application before the due date, please notify your course convenor by email and submit the application as soon as possible.

If your application is approved, the outcome may be one of the following:

· A supplementary or alternative assessment,

· An extended deadline for the assessment (note the extension granted is normally equivalent to the period of impact outlined in your supporting documentation),

· An aggregated or averaged mark derived from other comparable completed assessments.

Please note, applying for Special Consideration does not automatically mean that you will be granted additional assessment, or that you will be awarded an amended result.

More information

Special consideration and application process: https://www.student.unsw.edu.au/special-consideration.

Late submission of assessment

UNSW has a standard late submission penalty of:

- 5% per day,

- for all assessments where a penalty applies,

- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and

- no permitted variation.

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

<u>Grading Basis</u>

Standard

<u>Requirements to pass course</u>

Students must achieve at least 50% overall to pass the course. Students are expected to engage actively in course learning activities and attempt all assessment requirements in the course.

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 26 February - 1 March	Lecture	Introduction to Management
	Tutorial	Introduction to Management
Week 2 : 4 March - 8 March	Lecture	Historical Foundations of Management
	Tutorial	Historical Foundations of Management
Week 3 : 11 March - 15 March	Lecture	Organisational Structure & Design No Monday lecture
	Tutorial	Organisational Structure & Design
Week 4 : 18 March - 22 March	Lecture	Managing Organisational Performance
	Tutorial	Managing Organisational Performance
Week 5 : 25 March - 29 March	Lecture	Ethics, Social Responsibility and Sustainability
	Tutorial	Ethics, Social Responsibility and Sustainability No Friday tutorials
Week 6 : 1 April - 5 April	Lecture	Research and Writing Skills No Monday lecture
	Tutorial	Research and Writing Skills
Week 7 : 22 April - 26 April	Lecture	Human Resource Management No Wednesday lecture
	Tutorial	No tutorials this week - Online work to be completed. See Moodle for further details.
Week 8 : 29 April - 3 May	Lecture	Innovation and Change
	Tutorial	Innovation and Change
Week 9 : 6 May - 10 May	Lecture	Communication
	Tutorial	Communication No Friday tutorials
Week 10 : 13 May - 17 May	Lecture	Logistics
	Tutorial	Logistics
Week 11 : 20 May - 24 May	Lecture	Strategic Management
	Tutorial	Strategic Management
Week 12 : 27 May - 31 May	Lecture	Making Management Decisions Monday lecture to be delivered on Tuesday 28 May.
	Tutorial	Making Management Decisions
Week 13 : 3 June - 7 June	Lecture	Course Review
	Tutorial	Course Review

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

General Schedule Information

Please see the course Moodle site for more information.

Course Resources

Prescribed Resources

Schermerhorn J. R., Bachrach D., Woods, P., Junaid F., McKeown T & Co M (2023) *Exploring Management 1st Asia-Pacific Edition*. Milton: John Wiley & Sons.

Recommended Resources

Please see Moodle for any recommended readings.

Course Evaluation and Development

Students are encouraged to provide their feedback to the teaching team during the semester to improve their learning experiences. The myExperience survey also provides an opportunity for students to provide their overall feedback of the course. From feedback provided in the 2023 myExperience survey, lectures will continue to be delivered in the 2 x 1 hour format, the Literature Review assessment has been replaced with a Test focusing on developing research skills. During tutorials, students will receive further in-class essay research and writing assistance.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Caroline Doyle		Building 27, Room 207, School of Business, UNSW Canberra	+61 2 5114 5683	Via appointment	Yes	Yes

Other Useful Information

Academic Information

Course Evaluation and Development

One of the key priorities in the 2025 Strategy for UNSW is a drive for academic excellence in education. One of the ways of determining how well UNSW is progressing towards this goal is by listening to our own students. Students will be asked to complete the myExperience survey towards the end of each course.

Students can also provide feedback during the semester via: direct contact with the lecturer, the

"On-going Student Feedback" link in Moodle, Student-Staff Liaison Committee meetings in schools, informal feedback conducted by staff, and focus groups (where applicable). Student opinions really do make a difference. Refer to the Moodle site for your course to see how the feedback from previous students has contributed to the course development.

Important note: Students are reminded that any feedback provided should be constructive and professional and that they are bound by the Student Code of Conduct.

https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf

Equitable Learning Services (ELS)

Students living with neurodivergent, physical and/or mental health conditions or caring for someone with these conditions may be eligible for support through the Equitible Learning Services team. Equitable Learning Services is a free and confidential service that provides practical support to ensure your mental or physical health conditions do not adversely affect your studies.

Our team of dedicated **Equitable Learning Facilitators** (ELFs) are here to assist you through this process. We offer a number of services to make your education at UNSW easier and more equitable.

Further information about ELS for currently enrolled students can be found at: https://www.student.unsw.edu.au/equitable-learning

Academic Honesty and Plagarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to this principle of academic integrity. All students are expected to adhere to UNSW's Student Code of Conduct. Find relevant information at: Student Code of Conduct (unsw.edu.au)

Plagiarism undermines academic integrity and is not tolerated at UNSW. It is defined as using the words or ideas of others and passing them off as your own, and can take many forms, from deliberate cheating to accidental copying from a source without acknowledgement.

For more information, please refer to the following:

https://student.unsw.edu.au/plagiarism

Submission of Assessment Tasks

Special Consideration

Special Consideration is the process for assessing and addressing the impact on students of short-term events, that are beyond the control of the student, and that affect performance in a specific assessment task or tasks.

Applications for Special Consideration will be accepted in the following circumstances only:

- Where academic work has been hampered to a substantial degree by illness or other cause;
- The circumstances are unexpected and beyond the student's control;
- The circumstances could not have reasonably been anticipated, avoided or guarded against by the student; and either:

   (i) they occurred during a critical study period and was 3 consecutive days or more duration, or a total of 5 days within the critical study period; or

   (ii) they prevented the ability to complete, attend or submit an assessment task for a specific date (e.g. final exam, in class test/quiz, in class presentation)

Applications for Special Consideration must be made as soon as practicable after the problem occurs and at the latest within three working days of the assessment or the period covered by the supporting documentation.

By sitting or submitting the assessment task the student is declaring that they are fit to do so and cannot later apply for Special Consideration (UNSW 'fit to sit or submit' requirement).

Sitting, accessing or submitting an assessment task on the scheduled assessment date, after applying for special consideration, renders the special consideration application void.

Find more information about special consideration at: https://www.student.unsw.edu.au/special/consideration/guide

Or apply for special consideration through your MyUNSW portal.

Late Submission of assessment tasks (other than examinations)

UNSW has a standard late submission penalty of:

- 5% per day,

- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

Electronic submission of assessment

Except where the nature of an assessment task precludes its electronic submission, all assessments must be submitted to an electronic repository, approved by UNSW or the Faculty, for archiving and subsequent marking and analysis.

Release of final mark

All marks obtained for assessment items during the session are provisional. The final mark as published by the university following the assessment review group meeting is the only official mark.

School Contact Information

Email: Business@adfa.edu.au