

**HS 3202**  
**Management and Leadership**

**ICA Written Assignment - 50%**  
**Instructions to Students**

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**MODULE-SPECIFIC INSTRUCTIONS**

1. This is an **INDIVIDUAL** written assignment.
2. Each student is to write on **ONE** the following management concepts which you have encountered in the clinical setting.
  - Change management
  - Conflict management
  - Quality management
  - Team Work
3. The content would include:
  - **Introduction (50 words)**
    - State the intent of your assignment
  - **Description of Clinical Experience (200 words)**
    - Provide a clear, concise summary of your selected clinical situation (include who, what, where, why and how of the situation)
  - **Theoretical Analysis/Application (600 words)**
    - Discuss how you would have handled the situation using **one** of the management concepts
    - Literature references need to be clearly specified and applied appropriately.
  - **Implications for Professional Practice and Management (300 words)**
    - Write a clear, concise analysis of:
    - What you learned from this experience?
    - How will this benefit you in your career?
    - Include an appropriate ***SNB Code for Nurses and Midwives (2018)*** that applies to this experience.
  - **Conclusion (50 words)**
4. Word limit: **1200 words**.
  - Please refer to the rubric marking criteria for details.
  - Written assignment must be presented in accordance with **Nanyang Polytechnic SHS Guide to Presentation of Assignment** which is available in Blackboard.

**DEADLINE**

Due date for submission of assignment is **Week 16, Monday, 30 July 2018 by 1700hr.**

**ASSIGNMENT SUBMISSION**

### Declaration Form

- Complete all the fields in the declaration form;
- Acknowledge and sign on a physical copy;
- Take a picture of the declaration;
- Label file as HS3202\_Declaration\_NameAsInRegistry\_AdminNumber; and
- Submit as **Part 1** Softcopy via Turnitin under HS3202 in Blackboard.

### Main Assignment

- Save file in MS Word together with end references list;
- Keep direct quotations to a minimum. As a guide not > 5% of your entire assignment;
- Keep similarity index to < 20%; [Note: Any student caught plagiarising the work of other student(s) or who deliberately use another author's ideas or words without acknowledgement of the source will be reported and investigated and may be subjected to disciplinary action].
- Label file as HS3202\_MainAssignment\_NameAsInRegistry\_AdminNumber;
- Submit as **Part 2** Softcopy via Turnitin under HS3202 in Blackboard;
- Repeat submission is permitted. The latest will override the previous submission;
- Repeat submission via Turnitin may take >24hrs. In view of this, students are advised to submit via Turnitin at least 3 days prior to the due date for submission;
- No hardcopy version will be accepted;
- Must keep a copy of the written work submitted to cover the possibility of loss of the original assignment; and
- Must keep a copy of the acknowledgement of submission of assignment via TURNITIN.

### LATE SUBMISSION

- Exceed stipulated submission time or part thereof of 24 hours is considered 1 calendar day late;
- Penalty is to deduct 5% from total possible mark;
- The deduction is up to a maximum of 5 calendar days or 25% deduction;
- After 5 calendar days, assignment will be evaluated but no marks will be awarded.