

## EPMANC 120: Managing People in Organisations

Ourimbah

Semester 1 - 2024



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

*The Pathways and Academic Learning Support Centre recognises and respects the unique history and culture of Aboriginal and Torres Strait Islander peoples and their unbroken relationship with the lands and the waters of Australia over millennia. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education. The Centre is committed to providing a culturally safe and inclusive environment for all.*

## OVERVIEW

<b>Course Description</b>	EPMANC120 provides an introduction to organisational theory and the behaviour of groups and individuals within organisations, including the processes of team building and team work. These concepts are explored with particular reference to the fundamentals of management within the business context. Through case studies students develop an understanding of the practical application of theoretical concepts.
<b>Academic Progress Requirements</b>	Nil
<b>Requisites</b>	If you have successfully completed EPMANC320 you cannot enrol in this course.
<b>Contact Hours</b>	<b>Lecture</b> Face to Face On Campus 2 hour(s) per week(s) for 12 week(s) starting Week 1  <b>Tutorial</b> Face to Face On Campus 1 hour(s) per week(s) for 11 week(s) starting Week 2
<b>Unit Weighting</b>	10
<b>Workload</b>	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

# COURSE OUTLINE

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# CONTACTS

<b>Course Coordinator</b>	<b>Dr Annika Westrenius</b> <a href="mailto:Annika.Westrenius@newcastle.edu.au">Annika.Westrenius@newcastle.edu.au</a> (02) 4348 4610 Consultation: Please email to schedule an appointment.		
<b>Teaching Staff</b>	Other teaching staff will be advised on the course Canvas site.		
<b>School Office</b>	<table><tr><td><b>Callaghan</b> Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a></td><td><b>Ourimbah</b> HO 168, Humanities Building Ph: 02 4348 4076 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a></td></tr></table>	<b>Callaghan</b> Ground Floor, General Purpose Building (GP) Ph: 02 4921 5558 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>	<b>Ourimbah</b> HO 168, Humanities Building Ph: 02 4348 4076 <a href="mailto:enabling@newcastle.edu.au">enabling@newcastle.edu.au</a>
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# SYLLABUS

<b>Course Content</b>	<p>Introduction to the theory of organisations</p> <ul style="list-style-type: none"><li>• Individual behaviour within organisations</li><li>• Groups and group processes, including teamwork and team building</li><li>• Case study: a successful/unsuccessful team</li><li>• Organisational communications and decision-making</li><li>• Conformity and diversity within organisations and groups</li></ul> <p>Fundamentals of management</p> <ul style="list-style-type: none"><li>• Introduction to the management environment</li><li>• Basic management processes</li><li>• Managing groups and teams</li><li>• Managing for diversity</li><li>• Case study: an example of managing diversity in a challenging environment</li><li>• Leadership</li></ul>
<b>Course Learning Outcomes</b>	<p><b>On successful completion of this course, students will be able to:</b></p> <ol style="list-style-type: none"><li>1. Explain the basic fundamentals of business management and organisational theory, including ability to recognise and use relevant terminology.</li><li>2. Read, understand, and critically evaluate the information contained in relevant academic texts.</li><li>3. Organise and present information to a satisfactory standard in oral presentations, essays and reports.</li><li>4. Analyse and critically evaluate case studies in at least one of the topic areas, including its relevance to course topics.</li><li>5. Contribute to a team project in an effective manner.</li><li>6. Describe the processes underlying diversity within an organisation.</li></ol>
<b>Course Materials</b>	All course materials will be provided on the course Canvas site. Students are not required to purchase a textbook.

# SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb	Welcome to the course and introduction to management	No tutorial	
2	4 Mar	Historical foundations of management	Academic skills: how to research a topic for university assessments	Quiz 1
3	11 Mar	Leadership	Assistance with assessment 2	Research Task
4	18 Mar	Motivation and rewards	Academic skills: how to structure and present an academic essay	Quiz 2
5	25 Mar	Understanding individual behaviour in organisations	Assistance with essay writing, formation of teams	
6	1 Apr	Successfully managing groups and teams	Assistance with essay writing	Essay
7	8 Apr	Understanding culture and its impact	Assistance with group project planning	
<b>Recess</b>				
<b>Recess</b>				
8	29 Apr	Effective communication	Academic skills: how to do an oral presentation	
9	6 May	Decision-making	Assistance with team project	Team Presentations
10	13 May	Managing change and innovation	Assistance with team project	Team Presentations
11	20 May	Entrepreneurship and innovation	Assistance with team written report	Team Written Report
12	27 May	Course revision, reflection and tips for future study	Course revision	
13	3 Jun	No lecture	No tutorial	
<b>Examination Period</b>				
<b>Examination Period</b>				

# ASSESSMENTS

This course has 5 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Quizzes	Quiz 1 – Sunday 10 <sup>th</sup> March 11:59pm Quiz 2 – Sunday 24 <sup>th</sup> March 11:59pm	Individual	20%	1, 2
2	Research Task	Sunday 17 <sup>th</sup> March 11:59pm	Individual	15%	1, 2
3	Essay	Sunday 7 <sup>th</sup> April 11:59pm	Individual	25%	1, 2, 3
4	Team Presentation	In class, weeks 9 or 10 as agreed by week 7	Group	15%	1, 2, 3, 4, 5, 6
5	Team Written Report	Sunday 26 <sup>th</sup> May 11:59pm	Group	25%	1, 2, 3, 4, 5, 6

## Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 5% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

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## Assessment 1 - Quizzes

<b>Assessment Type</b>	Quiz
<b>Description</b>	These two 10% quizzes are designed to ensure students understand the importance of academic skills such as researching sources, critical thinking and referencing. Each quiz will consist of questions randomly selected from a bank of questions. You will have two attempts at each quiz and the highest result for each will count towards your final mark.
<b>Weighting</b>	20%
<b>Due Date</b>	Quiz 1 – Sunday 10 <sup>th</sup> March 11:59pm Quiz 2 – Sunday 24 <sup>th</sup> March 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Correct answers
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas upon completion of the quiz

## Assessment 2 - Research Task

<b>Assessment Type</b>	Written Assignment
<b>Description</b>	<p>This assessment aims to assist your preparation and planning for the essay (Assessment 3) by initiating the research that is the start of most assessments. The purpose of this research is to find academic sources that have already published and provide knowledge relevant to your essay. Although you may sometimes use non-academic sources in essays, it is important to understand how to find and use the prescribed number and types of academic and scholarly sources.</p> <p>To help you get started, for this first assessment you will need to find three relevant and current scholarly sources other than the recommended textbooks, relevant to the essay topic. All three must be sourced through the university library database (not google!). You must include at least two sources that are from academic, peer reviewed journals.</p> <p>You will report on your sources using the template available on the course site. The essay question, which is also the topic for the research task, will be posted on the course site. Please make sure you refer to detailed instructions available on the course site and explained in class and note that practical assistance to complete this assessment will be provided in tutorials</p>
<b>Weighting</b>	15%
<b>Due Date</b>	Sunday 17 <sup>th</sup> March 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

## Assessment 3 - Essay

<b>Assessment Type</b>	Essay
<b>Description</b>	<p>This assessment aims to introduce you to critical evaluation and essay writing skills, both are important skills for success at undergraduate study. You will write an academic essay (note that this is different from HSC essays!), putting forward a convincing argument supported by reference to quality sources. You are expected to use at least five (5) different academic sources, including at least three (3) articles from academic journals sourced through the university library database. The remaining two (2) academic sources can be textbooks (for this assessment, you may include the recommended texts for this course) or other academic books. You may include the same sources as for Research Task but do not have to. You may also use other, non-academic sources, provided you use them with appropriate care but note that these are in addition to the required number of sources indicated above. All sources used must be correctly cited in-text and listed in your reference list at the end of the essay using APA referencing system. The essay question, which is also the topic for the research task, will be posted on the course site. Please make sure you refer to detailed instruction available on the course site! Also note that this assessment will be extensively discussed in class.</p>
<b>Weighting</b>	25%
<b>Due Date</b>	Sunday 7 <sup>th</sup> April 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

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## Assessment 4 - Team Presentation

<b>Assessment Type</b>	Presentation
<b>Description</b>	This assessment aims to assist students to develop their skills in oral presentation, an important business skill and also a common assessment task at university. It is an opportunity to present the interim results of the analysis to be presented in the written report and to receive valuable feedback on progress and approach to the written report (Assessment 5). The group presentation and report will be prepared in groups of three to five people. Each group will analyse and prepare both an oral presentation (Assessment 4) and a written report (Assessment 5) on a case study. The case study will be available on Canvas. Please make sure you refer to detailed instruction available on the course site! Also note that the case will be discussed in class as part of lectures and tutorials and that extensive assistance will be provided in class.
<b>Weighting</b>	15%
<b>Due Date</b>	In class, weeks 9 or 10 as agreed by week 7
<b>Submission Method</b>	In class, however presentation slides must be uploaded to Canvas prior to the presentation
<b>Assessment Criteria</b>	Rubric provided in Canvas
<b>Return Method</b>	In class and online
<b>Feedback Provided</b>	Feedback will be provided in class and in Canvas

## Assessment 5 - Team Written Report

<b>Assessment Type</b>	Report
<b>Description</b>	This assessment aims to assist students developing skills in managing group work, critical evaluation, and report writing to business standard. The group presentation and report will be prepared in groups of three to five people. Each group will analyse and prepare both an oral presentation (assessment 4) and a written report (assessment 5) of the case study. The case study will be available on Canvas. The required structure of the report will be available on the course site and discussed further in class. It is expected that the analysis will be supported by reference to academic theory (using the APA referencing system). You need to correctly include and correctly reference at least six (6) academic sources in addition to any other reliable sources. Please make sure you refer to detailed instruction available on the course site! Also note that the case study will be discussed in class as part of the lecture and tutorial and that extensive assistance will be provided in class.
<b>Weighting</b>	25%
<b>Due Date</b>	Sunday 26 <sup>th</sup> May 11:59pm
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	Rubric provided in Canvas
<b>Return Method</b>	Online
<b>Feedback Provided</b>	Feedback will be provided in Canvas

# ADDITIONAL INFORMATION

## Grading Scheme

This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

## Communication Methods

**Email** is the principal form of communication at the university and within this course. Always use your student email (NUmail), rather than a private email address, and check this regularly. As Course Coordinator I will try to respond to your email within three (3) working days. I will not normally respond to emails over the weekends. Please be courteous in your email communication and in the online space.

**Canvas** is used to distribute course material, announcements and other information. It is also used for online quizzes and to allow students to track their individual progressive assessment results throughout the semester via Grades.

**Discussions forums** in Canvas can be used to ask questions about minor issues. Students are strongly encouraged to use these to communicate with each other, discuss issues relating to the course, and solve minor problems.

## Attendance and Engagement

In addition to face-to-face hours in class, out-of-class study and related work will require an additional commitment of up to 10 hours per week of reading, preparation, and study time over the semester. Students are required to spend on average 120-140 hours of effort (contact and non-contact hours including assessment) per semester per 10 unit course.

To maximise your learning opportunities, you should read all relevant material prior to attending class.

It is strongly recommended that you attend your classes every week. Our data shows that you will get better results if you attend class with your peers. If you do have to miss a class, you should catch up on any missed work by accessing lecture recordings if you are enrolled face-to-face. While online tutorials are recorded, on-campus tutorials are not, so you should view other resources available on your Canvas site and contact your course coordinator if you would like advice on how to best catch up on any material that was missed. **If you are unable to attend classes regularly you should reach out to your course coordinator as soon as possible to discuss ways that you can continue to engage with the learning material.**

A plan of regular revision throughout the semester is also strongly recommended to help you manage your time, consolidate information and retain that knowledge for the duration of the

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course and beyond.

Assessment items have been designed to reinforce and revise the course material, and ensure you are up to date with course content. You are required to submit all assessable items by the due dates unless prior arrangements have been made.

**Additional Contact Details**

If you have any questions about your course, please speak with your course coordinator, lecturer or tutor first. For general enquiries, please contact the Pathways and Academic Learning Support Centre Office or your Student Liaison Officer. Contact details for both the office and Student Liaison Officers can be found [here](#).

Yapug students can also contact your Indigenous Enabling Learning Advisor [Hannah Pipe](#) or your Program Convenor [Dan Collins](#).

**Adverse Circumstances**

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for Adverse Circumstances must be lodged via the online Adverse Circumstances system for all individual assessment items worth 30% or greater **by 11:00pm on the day the assessment is due**. For assessment items less than 30%, you will need to contact your Course Coordinator by 11:00pm on the due date of the assessment item.

Before applying you must refer to the [Adverse Circumstances Affecting Assessment Items Procedure](#) and the [Adverse Circumstances Affecting Assessment Items Policy](#).

Please note that students must submit their adverse circumstances application via the online Adverse Circumstances system by 11:00pm on the due date of the assessment item, even if you are using a [Reasonable Adjustment Plan \(RAP\)](#) as your supporting documentation.

**Written Assessment Word Limits**

If this course includes written assessments, the word limit listed will include headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices and footnotes. You will not receive a penalty for exceeding the word limit (there is a tolerance of up to 10%), but any work after the maximum word limit may not be included within the allocation of marks.

**Academic Misconduct**

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. Please refer to the [Student Academic Integrity Policy](#).

**Oral Interviews (Vivas)**

As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the [Oral Examination \(viva\) Procedure](#). In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the [Student Conduct Rule](#).

**Workplace Health and Safety Requirements**

There are no specific WH&S requirements for this course.

**Software**

Free Microsoft Office software is available to enrolled students [here](#) and includes 5 TB of free cloud storage with OneDrive.

**Timetable**

Your timetable for this course is available via the myUni Student Portal and can also be found [here](#).

**Course Evaluation**

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

**Important Policy Information**

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the [policies and procedures](#) that support a safe and respectful environment at the University.

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*This course outline was approved by the Director, PALS. No alteration of this course outline is permitted without Director approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*

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