



MGT 101 - Introduction to Management

Basic Information:

Instructor Name	Dr. Kanika Meshram
Home Institution	University of Melbourne
Instructor Title	Lecturer
E- Mail	Kanika.meshram@gmail.com
Office	TBA
Office Hours	TBA, and by appointment

Course Description:

This unit takes on a case study based learning approach in educating students on the range of topics in management using industry cases. The topic covered for this course involves; evolution of management, management environment, organizational strategy, managing quality and operations, managing people and performance. A compiled textbook is prescribed for this course as it draws some of the best resources on individual topics to advance students' knowledge.

Required Course Materials (Compulsory Text):

Textbook	Edition	Author	Publisher	ISBN-10
Management: The Essentials	2 nd Edition	Stephen Robbins	Pearson Australia	1442564016

Link to e-book purchase address:
<https://www.amazon.com/Management-Essentials-Stephen-Robbins-ebook/dp/B00KVTEGY6>

Course Hours:

This course consists of 18 class sessions, 1 field trip and 4 discussion sessions. Each class session is 160 minutes in length; each discussion session is 160 minutes in length; the field trip is 300 minutes in length. Classes normally meet from Monday to Friday. This course has 76 contact hours in total. Final exam will be on 26th Jan, 2019.

Year Level:

The 1st year.

Prerequisite:

NIL

Course Schedule:

Week	Session	Day	Topic (s)	Chapter(s)	Homework
Week 1	2 Jan, 2019	W	Orientation		
	3 Jan, 2019	TH	Introduction to Managers and Management	Chapter 1	No tutorial this week
	4 Jan, 2019	F	The managerial environment	Chapter 2	Case Study 1
	5 Jan, 2019	SAT	Foundations of decision making	Chapter 3	Case Study 2
Week 2	7 Jan, 2019	M	Foundations of planning	Chapter 4	Case Study 3
	8 Jan, 2019	T	Organization structure and design	Chapter 5	Case Study 4
	9 Jan, 2019	W	Managing human resources	Chapter 6	Case Study 5



	10 Jan, 2019	TH	Foundations of individual behavior	Chapter 8	Discussion on Debate topic; group formation for project.
	11 Jan, 2019	F	Managing change and innovation	Chapter 7	Case Study 6
Week 3	14 Jan, 2019	M	Understanding groups and work teams	Chapter 9	Case Study 7
	15 Jan, 2019	T	Motivating and rewarding employees	Chapter 10	Case Study 8
	16 Jan, 2019	W	Leadership and trust	Chapter 11	Case Study 9
	17 Jan, 2019	TH	Communication and interpersonal skills	Chapter 12	Case study 10
	18 Jan, 2019	F	Field Trip (5 hours)		
Week 4	21 Jan, 2019	M	Class Activity		
	22 Jan, 2019	T	Foundations of control	Chapter 13	Case study Group report submission
	23 Jan, 2019	W	Debate	Debate	Debate
	24 Jan, 2019	TH	Review		Exam Preparation
	25 Jan, 2019	F	Reading Day		Exam Preparation
	26 Jan, 2019	SAT	Final Exam		

Evaluation/Assessment:

1. Weekly Case Study Participation:

You will be provided with a list of case studies in week 1 that aligns with your weekly lecture topic. Students are required to read the case study in advance, prepare their notes and be ready for class discussion. Your lecturer will discuss the case in class and note your participation and engagement in the case study discussion. Towards the end of the discussion an A4 size paper will be provided to you to write responses to questions in the case study. You are required to answer the questions within the lecture duration and return the copy to the lecturer before leaving the class.

Your final mark for the case will be based on your participation and written submission in class. Since this is a weekly task no extensions or late submissions will be excused.

2. Debate

Individual assessment task that assess your leadership, critical thinking exercise: arguing a point of view and substantiating your views in writing. Exercise combining research, debate and ongoing class engagement.

3. Group Assignment

This evaluation task involves group work. 3000 words report on the strategic role of HR in modern organizations.

Requests for extensions will only be granted in accordance with the special consideration policy outlined within this guide. Students will be penalised 5% of their awarded mark for each day that their submission is handed in after the due date. Any piece of assessment submitted more than 7 days after the due date will not be marked.

4. Final Exam

A final exam is included as an assessment task for this course to provide assurance that the student has attained the knowledge and skills tested in the exam.



Shanghai International Studies University

A two hour final exam for this course will be held during the university exam period. Please note that questions will be based on lecture topics. There will be four questions-three short answer questions and one compulsory question. You must answer two short answer questions, plus the compulsory question.

You are expected to present yourself for examination at the time and place designated in the University Examination timetable.

Grading Policies:

<u>Part</u>	<u>Percentage</u>	<u>Points</u>
<u>Homework: Weekly Case Study</u>	40%	40
No late submission allowed. Evaluation includes attendance and participation		
<u>Debate</u>	25%	25
Individual task. No late extensions		
<u>Group Project</u>	20%	20
Group work that will be assessed as a group. Late submission will attract a 5% penalty each day.		
<u>Exams: Final Exam</u>	15%	15
Exam period university rules will apply		
<u>Course Total</u>	100%	100 Points

Grade Distribution:

<u>Letter Grade</u>	<u>Grade Points</u>
High Distinction	85-100
Distinction	75-84
Credit	65-74
Pass	50-64
Fail	0-49

Academic Integrity

SISU expects honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles of scholarly research and writing in all academic work.

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, such as the following:

- claiming the work or thoughts of others as your own
- copying the writing of others into your written work without appropriate attribution
- writing papers for other students or allowing them to submit your work as their own
- buying papers and turning them in as your own
- having someone else write or create all or part of the content of your assignments
- submitting the same paper for more than one study or class without explicit permission from the faculty members



General Principles

SISU is committed to principles of trust, accountability, clear expectations and consequences. It is also committed to redemptive efforts, which are meaningful only in light of these principles. Students will be granted due process and the opportunity for an appeal.

Academic dishonesty offenses generally are subject to incremental disciplinary actions. Some first offenses, however, receive severe penalties, including dismissal from the program.

General Disciplinary

The following is a non-comprehensive list of possible actions apart from dismissal from the program: warning from a professor, program director; a lower or failing grade on an assignment, test or course; suspension or dismissal from the course; suspension or dismissal from the program.

Disciplinary Actions for Specific Offenses

Some academic dishonesty offenses call for specific disciplinary actions. The following have been identified:

Falsification of documents: Students who falsify or present falsified documents may be dismissed. Prospective students who are discovered to have presented falsified admission documents prior to admission shall be denied admission to the program. Should it be discovered after admission that a student had presented falsified documents for admission, such admission may be annulled and the record of academic achievement removed from the academic record, with appropriate notations. Such annulments or denials may be reviewed after one year.

Dishonesty in course requirements: Course work (a quiz, assignment, report, mid-term examination, research paper, etc.) in which a student has been dishonest generally will receive zero points towards the grade in fulfillment of a course requirement, and/or the student may receive a failing grade for the course. The professor of the course determines the appropriate consequence.

Final assignment: When a student cheats in a major or final assignment such as a comprehensive examination or presents plagiarized material in a major or final assignment, that student shall receive an F in that particular subject. Student cheats on more than two exams shall be dismissed from SISU.