# MANF9400

## Industrial Management

Term Two // 2021

School of Mechanical and Manufacturing Engineering // UNSW Engineering

# Course Overview

## Staff Contact Details

### Convenors

| Name | Email | Availability | Location | Phone |
|---|---|---|---|---|
| Shiva Abdoli | s.abdoli@unsw.edu.au |  | Ainsworth building J17 | (2) 9348 0088 |

## School Contact Information

### Location

UNSW Mechanical and Manufacturing Engineering

Ainsworth building J17, Level 1

Above Coffee on Campus

### Hours

9:00–5:00pm, Monday–Friday*

*Closed on public holidays, School scheduled events and University Shutdown

### Web

School of Mechanical and Manufacturing Engineering

Engineering Student Support Services

Engineering Industrial Training

UNSW Study Abroad and Exchange (for inbound students)

UNSW Future Students

### Phone

(+61 2) 9385 8500 – Nucleus Student Hub

(+61 2) 9385 7661 – Engineering Industrial Training

(+61 2) 9385 3179 – UNSW Study Abroad and UNSW Exchange (for inbound students)

(+61 2) 9385 4097 – School Office**

**Please note that the School Office will not know when/if your course convenor is on campus or available

## Course Details

### Credit Points 6

### Summary of the Course

The purpose of this course is to provide an understanding of the theories and principles of modern management and encourage the course participants to have an appreciation of these principles in relation to their own experiences and selected managerial case studies. Issues involving ethics, sustainability, innovation and change, globalization and workforce diversity will be extensively dealt with in the course to enable the students to understand these principles.

### Course Aims

The aims of the course are to understand the basic principles of management and the four major functions of managers - i.e. planning, organizing, leading and controlling - and how managers need to operate. Students will be required to think critically and strategically about management theories and issues, which will enable them to develop their decision-making and analytical skills. They will be involved in application exercises and case studies which will assist them to develop graduate attributes.

### Course Learning Outcomes

After successfully completing this course, you should be able to:

| Learning Outcome | EA Stage 1 Competencies |
|---|---|
| 1. Understand the theories and principles of modern management and apply the concepts to the management of organisations in private and public sector | PE1.1, PE1.3, PE1.4, PE1.6 |
| 2. Understand how managers can effectively plan in today's dynamic environment, be familiar with the design of organisation structure and describe how r ‰ † | cture↑ nag $^7$ e t |
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results. Group discussion of case studies and presentation will allow communication and interaction of ideas and allow the students to be active in the learning process and comprehend how the principles of management can be applied in solving organizational problems.

One Pre-Lecture online assessment (Not Graded) is provided in week one to assess the general knowledge of the students about the topic. The purpose is to prepare the students for the course and provide more resources if needed. One online multiple-choice test (Graded Mid-session test) will be held in the first half of the session to practice the overall appreciation of the general concepts involved in the previous course material.

# Assessment

## Assessment Tasks

| Assessment task | Weight | Due Date | Student Learning Outcomes Assessed |
|---|---|---|---|
| Final Examination | 45% | Not Applicable | 1, 2, 3, 4 |
| Case Study Assignments | 10% | Not Applicable | 1, 2, 3, 4 |
| Group Assignment | 20% | 06/08/2021 11:00 PM | 1, 2, 3, 4 |
| Mid-Session test | 25% | 14/07/2021 06:00 PM | 1, 2 |

## Assessment Details

### Assessment 1: Final Examination

Start date: Not Applicable

Length: 2 hours

Details:

The final examination will involve multiple-choice questions as well as descriptive questions.

All course content are included.

Additional details:

Final examinations for the course is held during the University examination period and TBC.

Deadline for absolute fail: N/A

Marks are returned: Within two weeks after submission

Number of assessments included in this assessment: one final exam

Submission notes: Via Moodle

Turnitin setting: This is not a Turnitin assignment

### Assessment 2: Case Study Assignments

Start date: Not Applicable

Length: 1500 words

Details:

Case study assignments will involve working in groups of 4-5 assigned on cases, submitting a short report.

Additional details:

Number of assessments: one case study

The first case study has a worth of 1.5% and the rest have a worth of 1.7%

The case studies are given after the lecture presentation in relevant weeks (Week 2, 3, 4, 5, 8, 9)

Deadline for absolute fail: one week after submission deadline (week 3, 4, 5, 6, 9, 10)

When Marks are returned: within one week after submission

Submission notes: Via Moodle

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

Assessment 3: Group Assignment

Length: 4000 words

Details:

The Assignment is a group assignment involving 4-5 people. Each group will be required to choose an organisation and conduct in-depth research into the management of the organisation and provide a presentation of their findings.

Additional details:

Number of assessments: one case study

Deadline for absolute fail: 12/08/2021

Marks are returned: two weeks after submission

Submission notes: Via Moodle

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

Assessment 4: Mid-Session test

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Length: 10 multiple choice

Details:

## Attendance Requirements

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

## Course Schedule

View class timetableV ‰ ‰

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# Resources

## Prescribed Resources

Textbook

Robbins, SP, Bergman, R, Stagg, I, and Coulter, M, Management , Prentice Hall, 2018, 8th edition.

The textbook is available for purchase at the UNSW bookshop.

References

- Bartol, K, Tein. M, Mathews, G, Martin, D, Management – A Pacific Rim Focus, McGraw Hill, 2008.

- Davidson, P, Simon, A, Gottschalk, L, Hunt, J, Wood, G, Griffin, RW, Management – Core Concepts and Skills, John Wiley and Sons, Australia, Ltd, 2006.

- Campling, J, Poole, D, Wisner, R, Schermerhorn, JR, Management, John Wiley and Sons, Australia, Ltd, 2006.

- Carlopio, J, Andrewartha, G, Armstrong, H, Developing Management Skills in Australia, Longman, 1997.

- Stoner, J, Collins, R, Yetton, P, Management in Australia, Prentice-Hall of Australia, 1994.

- Bounds, G, Dobbins, G, Fowler, O, Management – A Total Quality Perspective, ITP, 1995.

## Recommended Resources

American Management Association (AMA) http://www.amanet.org is the world's leading membership-based management development organisation. AMA offers a full range of business education and management development programs for individuals and organisations in Europe, the Americas and Asia.

The following websites may also be of interest to you

- Australian Institute of Management – www.aim.com.au

- Singapore Institute of Management – www.sim.edu.sg

- Malaysian Institute of Management – www.mim.org.my

- New Zealand Institute of Management – http://imnz.net.nz/

- Asian Association of Management Organisations – aamo.net

The last website also has links to a range of other institutes/associations in the Asia Pacific region, such as Hong Kong, Japan, China, Thailand, India and Macau.

A website that offers quite a variety of press releases/articles is the Society for Human Resource Management (SHRM) site at www.shrm.org.

Another avenue of search could be done through accessing Australian Financial Review’s Boss website boss.afr.com.au, where various websites can be found.

UNSW Library website: https://www.library.unsw.edu.au/ Moodle: https://moodle.telt.unsw.edu.au/login/index.php

## Course Evaluation and Development

Feedback on the course is gathered periodically using various means, including the UNSW myExperience process, informal discussion in the final class for the course, and the School’s Student/Staff meetings. Your feedback is taken seriously, and continual improvements are made to the course based, in part, on such feedback.

In this course, recent improvements resulting from student feedback include providing more recent case studies and including descriptive questions along with multiple choice questions in the final exam.

# Submission of Assessment Tasks

## Assessment submission and marking criteria

Should the course have any non-electronic assessment submission, these should have a standard School cover sheet.

All submissions are expected to be neat and clearly set out. Your results are the pinnacle of all your hard work and should be treated with due respect. Presenting results clearly gives the marker the best chance of understanding your method; even if the numerical results are incorrect.

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UNSW now has a Fit to Sit / Submit rule, which means that if you attempt an exam or submit a piece of assessment, you are declaring yourself fit enough to do so and cannot later apply for Special Consideration.

For details of applying for Special Consideration and conditions for the award of supplementary assessment, please see the information on UNSW's Special Consideration page.

Please note that students will not be required to provide any documentary evidence to support absences from any classes missed because of COVID-19 public health measures such as isolation. UNSW will not be insisting on medical certificates from anyone deemed to be a positive case, or when they have recovered. Such certificates are difficult to obtain and put an unnecessary strain on students and medical staff.

Applications for special consideration will be required for assessment and participation absences – but no documentary evidence for COVID 19 illness or isolation will be required.

# Academic Honesty and Plagiarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW students have a responsibility to adhere to this principle of academic integrity. Plagiarism undermines academic integrity and is not tolerated at UNSW. *Nj_eg_pgqk _r SLQU gq bcdglcb _q sqgle rfc umpbq mp gbc_q md mrfcpq _lb n_qqgle rfck mdd _q wmsp mul,*

Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. UNSW has produced a website with a wealth of resources to support students to understand and avoid plagiarism, visit: student.unsw.edu.au/plagiarism. The Learning Centre assists students with understanding academic integrity and how not to plagiarise. They also hold workshops and can help students one-on-one.

You are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and the proper referencing of sources in preparing all assessment tasks.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However more serious instances in first year, such as stealing another student's work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an honours thesis) even suspension from the university. The Student Misconduct Procedures are available here:

www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

# Academic Information

## Credit points

Course credit is calculated in Units-Of-Credit (UOC). The normal workload expectation for one UOC