



# MANF9400

## Industrial Management

Term Two // 2021

## 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

## Email

[Engineering Student Support Services](#) – current student enquiries

- e.g. enrolment, progression, clash requests, course issues or program-related queries

[Engineering Industrial Training](#) – Industrial training questions

[UNSW Study Abroad](#) – study abroad student enquiries (for inbound students)

[UNSW Exchange](#) – student exchange enquiries (for inbound students)

[UNSW Future Students](#) – potential student enquiries

- e.g. admissions, fees, programs, credit transfer

[School Office](#) – School general office administration enquiries

- NB: the relevant teams listed above must be contacted for all student enquiries. The School will only be able to refer students on to the relevant team if contacted

## 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 environmental uncertainty affects organisation design	PE1.1, PE1.3, PE2.1, PE2.3, PE2.4
3. Identify what strategies organisations might use to become more customer oriented and be more innovative. Identify the characteristics of effective teams and understand why teams have become so popular in organisations	PE2.1, PE3.3
4. Describe contemporary theories of motivation and discuss the challenges managers face in motivating unique group of workers	PE1.1, PE1.3, PE3.2, PE3.4, PE3.6

### Teaching Strategies

The subject will be presented in the form of lectures and problem-solving classes. Weekly classes will consist of a 1.5 - 2 hrs lecture followed by a demonstration.

The sessions includes group discussion of case studies and review questions. Group exercises will involve case application in small groups. The number of people in a group should be four or five. Students are encouraged to effectively participate in online discussion and present their case study

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**

**Start date:** Not Applicable

**Length:** 10 multiple choice

**Details:**

the test includes Lecture material from weeks 1 to 5.

It happens during the lecture 7.

**Additional details:**

Number of assessments: 10 multiple choice questions

Deadline for absolute fail: N/A

Marks are returned: two weeks after test

**Submission notes:** Via Moodle

**Turnitin setting:** This is not a Turnitin assignment



## Attendance Requirements

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

## Course Schedule

[View class timetable](#)

### Timetable

Date	Type	Content
O Week: 25 May - 28 May		
Week 1: 31 May - 4 June	Lecture	Introduction of organizations and management and historical foundation of management
Week 2: 7 June - 11 June	Lecture	Organizational culture and the environment
Week 3: 14 June - 18 June	Lecture	Decision making
Week 4: 21 June - 25 June	Lecture	Managing change and innovation
Week 5: 28 June - 2 July	Lecture	Foundations of planning
Week 6: 5 July - 9 July	Lecture	Strategic management
Week 7: 12 July - 16 July	Lecture	Controlling the organization
Week 8: 19 July - 23 July	Lecture	Organization structure and design
Week 9: 26 July - 30 July	Lecture	Human resources management
Week 10: 2 August - 6 August	Lecture	Motivating employees

## 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](http://www.aim.com.au)
- Singapore Institute of Management – [www.sim.edu.sg](http://www.sim.edu.sg)
- Malaysian Institute of Management – [www.mim.org.my](http://www.mim.org.my)
- New Zealand Institute of Management – <http://imnz.net.nz/>
- Asian Association of Management Organisations – [aamo.net](http://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](http://www.shrm.org).

Another avenue of search could be done through accessing Australian Financial Review's Boss website [boss.afr.com.au](http://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.

Marking guidelines for assignment submissions will be provided at the same time as assignment details to assist with meeting assessable requirements. Submissions will be marked according to the marking guidelines provided.

## Late policy

Work submitted late without an approved extension by the course coordinator or delegated authority is subject to a late penalty of 20 percent (20%) of the maximum mark possible for that assessment item, per calendar day.

The late penalty is applied per calendar day (including weekends and public holidays) that the assessment is overdue. There is no pro-rata of the late penalty for submissions made part way through a day.

Work submitted after the 'deadline for absolute fail' is not accepted and a mark of zero will be awarded for that assessment item.

For some assessment items, a late penalty may not be appropriate. These are clearly indicated in the course outline, and such assessments receive a mark of zero if not completed by the specified date. Examples include:

1. Weekly online tests or laboratory work worth a small proportion of the subject mark, or
2. Online quizzes where answers are released to students on completion, or
3. Professional assessment tasks, where the intention is to create an authentic assessment that has an absolute submission date, or
4. Pass/Fail assessment tasks.

## Examinations

You must be available for all quizzes, tests and examinations. For courses that have final examinations, these are held during the University examination periods: February for Summer Term, May for T1, August for T2, and November/December for T3.

Please visit myUNSW for Provisional Examination timetable publish dates. For further information on exams, please see the [Exams](#) webpage.

## Special Consideration

If you have experienced an illness or misadventure beyond your control that will interfere with your

assessment performance, you are eligible to apply for Special Consideration prior to submitting an assessment or sitting an exam.

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. *Plagiarism at UNSW is defined as using the words or ideas of others and passing them off as your own.*

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](http://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](http://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 is approximately 25 hours per term. This includes class contact hours, private study, other learning activities, preparation and time spent on all assessable work.

Most coursework courses at UNSW are 6 UOC and involve an estimated 150 hours to complete, for both regular and intensive terms. Each course includes a prescribed number of hours per week (h/w) of scheduled face-to-face and/or online contact. Any additional time beyond the prescribed contact hours should be spent in making sure that you understand the lecture material, completing the set assignments, further reading, and revising for any examinations.

### On-campus class attendance

Public distancing conditions must be followed for all face-to-face classes. To ensure this, only students enrolled in those classes will be allowed in the room. No over-enrolment is allowed in face-to-face classes. Students enrolled in online classes can swap their enrolment from online to a **limited** number of on-campus classes by Sunday, Week 1. Please refer to your course's Microsoft Teams and Moodle sites for more information about class attendance for in-person and online class sections/activities.

Your health and the health of those in your class is critically important. You must stay at home if you are sick or have been advised to self-isolate by [NSW health](#) or government authorities. Current alerts and a list of hotspots can be found [here](#). **You will not be penalised for missing a face-to-face activity due to illness or a requirement to self-isolate.** We will work with you to ensure continuity of learning during your isolation and have plans in place for you to catch up on any content or learning activities you may miss. Where this might not be possible, an application for fee remission may be discussed. Further information is available on any course Moodle or Teams site.

In certain classroom and laboratory situations where physical distancing cannot be maintained or there is a high risk that it cannot be maintained, face masks will be considered **mandatory PPE** for students and staff.

For more information, please refer to the FAQs: <https://www.covid-19.unsw.edu.au/safe-return-campus-faqs>

### Guidelines

All students are expected to read and be familiar with UNSW guidelines and policies. In particular, students should be familiar with the following:

- [Attendance](#)
- [UNSW Email Address](#)
- [Special Consideration](#)
- [Exams](#)
- [Approved Calculators](#)
- [Academic Honesty and Plagiarism](#)

### Important Links

- [Moodle](#)
- [Lab Access](#)
- [Computing Facilities](#)
- [Student Resources](#)
- [Course Outlines](#)
- [Faculty Transitional Arrangements for COVID-19](#)
- [Makerspace](#)
- [UNSW Timetable](#)
- [UNSW Handbook](#)
- [Equitable Learning Services](#)

## **Image Credit**

Synergies in Sound 2016

## **CRICOS**

CRICOS Provider Code: 00098G

## **Acknowledgement of Country**

We acknowledge the Bedegal people who are the traditional custodians of the lands on which UNSW Kensington campus is located.



## Appendix: Engineers Australia (EA) Professional Engineer Competency Standard

Program Intended Learning Outcomes	
Knowledge and skill base	
PE1.1 Comprehensive, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline	✓
PE1.2 Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline	
PE1.3 In-depth understanding of specialist bodies of knowledge within the engineering discipline	✓
PE1.4 Discernment of knowledge development and research directions within the engineering discipline	✓
PE1.5 Knowledge of engineering design practice and contextual factors impacting the engineering discipline	
PE1.6 Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline	✓
Engineering application ability	
PE2.1 Application of established engineering methods to complex engineering problem solving	✓
PE2.2 Fluent application of engineering techniques, tools and resources	
PE2.3 Application of systematic engineering synthesis and design processes	✓
PE2.4 Application of systematic approaches to the conduct and management of engineering projects	✓
Professional and personal attributes	
PE3.1 Ethical conduct and professional accountability	
PE3.2 Effective oral and written communication in professional and lay domains	✓
PE3.3 Creative, innovative and pro-active demeanour	✓
PE3.4 Professional use and management of information	✓
PE3.5 Orderly management of self, and professional conduct	
PE3.6 Effective team membership and team leadership	✓