MGMT901

Managing Organisations and Human Resources

MGMT901

Managing Organisations and Human Resources

Instructor Contact Details

Lecturer-in-charge: TBA

Email: wlwyxy_29@zju.edu.cn

Office location: Huajiachi Campus, Zhejiang University

Consultation Time: to be announced, and by appointment

Teaching Times, Modes and Locations

The Time: TBA

Modes: Online/Face-to-face

Location: Anywhere via online/Huajiachi Campus, Zhejiang University via face-to-face

Academic Level

Postgraduate

Units of Credit

The course is worth 6 units of credit

Credit Hours

The number of credit hours of this course equals to the credits of a standard semester-long Australian university course.

Contact Hours

The course contains a total of 53 contact hours, which consists of orientation, lectures, seminars, quiz, discussion, research, case study, small tests, assignments, on-site field trip(s), in-class and after-class activities, revision and final exam. Students will receive an official transcript which is issued by Zhejiang University when completing this course.

Course Description:

This course aims at providing students with an understanding of the core issues surrounding the management of organisations and its human resources and presents an overview of theories, problems and issues in human resource management in organisations.. Students will be introduced to the different concepts and theories which are vital towards effective management in these areas. Four key areas will be carefully examined in helping students develop a holistic perspective, including planning, organising, leading and controlling an organisation. Students will be encouraged to see how these are applicable in different dimensions and contexts.

Prerequisite:

N/A

Learning Resources

Kinicki, A., Williams, B.K., Management: A practical introduction 8th ed. McGraw-Hill Education, Australia.

Stone, R. 2017, Managing Human Resources, 9th edn, John Wiley, Milton.

Learning Objectives

By the end of this course you should be able to:

・Demonstrate an awareness of and knowledge about HRM, including: the role of HRM in modern workplaces, key HRM functions and how they relate to each other, options for implementing HRM functions, advantages and disadvantages of different HRM options.

・Engage in group discussions and conduct group work based on human resource management activities.

・Access, evaluate and apply findings from the evidence-based literature to address problems arising in human resource management.

Course Delivery:

- Online Lecture mode includes lectures, seminars, quiz, discussion, research, case study, small tests, assignments, online field trip(s), in-class activities, revision and final exam.

- Face-to-face Lecture mode includes lectures, seminars, quiz, discussion, research, case study, small tests, assignments, on-site field trip(s), in-class and after-class activities, revision and final exam.

The following course will be taught in English. There will also be guest speakers and optional field trips available for students who would like to enhance their learning experience. All courses and others sessions will be run during weekdays.

Topics and Course Schedule:

Topic	Activities
Orientation	
Introduction	Lecture; Tutorial
Evidence-Based Management	Lecture; Tutorial
Planning **Designing and realising a plan** **The process**	Lecture; Tutorial
Organising **Organisational structure, design and culture**	Lecture; Tutorial
Working in the right team	Lecture; Tutorial
Seminar	
Challenges of constantly adapting	Lecture; Tutorial
Job Design	Lecture; Tutorial
Seminar	

Leading **Improving team cooperation**	Lecture; Tutorial
Controlling **Control Systems and techniques for improving effectiveness**	Lecture; Tutorial
Challenges of working in a multicultural team	Lecture; Tutorial
Contemporary challenges	Lecture; Tutorial
Change and face paced movement	Lecture; Tutorial
Ethical and social responsibility for managers	Lecture; Tutorial
Revision	
Final exam	

Assessments:

Class participation	10%
Quiz	20%
Research	20%
Final exam	50%

Grade Descriptors:

HD	High Distinction	85-100
D	Distinction	75-84
Cr	Credit	65-74
P	Pass	50-64
F	Fail	0-49

High Distinction 85-100

Treatment of material evidences an advanced synthesis of ideas

Demonstration of initiative, complex understanding and analysis

Work is well-written and stylistically sophisticated, including appropriate referencing, clarity, and some creativity where appropriate

All criteria addressed to a high level

Distinction 75-84

Treatment of material evidences an advanced understanding of ideas

Demonstration of initiative, complex understanding and analysis

Work is well-written and stylistically strong

All criteria addressed strongly

Credit 65-74

Treatment of material displays a good understanding of ideas

Work is well-written and stylistically sound, with a minimum of syntactical errors

All criteria addressed clearly

Pass 50-64

Treatment of material indicates a satisfactory understanding of ideas

Work is adequately written, with some syntactical errors

Most criteria addressed adequately

Fail 0-49

Treatment of ideas indicates an inadequate understanding of ideas

Written style inappropriate to task; major problems with expression

Most criteria not clearly or adequately addressed

Academic Integrity

Students are expected to uphold the university's academic honesty principles which are an integral part of the university's core values and principles. If a student fails to observe the acceptable standards of academic honesty, they could attract penalties and even disqualification from the course in more serious circumstances. Students are responsible for knowing and observing accepted principles of research, writing and any other task which they are required to complete.

Academic dishonesty or cheating includes acts of plagiarism, misrepresentation, fabrication, failure to reference materials used properly and forgery. These may include, but are not limited to: claiming the work of others as your own, deliberately applying false and inaccurate information, copying the work of others in part or whole, allowing others in the course to copy your work in part or whole, failing to appropriately acknowledge the work of other scholars/authors through acceptable referencing standards, purchasing papers or writing papers for other students and submitting the same paper twice for the same subject.

This Academic Integrity policy applies to all students of the Zhejiang University in all programmes of study, including non-graduating students. It is to reinforce the University's commitment to maintain integrity and honesty in all academic activities of the University community.

Policy
- The foundation of good academic work is honesty. Maintaining academic integrity upholds the standards of the University.
- The responsibility for maintaining integrity in all the activities of the academic community lies with the students as well as the faculty and the University. Everyone in this community must work together to ensure that the values of truth, trust and justice are upheld.
- Academic dishonesty affects the University's reputation and devalues the degrees offered.
- The University will impose serious penalties on students who are found to have violated this Policy. The following penalties may be imposed:
  - Expulsion;
  - Suspension;
  - Zero mark/fail grade;
  - Marking down;
  - Re-doing/re-submitting of assignments or reports; and
  - Verbal or written warning.