

You should hand in **one** copy of your assignment by the time and date mentioned above to the appropriate 'hand-in location' at the Gulf College. Fill in the front cover (staple together with your assignment). **MAKE SURE** that you fill in all the relevant details on this form. An acknowledgement will be given to you upon receiving your assignment. This is your receipt, **keep it**. You can submit work by post, but you must send it recorded delivery, it must be postmarked two days before the deadline date and a copy must be kept by you in case it is lost in the post. Faxed assignments will **not** be accepted.

Assignments **must** be submitted by the due date. The only circumstance in which assignments can be submitted late is if an extenuating circumstances form is submitted at the same time. In these circumstances work may be submitted up to 5 working days only. If the extenuating circumstances are upheld, the assignment will be graded; otherwise a 0 will be awarded.

Word Length for the essay assessment: (1500 Words)

State the number of words used at the end of your assignment. You may include diagrams, figures etc. without word penalty. A sliding scale of penalties for excess length will be imposed according to the amount by which the limit has been exceeded.

1-10%	excess	no penalty
11-20%	excess	10% reduction in the mark
21-30%	excess	20% reduction in the mark
31%+	excess	the work will be capped at a pass i.e. 40%

NB. None of the above penalties will be used to change a student mark which is above the pass mark, to one that is below the pass mark. Therefore the *maximum penalty* for exceeding the word limit will be a reduction to a pass grade.

Students will be assessed on the following learning outcomes:

1. Understand the process of Critical Reasoning and employ that understanding in the support of the student's personal development as a learner
2. Be able to use cognitive skills to apply a given range of techniques and concepts to more effectively analyse, evaluate, retrieve and organise information relating to issues in the management of organisations
3. Be able to orally communicate ideas effectively and develop sound arguments in a discussion, and make informed judgments upon the issues in management
4. Be able to effectively express ideas through the structured use of verbal and written formats
5. Continue the maintenance and development of a Personal Development Plan

Use one of the following topics

1. Improving employee engagement is at the top of a list of human resource challenges being faced by businesses. Flextime is one of the schemes used by management to address the issue. Critically evaluate and discuss its advantages and disadvantages for the company in the employee's performance and commitment.
2. Organisational change can have a severe impact on a business. However, while the change may be necessary for the future of the company, you are likely to face certain barriers and challenges. Anticipate the possible barriers and challenges to organisational change and critically discuss the impact on the organisation. Formulate, justify and discuss possible strategies to avoid them before they become a major issue.
3. Work diversity is becoming an international issue on human resource management. Manpower outsourcing leads to pooling various nationalities into an organisation. Introduce a scheme which you have to consider addressing the issue. Critically evaluate and discuss its advantages and disadvantages for the organisation.
4. The recent trends and challenges in personnel selection can have a significant effect on a business. Identify recent trends and challenges in the selection of personnel and critically assess/evaluate their impact to a business in this modern corporate world.
5. Remote workers and those who avoid the office are often more productive than those who work there day in and day out. However, the improbability of being promoted when working remotely is one of the most debated issues in this modern corporate world. Critically identify the odds and evaluate their implication in connection with smaller chance of promotion.

Group Presentation: 20%

Each group is required to deliver a group presentation. If there are four in your group, you should be speaking for no more than about 10 minutes in total. We would suggest that each member of your group should produce at least one slide to practise and demonstrate that they have mastered the production and use of visual presentation material. Your group's slides should include:

- a) An introduction and overview slide which allows you to explain what the question is that your group is tackling; what material/issues you are going to be looking at

and how you intend to answer the question. You may be able to use this slide at the end of your presentation in your conclusion also.

b) Some slides employing empirical data such as a tables or graphs.

NB: the presentation should be designed in order to achieve the learning outcomes 1, 2, 3, 4.

Plagiarism Warning

Summary

- Plagiarism occurs if you use somebody else's work in an assignment or exam answer, but fail to state where you got the material from. You need to be also very careful about the amount of words you are using from somebody else's work.
- It can happen in any type of assessment where you are given the questions or tasks in advance.
- If another student uses your work in his/her answer(s), both you and he/she will be punished when caught.
- Punishments for committing plagiarism can be very severe.

The details

Plagiarism is a form of cheating in which students use the work of others and present it as their own. Staffordshire University publishes a fully detailed description of what the term 'plagiarism' means on the University's main web-site under the heading '*Procedures for dealing with suspected cases of academic dishonesty*'. We strongly recommend that you go and read the full document at the above address. Meanwhile, here is an extract of some of the relevant content. You will have committed plagiarism and may be caught, reported and punished (as described below) if you:

- Copy extensively from the work of others (from sources such as books, magazines, journals, web-sites for example) and submit the work as your own. NB It is acceptable to refer to the work of others as long as you do not use too much, and reference your sources properly. If you do not know how to do this, please follow the guidelines given in the document entitled '*Adding quotations and references to your written work*' at this web-site address:
<http://www.staffs.ac.uk/schools/business/bsadmin/staff/s3/jamr.htm>
- Copy another students' work and submit it for assessment under your own name.
- Allow another student to copy *your* work and they then submit it for assessment under *their* name.

This last item is of particular importance; few students seem to understand what it means. If, for example, you allow another student to borrow your work and they subsequently copy some of that work and present it as their own, you and they will *both* be punished even though someone else copied your work.

The risks of working with other students

Some assessment tasks are explicitly designed for group work, and it will be made clear that a group answer is expected from you. All other tasks are intended as an assessment of your *individual* comprehension and performance, and group answers are not permitted. In individually assessed forms of assessment your work must be different from that of every other student. Plagiarism can occur in assignments and any examination where the questions are issued to students in advance. In both cases it is possible for you to ask other people about how best to answer the questions or complete the necessary tasks.

You should be aware that *different modules* and subjects may have *different* requirements. In some subjects, answers to questions may, for example, require every student on a module to employ or refer to the same diagram(s), concepts and the like in order to construct an acceptable answer. You should note, however, that even in these circumstances your explanations of what the diagrams mean, and any other writing referring to any common diagrams and concepts should all be *in your own words*. Moreover, the situation may be very different on other modules, where the submission of work that has a very similar structure, or the use of very similar materials such as concepts, diagrams, quotations and the like, to that of another student, may lead to you being accused of plagiarism.

The picture is complicated and, unfortunately, it is not possible to give advice that is directly relevant to *every* module you study. If you are unsure about how to avoid plagiarism in any specific module, then rather than hoping and guessing, you should ask for guidance from the member of staff who delivers that module.

Our overall advice is straightforward; by all means discuss how best to answer questions or complete tasks with your colleagues, but when it comes to actually writing your answers - **DO IT ALONE!**

What happens if you get caught?

Examination Boards may punish offending students in any manner that they deem fit. Typical punishments Boards may choose range from reducing grades, making students re-sit modules, through to failing students on a module or an entire award. The University regards this form of cheating as a serious offence. Full details of the range of likely punishments can be found on the University's web-site under the heading '*Procedures for dealing with suspected cases of academic dishonesty*'.

Please consider yourself warned!