UNIT 3: ORGANISATIONS AND BEHAVIOUR SCORE SHEET

BUSINESS ASSIGNMENT TASKS:

You are a Business Development Consultant. Your Firm is hired by a small business enterprise that is facing myriads of marketing and organizational problems. Your job as a Business Development Consultant is to analyze the problems in the business, research solutions and/or benchmark good practices. You will then make suitable recommendations for improvements to your clients.

INSTRUCTION TO THE STUDENTS:

- Learning Outcome 1 has individual assignments only.
- These Tasks are Research Assignments. This means that you must use either Secondary and/or Primary research methods to gather evidences to answer each task. You are NOT required to write from prior knowledge. These are Research Tasks.
- Plagiarism is totally unacceptable. You must cite all sources and input the information by paraphrasing, summarising or using direct quotes. A Fail Grade is given where Plagiarism is identified in your work. There are no exceptions.
- Your evidences/findings must be cited using Harvard Referencing Style. E.g. (Samuels, 2015); (Sommers and Hunter, 2014) etc.
- You must use the Four Paragraph Structure in writing: Paragraph 1- Introduction; Paragraph 2- Research Findings; Paragraph 3- Discussion; and Paragraph 4-Recommendations/Conclusion.
- To Pass the unit you MUST Achieve **ALL** the Pass Criteria outlined on the score sheet. You can earn a Higher Grade such as Distinction or Merit by meeting all Pass Criteria and achieving the criteria given on the Higher Grades Score Sheet. You will be given a Referred Grade if you fail to meet ALL Pass Criteria given. Referred Grade means resit. You must resit any AC that you fail. The Score Sheet will identify the specific requirement/s and criteria that you did not meet. See iTutor for the resit fees. You will then make the corrections and resubmit. See the procedures on iTutor to resubmit.
- You SHOULD complete and submit a hardcopy and softcopy on the due dates given. ALL late work attract a fee. This rule is not waived under any circumstances. The softcopy should be sent to: faculty@colbournecollege.com. The hardcopy should be in our office at close of the business day.
- You MUST pay your Tuition on-time with '0' balance outstanding to submit work or sit examinations. This rule is not waived under any circumstances. If you fail to submit on the said deadline due to not having financial clearance you may submit no later than the extended deadline with the Resit fee paid. Failure to submit work on the final or extended deadline will result in a Fail Grade for the entire UNIT. If you Fail the unit you will have to pay to retake the class.
- Read ALL Instructions on this Page and review the Pass, Distinction, Merit and Referred Criteria attached to each Term Paper to meet the criteria and task correctly. Your work should be neatly typed and bonded. Presentation is important and evidence of quality work and good business ethics.
- Remember you **MUST** participate in the Class Online Forum by answering the Lesson Review Questions posted by the Course/Unit Tutor. You are required to Post twice per week and by the latest on Friday. You get 10% of the course grade from participation. You Must Pass the Forum to pass the course/unit.
- **Learning Outcome 1. SUBMISSION DEADLINE: February 1, 2016**

UNIT 3: ORGANISATIONS AND BEHAVIOUR SCORE SHEET

NAME OF STUDENT: **DATE:**

Learning Outcome	Students Must Meet ALL The Following Requirements For A **PASS** Grade	ACHIEVED	
		YES	NO
LO1 Understand the relationship between organisational structure and culture	AC 1.1 Compare and contrast different organisational structures and culture *The Student should carry out this task as a Business Consultant by:*		
	1. Using Paragraph One for the defining of key terms: **Organisational Structures** AND **Organizational Culture**		
	2. Using Paragraph Two for the research findings on the: **different organisational structures and culture.**		
	3. Using Paragraph Three to: **compare two different organisational structures and culture that may be considered for the business advising.** *Use a table for the comparison.*		
	4. Using Paragraph Four to make Recommendations or Draw Conclusions. These are directed at the business that you are advising.		
	5. Carrying Out the command in the task: To '**Compare**' which means: "***Identify similarities and differences.***"		
	6. Discussing at least **five (5) themes and perspectives related to** your research findings and the content areas from the Course Content: **Types Of Organisation And Associated Structures:** (i) Functional, Product-Based, Geographically Based, Multi-Functional And Multi-Divisional Structures, Matrix, Centralisation And De-Centralisation; (ii) Organisational Charts; (iii) Spans Of Control; (iv) Internal And External Network Structures; (v) Flexible Working **Organisational Culture:** (i) Classification Of Organisational Culture – Power Culture, Role Culture, Task Culture, Person Culture; (ii) Cultural Norms And Symbols; (iii) Values And Beliefs; (iv) Development Of Organisational Culture		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 450 - 600 Words Requirements (only 10% more or less can deviate from the instructions).		
	A Pass Grade Is Awarded	YES	NO
Name Of Assessor:	Date Of Assessment:		

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NAME OF STUDENT: **DATE:**

Learning Outcome	Students Must Meet ALL The Following Requirements For A **PASS** Grade	ACHIEVED	
		YES	NO
LO1 Understand the relationship between organisational structure and culture	AC 1.2 Explain how the relationship between an organisation's structure and culture can impact on the performance of the business *The Student should carry out this task as a Business Consultant by:*		
	1. Using Paragraph One to provide a brief description of Organisational: **Key Business Performance Indicators (KPI)**		
	2. Using Paragraph Two for the research findings on**: relationship between an organisation's structure and culture.**		
	3. Using Paragraph Three to: e**xplain how the relationship between the organisation's structure and culture can impact on the performance of the business.**		
	4. Using Paragraph Four to make Recommendations or Draw Conclusions. These are directed at the business advising.		
	5. Carrying Out the command in the task: To **Explain** which means: "***To give account of the purposes or reasons."***		
	6. Discussing at least **five (5) themes and perspectives related to** your research findings and Course Content: ***Types Of Organisation And Associated Structures:*** (I) Functional, Product-Based, Geographically Based, Multi-Functional And Multi-Divisional Structures, Matrix, Centralisation And De-Centralisation; (II) Organisational Charts; (III) Spans Of Control; (IV) Internal And External Network Structures; (V) Flexible Working ***Organisational Culture:*** (VI) Classification Of Organisational Culture – Power Culture, Role Culture, Task Culture, Person Culture; (VII) Cultural Norms And Symbols; (VIII) Values And Beliefs; (IX) Development Of Organisational Culture		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 750-100 Words Requirements (only 10% more or less can deviate from the instructions).		
	12. Linking the answers specific to the Business Case.		
	A Pass Grade Is Awarded	**YES**	**NO**
	Name Of Assessor: Date Of Assessment:		

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NAME OF STUDENT: **DATE:**

Learning Outcome	Students Must Meet ALL The Following Requirements For A **PASS** Grade	ACHIEVED	
		YES	NO
LO1 Understand the relationship between organisational structure and culture	AC 1.3. Discuss the factors which influence individual behaviour at work *The Student should carry out this task as a Business Consultant by:*		
	1. Using Paragraph One to briefly define: **Individual Behaviour**		
	2. Using Paragraph Two for the research findings on: **factors which influence individual behaviour at work.**		
	3. Using Paragraph Three to: **discuss the factors which influence individual behaviour at work**		
	4. Using Paragraph Four to make Recommendations or Draw Conclusions. These are directed at the business advising.		
	5. Carrying Out the command in the task: To '**Discuss**' which means: **"Give an account that addresses a range of ideas and arguments."**		
	6. Discussing at least **five (5) themes and perspectives related to** your research findings and the Course Content: **Diagnosing Behavioural Problems:** (i) Concepts; Principles; (ii) Perspectives; (iii) Methodology **Methodology Perception:** (iv) Definition; (v) Perceptual Selection; (vi) Perception And Work Behaviour; (vii) Attitude; (viii) Ability And Aptitude; (ix) Intelligence **Significance and nature of individual differences:** (x) Self And Self-Image; (xi) Personality And Work Behaviour; **Conflict Individual Behaviour At Work:** (xii) Personality, Traits And Types; (xiii) Its Relevance In Understanding Self And Others		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized..		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 600 Words Requirements (10% more or less is required: 540 Words/660 Words).		
	12. Linking the answers specific to the Business Case.		
	A Pass Grade Is Awarded	YES	NO
Name Of Assessor:	Date Of Assessment:		

UNIT 3: Higher Grades Score Sheet

NAME OF STUDENT: **DATE:**

GRADE FOR AC #:	To Be Awarded A **MERIT** Grade students must meet the Pass Grade Criteria and further demonstrate higher ability:	ACHIEVED	
		YES	NO
	1. The B paper is always mechanically correct. The spelling is good, and the punctuation is accurate.		
	2. Some of the sentences may not be elegant, but they are clear, and in them thought follows naturally on thought. It is well organized around one main idea, it presents a worthwhile and interesting idea. That is, the idea is supported by sound evidence presented in a neat and orderly way.		
	3. Ends by keeping the promise that the writer makes in the beginning.		
	A MERIT Grade Is Awarded	YES	NO
	Name Of Assessor: Date Of Assessment:		

GRADE FOR AC #:	To Be Awarded A **DISTINCTION** Grade students must meet the Pass Grade Criteria and further demonstrate higher ability:	ACHIEVED	
		YES	NO
	1. Paper is lively, well-paced, interesting, and everything in it seems to fit the theme exactly. Reading the paper, it is clear that the writer cares for his or her ideas, and about the language that carries them. It may have a proofreading error or two, or even a misspelled word, but these errors are the consequence of the normal accidents all good writers encounter.		
	2. Apply the knowledge of subject concepts to the Case effectively.		
	3. Identify, formulate, and solve problems.		
	4. Conduct, Analyze and interpret primary and secondary data effectively using appropriate research tools.		
	5. Use seven or more (combination of) theories, techniques, skills, and modern tools of the practice.		
	6. Recommendations/Conclusions are relevant to the findings, presented with justification.		
	A DISTINCTION Grade Is Awarded	YES	NO
	Name Of Assessor: Date Of Assessment:		

GRADE FOR AC #:	A **REFERRED** Grade is awarded because the student has not met the Assessment Criteria (AC) to be awarded a PASS Grade:		
	A REFERRED Grade Is Awarded	YES	NO
	Name Of Assessor: Date Of Assessment:		