

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 4 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 4. SUBMISSION DEADLINE: April , 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
LO4 Understand mechanisms for developing effective teamwork in organisations	AC 4.1 Explain the nature of groups and group behaviour within organisations <i>The Student should carry out this task as a Business Consultant by:</i>		
	1. Using Paragraph One for the defining of key terms: Group Behaviour		
	2. Using Paragraph Two for the research findings on: The nature of groups and group behavior in organisation.		
	3. Using Paragraph Three to: Explain the nature of groups and group behavior in organization.		
	4. Using Paragraph Four to draw Conclusions and make Recommendations about: how groups and group behaviors can positively and negatively impact the organization that you are advising.		
	5. Carrying Out the command in the task: To 'Explain' which means: " <i>To give account of the purposes or reasons .</i> "		
	6. Explaining at least <u>four (4)</u> themes and perspectives related to your research findings and the content areas from the Course Content:		
	Types of Groups::	Formation of Groups:	Factors influencing Groups:
	1. Formal: Command, Task	1. Forming, storming, norming, performing, adjourning	1. External Factors
	2. Informal: Interest, Friendship	2. Belbin Team role	2. Group resources
			3. Group Structure
			4. Group Process
			5. Group Tasks
	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 - 750 Words Requirements (only 10% more or less words can deviate from the instructions).		
	A Pass Grade Is Awarded		YES NO
	Name Of Assessor:		Date Of Assessment:

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DATE:

Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO4 Understand mechanisms for developing effective teamwork in organisations	<p>AC 4.2 Discuss factors that may promote or inhibit the development of effective teamwork in organisations</p> <p><i>The Student should carry out this task as a Business Consultant by:</i></p> <ol style="list-style-type: none"> 1. Using Paragraph One to provide a brief overview of: effective teamwork. 2. Using Paragraph Two for the research findings on: factors that may promote or impede the development of effective team in organisation. 3. Using Paragraph Three to: Discuss three common factors in your research that are seen as promoting the development of effective teamwork in organisation. Discuss three factors that are seen as impeding development of effective teamwork. 4. Using Paragraph Four to draw conclusions and make recommendations about: the positive and negative influence on effective team-working in the organization you are advising. 5. Carrying Out the command in the task: To Discuss which means: "<i>Give an account that addresses a range of ideas and arguments.</i>" 6. Discussing at least five (5) themes and perspectives related to your research findings and Course Content: <div style="display: flex; justify-content: space-between;"> I. Composition of team; II. Leadership III. Communication IV. Diversity V. Homogeneity VI. Groupthink VII. Team Building; VIII. Cohesion; IX. Team Building Exercise; X. Group Norms XI. Role Identity </div> 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 700-800 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																								
LO4 Understand mechanisms for developing effective teamwork in organisations	<p style="color: blue;">AC 4.3. Evaluate the impact of technology on team functioning within a given organisation</p> <p><i>The Student should carry out this task as a Business Consultant by:</i></p> <ol style="list-style-type: none"> 1. Using Paragraph One to briefly define: Technology 2. Using Paragraph Two for the research findings on: the impact of technology on how teams function in organisations. 3. Using Paragraph Three to: evaluate the impact of technology on team functioning in organizations. Provide at least two examples. 4. Using Paragraph Four to make draw Conclusions and make Recommendations about: the impact of technology on team functioning within the organization you are advising. 5. Carrying Out the command in the task: To 'Evaluate' which means: "To judge or determine the significance, worth, or quality of" 6. Discussing at least four (4) themes and perspectives related to your research findings and the Course Content: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Impact of technology on team functioning Theory: <ul style="list-style-type: none"> (i) technology; (ii) communication; (iii) change; </td> <td style="width: 50%; vertical-align: top;"> Motivation and performance: <ul style="list-style-type: none"> (v) networks (vi) virtual teams; (vii) global and cross-cultural teams </td> </tr> <tr> <td></td> <td></td> </tr> </table> <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 11. Meeting the 600-700 Words Requirements (10% more or less is required). 12. Linking the answers specific to the Business Case. 	Impact of technology on team functioning Theory: <ul style="list-style-type: none"> (i) technology; (ii) communication; (iii) change; 	Motivation and performance: <ul style="list-style-type: none"> (v) networks (vi) virtual teams; (vii) global and cross-cultural teams 																								
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	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		
	<ol style="list-style-type: none"> 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		
	<ol style="list-style-type: none"> 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 <u>seven or more</u> (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
Name Of Assessor:			Date Of Assessment:			