



**INDIVIDUAL ASSIGNMENT , Fall 2018**

Module: Principles of Organization & Management (BUSS1001)

Level: 4

Max. Marks:  
100(Transform into 35)

Duration: 4 weeks

ID NUMBER				

**OBJECTIVE:**

Asses students the nature of organizations in relation to management practices and to familiarize students with the concepts of organizational behavior and decision making in an organizational context.

**OUTCOMES:**

1. Describe the importance of organization system approach and understand the important of having a contingency plan.
2. Learning the importance of work related attitudes and how the organization handle it inside the organization.

Select an organization of your choice and prepare a report that covers the following areas:

1. Organization Behaviour

What is an Organization behaviour (10 Marks)? Describe with a relevant examples on the chosen organization. Use this viewpoint to analyse selected Organization in Oman.

2. Theories of Organization

a. Discuss the chosen organization according to the System Approach (15 marks).

b. What is a Contingency plan? (5 marks) Explain a situation that occurs in the organization that you think will need a contingency plan and accordingly write a contingency plan for the situation (10 marks).

3. Team Based working

Discuss how the group are form and being developed in the chosen organization (20 marks).

4. Work Related Issues

Discuss the following work related attitudes (Job Satisfaction, Job Involvement, Organizational commitment, Perceived organizational support, and Employee engagement) in the chosen organization. Support your answer with examples (20 marks).

5. A minimum 10 question of an interview script conducted with the chosen organization should be attached to the Assignment and the finding should be discuss (10 Marks).

**Instructions:**

1. Answer all the questions  
Max. Marks: 100 (90 for the discussion and 10 for the citations and referencing)
2. Total words count should be more than (Min.2000) words and it should contain:
  - ✓ cover page, which indicates module title, names of students, name of instructor and date of submission
  - ✓ Table of contents, which includes heading, subheading and page numbers.
  - ✓ Introduction, indicates the objectives of the report, briefly describes structure of the report (Max 2 pages).
  - ✓ discussion, description, discussion, explanation and analysis of the questions
  - ✓ Conclusion that reveals main findings regarding the questions and a recommendation.
  - ✓ List of reference by using Harvard style of referencing; the report should have 10 citations.
3. The report should be well formatted, text color black, times of roman, font 12.
4. Late submission and Plagiarism policy will be applied accordingly.
5. Provide an in Text citations and a correct reference.
6. Proposal must be submitted within one weeks the assignment being given which should include;
  - Explanation about the chosen organization,
  - How the assignment is going to be undertaken,
  - Tasks involved,
  - Data Gathering
  - Timeline for completion of each task.
7. **Assignment is due on end of week 8**

**Plagiarism Policy:** Plagiarized documents, in parts or whole, submitted by the students will be rejected. However, if the plagiarism is found to be accidental the student may be advised to re-submit the work only once within one week from the date of rejection. A penalty of 25% of the total marks on the specific coursework assessment component will be imposed on the re-submitted work. If the re-submitted work is also found to be plagiarized the student will be awarded a zero mark in

the respective assessment. If the work submitted is found to be intentionally plagiarized to gain an unfair advantage in any form, such work will be automatically rejected and a mark of zero will be awarded. If the student is found to consistently submit plagiarized work it will be dealt with seriously and may warrant suspension for a period or expulsion as may be recommended by the committee set for the purpose.

**Late submission Policy:** Penalty for late submission - 5% of the maximum mark specified for the assessment is to be deducted for each working day for a maximum of one week.

## **Clarification on Plagiarism Policy**

As per MEC policy, any form of violation of academic integrity will invite severe penalty. Plagiarised documents, in part or in whole, submitted by the students will be subject to this policy.

### **A. First offence of plagiarism**

a. A student will be allowed to re-submit the assignment once, within a maximum period of one week. However, a penalty of deduction of 25% of the marks obtained for the resubmitted work will be imposed.

b. Mark deduction: When the work is resubmitted, the marking will be undertaken according to the marking criteria. In compliance with this policy, the 25% deduction is then made on the marks obtained. For example, in an assessment that carries a maximum of 50 marks, suppose a student were to obtain 30 marks for the resubmitted work, the final marks for that assessment will be 22.5 (after deducting 25% of the marks actually obtained for the resubmitted work).

c. Period of resubmission: The student will have to resubmit the work one week from the date he or she is advised to resubmit. For example, if the formal advice to resubmit was communicated to the student on a Sunday (latest by 5 pm), the student will have to resubmit the work latest by next Sunday 5 pm.

d. If the re-submitted work is also detected to be plagiarized, then the work will be awarded a zero.

e. Resubmission of the work beyond the maximum period of one week will not be accepted and the work will be awarded a zero.

### **B. Any further offence of plagiarism**

a. If any student is again caught in an act of plagiarism during his/her course of study (either in the same module, same semester or in any other semester), the student will directly be awarded zero for the work in which plagiarism is detected. In such cases, the student will not be allowed to re-submit the work.

### **C. Guidelines**

a. Type 1: In case plagiarism is detected in any component or part submission (submitted at different times) of one assessment (assignment), the deduction in marks will be applicable for the whole assessment (assignment), even if only the component or part submission alone needs to be resubmitted.

b. Type 2: In case plagiarism is detected in a group assessment, all students of the group will be considered as having committed an act of plagiarism irrespective of whether plagiarism is on account of the act of all or a few or only one member. The policy will then be applied to all students.

c. Type 3: Combination of Type 1 and Type 2: In case plagiarism is detected in any component or part submission (submitted at different times) of a **group assessment (assignment)**, the deduction in marks will be applicable for the whole assessment (assignment), even if only the component or part submission alone needs to be resubmitted. All students of the group would be

considered as having committed an act of plagiarism irrespective of whether plagiarism is on account of the act of all or a few or only one member. The policy will then be applied to all the students of the group.

d. Type 4: Variation of Type 1 and Type 2: In cases where the assessment consists of components or part submissions that could be a group assessment component (e.g. group assignment) and an individual assessment component (e.g. individual reflection), the following will be applicable:

1. If plagiarism is detected in the group assessment component, all students of the group will be considered as having committed an act of plagiarism, irrespective of whether plagiarism is on account of the act of all or a few or only one member. The policy will then be applied to all students of the group. In such cases the group assessment component will be resubmitted as per the policy.

2. If plagiarism is detected in the individual assessment component, the individual assessment component will be resubmitted as per the policy. The policy will then be applied to that student alone.

3. In both cases (a) and/or (b), the deduction in marks will be applicable for the whole assessment (assignment).

#### **D. Amount of similar material**

a. The total amount of similar material in any form of student work from all sources put together should not exceed 30% (including direct quotations).

b. The total amount of quoted material (direct quotations) in any form of student work from all sources put together should not exceed 10%.

c. The total amount of similar material in any form of student work from a **single source** should not exceed 7 percent. However, cases having a similarity of less than 7 percent in such cases may still be investigated by the faculty depending on the seriousness of the case.

d. If faculty member find enough merit in the case of a student work with a similarity (with a single source) of more than 7 percent as not a case of plagiarism, the faculty member should provide detailed comments/remarks to justify the case.

October 30, 2016,