 **ARAB OPEN UNIVERSITY**

**FACULTY OF BUSINESS STUDIES**

**B839 - MAKING A DIFFERENCE: THE MANAGEMENT INITIATIVE**

**TUTOR MARKED ASSESSMENT FALL 2019/2020, SEMESTER 1**

**B839- TMA01 – Fall Semester (2019 – 2020)**

**INTRODUCTION**

Please read these instructions carefully and contact your tutor if you require any further clarifications. You should submit your completed assignment to your tutor no later than **the cut-off date of October 27th, 2019 (23.hrs GMT).**

Please use standard A4 size paper for submitting the hard copy of your TMA01. Your name, personal identifier, course and assignment numbers must appear at the top of each sheet. A soft copy of your TMA01 must be uploaded on the university Moodle within the indicated cut-off date. The hard & soft copies must be identical. Please leave wide margins and space at the end of each sheet for tutor comments. Double space your text so that you can easily handwrite corrections to your drafts and tutors have space to include their feedback on the script. Start each question in the assignment on a new page.

***Completing and sending your assignments***

When you have completed your TMA01, you must fill in the assignment form (PT3), taking care to fill in all information and correctly including your personal identifier, course code, section & tutor, and assignment numbers. TMA01 and its PT3 form should be uploaded on the AOU branch Moodle within the cut-off date. Late submissions require approval from the branch course coordinator and will be subject to grade deductions as per the late submission policy. All assignments are treated in strict confidence.

In all your analyses and discussions, you should make sure that your arguments are coherent and rooted in the frameworks we will be studying in this course. Moreover, you are encouraged to develop and expand your own ideas and engage in a meaningful debate. Speculations and/or hypothetical conceptions you might have regarding your firm will not help you for this TMA, unless you support them with sound analyses.

If you feel that you are unable to meet the cut-off date of the TMA01 because of unforeseen circumstances, please contact your tutor as soon as possible to discuss a possible extension to the cut-off date.

***TMA Objective:***

Please prepare your views on the following question considering the information presented in the question and the course materials. Your answers must defend your point of view. You need to justify your views wherever possible. Moreover, the objective of B839 TMA 01 is to analyze the available literature and present a critical review.

**QUESTION:**

**Question 1 (Up to 100% Marks):** (3000 words +/- 10 %)

Identify the most popular academic journal in your project area and write a critical review of the five most cited or influential articles on the literature of the selected project area from 2010 to 2019.

The student should use the template provided before analyzing the literature on the key areas of reviewing a paper. Then he/she should compare and contrast those selected articles and present a comprehensive interpretation of all of them.

Students should select a project on an issue/topic from the following course materials: Making Decisions, Management Ethics and Corporate Social Responsibility, Power and Politics, Cross-boundary Management, Leadership, Managing innovation, Marketing, Human Resource, Entrepreneurship, Strategy Implementation, Evaluation and measurement and any other business management related areas.

***TMA* *Guidance:***

**Question 1:**

Candidates should discuss critically the chosen literature on the selected project area from 2010 till 2019 in relation to the key areas of analysis such as the issues, concepts, models, scope, research problem, objective, source of information, research design, interpretation, structure of the paper, opportunity for further research and conclusion of the paper. Before starting to analyze the paper, get the approval of the tutor on the selected literature.

**Key Aspects about the Literature Review**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paper** | **1** | **2** | **3** | **4** | **5** |
| Conceptual Paper / Research Paper  |  |  |  |  |  |
| What aspect of the topic does this paper address? |  |  |  |  |  |
| What key concepts, models, Perspectives, theories are presented? |  |  |  |  |  |
| Specify the focus, scope and boundaries of the research |  |  |  |  |  |
| **What questions and problems does the Paper address?** |   |   |   |   |   |
| Objectives of the paper |   |   |   |   |   |
| Source of information |  |  |  |  |  |
| Show which research designs and methods have been employed |   |   |   |   |   |
| Interpretation of the paper |  |  |  |  |  |
| How has the paper helped to develop my understanding of the topic? |   |   |   |   |   |
| In what ways does this paper relate to other papers in this field? |   |   |   |   |   |
| How has knowledge in the topic been structured and organized? |  |  |  |  |  |
| Highlight what we know and what we need to know, thus identifying opportunities for future research |  |  |  |  |  |
| Conclusion of the paper |  |  |  |  |  |

**Marks Distribution**

This assignment will be graded out of 100 marks, which will be allocated to your answer for the question as follows: 20% will be deducted based on the following criteria:

* 10% for improper referencing (5% in-text referencing and 5% end-text references).
* 5% for non-adherence to the specified word count.
* 5% for the improper presentation

|  |  |
| --- | --- |
|   | 100 |
| Letter Grade | Description | Min Grade | Max Grade |
| A | Excellent Pass | 90 | 100 |
| B+ | Good Pass | 85 | 89 |
| B | Clear Pass | 80 | 84 |
| C+ | Pass | 75 | 79 |
| C | Weak Pass | 70 | 74 |
| D | Vey weak Pass | 65 | 69 |
| F | Fail | Below 65 |

**Word count for TMA submission**

The Total Word Count is **3000** words (+/- 10%) (Excluding references). TMAs having a word count exceeding or below the acceptable word limit will subject the TMA to penalties (words above the allowed 10% will not be marked).

**Evaluation**

The assignment will be evaluated on:

* The degree of insights offered, and the level of critical analysis applied (as compared to mere description).
* The link to concepts presented in the course (the quality of the link is critical, not the number of concepts used) and the use of (well referenced) external resources.
* Whether the recommendations are valuable, realistic, and well supported.

# Assessment criteria: general characteristics of work in each 'band'

|  |  |  |
| --- | --- | --- |
| **University Band** | **Mark Range** | **Assessment criterion** |
| **A** | **90-100** | Excellent work – Excellent work will demonstrate that each assessment criterion reflects the logic and writing of the submission, resulting in a coherent whole. At the very top of this range there will be excellence in every criterion. At the lower end of this range, it will be possible to achieve an overall excellent grade with one or two good criteria.  |
| **B+** | **85-89** | Good work – In good pieces of work, each assessment criterion will be clearly present. All criteria for an acceptable grade have been met. Some of the criteria may have elements of excellence. Excellent criteria can compensate for ‘acceptable’, but if there are one or more ‘satisfactory’ criteria then there must be some clearly compensating excellence. |
| **B** | **80-84** | Acceptable Work – In an acceptable work, the assessment criterion will be just noticeable but will not underpin the logic of the submission and will not be there in equal parts (e.g., less discussion). For this grade, ‘acceptable’ criteria will predominate, with better criteria compensating for less good criteria. Only rarely will acceptable grades be given for a work that contains any unsatisfactory criteria. |
| **C+** | **75-79** | Satisfactory Work – In a work that is just satisfactory, the marker will have no difficulties to find evidence of the assessment criteria and the discussion; it is likely to be very marginal, though. Satisfactory criteria will predominate. There is scope for one or two unsatisfactory criteria, and there is a compensating performance in other criteria. |
| **C** | **70-74** | Less satisfactory work : If the presentation does not make more sense and there is very little evidence of the TMA requirements on the assessment criterion and showing a rather limited literature support. |
| **D** | **65-69** | Unsatisfactory Work – At this level, your work will be deemed almost a fail. There will be little or no evidence that the requirements of the assessment criteria have been demonstrated in the work presented. Unsatisfactory criteria will predominate. |
| **F** | **Below 65** | Failing Work – At this level, your work will be determined to have failed the assignment. You will have met few, if any, of the criteria for the assessment. Failing criteria will predominate. |

**Authenticating your coursework**

You must be able to demonstrate that the course work you submit for assessment is your own. You must therefore keep all working documents (electronic and paper) that you used or created while preparing the assignment, such as photocopies of sources and internet pages, your own notes on your readings and preparation and the site where the primary research has been conducted, completed questionnaires or interview schedules, details of the process of analysis, field notes and so on. Most importantly, you should keep the early developing drafts of your coursework as evidence of the originality of your work by saving each revision to a file with a different name. This material should be kept until after the module results have been published on AOU-LMS. Please be reminded again that you are required to submit an electronic version of your work.

**Plagiarism**

**The Arab Open University Definitions of cheating and plagiarism**

According to the Arab Open University By-laws, the following acts represent cases of cheating and plagiarism:

* Verbatim copying of printed material and submitting them as part of TMAs without proper academic acknowledgement and documentation.
* Verbatim copying of material from the Internet, including tables and graphs.
* Copying other students’ notes or reports.
* Using paid or unpaid material prepared for the student by individuals or firms.
* Utilization of or proceeding to the utilization of contraband materials or devices in examinations.”

**Penalty on plagiarism**

* The following is the standard plagiarism penalty applied across branches as per Article 11 of the university by-laws:
* Awarding of zero for a TMA wherein more than 30% of the content is plagiarized.
* Documentation of a warning on the student records.
* From a Failure in the course to a dismissal from the University.

**Examples of Plagiarism**

Copying from a single or multiple source; this is where the student uses one or more of the following as the basis for the whole, or a good part, of the assignment:

1. Published or unpublished books, articles, or reports
2. The Internet
3. The media (e.g. TV programs, radio programs or newspaper articles)
4. An essay from an essay bank
5. A piece of work previously submitted by another student
6. Copying from a text which is about to be submitted for the same assignment