

**Module Title: Management and Organization**  
**Coursework: Assignment Guidelines**

**The Task:**

1. This is an individual assignment
2. Read the questions and supply your answers.
3. Answer each questions based on the concepts discussed during the course, you can add additional concepts as long as it is within the scope of the course to back up your answers, where necessary
4. Write your references at the last page of the paper
5. The overall assignment will count for **40 % of your final grade** for this module.

**General Instructions & Format:**

- 1) The word limit for this assignment is **3000** words (+/- 10%); excluding graphs and tables if there is any.
- 2) The assignment must be submitted on time to be considered for evaluation.

**Class ID:**

**Password:**

- 3) Assignments submitted after the deadline will be penalised by deducting 5% of the overall mark for each day up-to 6 days; assignments will not be graded or accepted after 6 days.
- 4) If you face any problem, please make sure to contact your lecturer before the due date.
- 5) You are expected to support your work with sources from the literature and use Harvard referencing style as appropriate, in text and in the list of references at the end of your assignment.
- 6) Format:
  - a. Font: Times New Roman.
  - b. Use single spacing and sufficient margins (3-4 cm).
  - c. All pages should be numbered

### **Grading:**

- The written report will be marked out of 40 based on the attached grading scheme
- All examples quoted in your answers must be from verified sources, such as management articles, university journals and articles from trustworthy business news websites. **Ensure that the references are mentioned clearly in your appendix**

### **Academic Integrity:**

- Fill in the BIBF Assignment Coversheet, scan it or capture it as a picture (to ensure that it does not affect the similarity % counted by Turnitin) and paste it in the first page of your assignment.
- By signing the coversheet and uploading your work on Turnitin, you confirm that:
  - The work is your own, and that you have not copied another's work or allowed anyone to copy your work, and that you have referenced the work of others in an appropriate way.
  - You have read and understood the BIBF guidelines on Plagiarism and abided with the necessary practice.
- Students who are suspected to have encountered any form of academic dishonesty will follow BIBF guidelines on plagiarism.

## Assignment:

Given the current crisis seen across the world due to the Covid 19 pandemic, use your management knowledge to identify problems and think of solutions that managers are currently facing pertaining to the questions below:

- A. What organizational structure in your opinion would be the best suited to handle this crisis.? Support your answer with theory and examples from the real world. **(15 marks)**
- B. What would be HR's role in adapting to this new normal? What should HR do to ensure that the employees are able to work from home? Support your answer with theory and examples from the real world. **(15 marks)**
- C. Organizational change has been forced on different firms due to the pandemic. What are the different types of changes that managers face? Can you give an example of organizational change. **(10 marks)**

Reference websites to check:

[https://www.ey.com/en\\_bh/covid-19/covid-19-and-pandemic-planning--how-companies-should-respond](https://www.ey.com/en_bh/covid-19/covid-19-and-pandemic-planning--how-companies-should-respond)

<https://www.weforum.org/agenda/2020/03/how-are-companies-responding-to-the-coronavirus-crisis-d15bed6137/>

<https://www.insperity.com/blog/covid-19-pandemic/>

<https://www.gartner.com/smarterwithgartner/early-covid-19-lessons-learned-from-employers-in-asia/>

<https://www.workdesign.com/2020/03/5-tips-for-managing-workplace-disruption-remote-work-covid-19-pandemic/>

<https://www.gallup.com/workplace/292334/covid-strategies-policies-world-largest-companies.aspx>

<https://hrexecutive.com/a-daily-shot-your-covid-19-update-2/>

<https://go.forrester.com/covid19/>

<https://www.quantumworkplace.com/en/engaging-employees-coronavirus-pandemic>

<https://www.welivesecurity.com/2020/03/16/covid19-forced-workplace-exodus/>

<https://www.ama-assn.org/delivering-care/public-health/tips-keeping-your-practice-business-during-covid-19-pandemic>

<https://www.bennettjones.com/Blogs-Section/An-Employers-Guide-to-Responding-to-the-COVID-19-Pandemic>

## Grading Scheme- for each question ( max of 10 marks for each)

Category	Grade	Primary Marking Criteria	Secondary Marking Criteria
Distinction 9-10	Outstanding	<ul style="list-style-type: none"> <li>Comprehensive knowledge</li> <li><i>Detailed understanding of the subject area</i></li> <li><i>Extensive background study</i></li> <li>Highly focussed answer and well structured</li> <li>Logically presented and defended arguments</li> <li>No factual/computational errors</li> <li><i>Original interpretation</i></li> <li><i>New links between topics are developed</i></li> <li><i>New approach to a problem</i></li> <li>Excellent presentation with very accurate communication</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds expectations for most primary criteria</li> <li><i>Complete command of subject and other relevant areas</i></li> <li><i>Ideas/arguments are highly original</i></li> </ul>
	Excellent		<ul style="list-style-type: none"> <li>Exceeds expectations for some primary criteria</li> <li><i>Complete command of subject</i></li> <li><i>Ideas/arguments are highly original</i></li> </ul>
	Good		<ul style="list-style-type: none"> <li>Meets all primary criteria</li> <li>Command of subject but with minor gaps in knowledge</li> <li><i>Ideas/arguments are mostly original</i></li> </ul>
	Meets requirements of Class		<ul style="list-style-type: none"> <li>Meets most but not all primary criteria</li> <li>Command of subject but with some gaps in knowledge</li> <li><i>Ideas/arguments are mostly original</i></li> </ul>
Merit 7-8	Good	<ul style="list-style-type: none"> <li>Strong knowledge</li> <li>Understands most but not all of the subject area</li> <li><i>Evidence of background study</i></li> <li>Focussed answer with good structure</li> <li>Arguments presented coherently</li> <li>Mostly free of factual/computational errors</li> <li>Some limited original interpretation</li> <li>Well known links between topics are described</li> <li>Problems addressed by existing methods/approaches</li> <li>Good presentation with accurate communication</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds expectations for some primary criteria</li> <li>Command of subject but with gaps in knowledge</li> <li><i>Some ideas/arguments are original</i></li> </ul>
	Mid-Level		<ul style="list-style-type: none"> <li>Meets all primary criteria</li> <li>Strong factual knowledge and understanding</li> <li><i>Ideas/arguments are well presented but few are original</i></li> </ul>
	Meets requirements of Class		<ul style="list-style-type: none"> <li>Meets most but not all primary criteria</li> <li>Strong factual knowledge with minor weaknesses in understanding</li> <li>Most but not all ideas/arguments are well presented and few are original</li> </ul>
Credit 5-6	Good within the Class	<ul style="list-style-type: none"> <li>Knowledge of key areas/principles</li> <li>Understands the main elements of the subject area</li> <li><i>Limited evidence of background study</i></li> <li>Answer focussed on question but also with some irrelevant material and weaknesses in structure</li> <li>Arguments presented but lack coherence</li> <li>Has several factual/computational errors</li> <li><i>No original interpretation</i></li> <li><i>Only major links between topics are described</i></li> </ul>	<ul style="list-style-type: none"> <li>Exceeds expectations for some primary criteria</li> <li>Strong factual knowledge with some weaknesses in understanding</li> <li><i>Ideas/arguments are limited but are well presented</i></li> </ul>
	Mid-Level		<ul style="list-style-type: none"> <li>Matches all primary criteria</li> <li><i>Moderate factual knowledge with some weaknesses in understanding</i></li> <li>Ideas/arguments are limited with weaknesses in logic/presentation</li> </ul>

Category	Grade	Primary Marking Criteria	Secondary Marking Criteria
	Meets requirements of Class	<ul style="list-style-type: none"> <li>Limited problem solving</li> <li>Some weaknesses in presentation and accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Matches most but not all primary criteria</li> <li>Moderate factual knowledge with several weaknesses in understanding</li> <li>Ideas/arguments are limited with weaknesses in logic/presentation</li> </ul>
Fail 4 and below	Good within the Class	<ul style="list-style-type: none"> <li>Insufficient to fulfil the associated learning outcomes</li> <li><i>No evidence of relevant knowledge or understanding</i></li> <li><i>No evidence of background study</i></li> <li>Answer relies on irrelevant material and lacks a coherent structure</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds expectations for most primary criteria</li> <li>No evidence of knowledge/understanding</li> <li>Only limited evidence of an attempt to answer the question</li> </ul>
	Mid-Level	<ul style="list-style-type: none"> <li>No arguments presented or arguments are not relevant to the assessment</li> <li>Many factual/computational errors</li> <li>No attempt at interpretation</li> <li>No links between topics are described</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds expectations for some primary criteria</li> <li>No evidence of knowledge/understanding</li> <li>Very limited evidence of an attempt to answer the question</li> </ul>
	Meets requirements of Class	<ul style="list-style-type: none"> <li>No attempt to solve problems or to address the assessment brief</li> <li>The presentation is very weak containing many inaccuracies</li> </ul>	<ul style="list-style-type: none"> <li>Matches all primary criteria</li> <li>No evidence of knowledge/understanding and/or evidence of misunderstanding</li> <li>No attempt to answer/address the question</li> </ul>