

MMO3010 Management and Leadership

Credit points: 6 ECTS

Language: Estonian

Semester: autumn

Course aims:

Using the main concepts of management and contemporary approaches to leadership to understand and analyse practical situations and enhance your effectiveness in it.

Learning outcomes:

The student who has completed the course:

- 1) knows the main principles of management and leadership and brings them to the real life situations;
- 2) understands role of leadership in contemporary organisations;
- 3) is aware of her/his own leadership competencies and is able to analyse them;
- 4) knows the main leadership theories and their application tools in real-life situations;
- 5) can express himself/herself in front of an audience.

ASSESSMENT METHOD	GRADING CRITERIA
<p>Joint course project in subject Management and Leadership MMO3010 and MMO3030 (learning outcome 1, 4)</p>	<p><i>Joint course project objective:</i> <i>Analysing the management and leadership issues in practice based on one certain organization.</i> <i>Support the cooperation between local and international students.</i></p> <p>Requirements:</p> <ol style="list-style-type: none">a) the optimal length of paper is 2000 to 3000 words (not included the title page, table of contents, and references);b) contains analytical approach with the clear research statement (reasoning, gap, central argument etc.);c) devoted writing, joint course project reflects students' true interest on the topic;d) essay is a logical and well structured, in accordance with the School of Business and Governance requirements. <p>Joint teams of 4-6 are formed by lecturers from courses MMO3010 and MMO3030 after the declaring is finished.</p> <p>The joint course project must be submitted on time. One day delay can be up to 50% points. Two days or more delay won't give any points, but the work is a prerequisite for access to the exam.</p> <p>Joint course project will be checked by two opponent teams, who are assigned at random by the lecturer.</p> <p>Joint course project gives 20 points, which consists of:</p> <ul style="list-style-type: none">-13 points – a written joint course project (opponents opinion will be considered as well);

	<p>- 3 points - acting as an opponent - 4 points - presentation</p> <p>Joint course project: "0-2 points" - the content does not meet the requirements of independent work, the deadline is not respected, does not meet the formatting guidelines/requirements; "3-5 points" - the work contains all the required elements, but the concepts have not been used correctly and in proper context, length is smaller than required, does not fit with the guidelines/requirements; "6-8 points" - homework meets the requirements in terms of content and volume, the structure is illogical and the findings were not directly derived from the text, submitted on time, language is difficult to understand, fit with the guidelines/requirements; "9-11 points" - homework meets the requirements in terms of content and volume, structure is logical, reasoned conclusions, fit with the guidelines/requirements, a few spelling errors; "12-13" points" - homework meets the requirements in terms of content and volume, thorough analysis, associated with the broader organizational context, proposed views and assessments are argued; expressions are clear and straightforward, fit with the guidelines/requirements, no spelling errors.</p>
<p>Joint course presentation (learning outcome 5)</p>	<p><i>Oral presentation develops the abilities of self-expression and discussion</i></p> <p>Oral presentation gives 4 points, which consists of: "1" - presentation doesn't cover all compulsory sources; presentation materials are not correct; lack of contact with audience, "2" - presentation doesn't give generalization about different viewpoints; some mistakes in presentation materials; contact with the audience insecure; is not able to give answers; doesn't keep the time limits, "3" - presentation covers all compulsory sources, but generalization is weak; presentation materials are correct; contact with audience is good; doesn't keep the time limits, "4" - generalization of the presentation is very good; presentation materials are correct and support the oral presentation; active in directing the contact with the audience and creating the discussion; keeps the time limits.</p>
<p>Homework (learning outcome 2, 3)</p>	<p>Five short homework based on the video clips given by the lecturer. Each video clip provides at maximum 2 points, a total of 10 points. For each video clip, at maximum 2 pages long short summary is expected. „0“ points – no short summary, „1“ point - the short summary is incomplete/too short, „2“ points - the short summary is good or excellent.</p>
<p>Participation in seminars and active behaviour</p>	<p>Activity in seminars means active participation, showing initiative, participating in discussions, asking questions</p>

(learning outcome 2, 3)	<p>addressed to audience and answering to the questions, and reading of recommended literature. Opportunity is also given to the modest students! Off-topic discussions, interrupting the discussions and behaviours like that are considered as nonactive behavior, which does not make up other activity showed up in the same seminar.</p> <p>Active participation in the workshops is worth up to 10 points. There is total of twelve workshops, participation in ten of them is worth 10 points, the fewer attendance are worth proportionally fewer points.</p>												
Examination (learning outcome 1, 2, 3, 4)	<p>Examination shows the student's overall knowledge in the subject. The exam may address any questions from the course materials, e.g. topics covered in lectures or seminars, mandatory literature or distributed materials. In examination, it is possible to obtain 60 points:</p> <ul style="list-style-type: none"> - 30 short questions about theoretical material. Each question provides at maximum 2 points, a total of 60 points. For each question, at maximum 3-5 sentences long answer is expected. 0 points – no or wrong answer. 1 point - part of the answer is wrong, the answer is incomplete. 2 points - the knowledge is good or excellent, answer is complete. 												
Prerequisite for the exam	On time submission of written homework.												
FINAL GRADE	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Exam</td> <td style="text-align: right;">– 60 points</td> </tr> <tr> <td>Joint course project</td> <td style="text-align: right;">– 16 points</td> </tr> <tr> <td>Presentation of joint course project</td> <td style="text-align: right;">– 4 points</td> </tr> <tr> <td>Homework</td> <td style="text-align: right;">- 10 points</td> </tr> <tr> <td>Activity in seminars</td> <td style="text-align: right;">- 10 points</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">- 100 points</td> </tr> </table>	Exam	– 60 points	Joint course project	– 16 points	Presentation of joint course project	– 4 points	Homework	- 10 points	Activity in seminars	- 10 points	TOTAL	- 100 points
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