

PORTFOLIO A - ARTICLE REVIEW: Individual submission

DUE DATE: Sunday, 11 August 2013 at 11.59pm - electronic submission ONLY

TOTAL WORD LENGTH: 250 words (+/- 10%)

MARKS: 10 Marks = 10% of final unit score

INSTRUCTIONS

This is an individual assignment

Locate the **List of Article Review Papers** on CloudDeakin. Contained within this file are 6 papers relating to Business Communication. Pick one (and **only** one) of the articles and read it carefully. Once you have read it, complete the attached Article Review template, answering all of the questions (please do NOT vary this template or create your own. It will NOT be assessed if it is not submitted on the correct template). The word count for this exercise is 250 words (+/-10%).

Use your own words and full sentences when completing each section.

DO NOT copy the Abstract, as this will be picked up by Turnitin and your mark will be automatically reduced to zero as a consequence.

The Article Review is due to be submitted by 11th August 2013 at 11.59pm. Please note that NO extensions will be granted without the prior approval of the Unit Chair, and that the 11.59pm deadline is an absolute deadline, in that if you fail to submit the assignment by 11.59pm, it will be treated as late and not marked.

Article Review Template

(This template is the compulsory submission format. Copy and paste this template into your own word document)

Student Name	<i>Type here</i>
Student Number	<i>Type here</i>
Author(s) of Article	<i>Type here</i>
Year of Article	<i>Type here</i>
Article Title	<i>Type here</i>
Journal Title	<i>Type here</i>
Volume and page numbers of Article	<i>Type here</i>
Publisher of Article	<i>Type here</i>
Use your own words and sentences to complete each section. DO NOT copy the Abstract.	
1. What was the main objective of the article? (1 mark)	<i>Type here</i>
2. How did the authors go about investigating the issue? (2 marks)	<i>Type here</i>
3. What were the main findings? (3 marks)	<i>Type here</i>
4. Make at least (5) suggestions as to how this article might be improved. (4 marks)	<i>Type here</i>

List of Article Review Papers

1. Brescoll, VL 2011, 'Who Takes the Floor and Why: Gender, Power, and Volubility in Organizations', *Administrative Science Quarterly*, vol. 56, no. 4, pp. 622-641.
<http://ezproxy.deakin.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=heh&AN=75049674&site=ehost-live&scope=site>
2. Knörr, H 2011, 'From top management to entrepreneurship: women's next move?', *International Journal of Manpower*, vol. 32, no. 1, pp. 99 – 116
<http://ezproxy.deakin.edu.au/login?url=http://dx.doi.org/10.1108/01437721111121251>
3. Jorfi, H, Fauzy, H & Ishak, S 2012, 'Role of Gender in Emotional Intelligence: Relationship among Emotional Intelligence, Communication Effectiveness and Job Satisfaction. *International Journal of Management*, vol.29, no. 4, pp. 590-597.
<http://ezproxy.deakin.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=heh&AN=84503357&site=ehost-live&scope=site>
4. Kobayashi, Y 2010, Discriminatory attitudes toward intercultural communication in domestic and overseas contexts. *Higher Education*, vol. 59, no. 3, pp. 323-333.
<http://ezproxy.deakin.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ehh&AN=47728646&site=ehost-live&scope=site>
5. Salami, S 2007, 'Influence of culture, family and individual differences on choice of gender-dominated occupations among female students in tertiary institutions', *Women In Management Review*, vol. 22, no. 8, pp.650 – 665
<http://ezproxy.deakin.edu.au/login?url=http://dx.doi.org/10.1108/09649420710836326>
6. Smeltzer, LR, & Werbel, JD 1986, Gender Differences in Managerial Communication: Fact or Folk-linguistics? *Journal of Business Communication*, vol. 23, no. 2, pp. 41-50.
<http://ezproxy.deakin.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ufh&AN=5777814&site=ehost-live&scope=site>

Assignment Submission Instructions:

1. Insert your name and Student ID into the **Header field**.
2. Save your document as a **Word file** (.doc or .docx) or a **pdf file** with the **filename** which includes your ID number, unit code plus the name of this assessment task.
For example: 201312345_MMH299-Portfolio A Article Review
3. Click on the CloudDeakin Portfolio A – Article Review Dropbox to submit your submission.
<http://www.deakin.edu.au/students/clouddeakin/help-guides/assessment/assignments>
4. Check that your submission was successful by:
 - a. Clicking on the Dropbox and then clicking on the '1' to see your submission;
or
 - b. Checking your Deakin email account for notification of successful submission.
 - c. Take a screen shot of your confirmation for save keeping.
5. Assignments are on time if they are submitted via CloudDeakin before the due date/time.
6. You may submit your assignment, at any time up until the due date/time.
7. Do not email your assignments to the Unit Chair, Campus Co-ordinator or tutors. Your assignment will not be accepted.
8. Requests for Special Consideration, extensions or variation to the assignment task require supporting documentation as evidence and must be emailed to the Unit Chair before the due date. Please consult the Special Consideration requirement at <http://www.deakin.edu.au/current-students/study-support/special-consideration.php>

LEARNING SUPPORT

Writing Style Requirements

Various writing styles are used for assessment in the Faculty of Business and Law. To maximise your chances of academic success it is important that you understand what is required. The Division of Student Life website provides useful resources at www.deakin.edu.au/current-students/study-support/study-skills/ In particular, a booklet 'Guide to assignment writing and referencing' is available from <http://www.deakin.edu.au/current-students/assets/resources/study-support/study-skills/assign-ref.pdf>

Referencing Requirements

Referencing is used to provide acknowledgment of sources of information, to avoid plagiarism, and is usually important for placing your work within a body of knowledge. Please see the section on Plagiarism above for some information regarding referencing, or the booklet 'Guide to assignment writing and referencing' mentioned in the previous section 'Writing style requirements'. The following Library website provides a virtual tutorial on referencing and has an online quiz: www.deakin.edu.au/library/tutorials/smartsearcher/ The following Deakin Student Study Support weblinks will provide useful explanations and examples regarding how to reference and cite correctly.

- Deakin Division of Student Life 'How to Reference Your Writing': <http://www.deakin.edu.au/current-students/study-support/study-skills/handouts/refer-plag.php>
- Deakin Division of Student Life: 'Referencing using the author-date (Harvard) system': <http://www.deakin.edu.au/current-students/study-support/study-skills/handouts/authordate-harvard.php>

NOTE:

Referencing using the Author-Date (Harvard) system

Entry in reference list: author-date (Harvard) style

Whether you summarise, paraphrase or quote, you should provide full details of each source in a *reference list* at the end of your paper.

The reference list should contain all the works cited in the paper and no works that are not cited. A work is listed only once in the reference list, regardless of how many times it is cited in text.

Here is the entry for the sample text in a reference list compiled according to the author-date (Harvard) style:

Morley-Warner, T 2001, *Academic writing is...: a guide to writing in a university context*, 2nd edn, CREA Publications, University of Technology Sydney, Lindfield, NSW.

Source: Deakin Study Support <http://www.deakin.edu.au/current-students/study-support/study-skills/handouts/ideas.php>

Plagiarism and Collusion

Plagiarism and collusion constitute extremely serious academic misconduct. They are forms of cheating, and severe penalties are associated with them, including cancellation of marks for a specific assignment, for a specific unit or even exclusion from the course. The University's definitions of plagiarism and collusion are as follows:

- Plagiarism occurs when a student passes off as the student's own work, or copies without acknowledgment of its authorship, the work of any other person.
- Collusion occurs when a student obtains the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work.
- You should note that the University views plagiarism and collusion very seriously and may impose serious penalties.
- The University's policy on plagiarism and collusion sets out your responsibilities as a student in regard to plagiarism and collusion. Students are responsible for ensuring that:
 - They are familiar with the expected conventions of authorship and the appropriate use and acknowledgement of all forms of intellectual material relevant to their discipline.
 - Work submitted for assessment is their own.
 - They take all reasonable steps to ensure their work can not be accessed by others who might seek to submit it, in whole or in part, as their own.
- Turnitin Guide:
<http://www.deakin.edu.au/students/clouddeakin/help-guides/assessment/plagiarism>

Whenever you refer to another person's research or ideas (either by directly quoting or by paraphrasing them), you must acknowledge your source. If you are ever in doubt about how to properly cite a reference, consult your lecturer or the academic skills website www.deakin.edu.au/current-students/study-support/study-skills/. The University policy of plagiarism and collusion is available from The Guide www.deakin.edu.au/theguide. Regulation 4.1(1)—Student Discipline also contains important information regarding academic misconduct.

Unauthorised Collaboration

Unauthorised collaboration is a form of collusion. It involves working with others with the intention of deceiving your markers about who actually completed the work. If you have collaborated with others in preparing an individual assessment item, you must disclose this to your lecturer. Assignments will sometimes be set as group work, but even in these cases generally you will still have to write up and submit your own report.

If you have any doubt as to what constitutes authorised or unauthorised collaboration, consult with your lecturer.

Penalties

The Assessment Panel or Faculty Academic Progress and Discipline Committee will impose a penalty on any student who is found to have committed an act of academic misconduct such as plagiarism, collusion, or unauthorised collaboration. These penalties can include:

- Allocate a zero mark or other appropriate mark for the unit or the assessment task
- Suspend from the course for up to 3 trimesters
- Exclude from the course for 2 trimesters or more

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- Impose a fine of up to \$500.00
- Additional/substitute actions:
- Require an apology
- Reprimand and caution the student
- Allow resubmission an assessment task
- Recommend counseling (on a voluntary basis)
- Unacceptable Activities
- There are some activities that are never acceptable in the preparation of assignments at the tertiary level. Students who engage in any of the following activities create some doubt in the mind of the reader that the student's work is original. Many of these activities leave the student open to charges of plagiarism. Students should never:
- Submit an assignment without providing a list of references used.
- Copy one or more sentences from a reference source (book, journal, web page, etc.) without formatting the material as a quotation.
- Use data in the form of numbers, tables, graphs, diagrams or other images without citing the source of the material.
- Use program source code, even if it is freely available in the public domain, without citing the source of the code.
- Take material from reference material and paraphrase it (write it in your own words) without citing the source of the material.
- Use an idea made by another person without citing the source of the idea.