FEEDBACK TUTORIAL LETTER

2ND SEMESTER 2019

Assignment 2

Public Sector Organisational Behaviour

POB712S
Course Name: Public Sector Organisational Behaviour

Course Code: POB712S

Department: SOCIAL SCIENCES

Course Duration: LEVEL 6; 12 CREDITS

NQF Level and Credit: NQF Level: 6

Dear student,

It is observed that student lacks academic writing to write a good academic paper. AS in the previous feedback tutorial letter for Assignment 1 students are urged to should refrain from copying and pasting information as it is and pretend as their own. On this note, students are encouraged to paraphrase. Direct copy and paste even when sources are acknowledged constitute plagiarism which is an academic dishonest. Students are reminded once more to type their assignments and also to maintain the page requirements. Pay special attention to the statement on academic honesty and integrity on the next page.

Regards,
STATEMENT ABOUT ACADEMIC HONESTY AND INTEGRITY

All staff and students of Namibia University of Science and Technology (NUST), upon signing their employment contracts and registration forms, commit themselves to abide by the policies and rules of the institution. The core activity of NUST is learning and in this respect academic honesty and integrity is very important to ensure that learning is valid, reliable and credible.

NUST therefore does not condone any form of academic dishonesty, including plagiarism and cheating on tests and assessments, amongst other such practices. NUST requires students to always do their own assignments and to produce their own academic work, unless given a group assignment.

Academic Dishonesty includes, but is not limited to:

- Using the ideas, words, works or inventions of someone else as if it is your own work.
- Using the direct words of someone else without quotation marks, even if it is referenced.
- Copying from writings (books, articles, webpages, other students’ assignments, etc.), published or unpublished, without referencing.
- Syndication of a piece of work, all or part of an assignment, by a group of students, unless the assignment was a legitimate group assignment.
- The borrowing and use of another person’s assignment, with or without their knowledge or permission.
- Infringing copyright, including documents copied or cut and pasted from the internet.
- Asking someone else to prepare an assignment for you or to write or sit an assessment for you, whether this is against payment or not.
- Re-submitting work done already for another course or programme as new work, so-called self-plagiarism.
- Bringing notes into an examination or test venue, regardless of whether the notes were used to copy or not.
- Receiving any outside assistance in any form or shape during an examination or test.

All forms of academic dishonesty are viewed as misconduct under NUST Student Rules and Regulations. Students who make themselves guilty of academic dishonesty will be brought before a Disciplinary Committee and may be suspended from studying for a certain time or may be expelled. All students who are found guilty of academic dishonesty shall have an appropriate endorsement on their academic record, which will never be erased.
FEEDBACK ON ASSIGNMENT TWO

Lack of originality and poor technical structure.

1. First of all you need to compose a suitable main heading/ topic from the given problem statement.

2. You must have a Table of Content (to guide your discussion) consisting of:

1. Introduction,

The introduction should cover the general description of the study. The introduction should provide a brief overview and also to provide the paper approach and logic of interpretation.

2. A relevant heading

Students should at all-time provide transitional statements connect the heading to the sub headings.

2.1 Relevant Sub-headings

2.2 Sub-headings

3. Conclusion – The conclusion is a summary of the discussions’ findings. Note, no new information should emanate in this summary. Citation is discouraged as it may provide new information not covered in the discussion.

4. Recommendations – Recommendation should be your preferred solutions based on shortcoming. These are your own suggestion and citation is discouraged. It should preferably be in bullets format however with a transitional statement.

References (not numbered). – Note, all in-text cited sources should be listed. Students are reminded to ensure compliance with the APA style format both in-text and listing. List only all in-text cited sources. Students are encouraged to make use of recommended academic search engines such as Google Scholar Sage, Ebscohost, Francis and Taylor, Science Direct, Springer Link, Jstor among others. Avoid using Wikipedia as it is not recommended for academic use.
1. Introduction

Here you are expected to introduce the concern and how you will be discussed it in your submission briefly. You may define key concepts here. To come up with relevant definitions you need to consult various resource materials. In conformity with academic ethical requirement, you need to acknowledge all the sources you have consulted both in-text and on the Reference page using the APA format.

In your introduction you are expected to indicate your analysis of the assignment by being specific about what the assignment will address and what will be covered. The introduction should cover the general description of the study. Briefly, the introduction should provide a brief overview and also to provide the paper approach and logic of interpretation.

2. Discussions

Your discussions should be guided by sub-headings as reflected in the Table of Contents. Note that “BODY” is not a heading so is “DISCUSSIONS”. Students should thus refrain from using “Body” or “Discussions” as their headings and instead tailor their headings in accordance with the question.

Students must learn the ability to paraphrase and not copy directly from sources. It constitutes plagiarism which is an academic offence and can have serious consequences in the assessment of the assignment. Students are thus encouraged to embrace own work and paraphrase however not changing few works or altering few words. Lastly, students should comply with the set instructions as contained in the tutorial letter.

3. Conclusion

A conclusion is a brief summary of the discussion’s findings without new information emanating. Students still quote in the conclusion which brings in new information. Avoid quoting in the conclusion.

4. Recommendations
Recommendations should be based on shortcoming as solutions. Avoid being vague. Suggestions were also copied. You are advised that recommendations should be your own solutions that you see fit to address identified challenges. Do not fill up space with direct copied work that does not address challenges.

References

Must be on a on a separate page

This page should contain all in-text sources. The sources should be presented using the APA referencing format, unnumbered, alphabetically arranged and aligned text left. Students are expected to use the APA consistently to avoid being suspected for engaging yourself in serious academic dishonesty such as plagiarism and cheating. Visit this link for APA guide available on NUST website: http://library.nust.na/sites/default/files/NUST%20Library%20-%20Brief%20APA%20Guide%202016.pdf

COMMON MISTAKES/SHORTCOMINGS

Common mistake/shortcomings observed are:

Disregarding technical requirements; (writing a submission that does not have the Table of Contents, Main heading, Subheadings, numbering of both papers and headings and subheadings etc.). Students are encouraged to use the assessment sheet as a guiding tool in this regard throughout.

Students are provided with as attached to the tutorial letter, four assessment sheets with a clear instruction that they be attached to each of the four submissions. However, many submissions are done without this sheet. The sheet is useful in assessing and grading and without it; marker-tutors are challenges and student consequently may not know where they have done well or underperformed areas of improvement. Students are urged to comply with this instruction - equally as to others – and attach the assessment sheets for either hand or electronically submitted assignments.
Finally, some students appear to have not taken time to read and understand the question before answering. Thus, instead of focusing on the given assignment question they concentrated on discussing other issues not asked. Indeed, not focusing on the question is a serious academic mistake and will not earn you marks. Please be careful about these.

I trust this feedback tutorial letter will help you prepare for your examination.

I have included comments in your individual assignments.

Herewith, some practical feedback on where some of you went wrong and where others succeeded.

1. Always ensure that your assignment is neat and that it reflects your pride before submission.
2. Your cover page should contain the following:
   - Name of Faculty,
   - Name of Department
   - Name of the responsible Lecturer
   - Date of Submission
   - Your student number
   - Your surname and your initials

3. Your assignment must have a table of content, detailing the number of sections, page number columns and page numbers in relation to body and headings of/in text
4. Pagination is important. You ust have a chronology consistent throughout.
5. Your assignment must have correct and relevant headings and subheadings throughout. The headings must be chronologically numbered(2.2.3/2.2.3/2.2.4). There should be transitional sentences between all headings and there must not be any headings at bottom of pages.
6. The APA reference technique/method must be consistently and correctly used throughout.
7. Use as many sources as necessary to substantiate your arguments. A good mix of books, journals, official documents etc. is recommended.
8. **Your assignment content** should consist of an **introduction** (where you unambiguously interpret and explain the topic and provide an indication of how you are going to approach the topic); **the body** (divided into sections, subsections and sub-sub sections and there must be logic of divisions);
the content must contextualize the issue under focus, have supporting arguments and have substantive and substantial referencing)
9. Language use is important. Use correct grammar, spelling and punctuation. Always use impersonal writing style and avoid using “I, this researcher “etc. The use of a word-processor is highly recommended. Always use your own words. Use correct tenses, avoid acronyms and abbreviations
10. Your assignment must have a brief and logical conclusion based on what you have written.
11. Relevant recommendations based on the outlined shortcomings must follow after the conclusion.
12. The assignment must have a list of sources. When listing sources use correct and consistent APA format.List only sources actually used. Choose sources carefully and only use sources that are relevant to your topic. A good “mix” of sources is recommended. Use at least not less than 6 relevant sources.

ASSIGNMENT REQUIREMENTS

1. Statement about Academic Honesty and Integrity(Tutorial Letter Semester 2/2019
2. Carefully study the requirements as contained in evaluation form for assignment. Marking of the assignment is done strictly according to the evaluation sheet. So please familiarize yourself with the format and content of the Evaluation Sheet. The Evaluation Sheet must be attached and no assignment will be marked without this evaluation sheet attached
3. Assessment: Technical requirements = 30
   Assignment Content = 65
   List of Sources = 5
   Total Marks = 100
You are strongly advised to read as wide as possible. Use your prescribed books in addition to your Study Guide.
Always justify your argument with practical examples to demonstrate your understanding of topics.

For effective preparation for the examination please refer to the examination scope posted on our WhatsApp platform.

Wishing you success for the examination!

Fred Koita
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