

Faculty of Business and Management

LETS Portfolio : Level 4/Year 1 Assessment deadlines 2011-12

Coursework assignments should be handed in as per the instructions in your student handbook at the **Faculty Office (MH208)** on **Tuesdays** at the following times only: **9.30am-12noon OR 2pm-4.30pm**

Module	Assessment deadline
Applied Personal and Professional Development	
Assignment 1	6 th March 2012
Assignment 2	15 th May 2012
Operations Management for LETS	
Assignment 1	06 th December 2011
Assignment 2	08 th May 2012
Management and Organisational Behaviour	
Assignment 1	10 th January 2012
Assignment 1	1 st May 2012
Marketing Essentials	
Assignment 1	25 th October 2011
Assignment 2	Presentation – time to be scheduled between 24 th April and 8 th May 2012
Introduction to Leisure Events Tourism & Sport	
Assignment 1	29 th November 2011
Assignment 2	Presentation – time to be scheduled between 12 th March and 31 st March 2012
Hospitality & Guest Service (Events & Tourism)	
Assignment 1	06 th December 2011
Assignment 2	15 th May 2012
Sport Leadership Fitness & Exercise	
Assignment 1	13 th December 2011
Assignment 2	29 th May 2012

- All assignments must be submitted to the Faculty General Office in room MH208.
- Assignments will not be accepted centrally outside the set hand-in times (see left).
- Please ensure that you have completed in advance an 'Assignment Receipt' form, which the secretary will date stamp to confirm submission.
- These are printed in your assignment brief, available from the notice board outside the office and also on the VLE.
- This schedule is intended to help you plan and manage your workload.
- Occasionally, it is necessary to change a submission date, but all changes **MUST** be negotiated with the Year Manager, who will amend the schedule and place it on the notice board.
- Please check the notice board regularly. Exam dates are subject to confirmation (see noticeboard in early January and May)
- Extensions to deadlines are granted **ONLY** by the year manager.
- Note: Assessment feedback will normally be within 20 term-time working days

