



# BUS 651

## Work, Organisation and Management

S1 Day 2014

*Dept of Marketing and Management*

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## General Information

Unit convenor and teaching staff

Unit Convenor

Alison Barnes

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640A, Building: E4A

Monday 10.30am -12.30pm

Credit points

4

Prerequisites

Admission to MCom or MBioTechMCom or MAcc(Prof)MCom

Corequisites

Co-badged status

Unit description

This unit provides a graduate-level introduction to theories, concepts, processes and debates in the field. Students taking the unit will critically explore a range of topics which include: the changing nature of work and organisations, the development of modern labour management thought, theoretical foundations for understanding behaviour in the workplace, current trends in management methods, key management roles and functions, gender and work, interconnections between paid and unpaid work, the relationship between work and identity, technological change, and ethics and fairness in organisations.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

Identify the key issues that influence our understanding of work and appreciate how these change over time;

Compare different perspectives on and approaches to work and management and assess their implications

Demonstrate logic and reasoning in critical assessment of how identity and culture affect

organisational implications;

Critique current debates and practice regarding gender, ethical practice, flexibility, organisational structure and organisational change;

Demonstrate skills relevant to graduate study, including verbal and written communication, independent research, critical analysis, self-reflection and problem-solving.

Explore how these issues affect management and organisations;

## Assessment Tasks

Name	Weighting	Due
<u>Assesment 1</u>	20%	Week 6
<u>Individual Essay</u>	40%	Week 10
<u>Final examination</u>	40%	University examination period

### Assesment 1

Due: **Week 6**

Weighting: **20%**

No extensions will be granted. Late tasks will be accepted up to 72 hours after the submission deadline. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty).

This penalty does not apply for cases in which an application for special consideration is made and approved. Late assignments should be submitted to the Business and Economics Graduate Centre (BEGC) located on level 2 in building E4A. Please note BEGC is open between 9.00am to 5.00pm. Note electronic assignments will NOT be marked.

On successful completion you will be able to:

- Demonstrate logic and reasoning in critical assessment of how identity and culture affect organisational implications;
- Explore how these issues affect management and organisations;

## Individual Essay

Due: **Week 10**

Weighting: **40%**

No extensions will be granted. Late tasks will be accepted up to 72 hours after the submission deadline. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty).

This penalty does not apply for cases in which an application for special consideration is made and approved. Late assignments should be submitted to the Business and Economics Graduate Centre (BEGC) located on level 2 in building E4A. Please note BEGC is open between 9.00am to 5.00pm. Note electronic assignments will NOT be marked.

On successful completion you will be able to:

- Identify the key issues that influence our understanding of work and appreciate how these change over time;
- Compare different perspectives on and approaches to work and management and assess their implications
- Critique current debates and practice regarding gender, ethical practice, flexibility, organisational structure and organisational change;
- Explore how these issues affect management and organisations;

## Final examination

Due: **University examination period**

Weighting: **40%**

On successful completion you will be able to:

- Identify the key issues that influence our understanding of work and appreciate how these change over time;
- Compare different perspectives on and approaches to work and management and assess their implications
- Demonstrate logic and reasoning in critical assessment of how identity and culture affect organisational implications;
- Critique current debates and practice regarding gender, ethical practice, flexibility, organisational structure and organisational change;
- Explore how these issues affect management and organisations;

## Delivery and Resources

### CLASSES

**Please note there has been not significant change to the unit since its last offering.**

Number and length of classes: 3 hours face-to-face teaching per week consisting; 1 x 2 hour lecture and a 1 hour tutorial

- The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>
- **Warning: You must attend at least 10 of the 12 tutorials. Failure to do this may affect your final mark.**

### TECHNOLOGY USED AND REQUIRED

Technology used: iLearn

- Students will find resources to assist their study on iLearn, such as lecture notes and other resources. Please check iLearn regularly for announcements.

### UNIT WEB PAGE

- Course material is available on the learning management system (iLearn)

<http://ilearn.mq.edu.au>

- There is no web page for this unit.

### LEARNING AND TEACHING ACTIVITIES

The unit is taught using a combination of lectures & tutorials.

#### **What is expected from students?**

- Students are expected to participate in lecture and tutorial activities, respond to questions raised in lectures and read the newspaper in order to keep abreast of current workplace issues.
- Students are expected to attend lectures and tutorials.
- The lecture sets the context for tutorial work in the following week and will also highlight the key concepts and skills that will form the basis upon which you will be assessed in

examination and assessment.

- Students are expected to read and prepare in advance for tutorials. If you have not prepared adequately, you will not benefit from the learning opportunities provided by a small class.
- Tutorials are not intended to provide you with the content presented in the textbook or to rehash the lecture but rather to build on this material to achieve better understanding of concepts developed in this Unit. Tutorials should be interactive, dynamic and fun! But it is ultimately up to you as a student to make your tutorials dynamic by coming prepared to contribute.
- Attendance will be taken in the tutorials.
- **Warning: You must attend at least 10 of the 12 tutorials. Failure to do this may affect your final mark.**
- Students are expected to arrive on time and not to leave until the class ends.
- Students are expected to treat other students with respect.

## Unit Schedule

Week	Week Commencing	Topic
Week 1	3/3/2014	Introduction to unit and the development of modern labour management thought, and the theoretical foundations for understanding behaviour in the workplace
Week 2	10/3/2014	The key actors
Week 3	17/3/2014	Key management roles and functions and current trends in management methods
Week 4	24/3/2014	The changing nature of work and organisations
Week 5	31/3/2014	The relationship between work and identity

Week 6	7/4/2014	Watch a DVD
		<b>MID SEMESTER BREAK</b>
Week 7	28/4/2014	<b>Gender and work</b>
Week 8	5/5/2014	<b>The impact of technology and change</b>
Week 9	12/5/2014	<b>Currents trends in management methods: Organisational culture</b>
Week 10	19 /5/2014	<b>Currents trends in management methods: HRM</b>
Week 11	26/5/2014	<b>Ethics and fairness in organisations</b>
Week 12	2/6/2014	<b>Examination briefing and unit review</b>
Week 13	9/6/2014	<b>Public Hoilday</b>

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy [http://mq.edu.au/policy/docs/grievance\\_management/policy.html](http://mq.edu.au/policy/docs/grievance_management/policy.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## **Student Code of Conduct**

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

## **Student Support**

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## **Learning Skills**

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## **Student Services and Support**

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## **Student Enquiries**

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## **IT Help**

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.



## Research and Practice

### REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

- Bratton, J., Sawchuk, P., Forshaw, C., Callinan, M. & Corbett, M. (2010), *Work & Organisational Behaviour*, 2nd edition, Palgrave MacMillian, United Kingdom.
  - *This text is compulsory and can be purchased from the Macquarie University Co-op Bookshop.*
- Students are encouraged to read a good daily newspaper such as *The Sydney Morning Herald*, *The Australian* or *The Australian Financial Review*. Required and recommended texts can be purchased from the Macquarie University Co-op Bookshop.

### Journals

Apart from books, students will find it valuable to get into the practice of reading relevant articles from journals. Below students will find a list of journals as well as some suggested articles to start their reading. Those suggested can all be found within the university library system.

- *Academy of Management Journal*
- *Asia Pacific Journal of Human Resources*
- *Australian Journal of Management*
- *California Management Review*
- *Employee Relations*
- *Gender, Work and Organisation*
- *Harvard Business Review*
- *Human Resource Management Journal*
- *International Journal of Employment Studies*
- *International Journal of Human Resource Management*
- *International Journal of Manpower*
- *Labour & Industry*
- *New Technology, Work and Employment*
- *Personnel Journal*
- *Personnel Management*

- *Personnel Review*
- *Sloan Management Review*
- *The Journal of Industrial Relations*

Some useful websites:

- <http://www.ahri.com.au>
- <http://www.ilr.cornell.edu/>
- <http://www.shrm.org>
- <http://www.deewr.gov.au>
- <http://www.wrc.org.au>
- <http://www.ilo.org/>
- <http://www.ihrim.org/>
- <http://www.hreoc.gov.au/>
- <http://www.actu.org.au>
- <http://www.fwa.gov.au>

-This unit uses research from external sources.

-This unit gives you opportunities to conduct your own research.

## Changes since First Published

Date	Description
30/01/2014	The Prerequisites was updated.