



# BUS 651

## Work, Organisation and Management

S2 Evening 2014

*Dept of Marketing and Management*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

Dr Alison Barnes

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640A, Building: E4A

Wednesday 2.00pm -3.00pm

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

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;

## General Assessment Information

If you experience disruptions that adversely affect your academic performance in assessment activities, please see the universities 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)

## Assessment Tasks

Name	Weighting	Due
<a href="#">Assignment</a>	20%	Week 5 in class
<a href="#">Individual Essay</a>	40%	Week 9 in class
<a href="#">Final examination</a>	40%	University examination period

### Assignment

Due: **Week 5 in class**

Weighting: **20%**

This assignment is designed to develop not only your understanding of the unit but your writing, research and referencing skills.

A hard copy of this assignment is to be handed in during your Week 5 lecture

No extensions will be granted. Late tasks will be accepted up to 72 hours after the submission deadline. There will be a deduction of 20% 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 – 40% penalty).

This penalty does not apply for cases in which an application for disruption to studies is made and approved.

Note electronic assignments will NOT be marked.

On successful completion you will be able to:

- Explore how these issues affect management and organisations;
- Demonstrate skills relevant to graduate study, including verbal and written communication, independent research, critical analysis, self-reflection and problem-

solving.

## Individual Essay

Due: **Week 9 in class**

Weighting: **40%**

Through completion of this assessment, students will learn how to:

- Research a topic in an in-depth manner.
- Provide a critical perspective of the literature on a topic.
- Construct a sustained argument in response to the question.

A hard copy of the essay is to be handed in during your Week 9 lecture.

No extensions will be granted. Late tasks will be accepted up to 72 hours after the submission deadline. There will be a deduction of 20% 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 – 40% penalty).

This penalty does not apply for cases in which an application for disruption to studies is made and approved. 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
- Explore how these issues affect management and organisations;
- Demonstrate skills relevant to graduate study, including verbal and written communication, independent research, critical analysis, self-reflection and problem-solving.

## Final examination

Due: **University examination period**

Weighting: **40%**

A three hour final examination for this unit will be held during the University examination period. Further details will be provided during the examination briefing. The exam is worth 40 per cent. A final examination is included as an assessment task for this unit to provide assurance that:

1. the product belongs to the student and
2. the student has attained the knowledge and skills tested in the exam.

If you experience disruptions that adversely affect your academic performance in assessment activities, please see the universities 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)

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;

## Delivery and Resources

### Classes

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 website 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. Please ensure that you have access to a personal computer so you are able to use iLearn.

### Unit web page

Course material is available on the learning management system (iLearn) <http://ilearn.mq.edu.au>

## 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.

Students are required to achieve an overall mark of 50% in order to pass this unit.

### 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*

## Unit Schedule

Week	Week Commencing	Topic
Week 1	4 August	Introduction to unit and the development of modern labour management thought, and the theoretical foundations for understanding behaviour in the workplace
Week 2	11 August	The key actors
Week 3	18 August	Key management roles and functions and current trends in management methods

<b>Week 4</b>	25 August	<b>The changing nature of work and organisations</b>
<b>Week 5</b>	1 September	<b>The impact of technology and change</b>
<b>Week 6</b>	8 September	<b>The relationship between work and identity</b>
<b>Week 7</b>	15 September	<b>Gender and work</b>
	22 September – 6 October	<b>MID SEMESTER BREAK</b>
<b>Week 8</b>	6 October	<b>Watch a DVD</b>
<b>Week 9</b>	13 October	<b>Currents trends in management methods: Organisational culture</b>
<b>Week 10</b>	20 October	<b>Currents trends in management methods: HRM</b>
<b>Week 11</b>	27 October	<b>Ethics and fairness in organisations</b>
<b>Week 12</b>	3 November	<b>Decision making</b>
<b>Week 13</b>	10 November	<b>Examination briefing and unit review</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.

## Graduate Capabilities

### PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

### Learning outcomes

- 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;
- 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

- Assignment
- Individual Essay
- Final examination

### PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is

the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

### **Learning outcomes**

- 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;
- 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**

- Assignment
- Individual Essay
- Final examination

## **PG - Research and Problem Solving Capability**

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

### **Learning outcomes**

- 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;
- 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

- Assignment
- Individual Essay
- Final examination

## Changes from Previous Offering

Lecture materials have been updated.

## Research and Practice

-This unit uses research from external sources.

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

Barnes, A., MacMillian, C. and Markey, R. (2013), 'Maintaining Union Voice in the Australian University Sector: Union Strategy and Non-Union Forms of Employee Participation', *Journal of Industrial Relations*, 55 (4): 565-582.

Baldry, C. and Barnes, A. (2012), 'The Open Plan Academy', *Work, Employment and Society*, 26 (2): 228-245.

Barnes, A. and Lafferty, G. (2010), 'The Fair Work Act: As Good As It Gets?', *Economic and Labour Relations Review*, 21 (1): 1-12.

## Changes since First Published

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