



# BUS 651

## Work, Organisation and Management

S2 Evening 2016

*Dept of Marketing and Management*

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#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor / Lecturer

Dr Cathy Y. Xu

[cathy.xu@mq.edu.au](mailto:cathy.xu@mq.edu.au)

Contact via email or in class

Thursday 4:00 - 5:00pm

Credit points

4

Prerequisites

Admission to MCom or MBioBus 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.

## Assessment Tasks

Name	Weighting	Due
<a href="#"><u>Group Case Study</u></a>	30%	6pm Thursday, Week 6,7,8 or 9
<a href="#"><u>Individual Essay</u></a>	30%	6pm Thursday, Week 11
<a href="#"><u>Final Examination</u></a>	40%	University examination period

### Group Case Study

Due: **6pm Thursday, Week 6,7,8 or 9**

Weighting: **30%**

This group assignment will develop your case study skills through secondary research. The exercise will also allow you to gain teamwork experience and polish your verbal communication skills. Both are essential in a work environment. Sharing your learning and knowledge with the class will stimulate relevant discussion and new ideas. Additionally, if applicable, you may refer to this case study in your essay to support your arguments. This assessment involves two specific tasks:

- **Task 1 Group Presentation (15%, each student will be individually marked on their delivery):** Each group will present their case study in class in an assigned **tutorial in Week 6, 7, 8 or 9**. They will also lead class discussion on the case and answer questions from peer students.
- **Task 2 Group Case Report (15%):** A 2000-word case study report is to be uploaded to *turnitin* on iLearn prior to the group presentation in the assigned week.

Each group should upload **one** copy of your case study report to turnitin on the unit's ilearn website **before Thursday 6pm on your presentation day**. We do not require you to hand-in a hard copy of your case study.

No extensions will be granted. 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 disruption of studies is made and approved.

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.
- 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.

## Individual Essay

Due: **6pm Thursday, Week 11**

Weighting: **30%**

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.

Details of the essay question(s) and further guidance will be provided in Week 5.

You should submit your essay to turnitin on the unit's ilearn site **before Thursday 6pm of Week 11**. We do not require you to hand-in a hard copy of your essay.

No extensions will be granted. 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 disruption of studies is made and approved.

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## 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 university's 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:

- 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.

## Delivery and Resources

### Classes

Number and length of classes: 3 hours face-to-face teaching per week consisting of 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>

### Technology Used and Required

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

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

### 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.

Additionally, it is essential that you keep up to date with the reading for tutorials - details of which you will be given in the preceding weeks lecture.

Please note that attendance will be taken in tutorials - **You are expected to attend at least 10 of the 12 tutorials. Failure to do this may affect your final mark.**

**To complete the unit satisfactorily, you must achieve an overall score of 50 marks or more.**

## Required text and recommended materials

### Required text:

Bratton, J., Sawchuk, P., Forshaw, C., Callinan, M. & Corbett, M. (2015) *Work & Organisational Behaviour*, 3rd edition, Palgrave MacMillian, United Kingdom (ISBN: 9781137408686)

*This textbook is compulsory and can be purchased from the Macquarie University Co-op Bookshop*

In addition to this text, you will be expected to read items for each week's tutorial, the details of which will be given in the preceding week's lecture.

### Journal articles

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. Some suggested articles will also be provide through out the course to start their reading. These 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

### Weekly Program Outline

Week	Topic	Tutorial & Assessment
1	Introduction to unit and the theoretical foundations for understanding behaviour in the workplace	No tutorial scheduled
2	The nature of work	Class activities
3	Studying work and organisation	Class activities
4	Personality, identity and work	Class activities
5	Learning and innovation	Class activities
6	Motivation at work	<b>Group presentation (1/4)</b>
7	Gender, race, disability and class in work	<b>Group presentation (2/4)</b>
8	Human resource management	<b>Group presentation (3/4)</b>
9	Leadership and organisational change	<b>Group presentation (4/4)</b>
10	Decision making and ethics at work	Class activities
11	Organisational culture	Class activities <b>(Individual essay due)</b>
12	Technology in work organisation	Class activities
13	Examination briefing and unit review	Class activities

Note: Changes to this outline, if required, will be discussed in class and/or announced on iLearn.

## 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)

**New Assessment Policy in effect from Session 2 2016** [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.html). For more information visit [http://students.mq.edu.au/events/2016/07/19/new\\_assessment\\_policy\\_in\\_place\\_from\\_session\\_2/](http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/)

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.html>

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

Complaint Management Procedure for Students and Members of the Public [http://www.mq.edu.au/policy/docs/complaint\\_management/procedure.html](http://www.mq.edu.au/policy/docs/complaint_management/procedure.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/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

## 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://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

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

## Graduate Capabilities

### Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

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.
- Explore how these issues affect management and organisations.

## Assessment tasks

- Group Case Study
- Individual Essay
- Final Examination

## Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

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.
- Explore how these issues affect management and organisations.

## Assessment tasks

- Group Case Study
- Individual Essay
- Final Examination

## Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

### Learning outcome

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

## Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

### Learning outcome

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

### Assessment tasks

- Group Case Study
- Individual Essay

## Changes from Previous Offering

Textbook and Unit Schedule (Weekly Program) have been updated.

## Global Contexts and Sustainability

- This unit examines global context through case studies and secondary research
- The unit discusses sustainability from the perspective of business ethics

## Research and Practice

- This unit uses research from external sources
- This unit gives you opportunities to conduct your own research