



# BBA 111

## Organisational Behaviour

S2 Day 2016

*Dept of Marketing and Management*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Lecturer

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Contact via 9850 8458

E4A 412

Tuesday 4-5pm

Credit points

3

Prerequisites

Corequisites

Co-badged status

Unit description

Organisational behaviour considers how individuals behave in organisations. The unit provides an overview of major topics in organisational behaviour including: individual differences in people and their performance; motivation; learning; culture and organisations; leadership; teams; power and politics in organisations; organisational change.

## 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:

Explore and analyse classical and contemporary Organisational Behaviour (OB) theory.

Topics covered include personality, motivation, learning, culture, and teamwork

Comprehend the relevance of OB theories and concepts for modern organisations.

Topics covered include ethics, rationalisation, power and politics and aesthetic labour

Apply OB concepts to case studies so as to appreciate the nexus between theory and practice

Develop teamwork and presentation skills

## General Assessment Information

Task	Weight	Due date	Linked learning outcomes	Linked graduate capabilities	Brief description
Assessed Coursework	10%	Weeks 2, 5, 8 and 11	1,2,3,4	1,2,5	Debrief activities in writing in the lecture
Individual essay	30%	20 <sup>th</sup> September 2016, 4pm	1,2	1,2,3,5	1,500 word essay excluding bibliography
Group presentations	30%	Weeks 8 onwards	1,2,3,4	2,3,5	Case analysis and presentations in teams
Final exam	30%	Formal examination period*	1,2,3	1,2,5	Open book examination

## Assessment Tasks

Name	Weighting	Due
<u>Assessed Coursework</u>	10%	Ongoing
<u>Individual essay</u>	30%	20th September 2016, 4pm
<u>Group presentations</u>	30%	Week 8 onwards
<u>Open book final exam</u>	30%	Formal examination period

### Assessed Coursework

Due: **Ongoing**

Weighting: **10%**

In the lecture in weeks 2, 5, 8, and 11 students will be asked to complete a '20 minute debrief' (20MD) activity. In these activities students will work in groups of 3-5, to answer a set question on the running case of the textbook. Groups' handwritten answer to the question will be given to the lecturer on the spot.

Students will also be asked to reflect on their learning from the 20MD activities during the exam (see below).

Details and assessment criteria are provided in the Assessment Guidelines Document available on iLearn and questions on this assessment will be answered in the lecture.

**NOTE ON TARDINESS:** For students to participate on this activity as part of a group, it is a prerequisite that they attend the entire lecture. Students who are more than 30 minutes late will be allowed to answer the 20MD of the week but they will have to do so individually.

**NOTE ON TIMETABLE CLASHES:** Students who work full time or have another class scheduled at the same day/time as BBA 111 are required to contact the lecturer at the beginning of session in order to find alternative arrangements.

**NOTE ON EXTENSIONS:** No extensions will be granted. Students who have not submitted the assessed coursework on time will be awarded a mark of 0 for this task, except for cases in which an application for Disruption to Studies is made and approved

On successful completion you will be able to:

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- Apply OB concepts to case studies so as to appreciate the nexus between theory and practice
- Develop teamwork and presentation skills

## Individual essay

Due: **20th September 2016, 4pm**

Weighting: **30%**

Students are required to submit a 1,500 word essay excluding bibliography. Details and marking criteria are provided in the Assessment Guidelines Document available on iLearn and questions on this assessment will be answered in the lecture.

**NOTE ON EXTENSIONS** No extensions will be granted. Late tasks will be accepted up to 120 hours after the submission deadline. There will be a deduction of 10% 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 to Studies is made and approved.

**SUBMISSION DETAILS** The essay is to be submitted through Turnitin on iLearn and in hard copy in the box at BESS. Further details are provided in the Assessment Guidelines Document available on iLearn.

On successful completion you will be able to:

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- Comprehend the relevance of OB theories and concepts for modern organisations. Topics covered include ethics, rationalisation, power and politics and aesthetic labour

## Group presentations

Due: **Week 8 onwards**

Weighting: **30%**

From week 8 onwards students will conduct 25 minute presentations in groups of maximum 5 (depending on tutorial size). Students are expected to use Powerpoint or Prezi for their presentation. Students are expected to provide a hard copy of their presentation slides to their tutor (4 per page, greyscale print) in addition to a double sided A4 paper summarising the most important points. Sources may also be acknowledged here. **15/30 marks will be based on group performance and 15/30 will be based on individual performance.** Details and marking criteria are provided in the Assessment Guidelines Document available on iLearn and questions on this assessment will be answered in the lecture.

**NOTE ON EXTENSIONS:** No extensions will be granted. Students who are not present for their group's presentation will be awarded a mark of 0 for the presentation, except for cases in which an application for Disruption to Studies is made and approved.

On successful completion you will be able to:

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## Open book final exam

Due: **Formal examination period**

Weighting: **30%**

The exam will consist of two parts:

- 20/30 marks of the exam will be allocated to questions related to case study analysis. In the final week of the semester students will be given a case study to prepare. During the open book exam they will demonstrate they can apply OB concepts and theories to this pre-prepared case.
- 10/30 marks of the exam will be allocated to one question asking students to reflect on their individual learning regarding case study analysis from the 20MD activity.

Further questions regarding the exam will be answered in the lectures after the mid-semester break.

**ABSENCE FROM THE FINAL EXAMINATION:** Students who are unable to attend the Final Examination should apply for Disruption to Studies in advance of the exam date. If a Supplementary Examination is granted as a result of the Disruption to Studies process, the examination will be scheduled after the conclusion of the official examination period.

On successful completion you will be able to:

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## Delivery and Resources

1. This subject consists of a weekly 2 hour lecture and a 1 hour tutorial
2. To pass this course, students need to achieve an overall grade of 50%
3. Students must attend 80% of all tutorials to complete this unit, i.e. miss no more than 2 tutorials, including medical absences. A log will be taken to record attendance. Student should consider applying for Disruption to Studies if they miss more than 2 tutorials
4. Staff will respond to student emails within 48 hours. Staff will not respond to emails during weekends or public holidays.
5. There will be no transfer of marks from other assignments (e.g. essay, group presentations, assessed coursework) to the final exam
6. You must stay in the tutorial to which you were enrolled as a cap is applied on the number of students to each tutorial to maximise your learning experience. However, you may change a tutorial, provided the tutorial to which you wish to change has a vacancy. The only way you can do this is via e-student within two weeks of the start of the semester. Changes cannot be made after week 2.
7. Students are expected to arrive on time, and not leave until class ends.
8. Mobile phones are to be set on silent during classes. Texting or other mobile phone activity during class is distracting to the student concerned, the lecturer/ tutor and other students and is strictly forbidden. Students violating this requirement will be asked to leave the class.
9. Photography as well as audio and video recording by students is not permitted.

**TIMETABLE** The timetable for this unit can be accessed from: <http://timetables.mq.edu.au>

**PRIZES:** A Certificate of Proficiency is awarded for this unit. Please see: [http://www.businessandconomics.mq.edu.au/undergraduate\\_degrees/prizes\\_scholarships](http://www.businessandconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships)

**REQUIRED TEXTBOOK** King D and Lawley S (2016) Organizational Behaviour. Oxford: Oxford University Press, 2nd edition.

Students will be recommended scholarly journal articles as stretch readings in the lectures.

These are available through the Library Multisearch engine. The required readings for the essay will be made available through e-Reserve and/or iLearn.

**TECHNOLOGY USED AND REQUIRED:** Students are required to familiarise themselves with iLearn (<https://ilearn.mq.edu.au/login/MQ/>). iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students. If you have difficulties logging on to iLearn, please contact the university's technical support staff. Do not contact the lecturer or the tutors as they will not be able to help you with technical queries.

Students are expected to check their university email account and contact the teaching staff through it. Gmail, hotmail and other personal email accounts are often blocked through the university's spam filter; communicating through those risks that your query will not be answered.

Tutorial presentations will require the use of Powerpoint or Prezi.

### **COURSE MATERIAL**

- You are expected to save and/or print copies of the lecture slides and bring them along to the lectures. No printouts will be given by the lecturer.
- You are expected to save and/or print the worksheets and other material necessary for each tutorial. No printouts will be given by the lecturer or the tutors.
- All important announcements will be made on iLearn and you are expected to view the announcements page of the course website at least once per week.

**TEACHING STRATEGY:** This unit comprises of four key elements: a 2-hour lecture, a 1-hour tutorial; group study and individual study. The topics outlined in this unit are best explored through active participation and experiential learning. Classes therefore will involve tutorial activities such as case study analysis, debates, discussion groups and presentations so that participating in this unit is an interesting, challenging and fun experience. Core topics will be discussed in an integrated lecture environment, where you are encouraged to question and comment on aspects of each topic.

## **Unit Schedule**

Please consult the file entitled *Unit Schedule* on iLearn for details on each week's topics and activities.

## **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

### Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

#### Assessment task

- Group presentations

### 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

- Explore and analyse classical and contemporary Organisational Behaviour (OB) theory. Topics covered include personality, motivation, learning, culture, and teamwork
- Comprehend the relevance of OB theories and concepts for modern organisations. Topics covered include ethics, rationalisation, power and politics and aesthetic labour
- Apply OB concepts to case studies so as to appreciate the nexus between theory and practice
- Develop teamwork and presentation skills

#### Assessment tasks

- Assessed Coursework
- Individual essay

- Open book final exam

## 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

- Explore and analyse classical and contemporary Organisational Behaviour (OB) theory. Topics covered include personality, motivation, learning, culture, and teamwork
- Comprehend the relevance of OB theories and concepts for modern organisations. Topics covered include ethics, rationalisation, power and politics and aesthetic labour
- Apply OB concepts to case studies so as to appreciate the nexus between theory and practice
- Develop teamwork and presentation skills

### Assessment tasks

- Assessed Coursework
- Individual essay
- Open book final exam

## 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 outcomes

- Apply OB concepts to case studies so as to appreciate the nexus between theory and practice
- Develop teamwork and presentation skills

### Assessment tasks

- Individual essay
- Group presentations

## 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 outcomes

- Explore and analyse classical and contemporary Organisational Behaviour (OB) theory. Topics covered include personality, motivation, learning, culture, and teamwork
- Comprehend the relevance of OB theories and concepts for modern organisations. Topics covered include ethics, rationalisation, power and politics and aesthetic labour
- Apply OB concepts to case studies so as to appreciate the nexus between theory and practice
- Develop teamwork and presentation skills

### Assessment tasks

- Assessed Coursework
- Individual essay
- Group presentations
- Open book final exam

## Changes from Previous Offering

Based on student feedback the following changes have been made:

1. Unit schedule (detailed on iLearn)
2. Weight of the exam (from 40% to 30%)
3. Weight of the presentations (from 20% to 30%)
4. Assessed coursework: Students' marks will be based on 3 out of the 4 activities. The first 20MD activity will serve as a practice run.

## Research and Practice; Global and Sustainability

This unit draws on extensive research from sources outside the textbook. Students will be provided with stretch readings for every week that will allow them to considerably expand their knowledge of OB. Such readings are for example:

1. Christensen CM and Raynor ME (2003) Why hard-nosed executives should care about management theory. Harvard Business Review 81(9): 66-74

2. Jaques E (1990) In praise of hierarchy. Harvard Business Review 68(1): 127-133

Conducting research independently is strongly encouraged for this unit and is rewarded.

This unit will give you extensive practice in applying theoretical knowledge on case studies.

Issues of sustainability are integrated throughout the unit.

Examples of practices from different countries will be discussed in the lectures and in tutorials.