PSYX130

Organisational Behaviour

SP4 OUA 2016

Department of Psychology

Contents

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General Information

Unit convenor and teaching staff
Unit Convenor
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Tutor
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Prerequisites

Corequisites

Co-badged status

Unit description
This unit introduces you to the field of organisational behaviour. Organisational behaviours include all those activities that are essential for the efficient running of modern enterprises, be they for profit, not for profit or government based. You will be introduced to the theory and practice of how organisations are structured and managed and how individuals within organisations can take advantage of current best practices. Some of the topics covered include: Organisational Structures & Processes; Workplace Emotions, Attitudes & Stress; Employee Motivation; Decision Making; Communication; Individual Differences; Team Dynamics; Power, Influence, Conflict & Negotiations; Values and Ethics; Leadership and Organisational Culture and Change. All enrolment queries should be directed to Open Universities Australia (OUA): see www.open.edu.au

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.open.edu.au/student-admin-and-support/key-dates/

Learning Outcomes

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

1. Understand concepts and theories of organisational behaviour.

2. Understanding research methods.

3. Apply research methods to organisational behaviour outcomes.

4. Participate in teamwork though the preparation and delivery of a professional presentation.

5. Understand problem-solving and decision making in organisational settings.

6. Apply creative thinking analysis skills.

7. Report writing

General Assessment Information

Unit requirements and expectations

There are four assessable tasks in PSY130 and one compulsory task, i.e., contribution to forums.

Please note that you do not need to pass each individual assessment task to pass the course, you just need 50% of the total available marks.

Assessment Summary

Some of your assessment tasks will be released on specific dates, as indicated in 'assessment tasks' shown above. When the task becomes available, a link to it will appear in your unit in **iLearn** for that **Assessment**.

Assessment Tasks

Name	Weighting	Due
Midterm M/C Test (chapters 1-6	15%	11pm (EST), Sunday Week 6
Group Case Study	10%	5pm (EST) Sunday Week 9
Research report	30%	5pm (EST) Friday Week 12
Final M/C Test	45%	11pm (EST) Sunday Week 13
Contribution to Forums	0%	Continuous

Midterm M/C Test (chapters 1-6

Due: **11pm (EST), Sunday Week 6**
Weighting: **15%**

There will be 15 multiple choice question from each of chapters 1 to 6 from the prescribed text, i.e., **Organisational Behaviour. Emerging Knowledge. Global Insights 5e. Asia-Pacific edition. 2016. McGraw-Hill Education.** That is a total of 90 on-line questions to be completed in 1 hour.

On successful completion you will be able to:

- 1. Understand concepts and theories of organisational behaviour.
- 5. Understand problem-solving and decision making in organisational settings.

Group Case Study

Due: **5pm (EST) Sunday Week 9**
Weighting: **10%**

Teamwork is becoming increasingly important in contemporary organisations.The case study assessment task is designed to give you experience working in a team to complete a project, in this case a collaborative presentation. We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation.

On successful completion you will be able to:

- 3. Apply research methods to organisational behaviour outcomes.
- 4. Participate in teamwork though the preparation and delivery of a professional presentation.
- 5. Understand problem-solving and decision making in organisational settings.
- 6. Apply creative thinking analysis skills.

Research report

Due: **5pm (EST) Friday Week 12**
Weighting: **30%**

The major report entails gathering data by conducting interviews and writing a scientific report.

On successful completion you will be able to:

- 1. Understand concepts and theories of organisational behaviour.
- 2. Understanding research methods.
- 3. Apply research methods to organisational behaviour outcomes.
- 6. Apply creative thinking analysis skills.
- 7. Report writing

Final M/C Test

Due: **11pm (EST) Sunday Week 13**
Weighting: **45%**

The final exam consists of 150 multiple choice on-line questions taken from from the prescribed text, i.e., **Organisational Behaviour. Emerging Knowledge. Global Insights 5e. Asia-Pacific edition. 2016. McGraw-Hill Education.** There will be approximately 18 to 19 questions from each of the indicated chapters and the exam is to be completed in 2 hours.

On successful completion you will be able to:

- 1. Understand concepts and theories of organisational behaviour.
- 5. Understand problem-solving and decision making in organisational settings.

Contribution to Forums

Due: **Continuous**

Weighting: **0%**

Although this assessment task is not directly graded it is nevertheless an important part of this on-line course. To pass PSY130 you need to contribute to the Forums and to make 4 or more contributions to pass the course.

On successful completion you will be able to:

- 4. Participate in teamwork though the preparation and delivery of a professional presentation.
- 5. Understand problem-solving and decision making in organisational settings.
- 6. Apply creative thinking analysis skills.
- 7. Report writing

Delivery and Resources

Required and recommended texts and/or materials

Books can be obtained from http://www.unibooks.com.au

Required Reading

There is a prescribed text, which should be purchased:

Organisational Behaviour. Emerging Knowledge. Global Insights 5e. Asia-Pacific edition. 2016. McGraw-Hill Education.

You are required to have the most recent edition.

Website for the textbook: www.mhhe.com/au/mcshane5e

To activate the Connect Account for McShane's Organisational Behaviour 5e – Asia Pacific edition follow these 3 easy steps:

1. Go the Connect Plus course URL listed below by copying and pasting this link into your Internet browser:

http://connect.mcgraw-hill.com/class/j_french_macquarie_2016

2. Click on the Red box 'Register now'

[There are short videos to help you with registration under the 'Need Help Registering? Box on the left].

1. When prompted, enter the registration code that comes with your copy of the McShane Organisational Behaviour 5e textbook (this will be a 20-digit/letter code).

2. Collaborative group work

Complete the brief registration form that follows online. Enter your Macquarie University email address and set a password for yourself that you will remember and make a note of this. Once you have registered on the McGraw-Hill McShane 5e Connect site you will use your email and your own password to log in.

QUESTIONS? DIFFICULTY ACTIVATING YOUR ACCOUNT? VISIT: www.mcgrawhillconnect.com/support.

In the case of browser issues open Connect with Firefox browser (freely downloaded online) and this should fix the issue.

Please note: It is your responsibility to purchase a textbook and have it delivered in time for your study. (Textbooks are available from the Coop bookshop and a variety of other online sites.) If your textbook arrives late, you will need to organise an alternative (eg visiting a university library).

Unit webpage and technology used and required

Online units can be accessed at: http://ilearn.mq.edu.au/

PC and Internet access are required. Basic computer skills (e.g., internet browsing) and skills in word processing are also a requirement.

Please contact teaching staff for any further, more specific requirements. Consult the OUA website for more detailed information on technology requirements:

http://www.open.edu.au/public/future-students/getting-started/computer-requirements

Unit Schedule

Weekly schedule

Week 1	Introduction to the Field of Organisational Behaviour (Ch. 1) Overview of Text and Resources Research Report - Explanation of Interview and Report Writing Requirements **Assessment:** Start looking at the research report topics due in week 12 and start reading in the area of your choice. These are under the assessment and crucial to it as the essence of the assessment is the structure of the report.
Week 2	Individual Behaviour, Personality and Values (Ch. 2)
Week 3	Perceiving ourselves and others in organisations. (Ch. 3). Workplace Emotions, Attitudes and Stress (Ch. 4)

Week 4	Foundations of Employee Motivation (Ch.5)
Week 5	Applied Performance Practices (Ch. 6)
Week 6	Decision Making and Creativity (Ch.7) **Assessment**: Mid-semester test to be completed online
Week 7	Team Dynamics (Ch. 8) **Assessment:** Groups for the Group Case Study are send out via the announcements. An example research report for assessment 3 will also be released.
Week 8	Communicating in Teams and Organisations (Ch. 9)
Week 9	Power and Influence in the Workplace (Ch. 10) Conflict and Negotiation in the Workplace (Ch. 11) **Assessment:** Group Case Study is due
Week 10	Leadership in Organisational Settings (Ch. 12)
Week 11	Organisational Culture (Ch. 14)
Week 12	Organisational Change (Ch. 15) **Assessment:** Research Report is due
Week 13	Review and Final Exam **Assessment:** Final Exam is to be completed online

Policies and Procedures

Late Submission - applies unless otherwise stated elsewhere in the unit guide

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

Extension Request

Special Consideration Policy and Procedure (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration)

The University recognises that students may experience events or conditions that adversely affect their academic performance. If you experience serious and unavoidable difficulties at exam time or when assessment tasks are due, you can consider applying for Special Consideration.

You need to show that the circumstances:

1. were serious, unexpected and unavoidable
2. were beyond your control
3. caused substantial disruption to your academic work
4. substantially interfered with your otherwise satisfactory fulfilment of the unit requirements
5. lasted at least three consecutive days or a total of 5 days within the teaching period and prevented completion of an assessment task scheduled for a specific date.

If you feel that your studies have been impacted submit an application as follows:

1. Visit Ask MQ and use your OneID to log in
2. Fill in your relevant details
3. Attach supporting documents by clicking 'Add a reply', click 'Browse' and navigating to the files you want to attach, then click 'Submit Form' to send your notification and supporting documents
4. Please keep copies of your original documents, as they may be requested in the

future as part of the assessment process

Outcome

Once your submission is assessed, an appropriate outcome will be organised.

OUA Specific Policies and Procedures
Withdrawal from a unit after the census date

You can withdraw from your subjects prior to the census date (last day to withdraw). If you successfully withdraw before the census date, you won't need to apply for Special Circumstances. If you find yourself unable to withdraw from your subjects before the census date - you might be able to apply for Special Circumstances. If you're eligible, we can refund your fees and overturn your fail grade.

If you're studying Single Subjects using FEE-HELP or paying up front, you can apply online.

If you're studying a degree using HECS-HELP, you'll need to apply directly to Macquarie University.

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

New Assessment Policy in effect from Session 2 2016 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/

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

Disruption to Studies Policy 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/

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.

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) 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

IT Help

For help with University computer systems and technology, visit 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:

Learning outcomes

- 4. Participate in teamwork though the preparation and delivery of a professional presentation.
- 5. Understand problem-solving and decision making in organisational settings.

Assessment tasks

- Group Case Study
- Research report

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- 4. Participate in teamwork though the preparation and delivery of a professional presentation.
- 5. Understand problem-solving and decision making in organisational settings.
- 6. Apply creative thinking analysis skills.

Assessment tasks

- Group Case Study
- Research report
- Contribution to Forums

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Assessment tasks

- Group Case Study
- Contribution to Forums

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

- 1. Understand concepts and theories of organisational behaviour.
- 2. Understanding research methods.
- 3. Apply research methods to organisational behaviour outcomes.
- 5. Understand problem-solving and decision making in organisational settings.
- 7. Report writing

Assessment tasks

- Midterm M/C Test (chapters 1-6
- Final M/C Test

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

- 1. Understand concepts and theories of organisational behaviour.
- 2. Understanding research methods.
- 3. Apply research methods to organisational behaviour outcomes.
- 5. Understand problem-solving and decision making in organisational settings.
- 6. Apply creative thinking analysis skills.
- 7. Report writing

Assessment tasks

- Group Case Study

- Research report

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

- 1. Understand concepts and theories of organisational behaviour.
- 2. Understanding research methods.
- 3. Apply research methods to organisational behaviour outcomes.
- 6. Apply creative thinking analysis skills.
- 7. Report writing

Assessment task

- Group Case Study

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

- 1. Understand concepts and theories of organisational behaviour.
- 2. Understanding research methods.
- 3. Apply research methods to organisational behaviour outcomes.
- 4. Participate in teamwork though the preparation and delivery of a professional presentation.
- 5. Understand problem-solving and decision making in organisational settings.
- 6. Apply creative thinking analysis skills.
- 7. Report writing

Assessment tasks

- Group Case Study

- Research report
- Contribution to Forums

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Assessment task

- Contribution to Forums

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Assessment tasks

- Group Case Study
- Contribution to Forums

Changes since First Published

Date	Description
16/12/2016	Tutor name updated
16/12/2016	Contact details edited.