



BUS 815

Behaviour in Organisations

S1 Evening 2017

Dept of Marketing and Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	6
<u>Graduate Capabilities</u>	7
<u>Changes from Previous Offering</u>	9
<u>Research & Practice, Global contexts & Sustainability</u>	9

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

Lecturer

Senia Kalfa

senia.kalfa@mq.edu.au

Contact via senia.kalfa@mq.edu.au

E4A 412

Tuesday 4.30 - 5.30

Credit points

4

Prerequisites

BUS651 or MKTG696

Corequisites

Co-badged status

Unit description

This unit aims to significantly enhance student knowledge of the ways people behave in organisations and the skills required to effectively manage them. The body of knowledge is developed from the systematic study of individual, team and organisational characteristics for the purpose of helping organisations succeed. Topics addressed include individual differences, motivation, group dynamics, organisational politics, leadership, and organisational culture.

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 classical and contemporary Organisational Behaviour theory. Topics covered include: leadership, motivation, organisational culture, teamwork, ethics, power & politics and aesthetic labour.

Analyse organisational challenges through different theoretical lenses and propose relevant and practical solutions. Case studies will be used to this end.

Evaluate organisational behaviour theories and concepts through independent literature

review and synthesis

General Assessment Information

Task	Weight	Due date	Linked learning outcomes	Linked graduate capabilities	Brief description
Individual essay	40%	16 th May 2017 (Week 10) at 6pm	1, 3	1, 2, 3	2,000 word essay excluding bibliography
Class Quiz	20%	Week 5 in class	1,2	1,2,3	Class quiz involving multiple choice questions and short answers
Final exam	40%	Formal examination period	1, 2, 3	1, 2, 3	Open book examination

Assessment Tasks

Name	Weighting	Hurdle	Due
Individual essay	40%	No	Week 10 (16th May 2017, 6 pm)
Class Quiz	20%	No	Week 5 (March 28, 2017)
Exam	40%	No	Formal exam period

Individual essay

Due: **Week 10 (16th May 2017, 6 pm)**

Weighting: **40%**

An essay requires the systematic investigation of a topic and the development of a written argument. Essays assess cognitive and research skills. Essays are expected to develop coherent arguments, be founded on thorough research, and provide insight into the topic area.

Students are required to submit a **2,000 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 first 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 class. Further details are provided in the Assessment Guidelines Document available on iLearn.

On successful completion you will be able to:

- Explore classical and contemporary Organisational Behaviour theory. Topics covered include: leadership, motivation, organisational culture, teamwork, ethics, power & politics and aesthetic labour.
- Evaluate organisational behaviour theories and concepts through independent literature review and synthesis

Class Quiz

Due: **Week 5 (March 28, 2017)**

Weighting: **20%**

One class quiz will be held in week 5 of the semester (28th March 2017) which weighs 20%. The quiz will have two sections: multiple choice questions on theory covered in the first 4 weeks of the semester and a short answer question asking you to apply one theoretical concept to a fictional scenario. Details are provided in the Assessment Guidelines Document available on iLearn and questions on this assessment will be answered in the first lecture.

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

On successful completion you will be able to:

- Explore classical and contemporary Organisational Behaviour theory. Topics covered include: leadership, motivation, organisational culture, teamwork, ethics, power & politics and aesthetic labour.
- Analyse organisational challenges through different theoretical lenses and propose relevant and practical solutions. Case studies will be used to this end.

Exam

Due: **Formal exam period**

Weighting: **40%**

A final examination is designed to assess a student's body of knowledge and critical thinking skills. Examinations consist of questions requiring written responses. 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:

- Explore classical and contemporary Organisational Behaviour theory. Topics covered include: leadership, motivation, organisational culture, teamwork, ethics, power & politics and aesthetic labour.
- Analyse organisational challenges through different theoretical lenses and propose relevant and practical solutions. Case studies will be used to this end.
- Evaluate organisational behaviour theories and concepts through independent literature review and synthesis

Delivery and Resources

1. Classes are held each week of the semester on Tuesdays 6-9pm at E6A 133. Each class is 3 hours long, including lecture and seminar activities.
2. To pass this course, students need to achieve an overall grade of 50%
3. Students must attend 80% of all 3 hour seminars to complete this unit, i.e. miss no more than 2 seminars including medical absences. A log will be taken to record attendance.
4. Students are expected to read prescribed text chapters before seminars, join in discussions and complete all assessments. Reflection is crucial to integrating unit material. Therefore active participation in discussions and exercises is of utmost importance not only to the participating student but to the whole class.
5. Staff will respond to student emails within 48 hours. Staff will not respond to emails during weekends or public holidays.
6. There will be no transfer of marks from other assessments (e.g. essay, class quiz) to the final exam.
7. Students are expected to arrive on time and not leave until class ends.
8. Mobile phones are to be set on silent during class. Texting or other mobile phone activity during class is distracting to the student concerned, the lecturer and other students and is strictly forbidden. Students violating this requirement will be asked to leave the class.
9. Students checking their social media accounts during class time will be asked to leave the class.
10. 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>

REQUIRED TEXTBOOK

- Bolman, L.G. & Deal, T.E. (2013). Reframing Organizations - Artistry, Choice and Leadership (5th Ed). San Francisco, CA: Jossey-Bass. ISBN 978-1-448-55738-9

Additional compulsory readings will be made available via the Library Multisearch engine. The required readings for the essay will be made available through e-Reserve and/or iLearn. A list of

additional suggested readings will be made available on iLearn for students who wish to stretch themselves.

TECHNOLOGY USED AND REQUIRED: Students are required to have access to a personal computer and 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 as she is 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.

COURSE MATERIAL

1. 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.
2. You are expected to save and/or print the worksheets and other material necessary for each seminar. No printouts will be given by the lecturer.
3. 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.

Unit Schedule

The unit schedule will be available on a separate document 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

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.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 (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

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

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

- Explore classical and contemporary Organisational Behaviour theory. Topics covered include: leadership, motivation, organisational culture, teamwork, ethics, power & politics and aesthetic labour.
- Evaluate organisational behaviour theories and concepts through independent literature review and synthesis

Assessment tasks

- Individual essay
- Class Quiz
- Exam

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

- Analyse organisational challenges through different theoretical lenses and propose relevant and practical solutions. Case studies will be used to this end.
- Evaluate organisational behaviour theories and concepts through independent literature review and synthesis

Assessment tasks

- Individual essay
- Class Quiz
- Exam

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

- Analyse organisational challenges through different theoretical lenses and propose relevant and practical solutions. Case studies will be used to this end.
- Evaluate organisational behaviour theories and concepts through independent literature review and synthesis

Assessment tasks

- Individual essay
- Class Quiz
- Exam

Changes from Previous Offering

No group assignment will be used in 2017.

Research & Practice, Global contexts & Sustainability

1. This unit draws on extensive research from sources outside the textbook. Students will be provided with additional mandatory research articles for every week that will allow them to considerably expand their knowledge of OB. In addition, a list of suggested articles will be posted on iLearn for students who wish to stretch themselves.
2. Conducting research independently is strongly encouraged for this unit and is rewarded.
3. Cultural differences in work practices between countries will be extensively discussed and students will be asked to elaborate on work practices in their respective countries. OB theories from non-Western perspectives will be integrated in the lectures, where available.
4. Issues of sustainability are integrated throughout the unit.