BUS 651

Work, Organisation and Management

S1 Day 2013

Marketing and Management

Contents

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
Alison Barnes
alison.barnes@mq.edu.au
Contact via alison.barnes@mq.edu.au
640A, Building: E4A
Monday 10.30am -12.30pm

Credit points
4

Prerequisites
Admission to MCom or MBioTechMCom

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

Demonstrate logic and reasoning in critical assessment of how identity and culture affect

organisational implications;

Critique current debates and practice regarding gender, ethical practice, flexibility, organisational structure and organisational change;

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.

Assessment Tasks

Name	Weighting	Due
Assesment 1: Report	20%	Week 5
Individual Essay	40%	Week 10
Final examination	40%	University examination period

Assesment 1: Report

Due: **Week 5**
Weighting: **20%**

Late submissions will have 2% deducted per day late, including weekend days. Late assignments should be submitted to BESS in building E4B to be date stamped and forwarded to your tutor for marking. Note, electronic assignments will NOT be marked.

On successful completion you will be able to:

- Compare different perspectives on and approaches to work and management and assess their implications
- Demonstrate skills relevant to graduate study, including verbal and written communication, independent research, critical analysis, self-reflection and problem-solving.

Individual Essay

Due: **Week 10**
Weighting: **40%**

Late submissions will have 2% deducted per day late, including weekend days. Late assignments should be submitted to BESS in building E4B to be date stamped and forwarded to your tutor for marking. 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%**

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
- Demonstrate logic and reasoning in critical assessment of how identity and culture affect organisational implications;
- Critique current debates and practice regarding gender, ethical practice, flexibility, organisational structure and organisational change;
- 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.

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 web site 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.

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*

Some useful websites:

- http://www.ahri.com.au
- http://www.ilr.cornell.edu/
- http://www.shrm.org
- http://www.deewr.gov.au
- http://www.wrc.org.au
- http://www.ilo.org/
- http://www.ihrim.org/
- http://www.hreoc.gov.au/
- http://www.actu.org.au
- http://www.fwa.gov.au

TECHNOLOGY USED AND REQUIRED

Technology used: iLearn

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

UNIT WEB PAGE

· Course material is available on the learning management system (iLearn)

http://ilearn.mq.edu.au

· There is no web page for this unit.

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.

Unit Schedule

Week	Week Commencing	Topic
Week 1	25/2/2013	**Introduction to unit and the development of modern labour management thought, and the theoretical foundations for understanding behaviour in the workplace**
Week 2	4/3/2013	**The key actors**
Week 3	11/3/2013	**Key management roles and functions and current trends in management methods**
Week 4	18/3/2013	**The changing nature of work and organisations**
Week 5	25/3/2013	**The relationship between work and identity**

Week 6	1/4/2013	**Gender and work**
Week 7	8/4/2013	**The impact of technology and change** **Currents trends in management methods:**
		MID SEMESTER BREAK
Week 8	29/5/2013	**Watch a DVD**
Week 9	6/5/2013	**Organisational culture**
Week 10	13/5/2013	**Currents trends in management methods: HRM**
Week 11	20/5/2013	**Ethics and fairness in organisations**
Week 12	27/5/2013	**Different organisational structures**
Week 13	3/6/2013	**Examination briefing and unit review**

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://www.mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://www.mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://www.mq.edu.au/policy/docs/grading/policy.html

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

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Special Consideration Policy http://www.mq.edu.au/policy/docs/special_consideration/policy.html

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Support

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at: http://students.mq.edu.au/support/

UniWISE provides:

- Online learning resources and academic skills workshops http://www.students.mq.edu.au/support/learning_skills/
- Personal assistance with your learning & study related questions.
- The Learning Help Desk is located in the Library foyer (level 2).
- Online and on-campus orientation events run by Mentors@Macquarie.

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

Details of these services can be accessed at http://www.student.mq.edu.au/ses/.

IT Help

If you wish to receive IT help, we would be glad to assist you at 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 and it outlines what can be done.

Research and Practice

-This unit uses research from external sources.

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