



# BUS 651

## Work, Organisation and Management

S1 Day 2018

*Archive (Pre-2019) - Dept of Marketing and Management*

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#### Disclaimer

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## General Information

Unit convenor and teaching staff

Unit Convenor / Lecturer

Dr Sarah Bankins

[sarah.bankins@mq.edu.au](mailto:sarah.bankins@mq.edu.au)

Contact via Email or in class

Room 219, Level 2, Building 4ER (previously E4A)

Friday 3:00-4:00pm

Credit points

4

Prerequisites

Admission to MCom or MBioBus 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.

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	Hurdle	Due
<a href="#"><u>Individual Case Study Report</u></a>	30%	No	6pm Friday, Week 7
<a href="#"><u>Individual Essay</u></a>	30%	No	6pm Friday, Week 11
<a href="#"><u>Final Examination</u></a>	40%	No	University examination period

### Individual Case Study Report

Due: **6pm Friday, Week 7**

Weighting: **30%**

Through completion of this assessment you will develop your case study skills through undertaking research and analysis on a targeted organisation. If applicable, you may refer to this case study in your essay to support your arguments.

You will identify an organisation that is of interest to you AND for which you are able to examine, through research, its work-related management strategies, practices, processes and outcomes and be able to analyse and assess these in relation to the topics discussed in the course.

Further details of this assessment, including the marking rubric, will be provided in-class early in the session and on iLearn. This assessment task is worth 30% of your overall grade.

You should submit your case study to Turnitin on the unit's iLearn site by the due date. There is no hard copy submission.

For late submissions without an approved Special Circumstances application, 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 Special Consideration is made and approved. Please familiarise yourself with the Special Consideration Policy available here - <https://students.mq.edu.au/study/my-study-program/special-consideration>

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.

## Individual Essay

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

Weighting: **30%**

Through completion of this assessment, you will learn how to, and demonstrate that you can:

- Research a topic in an in-depth manner;
- Provide a critical and analytical perspective of the literature on a topic;
- Construct a sustained argument/s in response to a specific question and offer examples to support your argument/s.

Details of the essay question(s) and further guidance on this assessment piece, including the marking rubric, will be provided in-class and on iLearn. This assessment task is worth 30% of your overall grade.

You should submit your essay to Turnitin on the unit's iLearn site by the due date. There is no hard copy submission.

For late submissions without an approved Special Circumstances application, 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 Special Consideration is made and approved. Please familiarise yourself with the Special Consideration Policy available here - <https://students.mq.edu.au/study/my-study-program/special-consideration>

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- 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%**

A two hour final examination for this unit will be held during the University examination period. Further details will be provided during the examination briefing in-class. The exam is worth 40% of your overall grade. A final examination is included as an assessment task for this unit to provide assurance that:

1. The product belongs to you; and
2. You have 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 Special Consideration Policy available here

- <https://students.mq.edu.au/study/my-study-program/special-consideration>

On successful completion you will be able to:

- 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.
- 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:* This course involves 3 hours of face-to-face teaching per week in a seminar format. This involves a mix of direct delivery of content and interactive learning activities.

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 computer or other device so you are able to use iLearn throughout the course. You will find resources to assist your study on iLearn, such as lecture notes/powerpoint slides, supplementary readings and other resources. Checking iLearn regularly is important to remain updated on unit announcements.

During class activities, access to an internet-enabled device will be useful.

## 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 in a seminar format, involving a mix of direct delivery of content and interactive learning activities.

Additionally, it is essential that you keep up to date with the readings assigned for each week of content. These will be identified via iLearn.

Please note that attendance at each week's seminar is critical for your learning. While marks are not assigned for attending seminars, an attendance 'roll' will be taken each week.

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

## Required Text and Recommended Reading Materials

### Required text:

Bratton, J. (2015). *Introduction to Work & Organizational Behaviour*, 3rd edition, Palgrave MacMillan, United Kingdom (ISBN: 9781137408686)

*This textbook is compulsory and can be purchased from the Macquarie University Co-op Bookshop or accessed via the Library. Please note: the Co-op Bookshop is currently located on Level 3 of the Student Connect Building (MUSE Building, C7A).*

In addition to this textbook, you will be expected to read any supplementary readings identified to support that week's content. These details will be available via iLearn.

### Journal articles

You will also find it valuable to get into the practice of reading relevant articles from journals. Below is a (non-exhaustive) list of academic journals you can use to supplement your course readings and assist you with your research for the assessment pieces. 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*
- *Human Relations*
- *International Journal of Employment Studies*

- *International Journal of Human Resource Management*
- *International Journal of Manpower*
- *Journal of Organizational Behavior*
- *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	Learning & Assessment Activities	Associated textbook chapter/s
1	Introduction to the unit, contemporary organisational behaviour and studying work and organisations	Class activities	Chapters 1, 3
2	The social nature of work	Class activities	Chapter 2
3	Motivation	Class activities	Chapter 6
4	Learning	Class activities	Chapter 7
5	<i>Good Friday public holiday</i>	<i>No seminar</i>	<i>No seminar</i>
6	Diversity and people management	Class activities	Chapter 9
7	Groups and teams	Class activities  <b>Individual Case Study Report due (Friday 6pm, submitted online via Turnitin)</b>	Chapter 10
Mid-semester recess			
Mid-semester recess			
8	Technology	Class activities	Chapter 16
9	Decision making, ethics and social responsibility	Class activities	Chapter 13
10	Leadership	Class activities	Chapter 12

11	Structure	Class activities  Individual Essay due (Friday 6pm, submitted online via Turnitin)	Chapter 15
12	Culture	Class activities	Chapter 17
13	Course review and exam preparation	Review activities	All readings

Please 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](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/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](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

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

## Assessment tasks

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

### Assessment task

- Individual Case Study Report

## 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:

### Assessment tasks

- Individual Essay
- Final Examination

## Changes from Previous Offering

- Group work assessment has been removed, with all assessment pieces now individually-based.
- Some different chapter topics (within the compulsory textbook) are being focused upon in this

offering.

## **Global Contexts and Sustainability**

- This unit examines global contexts through case studies and 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