



BUS 651

Work, Organisation and Management

S2 Evening 2019

Department of Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	9
<u>Changes from Previous Offering</u>	11
<u>Global Contexts and Sustainability</u>	11

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/Lecturer

Dr Sarah Bankins

sarah.bankins@mq.edu.au

Contact via Email

Please view consultation hours via iLearn - <https://ilearn.mq.edu.au/login/>

Lecturer

Raymond Trau

raymond.trau@mq.edu.au

Contact via Email

Please view consultation hours via iLearn - <https://ilearn.mq.edu.au/login/>

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:

Distinguish key workplace issues, evaluate their effect in organisations, and formulate

recommendations for addressing them.

Compare and contrast different perspectives on, and approaches to, work and management and assess their implications for organisational outcomes.

Evaluate organisational practices, regarding a range of contemporary workplace issues such as: ethical decision-making, technology, motivation, organisational structure, and changing forms of work.

Utilise written communication, independent research, critical analysis, and problem-solving skills to critique current debates across a range of workplace issues and formulate arguments to support your position.

Assessment Tasks

Name	Weighting	Hurdle	Due
Individual Case Study Report	30%	No	Week 7
Individual Essay	30%	No	Week 11
Final Examination	40%	No	University examination period

Individual Case Study Report

Due: **Week 7**

Weighting: **30%**

Individual Case Study Report Assessment Summary Task Description

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.

Type of Collaboration Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#)

Format Please refer to the [iLearn](#) Unit page **Length** 2000 words **Inherent Task Requirements** None **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- Distinguish key workplace issues, evaluate their effect in organisations, and formulate recommendations for addressing them.
- Evaluate organisational practices, regarding a range of contemporary workplace issues such as: ethical decision-making, technology, motivation, organisational structure, and changing forms of work.
- Utilise written communication, independent research, critical analysis, and problem-solving skills to critique current debates across a range of workplace issues and formulate arguments to support your position.

Individual Essay

Due: **Week 11**

Weighting: **30%**

Individual Essay Assessment Summary Task Description 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; and demonstrate understanding in relation to recent developments and issues in HRM and professional practice. **Type of Collaboration** Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#) **Format** Please refer to the [iLearn](#) Unit page **Length** 2000 words **Inherent Task Requirements** None **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- Compare and contrast different perspectives on, and approaches to, work and management and assess their implications for organisational outcomes.
- Evaluate organisational practices, regarding a range of contemporary workplace issues such as: ethical decision-making, technology, motivation, organisational structure, and changing forms of work.
- Utilise written communication, independent research, critical analysis, and problem-

solving skills to critique current debates across a range of workplace issues and formulate arguments to support your position.

Final Examination

Due: **University examination period**

Weighting: **40%**

Final Examination Assessment Summary Task Description A final examination is included as an assessment task for this unit to provide assurance that the product belongs to the student and the student has attained the knowledge and skills tested in the exam. **Type of Collaboration** Individual **Submission** You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. **Format** Please refer to the [iLearn](#) Unit page **Length** 2 hours **Inherent Task Requirements** None **Late Submission** Please see [Assessment Policy Schedule 4](#).

The only exception to not sitting an examination at the designated time in the University Examination Timetable is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for special consideration. This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- Distinguish key workplace issues, evaluate their effect in organisations, and formulate recommendations for addressing them.
- Compare and contrast different perspectives on, and approaches to, work and management and assess their implications for organisational outcomes.
- Evaluate organisational practices, regarding a range of contemporary workplace issues such as: ethical decision-making, technology, motivation, organisational structure, and changing forms of work.
- Utilise written communication, independent research, critical analysis, and problem-solving skills to critique current debates across a range of workplace issues and formulate arguments to support your position.

Delivery and Resources

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

Unit web page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	<p>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.</p> <p>During class activities, access to an internet-enabled device will be useful.</p>
Delivery Format and Other Details	<ul style="list-style-type: none"> • 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. Classes may vary due to public holiday(s) • The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/
Recommended readings	<p>You will be expected to read any supplementary readings identified to support that week's content. These details will be available via iLearn.</p> <p>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.</p> <ul style="list-style-type: none"> • <i>Academy of Management Journal</i> • <i>Asia Pacific Journal of Human Resources</i> • <i>Australian Journal of Management</i> • <i>California Management Review</i> • <i>Employee Relations</i> • <i>Gender, Work and Organisation</i> • <i>Harvard Business Review</i> • <i>Human Resource Management Journal</i> • <i>Human Relations</i> • <i>International Journal of Employment Studies</i> • <i>International Journal of Human Resource Management</i> • <i>International Journal of Manpower</i> • <i>Journal of Organizational Behavior</i> • <i>Labour & Industry</i> • <i>New Technology, Work and Employment</i> • <i>Personnel Journal</i> • <i>Personnel Management</i> • <i>Personnel Review</i> • <i>Sloan Management Review</i> • <i>The Journal of Industrial Relations</i>

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	Chapter 1
2	The social nature of work	Class activities	Chapter 2

3	Academic skills development workshop	Class activities	N/A
4	Motivation	Class activities	Chapter 6
5	Learning	Class activities	Chapter 7
6	Diversity and people management	Class activities	Chapter 9
7	Groups and teams	Class activities	Chapter 10
Individual Case Study Report due (Friday by 11.59pm (midnight), submitted online via Turnitin)			
Mid-semester recess			
Mid-semester recess			
8	Leadership	Class activities	Chapter 12
9	Technology	Class activities	Chapter 16
10	Decision making, ethics and social responsibility	Class activities	Chapter 13
11	Structure	Class activities	Chapter 15
Individual Essay due (Friday by 11.59pm (midnight), submitted online via Turnitin)			
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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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 published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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

If you are a Global MBA student contact globalmba.support@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

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

- Distinguish key workplace issues, evaluate their effect in organisations, and formulate recommendations for addressing them.
- Compare and contrast different perspectives on, and approaches to, work and management and assess their implications for organisational outcomes.
- Evaluate organisational practices, regarding a range of contemporary workplace issues such as: ethical decision-making, technology, motivation, organisational structure, and changing forms of work.

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

- Distinguish key workplace issues, evaluate their effect in organisations, and formulate recommendations for addressing them.
- Compare and contrast different perspectives on, and approaches to, work and management and assess their implications for organisational outcomes.
- Evaluate organisational practices, regarding a range of contemporary workplace issues such as: ethical decision-making, technology, motivation, organisational structure, and changing forms of work.
- Utilise written communication, independent research, critical analysis, and problem-solving skills to critique current debates across a range of workplace issues and formulate arguments to support your position.

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

- Distinguish key workplace issues, evaluate their effect in organisations, and formulate recommendations for addressing them.
- Compare and contrast different perspectives on, and approaches to, work and management and assess their implications for organisational outcomes.
- Evaluate organisational practices, regarding a range of contemporary workplace issues such as: ethical decision-making, technology, motivation, organisational structure, and changing forms of work.
- Utilise written communication, independent research, critical analysis, and problem-

solving skills to critique current debates across a range of workplace issues and formulate arguments to support your position.

Assessment tasks

- Individual Case Study Report
- Individual Essay

Changes from Previous Offering

There have been no changes from the previous 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