

BUS815
Behaviour in Organisations

Semester 1, 2010

Department of Business

**MACQUARIE UNIVERSITY
FACULTY OF BUSINESS & ECONOMICS
UNIT OUTLINE**

Year and Semester: Semester 1, 2010

Unit convenor: Gordon Brooks

Prerequisites/Corequisites: none

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

- BUS815 is a 4 credit point unit.
- Organisational behaviour is the study of what people think, feel and do in and around organisations. The body of knowledge is developed from the systematic study of individual, team and structural characteristics for the purpose of helping organisations succeed.
- Behaviour in Organisations recognises three levels of analysis for examining organisational behaviour: the individual; the group, and the organization as a whole. Various topics are considered within these levels of analysis. Upon successful completion of this unit students will have examined aspects of the individual that contribute to their behaviour in the workplace and how individual behaviour is manifested in the organization.

TEACHING STAFF

- Convenor: Gordon Brooks
gbrooks@efs.mq.edu.au
Room E4A632
Consultation - Tuesday 1 to 4pm or by appointment

CLASSES

- Classes are held each week of semester unless the class falls on a public holiday. Each class is 3 hours, including lectures and activities.
- The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

- Prescribed text: Schermerhorn, J., Hunt, J., Osborn, R. (2008). Organizational Behaviour 10th ed., Wiley: New Jersey. You will be expected to have read the sections of the text listed in the lecture schedule.
- Prescribed unit materials: students will be directed to relevant readings from time to time during classes
- Recommended texts: there are many useful texts addressing the area of organisational behaviour. Students wishing to read an alternate text should type "organisational behaviour" into the library's catalogue and select a text that matches their preferred style. These alternatives are suggested in addition to the text.

UNIT WEB PAGE

- The web page for this unit can be found at: <http://learn.mq.edu.au>

LEARNING OBJECTIVES AND OUTCOMES

- The learning objectives of this unit are to develop an understanding of major influences on individual and group behaviour in organizations.
- The learning outcomes of this unit are:
 - appreciation of a range of individual differences and attitudes
 - knowledge of the importance of individual perception and learning
 - knowledge of the bases and uses of power in organisations
 - appreciation of the importance of motivation in the workplace and methods of motivation
 - appreciation of job design and its impact on performance
 - appreciation of how groups and teams develop and are nurtured
 - knowledge of traditional theories of management
 - knowledge of types of conflict and negotiation

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop students' generic skills in a range of areas. One of the aims of this unit is that students develop their skills in the following: Self-awareness and interpersonal skills; Critical analysis skills; Problem-solving skills; Creative thinking skills.

TEACHING AND LEARNING STRATEGY

- This unit is taught using lectures and a combination of self assessments, video presentations and discussions.
- Students are expected to read prescribed text chapters before lectures, attend lectures, join in discussions and complete all assessments.

Lecture Program

Week 1 Topic: Introduction to Organisational Behaviour
Date: February 22 Reading: Schermerhorn Chapter 1

Week 2 Topic: Individual Characteristics And Attitudes
Date: March 1 Reading: Schermerhorn Chapters 2 & 3

Week 3 Topic: Perception, Attribution and Learning
Date: March 8 Reading: Schermerhorn Chapter 4
Class Test

Week 4 Topic: Motivation
Date: March 15 Reading: Schermerhorn Chapter 5

Week 5 Topic: Job Design
Date: March 22 Reading: Schermerhorn Chapter 6

Week 6 Topic: Rewards and Performance Management
Date: March 29 Reading: Schermerhorn Chapter 7

Mid Semester Break (two weeks April 2 to 18)

Week 7 **Mid Semester Test**
Date: April 19

Week 8 Public Holiday – there will be no classes this day.
Date: April 26 Students are advised to revise their course materials.

Week 9 Topic: Groups and Teams
Date: May 3 Reading: Schermerhorn Chapters 8 & 9
Group Project Due

Week 10 Topic: Power and Politics
Date: May 10 Reading: Schermerhorn Chapter 10

Week 11 Topic: Leadership, Culture and Organisational Development
Date: May 17 Reading: Schermerhorn Chapters 11 & 16

Week 12 Topic: Conflict and Negotiation
Date: May 24 Reading: Schermerhorn Chapter 15

Week 13 **FINAL EXAM**
Date: May 31

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

- Assessment is a mix of exams in which students can demonstrate their knowledge and understanding of the material covered and a group project, in which students develop research skills and apply them to a task.

Assessment Component	Total % of Grade from this Component
Class Test	5%
Mid-semester Test	20%
Group Project	25%
Final Exam	50%

- Assessment components and their weightings are listed in the above table. The dates they are scheduled or due are listed in the lecture schedule.
- The Class Test is of 20 minutes duration. It consists of one written answer question. The purpose of this test is to identify how students are performing, and particularly to identify those students who are struggling with the unit.
- The Mid Semester Test is of one and one half hours (90 minutes) duration.
- Answers to tests will be discussed in class after they have been marked. The highest marks for test and exam papers will be awarded to answers that are:
 - complete, i.e. they address all relevant components
 - correct, i.e. the answer addresses the task set in the question and the answer contains no errors
 - well written, i.e. the answers are appropriately structured, clearly expressed and grammatically correct.
- The group project requires students to address a given task by undertaking research into a particular topic, analysing and synthesising their findings and preparing a written response. Conducted in a group, this assessment, and its preparatory exercises, allows students to develop their knowledge of the area, and to develop the generic skills listed previously.
- The group project is to be submitted in class or to my office, E4A632. Late submission of the group project will incur a penalty of 10% of the value of the assessment for every day that it is late.
- Details of the Group Project will be provided before the mid semester break. This includes the topic, task and referencing standards.
- The Final Exam is of two and one half hours (150 minutes) duration. The Final Exam will be held in week 13 in the lecture room.

- The tests and exam examine the range of topics using short answer questions which allow students to demonstrate their knowledge, and essay type questions that allow students to demonstrate their understanding.

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. Information about unavoidable disruption and the special consideration process is available at <http://www.reg.mq.edu.au/Forms/APSCon.pdf>

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period.

You are advised that it is Macquarie University policy NOT to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester, that is the final day of the official examination period.

PLAGIARISM

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the *Handbook of Undergraduate Studies* or on the web at: <http://www.student.mq.edu.au/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

STUDENT SUPPORT SERVICES

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