



**College of Commerce
Division of Economic and Financial Studies
Business Department**

BUS815

BEHAVIOUR IN ORGANISATIONS

Unit Outline

Semester 1, 2008

Lecture: Monday 2 to 5 pm, E5A131

Unit Convenor: Gordon Brooks

Students in this unit should read the Unit Outline carefully at the beginning of the semester. It contains important information about the unit. If anything in it is unclear, please consult the Unit Convenor.

ABOUT THIS UNIT

BUS815 is a 4 credit point unit.

Behaviour in Organisations addresses human behaviour in the context of organizations. It recognises three levels of analysis for examining organisational behaviour: the individual; the group, and the organization as a whole. Various topics are considered within each of 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 Ph. 9850 7472
Consultation: Thursday 1 to 3 pm or by appointment

CLASSES

Lecture Time: Monday 2 to 5 pm

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Prescribed Text

Schemerhorn, J., Hunt, J., Osborn, R. (2008). Organizational Behaviour 10th ed., Wiley: New Jersey

UNIT WEB PAGE

To be advised.

LEARNING OUTCOMES

The learning outcome of this unit is an understanding of major influences on individual and group behaviour in organizations. In addition to the discipline-based learning objective, 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 skills in the following:

- working in teams
- taking responsibility for the students own learning

TEACHING AND LEARNING STRATEGY

This unit is taught using lectures and “applications lectures” (whole-of-class tutorials). Students are expected to read in advance of lectures, and participate in applications lectures.

LECTURE PROGRAM

- Lecture 1** Introduction to Organisational Behaviour
Date: February 25 Reading: Schemerhorn Chapter 1
- Lecture 2** Individual Characteristics And Attitudes
Date: March 3 Reading: Schemerhorn Chapter 2, 3 & 4
- Lecture 3** Motivation
Date: March 10 Reading: Schemerhorn Chapter 5 & 6
- Lecture 4** Performance
Date: March 17 Reading: Schemerhorn Chapter 7
- Lecture 5** Public Holiday – no lecture
Date: March 24 Reading: no reading
- Lecture 6** Groups and Teams
Date: March 31 Reading: Schemerhorn Chapters 8 & 9
- Lecture 7** **Mid Semester Test**
Date: April 7
- Mid Semester Break** (two weeks)
- Lecture 8** Power and Politics
Date: April 28 Reading: Schemerhorn Chapter 10
- Lecture 9** Leadership,
Date: May 5 Reading: Schemerhorn Chapters 11 & 12
- Lecture 10** Communication
Date: May 12 Reading: Schemerhorn Chapter 14
- Lecture 11** Culture
Date: May 19 Reading: Schemerhorn Chapter 16
- Lecture 12** Behavioural Aspects Relating To Organization Structure
Date: May 26 Reading: Schemerhorn Chapter 17 & 18
- Lecture 13** **FINAL EXAM**
Date: June 2

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

There are three assessment components, a project, a mid semester test and a final exam. Together the assessment tasks cover the unit. The following table shows the proportion of marks for each topic area in each of the pieces of assessment. **You must pass the final exam to pass the unit.** If you do not pass the final exam your Standardised Numerical Grade will reflect your performance in the final exam and not the whole of the unit.

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

PROJECT

The project is to be completed in groups. These will be organised in class. The project will be distributed in class. The date of submission of the project will also be announced in class, when the project is handed out.

Late submission of the group project will incur a penalty of 10% of the value of the assignment for every day that it is late.

FINAL EXAMINATION

The final exam will be held in the last class of semester. You will be allowed to take one A4 page of your own notes into the final exam. Your name and student number must be printed no smaller than 12 point on both sides of this page of notes. You may write as much or as little as you want, use one or both sides, write in English or any other language. No other aids will be allowed into the exam. Further details will be given later in the semester regarding format and content. You must pass the final exam to pass the unit. If you do not pass the final exam your Standardised Numerical Grade will reflect your performance in the final exam and not the whole of the unit.

Students who doubt their ability to answer questions in English should seek help early in the semester. See the section on student support at the end of this outline.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations.

<http://www.timetables.mq.edu.au/exam>

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/APSCons.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.

UNIVERSITY POLICY ON GRADING

Academic Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardised numerical grade (SNG).

On occasion your raw mark for a unit (i.e., the total of your marks for each assessment item) may not be the same as the SNG which you receive. Under the Senate guidelines, results may be scaled to ensure that there is a degree of comparability across the university, so that units with the same past performances of their students should achieve similar results.

It is important that you realise that the policy does not require that a minimum number of students are to be failed in any unit. In fact it does something like the opposite, in requiring examiners to explain their actions if more than 20% of students fail in a unit.

The process of scaling does not change the order of marks among students. A student who receives a higher raw mark than another will also receive a higher final scaled mark.

For an explanation of the policy see

<http://www.mq.edu.au/senate/MQUonly/Issues/Guidelines2003.doc> or

<http://www.mq.edu.au/senate/MQUonly/Issues/detailedguidelines.doc>.

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>.