

MACQUARIE UNIVERSITY
Department of Psychology

BBA111
Organisational Behaviour
2004 Unit Outline

Staff

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Objectives: The major objectives of this course are to introduce you to: (i) the key concepts, research techniques and findings in the study of organisational behaviour; and (ii) current organisational behaviour issues in the workplace and the ways in which theory and research are being applied to increase individual and organisational effectiveness. Your knowledge and skills should therefore be enhanced in three areas: (i) concepts and theories, (ii) research and (iii) application. The course also aims to foster the development of a critical and creative approach to the application of organisational behaviour knowledge to the workplace and to integrating this into mainstream business analysis and to develop the following generic skills:

- Literacy, numeracy and information technology skills
- Interpersonal and self-awareness skills
- Oral and written communication skills
- Critical analysis skills
- Problem solving skills
- Creative thinking skills
- Cultural understanding

Unit structure: There is a two-hour lecture each week and a one-hour tutorial. There will also be several guest lecturers from key business organisations. Attendance at, and participation in, the tutorial program is compulsory. You should inform your tutor beforehand if you are unable to attend a particular meeting.

Assessment/Requirements:

Participation in tutorial activities	15%
Multiple choice Mid Exam September 13 (Chapters 1 to 6; 70 questions)	15%
Data collection in relation to project	5%
Research Report (1500 words) Due October 18	20%
Multiple choice Final Exam on Chapters 7, 8, 9, 10, 12, 13, 14, 16, 17 (135 Questions: Two hours)	45%

The Research Report:

This must be prepared individually by each student. The general issue to be addressed in the report is management style. An outline of the focus and requirements will be provided in the lecture in week 2. **It is essential that you attend this lecture.**

Satisfactory reports will be no more than 1500 words and should conform to the research report format outlined in lectures and in the notes provided. Reports should be submitted by 4 pm, Monday 18 October (in marked assignment box, ground floor C3A). Make sure in your planning that you leave two weeks for report writing after the data are available. Late reports will be subject to a mark-per-day penalty unless you can provide evidence before the report is due that exceptional circumstances prevented the work being ready on time (see Calendar). Reports must be typed and double-spaced. Remember that there are penalties for plagiarism.

Lecture program: The purpose of the lecture program is to present information on the key topics. Lectures will follow closely the content and sequencing in the textbook. Additional material relevant to the Australian context will be introduced where appropriate. **The lectures will be given from 4 to 6 on Mondays in E7B Mason Theatre.**

Tutorial program: There are two major goals of the tutorial program.

1. To provide a forum for discussion and clarification of key issues introduced in the lectures.
 2. To provide an opportunity for you to work together with other students in the course.
- All tutorials will be divided into small groups. Each group will have responsibility for: (i) Presenting and leading the discussion on one topic; and (ii) Preparing and asking two questions on another tutorial topic. These will be assigned by your tutor in the first tutorial.
 - Tutorial assessment will be based on the extent to which the presentation (10%): (a) Provides additional information to facilitate an understanding of the topic; (b) generates discussion within the group. 5% of the tutorial mark will be allocated to the extent to which students participate in the overall tutorial program.

TEXTBOOK

There is a prescribed text which should be purchased.

McShane, S. L. & Travaglione T. (2003). *Organisational Behaviour on the Pacific Rim*. Roseville, Australia: McGraw-Hill.

THE DANGERS OF PLAGIARISM AND HOW TO AVOID IT

Many students may be unaware that there are rules governing good practice and acceptable academic conduct. One of the most important elements of good practice involves acknowledging carefully the people whose ideas we have used, borrowed, or developed. All students and scholars are bound by these rules because all scholarly work depends in one way or another on the work of others.

Therefore, there is nothing wrong in using the work of others as a basis for your own work, nor is it evidence of inadequacy on your part, *provided you do not attempt to pass off someone else's work as your own*.

To maintain good academic practice, so that you may be given credit for your own efforts, and so that your own contribution can be properly appreciate and evaluated, you should acknowledge your sources and you should **ALWAYS**:

- (i) State clearly in the appropriate form where you found the material on which you have based your work, using the system of reference specified by the School in which your assignment was set;
- (ii) Acknowledge the people whose concepts, experiments, or results you have extracted, developed, or summarised, even if you put these ideas into your own words;
- (iii) Avoid excessive coping of passages by another author, even where the source is acknowledged. Find another form of words to show that you have thought about the material and understood it, but state clearly where you found the ideas.

If you take and use the work of another person without clearly stating or acknowledging your source, you are falsely claiming that material as your own work and committing an act of **PLAGIARISM**. This is a very serious violation of good practice and an offence for which you will be penalised.

YOU WILL BE GUILTY OF PLAGIARISM if you do any of the following in an assignment, or in any piece of work which is to be assessed, *without clearly acknowledging your source(s) for each quotation or piece of borrowed material*:

- (a) Copy out part(s) of any document or audio-visual material, including computer-based material;
- (b) Use or extract someone else's concepts or experimental results or conclusions, even if you put them in your own words;
- (c) Copy out or take ideas from the work of another student, even if you put the borrowed material in your own words;
- (d) Hand in material that uses many of the same words and diagrams as those used by a fellow student. On occasions, you may be encouraged to prepare your work with someone else; but the final form of the assignment you hand in must be your own independent endeavour.

BBA111 Course Program

Date	Lecture	Tutorial	Assessment
2 August	Introduction (Chapter 1) Overview of text and resources Overview of Organisational Behaviour	No tutorial	
9 August	Complete survey in class Research Report Overview AB	Organisation of Tutorials Case Study 1.2: "Staying put in Indonesia" p. 25	Collect data
16 August	Individual Behaviour and Learning in Organisations (Chapter 2)	Case Study 2.1: "Pushing paper can be fun" (p. 62)	Collect data
23 August	Foundations of employee motivation (Ch 5) Allan Bull	Case Study 5.2: "He pours gas on the fire" (p. 173)	Collect data
30 August	Applied Motivation Practices (Ch 6) AB	Case Study 6.1: "Keeping Suzanne Chambers" (p. 209)	Hand in data at lecture
6 September	Perception and Personality in Organisations (Chapter 3) Workplace Values, Ethics and Emotions (Chapter 4)	Case Study 3.2: "Meet the new Hasso Plattner (p. 100)	
13 September	Mid-term exam: Chapters 1 to 6. Distribution and discussion of Research Project Data	Case Study 4.2: "Revenge of the downsized nerds" (p. 137)	Research Project Data available
Mid semester break			

Date	Lecture	Tutorial	Assessment
4 October	No lectures		
11 October	Stress Management (Ch 7): Ben Searle	Case Study 6.2: "Savaged by the slowdown" (p. 211)	
18 October	Team Dynamics (Ch 8)	OB Insight: Boss: The McKinsey Rapport, (p. 255).	Research Report Due
25 October	Decision Making and Employee Involvement (Ch 9) Creativity and Team Decision Making (Ch 10)	Case Study 8.1: "Treetop forest products" (p. 284)	
1 November	Power, Politics and Persuasion (Ch 12) Conflict and Negotiation (Ch 13)	OB Insight: Business Week: The Oilman is a teacher (p. 322)	
8 November	Leadership (Ch 14) Organisational Culture (Ch 16) Organisational Change & Development (Ch 17)	Research report returned in class	
Exam Period			Two hour multiple choice exam