



MACQUARIE UNIVERSITY
Department of Psychology

BBA111
Organisational Behaviour

Unit Outline

2005

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Course: Core subject for Diploma of Business Administration. Elective subject for Diplomas of Communication, Arts and Commerce.

Statement of Purpose: Success in this subject is achieved by studying consistently and asking relevant questions at every stage of the course. Often students face unnecessary difficulties because they are unwilling to ask questions. You are strongly encouraged to analyse problems and issues to enhance your learning. The following points are your responsibility:

1. Speak to your tutor if you are facing difficulties with the subject.
2. Attend all lectures and tutorials.
3. Read relevant chapters prior to lectures.
4. Actively participate in tutorials (ask questions, analyse issues etc.).
5. Strive to achieve a satisfactory level of performance in all aspects of the subject.
6. Bring your textbook to all lectures and tutorials.

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.
- (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.

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 integrate this into mainstream business analysis.

Learning Outcomes: Your knowledge and skills should be enhanced in three areas:

- (i) concepts and theories of organisational behaviour.
- (ii) performing research.
- (iii) application of research findings to organisational behaviour outcomes.

Generic Skills: Macquarie University and SIBT expects all its graduates to possess a range of generic skills, in addition to a good knowledge of their subject area(s).

These include the basic skills of literacy, numeracy and information technology; a range of analytical, critical and creative thinking skills; interpersonal communication skills, especially cross-cultural communication, and the ability to work collaboratively; problem-solving skills that allow one to apply and adapt abstract knowledge to real world situations; and self-awareness skills, including the capacity for self-management and effective leadership.

In this unit, we will focus on analytical, critical and creative thinking skills, problem solving skills, interpersonal communication skills, particularly cross-cultural communication, the ability to work collaboratively, and skills to adapt abstract knowledge to real-world situations. These skills will be acquired as you carry out various aspects of the course.

Vocational Outcomes: The unit in organisational behaviour is designed to develop student awareness of current organisational behaviour issues in the workplace and the ways in which theory and research are being applied at both the individual and the organisational level to improve effectiveness and productivity. The unit has particular relevance for those working in the field of business administration and human resources.

Unit structure: There is a two-hour lecture each week and a one-hour tutorial. Attendance at, and participation in, the tutorial program is assessed and accounts for 5% of the course assessment.

Textbook: There is a prescribed text, which should be purchased.
McShane, S. L. & Travaglione. *Organizational Behavior on the Pacific Rim*. Boston: Irwin McGraw Hill.

Website for the textbook: www.mhhe.com/au/mcshane

Lecture program: The purpose of the lecture program is to present information on the key topics. Lectures will follow closely the content and sequence in the textbook.

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

1. To provide a forum for discussion and clarification of the key issues introduced in the lectures.
2. To provide information and support for the research project and report.
3. To provide an opportunity for students to work together as teams and for individual students to practice the art of public presentation. At various times throughout the tutorial program, students will have responsibility for leading discussions or giving a presentation on key issues raised during the course.

Assessment/Requirements:

- Tutorial attendance and participation 5%
- Tutorial presentation 10%
- Multiple choice 'mid term exam', held during lecture in week 7 (70 questions, Chapters 1 - 6) 20%
- Data collection [five (5)] surveys 5%
- Major course report (1,500 words) 20%
- Two-hour multiple-choice 'final exam'. (135 Questions from chapters 7, 8, 9, 10, 12, 13, 14, 16, 17) 40%

Missing lectures and tutorials: If you miss a lecture or tutorial, particularly when vital information is dealt with in relation to the project, it is **YOUR RESPONSIBILITY** to find out what you have missed. All lecturers on the course are contactable on the above telephone numbers and email addresses. The most successful method to contact a lecturer is by email.

Electronic copy of your 'major course report' : You will be required to submit both a hard (paper) copy and an electronic version of your 'major course report'. The electronic version can either be submitted on a CD or floppy disc or via email to your tutor.

Keeping copies of your assignment report (20%): It is acknowledged that computer problems can sometimes cause difficulties for students. For example, computers can crash and files can be infested with viruses. **NOTE; computer problems will not be accepted as a valid reasons for the granting of an extension.** To guard against computer problems it is always the student's responsibility to keep back-ups of all assessable work. In the unusual event that your report goes missing for any reason make sure that you are able to produce a copy immediate you are requested to do so.

Presentations (10%): You will be allotted a date for giving a group presentation on a set case study. Plan your group's presentation to take about 30 minutes with time for class discussion. You will be marked on: 1) content (answering the questions, presenting appropriate background material such as theory, definitions, etc); 2) materials (PowerPoint, overheads, videos, etc); 3) style of presentation (e.g. verbal style, role plays, engaging with audience); and 4) how well you were able to generate group discussion.

Late penalties: Late penalties apply for all material to be handed in for assessment, including data collection, unless accompanied by documentation, e.g., doctor's certificate. Any assessable material, for e.g., 'survey data' or the major 'course report', will be penalized one mark a day for every day late.

Course Program

Week	Date	Lecture	Tutorial	Who
1	1 Aug	Introduction (chapter 1) Overview of course, text, resources and requirements.	No tutorial	AB
2	8 Aug	Complete survey in class Research Report Overview	Organisation of Tutorials Case Study 1.2: "Staying put in Indonesia" p. 25 (Collect surveys material in tutorial)	AB
3	15 Aug	Individual Behaviour and Learning in Organisations (Chapter 2)	Case Study 2.1: "Pushing paper can be fun" (p. 62)	FP
4	22 Aug	Foundations of employee motivation (Ch 5)	Case Study 5.2: "He pours gas on the fire" (p. 173)	AB
5	29 Aug	Applied Motivation Practices (Ch 6) (Return Surveys in class)	Case Study 6.1: "Keeping Suzanne Chambers" (p. 209)	AB
6	5 Sep	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)	AB
7	12 Sep	Mid-term quiz: Chapters 1 to 6. Distribution and discussion of Research Project Data	Case Study 4.2: "Revenge of the downsized nerds" (p. 137)	AB JF
16 Sep to 4 Oct		Mid Semester Break		
9	10 Oct	Stress Management (Ch 7)	Case Study 6.2: "Savaged by the slowdown" (p. 211)	BS
10	17 Oct	Team Dynamics (Ch 8) (Research report due - hand to your tutor)	OB Insight: Boss: The McKinsey Rapport, (p. 255).	KC
11	24 Oct	Decision Making and Employee Involvement (Ch 9) Creativity and Team Decision Making (Ch 10)	Case Study 8.1: "Treetop forest products" (p. 284)	DP
12	31 Oct	Power, Politics and Persuasion (Ch 12) Conflict and Negotiation (Ch 13)	OB Insight: Business Week: The Oilman is a teacher (p. 322)	FB
13	7 Nov	Leadership (Ch 14) Organisational Culture (Ch 16) Organisational Change & Development (Ch 17)	Research report returned in class	AB
Commences 16 Nov		Exam period		Chapters (7, 8, 9, 10, 12, 13, 14, 16, 17)

WHAT IS PLAGIARISM AND HOW TO AVOID IT

All scholars use, develop and borrow the ideas of other people. There is nothing wrong with this practice. Nor is it evidence of inadequacy on the part of the person who uses another's work. However, when the work of other scholars is used it **must be properly acknowledge** (In BBA 111, a handout will be provided to assist you with proper referencing of scholars work.). **Plagiarism occurs when a person uses somebody else's work, writings, ideas or results and then pretends these are their own; THAT IS PLAGIARISM.**

In summary, **YOU WILL BE GUILTY OF PLAGIARISM** if you do any of the following in any piece of work that is to be assessed:

- (a) Copy or take ideas from the work of another student, even if you put the borrowed material in your own words.
- (b) 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 work**).
- (c) Copy out parts of any document or audio-visual material, including INTERNET material and present it as your own work.
- (d) Use or extract other authors' or researchers' concepts or experimental results or conclusions and present them as your own, even if you put them in your own words.
- (e) Return a survey that you or an accomplice has completed instead of a correctly selected subject.

All students and scholars are bound by these rules because all scholarly work depends in one way or another on the work of others. If you are found to have committed plagiarism **you will be penalised**. In mild cases **you will lose marks**, in severe cases you can **fail the course**.

TO AVOID PLAGIARISM 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 course chair in which your assignment was set. (In BBA 111, a handout will be provided to assist you with proper referencing of other authors.)
- (ii) Acknowledge the scholars whose concepts, experiments, or results you have extracted, developed, or summarised, even if you put these ideas into your own words. (The same handout will show you how to do this.)
- (iii) Avoid excessive copying of passages by another author, even when you have acknowledged the source. 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.

AND NEVER:

- (iv) Copy from another student, even if you change the words into your own words.
- (v) Collude with another student so that you are presenting the same ideas, arguments, or conclusions.
- (vi) Have anyone prepare or write any of your assignments, as this constitutes more than plagiarism, it is **CHEATING**. Any student found to be cheating can be expelled from their course.