



MACQUARIE UNIVERSITY

Department of Psychology

BBA111
Organisational Behaviour

Unit Outline

2006

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Organisational Behaviour
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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 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. Your tutor will keep a class roll for the purpose of assessing your attendance and participation.

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.

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 can be contacted on the e-mail addresses given above.

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) 25%
- Two-hour multiple-choice 'final exam'. (140 Questions from chapters 7, 8, 9, 10, 12, 13, 14, 16, 17) 35%

Submission of assignment:

All assignments submitted must be accompanied by a completed and signed coversheet which is available from outside Room 301, building C3A, or downloadable from <http://www.psy.mq.edu.au/pdf/coversheet.pdf>

Assignments will not be accepted unless a coversheet is completed and signed.

In addition, assignments must be submitted to *Turnitin* (See Note 1).

Keeping copies of your assignment report (25%): It is acknowledged that computer problems can sometimes cause difficulties for students. For example, computers can crash and files can be infected with viruses. **NOTE; computer problems will not be accepted as valid reasons for the granting of an extension or to avoid late penalties.** 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 immediately you are requested to do so.

Presentations (10%): In your first tutorial, during the week of Monday the 7th August, 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 assignments, including data collection, will be penalised at the rate of one mark per day including weekends (i.e., an assignment due on Friday but submitted on Monday would incur a three-mark penalty) unless accompanied by documentation, e.g., doctor's certificate.

Extensions

To be considered, any application for an extension must be made to the course Chair (Dr Allan Bull), with appropriate documentation, before the assignment is due. Applications lacking in medical documentation are unlikely to be successful.

Re-mark policy

Under Macquarie rules and regulations, students have no strict right to a re-mark of written work. If you are unhappy with a mark your first obligation is to discuss your

work with the person who marked it. If you remain unhappy you may apply to the unit Chair for a re-mark, supported by a written statement outlining why a re-mark is sought. The Unit Chair has discretion whether to accept the application for a remark. Statements such as 'I normally get a higher mark; I have expended considerable effort; or that I am unhappy with the original mark' are invalid. If the work is remarked, the new mark WILL TAKE THE PLACE OF THE OLD MARK, whether it is higher or lower.

Students must contact the original marker within a week of receiving their marked paper.

Plagiarism

Plagiarism occurs when a person uses somebody else's work, writings, ideas or results and then pretends these are their own; **THAT IS PLAGIARISM.**

All scholars use, develop and borrow the ideas from 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 acknowledged.** During the semester you will receive a handout that will enable you to properly reference scholarly work. The handout will also explain plagiarism in more detail and the consequences of plagiarising.

Notes:

1) Your 'research report' **MUST** be submitted to *Turnitin* the web-based program designed to hunt for plagiarism. Here's how:

1. Go to: <http://www.turnitin.com>
2. Go to 'New Users' and click (top right hand corner)
3. Use the pull-down menu and select 'student'.
4. Enter 'Turnitin class ID' (it's: 1542181)
5. Enter 'Turnitin class enrolment password' (it's: OCB2006)
6. Keep following the prompts.....
7. Once you get to the 'Now viewing: All classes' screen, click on 'BBA111Mac Uni 2006'
8. The next screen allows you to submit your report; in this screen click on the 'submit' icon.
9. **ONLY USE THE 'File upload' and NOT the 'Cut and past' option.**
10. Click the 'Browse' button and find your report file.
11. **USE YOUR STUDENT ID NUMBER AS THE 'Submission title'.**
12. Submit your report. (If you have any difficulty go to:
http://www.turnitin.com/static/videos/student_ppm.html)
13. **Ensure you record your 'paper ID' (supplied by *Turnitin*) on the hard copy of your report before placing in assignment box.**
14. **REPORTS ARE NOT CONSIDERED TO HAVE BEEN SUBMITTED UNLESS THEY HAVE BEEN DEPOSITED WITH *Turnitin***

Course Program

Week	Date	Lecture	Tutorial	Who
1	31 July	Introduction (chapter 1) Overview of course, text, resources and requirements.	No tutorial in week one	AB
2	7 Aug	Complete survey in class Research Report Overview (Collect survey material during lecture)	Organisation of Tutorials Requirements for presentations	AB
3	14 Aug	Foundations of employee motivation (Ch 5)	Case Study 5.2: "He pours gas on the fire" (p. 173) ch5	AB
4	21 Aug	Applied Motivation Practices 'Extrinsic & Intrinsic motivation' (Ch 6)	Case Study 6.1: "Keeping Suzanne Chambers" (p. 209) ch6	AB
5	28 Aug	Individual Behaviour and Learning in Organisations (Ch 2) (Return Surveys in marked box, C3A, Lev 3)	Case Study 2.1: "Pushing paper can be fun" (p. 62) ch2	FP
6	4 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) ch3	SB
7	11 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) ch4	AB
15 Sep to 3 Oct		Mid Semester Break		
8	9 Oct	Stress Management (Ch 7)	Case Study 6.2: "Savaged by the slowdown" (p. 211) ch6	BS
9	16 Oct	Team Dynamics (Ch 8) (Research report due in marked box, C3A, Lev 3)	OB Insight: Boss: The McKinsey Rapport, (p. 255). Ch7	FP
10	23 Oct	Decision Making and Employee Involvement (Ch 9) Creativity and Team Decision Making (Ch 10)	Case Study 8.1: "Treetop forest products" (p. 284) ch8	DP
11	30 Oct	Power, Politics and Persuasion (Ch 12) Conflict and Negotiation (Ch 13)	OB Insight: Business Week: The Oilman is a teacher (p. 322) ch9	FB
12	6 Nov	Leadership (Ch 14) Organisational Culture (Ch 16) Organisational Change & Development (Ch 17)	Research report discussed in class (debrief)	AB
Exam period begins: 16 Nov		Exam period		Chapters (7, 8, 9, 10, 12, 13, 14, 16, 17)