

SUBJECT OUTLINE

1. General Subject Information

Subject Code:	MCR002
Subject Title:	Organisational Behaviour
Teaching period:	Semester 3
	Year 2016
	Teaching Weeks 5
Core/Elective Status:	Core Subject
Pre-requisites:	None
Class Times:	Tuesday & Wednesdays 14.45 -17.45 pm
Class Room:	1110
Class Contact Hours:	3 hours per week
Delivery Mode and Format:	Full-time; On Campus (intensive mode)
Lecturer:	Dr Syed Uddin
Contact Details:	Phone: + 61 2 1300 422 422 Email: syed.uddin@groupcolleges.onmicrosoft.com Location: Teachers' Lounge Level 11, 233 Castlereagh Street, Sydney
1 Consultation Times:	Immediately after the class

2. Subject Overview

2.1 Subject Summary

This subject provides a systematic study of human behaviour at the individual, group and organisational level. The approach adopted draws upon a diverse range of disciplines including psychology, social psychology, sociology, anthropology, political science and economics. It commences with a focus on individual behaviour involving considerations of perception, attitudes, personality, stress and motivation.

At the group level, consideration is given to aspects such as leadership types, including communications, group dynamics and culture.

Discussion of behaviour at the organisation level focuses on factors such as power, politics and organisational design.

2.2 Learning Outcomes

On completion of this subject, students will be able to:

- Analyse aspects of individual behaviour through personality, perception, attitudes and values to determine implications for the organisation and performance of work;
- Discuss content and process theories of motivation to determine implications for management;
- Describe and analyse team processes, formal and informal communication processes and networks within groups and organisations to identify and overcome barriers in organisational communication;
- Analyse the strengths and weaknesses underpinning different models of organisation to determine the impact of politics and power in the functioning of organisations;
- Analyse the nature and influence of leadership on decision processes and group performance; and
- Describe the elements and importance of organisational culture; describe and analyse issues and strategies relevant to bringing about change in the work environment.

2.3 Teaching Strategies

The teaching strategies adopted in this subject include:

- Lectures, cases and scenarios to analyse key concepts and issues;
- Group interaction in assigned activities including research;
- Class discussion to determine implications for managing work performance.

2.4 Reading Materials

Prescribed Text:

McShane, S., Olekalns, M., Newman, A. & Travaglione, T. (2016). **Organisational Behaviour Emerging Knowledge. Global Insights.** 5th Asia-Pacific Edition. McGraw Hill Education (Australia) Pty Ltd, Sydney NSW

Recommended Readings:

Bolman, L. & Deal, T. (2013). *Reframing Organizations: Artistry, Choice, and Leadership*, 5th Edition, Jossey-Bass, CA

Elsbach, K. D., Kayes, A. & Kayes, D. C. (2015). *Contemporary Organizational Behaviour: From Ideas To Action*, Pearson Education, Australia.

Greenberg, J. (2011). *Behaviour in Organizations (10th Edition)*, Prentice Hall

Kotter, J.P. (2007). *Leading Change: Why Transformation Efforts Fail*, Harvard Business Review, Jan 2007

Phillips, J. & Gully, S. (2013). *Organizational Behaviour: Tools for Success*. Mason, Ohio

Morgan, G. (1997). *Images of Organization*, 2nd Edition, Sage Publications, Thousand Oaks, CA.

Robbins, S., Judge, T., Millet, B. & Boyle, M. (2014). *Organisational Behaviour*, 7th Edition, Pearson Australia, NSW

Additional Journal Resources:

- Academy of Management Journal
- Asia Pacific Journal of Human Resources
- Australian Journal of Management
- Harvard Business Review
- Journal of Applied Psychology
- Journal of Management
- Management Communications Quarterly
- Organizational Dynamics
- Work, Employment and Society

E-Resources

Teaching and assessment materials can be found on the online learning system, *Moodle*. E-resources include, but are not limited to: lecture notes, PowerPoint Presentations, reading materials and subject related information. Access to *Moodle* is granted to all enrolled students of this subject. Also see section 4.8, E-library Materials.

2.5 Subject Contents and Schedule

Date	Topic	Required Activity / Tutorial	Required Reading
Week-01 Session-1 1 November 2016	Foundations & Perspectives <ul style="list-style-type: none"> The field of OB Contemporary challenges for organisations Anchors of OB knowledge 	Ice breaker: Subject overview, Assessments, Referencing and Plagiarism	Text Chapter 1
Session-2 2 November 2016	Individual Behaviour and Processes- Personality and Values <ul style="list-style-type: none"> The MARS model Personality in organisations Values, Ethical values and behaviour 	MBTI framework - self reflection	Text Chapter 2
Week-02 Session-1 8 November 2016	Individual Behaviour and Processes- Perceiving Ourselves and Others <ul style="list-style-type: none"> Self Concept Perceiving the world around us Perceptual processes and problems 	Perceptual exercise (Visual) & Quiz; Completion of LoC scale and Self-reflection.	Text Chapter 3
Session-2 9 November 2016	Individual Behaviour and Processes- Emotions, Attitudes and Stress <ul style="list-style-type: none"> Emotions and managing emotions Attitudes, Job satisfaction and Organisational commitment Occupational stress and its management 	Case analysis: How much stress is too much? Work Stress & Coping	Text Chapter 4
Week-03 Session-1 15 November 2016	Individual Behaviour and Processes- Employee Motivation <ul style="list-style-type: none"> Employee engagement, drives and needs Content and Process theories 	Case, Self Assessment Exercise- p. 172	Text Chapter 5
Session-2 16 November 2016	Team Processes-Team Dynamics and Communication <ul style="list-style-type: none"> Types of teams Team effectiveness Team process, roles and functioning Communication, process, barriers 	Exercise: Lost in the Pacific ocean, Case study- Avianca Flight 52	Text Chapters 8 & 9
Week-04 Session-1 22 November 2016	Team Processes- Power and Influence in the Workplace <ul style="list-style-type: none"> Meaning, sources, contingency and consequences of power The power of social network Influencing others Organisational politics 	Case study- Power without Influence Self Assessment Exercise- p. 346	Text Chapter 10
Session-2 23 November 2016	Team Processes- Conflict & Negotiation <ul style="list-style-type: none"> Meaning, consequences and the emerging views of conflict Sources, process model and conflict handling styles Conflict and negotiation 	Case study: Elaine's challenging experience Assessment 1: Mid-semester exam is scheduled for today	Text Chapter 11

Week-05 Session-1 29 November 2016	Team Processes- Leadership <ul style="list-style-type: none"> • What is leadership • Types of leadership • Ethical leadership • Culture and leadership 	Case study (Toyota/ VW CEOs) Self Assessment Exercise- p. 412	Text Chapter 12
Session-2 30 November 2016	Organisational Processes- Organisational Culture and Change <ul style="list-style-type: none"> • Concept, importance and manifestation of organisation culture, Changing organisational culture • Forced field analysis, Resistance to change, Lewin's model 	Are you tolerant of change p. 509 Course Review & Exam brief	Text Chapter 14 & 15 Kotter, J.P. 1996, 2007

3. Subject Assessment

Assessment Types & Description	Weight	Due Date	Requirement	Link to Learning Outcome	Link to Graduate Attribute
1. Mid semester exam (closed book individual basis) Multiple choice, True/False, Matching and Short answer questions.	30%	Week 4 Session - 2 23 November 2016	This is a closed book exam and it will cover all lecture materials studied during week 1 - 3. You are unlikely to do well if you do not review the textbook. Duration: 60 minutes and it will be externally invigilated.	LO 1 - 3	Communication Problem solving Discipline knowledge
2. Class participation	10%	Week-1 to Week-5	Attendance, participation and active contribution in class activities based on scenarios and/or cases studies.	All LO 1 - 6	Communication Problem solving Professional and discipline knowledge Technology Social Responsibility
3. End of semester final exam (closed book individual basis) Essay style question and case studies	60%	During UBS exam period	Completion of 3 - 4 unseen essay style questions and 2-3 questions based on an unseen short case study. Duration: 2 hours and it will be externally invigilated.	All LO 1 - 6	Communication Problem solving Professional and discipline knowledge

4. Academic Policies

The academic policies and procedures for UBSS apply to this subject. Important policies you need to be aware of and abide by are listed below. These policies are located in your MyGCA Account in the Policies & Procedures section in the document titled "UBSS Academic Polices & Procedures".

4.1 Assessment& Examinations

The UBSS *Assessment & Examinations: Principles and Guidelines Policy* (Section 3) specifies the requirements for assessments and exams at UBSS. The assessments for this subject are set by the lecturer in accordance with this policy. In general, you are required to achieve a mark of 50/100 to pass the subject overall. Some subjects may require you to pass the final examination in order to pass the subject overall. This is advised in the assessment section above.

4.2 Plagiarism

Plagiarism and penalties for plagiarism are outlined in the *UBSS Polices & Procedures* document (*Plagiarism Policy*). Penalties will vary depending on the nature of plagiarism as per the UBS policy guidelines. It is your responsibility to read this policy and ensure you understand what plagiarism is and what penalties apply. If in doubt, speak to your lecturer.

4.3 Copyright Regulations

According to Australian Copyright Regulations 1969 the following rules applies in case of copies:

- (a) In the case of a published work in hardcopy form that is not less than 10 pages and is not an artistic work, 10% of the number of pages, or one chapter, is a reasonable portion;
- (b) In the case of a published work in electronic form only, a reasonable portion is not more than, in the aggregate, 10% of the number of words in the work.

You are strongly advised that copying more than 10% of any textbook is a breach of the Copyright Act (Cth) and UBSS policy. Any copies of the text in breach of the Copyright Act (Cth) may be confiscated and you may subject to disciplinary action for academic misconduct.

4.4 Submission of Assignments

Is covered in the UBSS *Policies and Procedures* document (*Assessment & Examination*). Grounds for extensions of assignments or absences from examinations are also covered in this policy.

All assignments (if any) must be submitted in soft copy on the Moodle learning system. You are strongly advised to submit your assignment to the Turnitin software

package *before* you submit it to your lecturer to determine if any plagiarism is detected. If you need help to use this software, seek help from IT support.

Marked assignments ideally should be made available to you for your review within two weeks of submission.

4.5 Attendance Requirements:

Attendance Requirements are outlined in the *UBSS Academic Progression & Intervention Policy* contained in the *UBSS Policies & Procedures Manual*. A class attendance rate of **100% or more is strongly recommended to ensure satisfactory academic progress.**

4.6 Grades

Grades awarded are outlined in the *UBSS Policies and Procedures Manual* that includes the marks to be attained for each grade.

4.7 Complaints & Appeals

Students wishing to make a complaint or lodge a formal appeal are to follow the procedures in the *UBSS Policies and Procedures* document. The Course Coordinator can be contacted for advice.

4.8 E-library Materials

UBSS subscribes to a selection of e-library resources to support you in undertaking research required for your course. These e-resources are accessible from your MyGCA account (e-resources tab).

4.9 Workplace Health & Safety (WHS)

Your safety at UBSS is our first priority. Basic WHS information was provided to you at orientation and the orientation slides, updated each semester, are posted on MyGCA in the Policies & Procedures section. Please make sure you know the basics such as reporting an incident, what to do in an emergency, or fire, the location of First Aid Officers, etc. Ask Student Services if you need any clarification.

4.10 Evaluations

You will be asked to complete an evaluation of this subject at the end of the semester to provide feedback to the Lecturer and the Dean. Your responses are anonymous and are not identifiable. This feedback is used by the Dean to determine if there is any need for improvements to the subject or the courses offered at UBSS as part of the UBSS course review and improvement cycle.

Date Completed:

24 October 2016

Date Approved:

SAMPLE