



The University of Southern Queensland

Course specification

| Description: Organisational Behaviour | | | | | | |
|--|---------|-------|---------|------|-------|-----------|
| Subject | Cat-nbr | Class | Term | Mode | Units | Campus |
| MGT | 1000 | 44102 | 2, 2005 | EXT | 1.00 | Toowoomba |

| | |
|-----------------------------------|--------|
| Academic group: | FOBUS |
| Academic org: | FOB003 |
| Student contribution band: | 2 |
| ASCED code: | 080307 |

STAFFING

Examiner: Shalene Werth

Moderator: Bernadette Lynch

SYNOPSIS

This course will open the door and set you on your way to being a better manager in the workplace. MGT1000 provides an essential foundation for professional business education as it not only introduces students to many workplace and management issues, but also introduces students to a range of academic writing, research and scholarship activities. Organisational behaviour and management is the discipline base for the course. This discipline assumes that the people within an organisation have a major impact on its effectiveness. This course aims to provide students with a scholarly understanding of human behaviour within organisations. There are three major areas of human behaviour that are studied. First, at the level of the individual, attributes and processes such as personality, motivation, perception, job satisfaction and job performance are identified and the managerial implications for enhancing individuals' performance are considered. Second, at the group level, the important attributes of group dynamics and conflict resolution are identified and the managerial implications for developing high performing teams are considered. Third, at the organisation-wide level, structure and culture are considered as major challenges to managers who are seeking quality outcomes.

OBJECTIVES

On completion of this course students will be able to:

1. describe, apply and critique theory that managers and other professionals use to enhance individual employee performance and satisfaction;
2. describe, apply and critique theory that managers and other professionals use to enhance team and group performance and satisfaction;
3. describe, and apply theory that managers and other professionals use to enhance employee performance and satisfaction at the system or organisation wide level; and
4. demonstrate mastery of basic academic writing and research skills.

TOPICS

| | Description | Weighting (%) |
|-----|---|---------------|
| 1. | INTRODUCTION Module No. 1 Introduction to organisational behaviour | 5.00 |
| 2. | INTRODUCTION Module No. 2 Introduction to organisations as systems | 5.00 |
| 3. | INDIVIDUAL LEVEL Module No. 3 Values attitudes and job satisfaction | 10.00 |
| 4. | INDIVIDUAL LEVEL Module No. 4 Personality and emotions at work | 10.00 |
| 5. | INDIVIDUAL LEVEL Module No. 5 Perception and individual decision-making | 10.00 |
| 6. | INDIVIDUAL LEVEL Module No. 6 Motivation concepts and applications | 10.00 |
| 7. | ACADEMIC WRITING AND RESEARCH Module No. 7 Research | 5.00 |
| 8. | ACADEMIC WRITING AND RESEARCH Module No. 8 Writing | 5.00 |
| 9. | GROUP LEVEL Module No. 9 Foundations of group behaviour | 10.00 |
| 10. | GROUP LEVEL Module No. 10 Understanding and building teams | 10.00 |
| 11. | GROUP LEVEL Module No. 11 Communication | 10.00 |
| 12. | GROUP LEVEL Module No. 12 Power, politics and conflict | 10.00 |

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Robbins, S, Millett, B & Waters-Marsh, T 2004, *Organisational behaviour*, 4th edn, Prentice Hall, Frenchs Forest, New South Wales.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Certo, S 2003, *Modern management: adding digital focus*, 9th edn, Prentice Hall, Upper Saddle River, New Jersey.

Gordon, JR 2002, *Organizational behavior: a diagnostic approach*, 7th edn, Prentice Hall, Upper Saddle River, New Jersey.

Huczynski, A & Buchanan, D 2001, *Organizational behaviour: an introductory text*, 4th edn, Pearson Education, New York.

Kreitner, R 2004, *Management*, 9th edn, Houghton Mifflin Company, Boston, Massachusetts.

Wrathall, JP 2004, *Student learning guide and workbook to accompany 'Organisational behaviour'*, 4th edn, Prentice Hall, Frenchs Forest, New South Wales.

STUDENT WORKLOAD REQUIREMENTS

| ACTIVITY | HOURS |
|----------------|-------|
| Assessment | 10.00 |
| Directed Study | 90.00 |
| Private Study | 55.00 |

ASSESSMENT DETAILS

| Description | Marks out of | Wtg(%) | Due date |
|----------------------|--------------|--------|------------------------|
| WRITTEN ASSIGNMENT 1 | 100.00 | 45.00 | 16 Sep 2005 |
| WRITTEN ASSIGNMENT 2 | 100.00 | 5.00 | 16 Sep 2005 |
| 2 HOUR EXAMINATION | 50.00 | 50.00 | END S2 (see note 1) |

NOTES

1. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To complete the assignments satisfactorily, students must obtain at least 50% of the marks available for the assignments in aggregate. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available for the assignment will apply for each working day late.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must submit all summative assessment items and obtain at least 50% of the available weighted marks for the summative assessment items.
- 5 Method used to combine assessment results to attain final grade:

Subject to students having met the requirements to be awarded a passing grade in the course, the final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.

6 Examination information:

This is a closed examination. Candidates are allowed to bring only writing and drawing instruments into the examination. Students are not permitted to take mobile telephones, pagers or other electronic means of communication into the examination room.

7 Examination period when Deferred/Supplementary examinations will be held:

Any Deferred or Supplementary examinations for this course will be held during the next examination period.

8 University Regulations:

Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL <http://www.usq.edu.au/handbook/current/buspolproc.html>.

ASSESSMENT NOTES

- 1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) If requested, students will be required to provide a copy of an assignment submitted for assessment purposes. This should be despatched to the USQ within 24 hours of receipt of a request being made. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension through the DEC before the due date or by including an application with the submitted assignment after the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Examiner. (iv) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) The Examiner will not accept submission of assignments by facsimile. (vi) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner to negotiate such special arrangements. (vii) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

OTHER REQUIREMENTS

- 1 Learning Resources: Prescribed text and materials (see above); prescribed reference materials (see above); printed Introductory Book and Study Book/s; CD (compact disc); and course Website accessible via USQConnect.
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