



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.
Please consult the web for updates that may occur during the year.

Description: Organisational Behaviour

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	1000	94015	6, 2009	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB004
Student contribution band:	3A
ASCED code:	080307

STAFFING

Examiner: Renee Malan
Moderator: Retha Wiesner

OTHER REQUISITES

Students are required to have access to a personal computer, e-mail capabilities and Internet access to UConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.

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 successful 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, apply and critique theory that managers and other professionals use to enhance employee performance and satisfaction at the system or organisation wide level
4. demonstrate introductory level written communication and ethical research and enquiry skills
5. demonstrate academic and professional literacy skills by describing, applying and critiquing relevant concepts and theories
6. demonstrate management, planning and organisation skills by applying learning from feedback for first essay and applying to the second.

TOPICS

Description	Weighting (%)
1. Introduction to organisational behaviour	5.00
2. Introduction to organisations as systems	5.00
3. Individual level: attitudes and job satisfaction	10.00
4. Individual level: personality and values	10.00
5. Individual level: perception and individual decision-making	10.00
6. Individual level: emotions and moods	10.00
7. Academic writing and research: research	5.00
8. Academic writing and research: writing	5.00
9. Group level: foundations of group behaviour	10.00
10. Group level: understanding work teams	10.00
11. Group level: communication	10.00
12. Group level: 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, Judge, T, Millett, B & Waters-Marsh, T 2008, *Organisational behaviour*, 5th edn, Pearson Education, 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 2006, *Modern management*, 10th edn, Pearson/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 2007, *Organizational behaviour: an introductory text*, 6th edn, Pearson Education, Harlow, UK.

Kreitner, R 2007, *Management*, 10th edn, Houghton Mifflin Company, Boston, Massachusetts.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	10.00
Directed Study	90.00
Private Study	55.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date	Objectives assessed	Graduate skill	Level assessed
WRITTEN ASSIGNMENT 1	100.00	45.00	23 Nov 2009 (see note 1)	3, 4, 5, 6	U1, U2, U3, U4	1, 1, 1, 1
WRITTEN ASSIGNMENT 2	100.00	5.00	23 Nov 2009	4, 6	U3, U4	1, 1
2-HOUR EXAMINATION	50.00	50.00	END S6 (see note 2)	1, 2, 3, 5		

NOTES

- Assignments 1 and 2 must be by electronic submission and hard copy submission. Refer to your Introductory Book and course Website for correct labelling of electronic files and electronic submission details. Times and dates refer to Australian Eastern Standard Time (AEST).
- 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.

GRADUATE QUALITIES AND SKILLS

Elements of the following Graduate Skills are associated with the successful completion of this course.

Graduate skill assessed	Level assessed
Ethical Research & Enquiry (Skill U1)	Introductory (Level 1)
Problem Solving (Skill U2)	Introductory (Level 1)
Academic & Professional Literacy (Skill U3)	Introductory (Level 1)
Written & Oral Communication (Skill U4)	Introductory (Level 1)

IMPORTANT ASSESSMENT INFORMATION

- 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 satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted 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.
- 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 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

ASSESSMENT NOTES

- 1 Assignments: (i) Students must submit their assignment by the due date. (ii) Students must retain a copy of each assignment submitted for assessment. This must be produced within 24 hours if required by the examiner. (iii) In accordance with university policy, the examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 2 Assignments 1 and 2 must be by electronic submission and hard copy submission. Refer to your Introductory Book and course Website for correct labelling of electronic files and electronic submission details. Times and dates refer to Australian Eastern Standard Time (AEST).
- 3 Referencing in assignments: Harvard (AGPS) is the referencing system required in this course. Students should use Harvard (AGPS) style in their assignments to format details of the information sources they have cited in their work. The Harvard (AGPS) style to be

used is defined by the USQ Library's referencing guide at
<<http://www.usq.edu.au/library/help/referencing/default.htm>>.

- 4 Deferred work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

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