Description: Organisational Behaviour

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>MGT</td>
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<td>1, 2004</td>
<td>ONC</td>
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Academic group: FOBUS
Academic org: FOB003
Student contribution band: 2
ASCED code: 080307

STAFFING
Examiner: Bernadette Lynch
Moderator: Gerard Betros

SYNOPSIS
There are two primary reasons for undertaking this course. First and foremost, it is incredibly challenging to be a good manager, that is someone who achieves the goals of organisations, through the work of other people. It is challenging because people as individuals, as groups and when clustered as entire organisations are very complex and unpredictable. Further, the circumstances in which organisations operate are very dynamic. Changes in aspects like information technology, political regimes, legislation, interest rates, customer preferences, and products/services of competitors compound the difficulties associated with managing the human component of the workplace. The second major reason for completing this course is however, the good news. That is, it is possible to learn how to be a better manager. In other words, being a good manager is not just something you are either born with or without. It can be learnt. This course will not have all the answers but it will lay the foundation for a better understanding of human behaviour in the context of organisational and work life. This course will open the door and set you on your way to being a better manager in the workplace. This course provides an essential foundation for professional business education as it not only introduces students to many workplace and management issues, but this course 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, with a particular emphasis on theories and strategies that aim to increase organisational effectiveness. 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:

- describe, apply and critique theory and strategies that managers and other
  professionals use to enhance individual employee performance and satisfaction;
- describe, apply and critique theory and strategies that managers and other
  professionals use to enhance team and group performance and satisfaction; and
- describe, apply and critique theory and strategies that managers and other
  professionals use to enhance employee performance and satisfaction at the system
  or organisation wide level.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. INTRODUCTION Module No. 1 Introduction to organisational behaviour and management</td>
<td>5.00</td>
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<tr>
<td>2. INDIVIDUAL LEVEL Module No. 2 Foundations of individual behaviour Module No. 3 Motivation</td>
<td>35.00</td>
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<tr>
<td>3. GROUP LEVEL Module No. 4 Groups and teams Module No. 5 Communication, conflict and power</td>
<td>35.00</td>
</tr>
<tr>
<td>4. THE ORGANISATION/SYSTEM LEVEL Module No. 6 Organisational structure and work design Module No. 7 Organisational culture</td>
<td>25.00</td>
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</table>

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).


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.


STUDENT WORKLOAD REQUIREMENTS:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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<tr>
<td>Private Study</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>CMA TEST</td>
<td>100.00</td>
<td>10.00</td>
<td>26 Mar 2004 (see note 1)</td>
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<tr>
<td>WRITTEN ASSIGNMENT</td>
<td>100.00</td>
<td>45.00</td>
<td>14 May 2004</td>
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<tr>
<td>2 HOUR EXAMINATION</td>
<td>40.00</td>
<td>45.00</td>
<td>END S1 (see note 2)</td>
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NOTES:

1. The CMA test is not compulsory. Technically speaking, students can pass this course without completing the CMA. It is recommended however, that all students complete the CMA. Students who do not complete the CMA will disadvantage themselves in two ways. First and foremost they risk not being familiar with the requirements for the written assessment in this course. Further, students who choose not to complete the CMA will automatically lose the 10% allocated for this assessment item that would otherwise contribute to their total mark and the grade allocated in this course.

2. 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:
It is the students’ responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and 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. If you are an international student in Australia you are advised to attend all classes at your campus. Failure to attend may infringe the conditions of your student visa.

2 Requirements for students to complete each assessment item satisfactorily:
   To complete the written assignment satisfactorily, students must obtain approximately 50% of the marks available for the written assignment. To complete the examination satisfactorily, students must obtain approximately 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 achieve a satisfactory performance for written assignment, achieve a satisfactory performance in the examination and at least 40% 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/2004/bus.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) Students must retain
a copy of each item submitted for assessment. This must be produced within 24 hours if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension before the due date or include 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) 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.