



Unit Guide

MGC2230

Organisational behaviour

Semester 1, 2018

Handbook link:

<http://monash.edu.au/pubs/2018handbooks/units/MGC2230.html>

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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Unit handbook information

Synopsis

This unit provides a framework for understanding the behaviour of people at work. Its fields of analysis include the individual, the group, and the total organisation. The unit provides information on human factors that influence individual and organisational effectiveness such as differences in perception, personality, motivation, leadership styles and others. The study of organisational behaviour is based upon social science methods and links with other studies in behavioural sciences such as management, human resource management, sociology and psychology.

Mode of delivery

Clayton (On-campus)

Workload requirements

Minimum total expected workload to achieve the learning outcomes for this unit is 144 hours per semester typically comprising a mixture of scheduled learning activities and independent study. Independent study may include associated readings, assessment and preparation for scheduled activities. The unit requires on average three/four hours of scheduled activities per week. Scheduled activities may include a combination of teacher directed learning, peer directed learning and online engagement.

Additional workload requirements

This is a six credit point unit with three hours class contact per week over 12 teaching weeks. Class contact hours will be made up of traditional lecture/tutorial sessions. Students enrolled in Coursework programs in the Faculty of Business and Economics are required to attend a minimum of 80% of the scheduled lectures and tutorials for each unit. *If you do not attend the required number of classes, your performance could be compromised, and you may not be eligible to join a group for the group assessment requirements if you are not present at class when the groups are assigned.*

To be successful, it is expected you will need to invest 12 hours per week in this unit. To meet this university expectation, you will need to invest nine (9) hours in self-directed study, in addition to the three (3) hours of class contact, each week. Importantly, invest the 12 hours per week evenly over the semester, starting in Week 1. As such, a full-time student load is 48 hours per week, for 32 weeks of the year, leaving 20 weeks without this investment. The time invested in study consequently means that, during semester, other commitments may have a lower priority, which is then regained once semester is finished.

A generally suggested time allocation each week is:

- 3 hours preparation for class (taking notes whilst completing readings, exercises, previewing lecture notes and the like)
- 3 hours class time (in class taking notes, discussion, asking and answering questions, exercises and the like)

- 3 hours completing assessment tasks (translating the preparation and class time activities into assessment items, as well as undertaking further research as required)
- 1 hour self-reflection (reviewing notes and assessment as to the achievement of the topic's learning objectives – identify successes and continuing gaps)
- 1 hour study group (in a group of 4-5 students, reviewing the achievement of the topic's learning objectives and filling the learning gaps, and preparing for the next topic)
- 1 hour exam preparation, if applicable (reviewing the learning objectives to design probable exam questions, and answering other students' or provided practice exam questions). If your unit doesn't have an exam, this hour should be allocated to one or more of the above activities, as appropriate.

It is recommended that these above tasks are distributed across the week (do not have one day on just this unit), and that you also allocate a day or two each week without study (for any unit).

If you have not previously invested this amount of time in study, or feel you may need assistance developing an appropriate time plan for yourself, please register for a time-management workshop with Health and Wellbeing or the Library: <https://my.monash.edu.au/news-and-events/bookings/>

Unit relationships

Prerequisites

It is recommended that students complete MGC1010 before undertaking this unit

Prohibitions

MGB2230, MGF2111, MGG2230, MGW2230

Co-requisites

None

Chief Examiner

Name: Dr Jun Gu
 Campus: Caulfield
 Phone: 0399031023
 Email: J.Gu@monash.edu

Unit Coordinator(s)

Name: Dr Jun Gu
 Campus: Caulfield
 Email: J.Gu@monash.edu
 Phone: 0399031023
 Contact hours: By appointment

Tutor(s)

Name: Contact details in relation to the tutors for the unit are provided on the unit's Moodle site
Campus: Caulfield
Phone: To be advised.
Email: To be advised.

Academic overview

Learning outcomes

The learning goals associated with this unit are to:

1. define the nature and purpose of the field of organisational behaviour
2. distinguish the major theories used to explain the behaviour of people in organisations
3. identify the major factors influencing individual and group behaviour in organisations
4. read and critically evaluate published research in the field of organisational behaviour.

Teaching approach

Case-based teaching (This unit uses mainly cases and exercises from Ivey league business schools such as Harvard, Northwestern, and Yale. This teaching approach enables the application of theoretical material to real world scenarios)

Simulation or virtual practice (Students will complete management simulations designed by Ivey league business schools such as Harvard, Northwestern, and Yale. This teaching approach provides opportunity to solve complicated managerial issues through collaborative teamwork)

Lecture and tutorials or problem classes (This teaching approach provides facilitated learning, practical exploration and peer learning)

Role play (This teaching approach gives students first-hand experience of management practice in various business scenarios)

Peer assisted learning (This teaching approach focuses on advanced skills in managerial communication and coordination)

Research activities (Students might be given opportunities to participate in academic research studies to increase their understanding of management research)

Workshops (Workshops on management research skills will be provided to students in this unit)

Online learning (Teaching resources will be provided online to optimize student learning experience)

Recording of lectures

This unit will have lectures (or seminars in the absence of lectures) recorded. These recordings will be available to current students. If there is more than one seminar or lecture stream, the Chief Examiner may decide not to record each stream. In the event that there is an equipment failure and the lecture is not recorded in part or in full, no alternative recording will be provided. The Chief Examiner may determine a part or parts of lectures (or seminars) unsuitable for recording.

Unit schedule

For units with on-campus classes, teaching activities are normally scheduled to start on the hour (teaching will commence on the hour and conclude 10 minutes prior to the scheduled end time).

Students should note that the program outlined below is a guide to the material to be covered in this unit and not a definitive statement of when that material will be covered. Specific details relating to the timing will be discussed in class.

Week	Activities	Assessment
0	O Week	Please see Moodle for specific instructions and due dates of assessments.
1	Self and authenticity	
2	Emotional intelligence	
3	Positive psychology and work satisfaction	
4	Judgment and decision-making	Group Presentation - 5 minutes
5	Will power and work motivation	OB self-reflections
6	Networking, power, and politics	OB literature review - Peer review
7	Team dynamics and effectiveness	
8	Leadership excellence	Group Presentation - 10 minutes
9	Business ethics	
10	Negotiation fundamentals	OB literature review - final submission
11	Review	OB self-reflections
12	Exam preparation	
	SWOT VAC	
	Examination period	LINK to Assessment Policy: https://business.monash.edu/students/admin-information/policies-and-procedures/faculty-assessment-policy

OB self-reflections

Assessment summary

Within semester assessment: 60% + Examination: 40%

Assessment task	Value	Due date
Group presentations	20%	A 5-min presentation in Week 4 and a 10-min presentation in Week 8
OB literature review	20%	Peer review in Week 6 and final submission in Week 10
OB self-reflections	20%	Week 5 and Week 11
Examination 1	40%	To be advised

A student's final mark is normally the sum of the marks obtained in all of the individual assessment items in the unit.

Second marking

Where an assessment task is given a fail grade by an examiner, that piece of work will be marked again by a second examiner who will independently evaluate the work, and consult with the first marker. No student will be awarded a fail grade for an assessment task or unit without a second examiner confirming the result.

Note: Exceptions to this are individual pieces of assessment contributing 10% or less of the final mark, unless the total of such pieces exceeds 30% of the final mark.

Return of final marks

Faculty policy states that 'the final mark that a student receives for a unit will be determined by the Board of Examiners taking into account all aspects of assessment'.

The final mark for this unit will be released by the Board of Examiners on the date nominated in the Faculty Calendar. Student results will be accessible through the my.monash portal.

Exam viewing

Feedback on student performance in examinations and other end-of-semester assessment is required. The feedback should be in accordance with the University's procedures on Unit Assessment. Details of the examination script viewing arrangements set down by the Faculty of Business and Economics are available at <https://www.monash.edu/business/current-students/admin-information/policies-and-procedures/examination-feedback-procedure>

Assessment criteria

Full details relating to the assessment requirements for this unit are available on Moodle and will be discussed in class on Day One.

Assessment Criteria Grading Descriptors available at:

https://www.monash.edu/_data/assets/pdf_file/0006/801690/Assessment-in-Coursework-Units-Grading-and-Marking-Procedures.pdf

Assessment requirements

Hurdle requirements

There is no hurdle requirement in this unit.

Participation

Students are expected to attend lectures and tutorials. Please let the lecturer and tutor know in a timely manner if you need to be absent for legitimate reasons (e.g., illness, family emergency, etc).

Where there is group work in a unit, it is expected that students manage their groups and group tasks effectively. To do this, group members can take steps such as exchange contact details; develop a learning contract; agree on how to share work; and agree on a time and place to meet regularly. Groups should be proactive and take action if the group is experiencing difficulties. They can do this by arranging to meet the CE/Lecturer/Tutor as soon as possible so that difficulties can be resolved in a timely and productive manner.

Assessment tasks

Assessment task title: Group presentations

Due Date: A 5-min presentation in Week 4 and a 10-min presentation in Week 8

Weighting/Value: 20%

Details of Task: In Week 1's tutorial, the students should form four-member teams (i.e., students should find three peers from the **same** tutorial to form a presentation team). However, depending on the exact number of students in the tutorial, a team of three or five can be acceptable.

The team will deliver two group presentations in this unit: a 5-minute fantasy presentation in Week 4 and a 10-minute book review presentation in Week 8. It is expected that all the group members will participate in the presentations.

Release date: Week 1

Word limit: N/A

Presentation requirements: Please refer to the specific instructions and materials on the Moodle unit website.

Estimated return date: Week 5 and Week 9

Hurdle requirements: N/A

Criteria for marking: The university's grading scale policy is available at:

<https://www.monash.edu/business/current-students/admin-information/policies-and-procedures/faculty-assessment-policy>

Please refer to the specific instructions and materials on Moodle unit website for marking criteria of this assessment.

Learning objectives assessed: 1, 2, 3, & 4

Submission details: Please refer to the specific instructions and materials on Moodle unit website.

Penalties for late lodgement: See details in the Extensions and Penalties section below.

Assessment coversheet: Each presentation team will be required to submit a hardcopy of their presentation slides. The submission should be accompanied by an assignment cover sheet with the information of all team members (it's OK to use one cover sheet for all team members):

<https://business.monash.edu/students/admin-information/application-forms>

Additional information: N/A

Assessment task title: OB literature review

Due Date: Peer review in Week 6 and final submission in Week 10

Weighting/Value: 20%

Details of Task: You are required to pick one topic from the list of topics provided and conduct a thorough review of the research literature related to the topic. The topics provided are important OB concepts that have shaped the theory and practice in the management literature. Pick a topic that you are most interested in and that you think relates closely to your future career.

Release date: Week 1

Word limit: Please refer to the specific instructions and materials on Moodle unit website.

Presentation requirements: Please refer to the specific instructions and materials on Moodle unit website.

Estimated return date: Week 12

Hurdle requirements: N/A

Criteria for marking: The university's grading scale policy is available at:

<https://www.monash.edu/business/current-students/admin-information/policies-and-procedures/faculty-assessment-policy>

Please refer to the specific instructions and materials on Moodle unit website for marking criteria of this assessment.

Learning objectives assessed: 1, 2, 3 & 4

Submission details: Please refer to the specific instructions and materials on Moodle unit website.

Penalties for late lodgement: See details in the Extensions and Penalties section below.

Assessment coversheet: For the peer review in Week 6, students are NOT required to attach a coversheet.

For the final submission in Week 10, students will submit the document through a submission link on Moodle, which does NOT require a cover sheet.

Additional information: N/A

Assessment task title: OB self-reflections

Due Date: Week 5 and Week 11

Weighting/Value: 20%

Details of Task: You are required to submit five short open-ended reflections of your personal learning from Week 1 to Week 10 classes. You need to choose ONE thing that you resonate with the most from that week's class and apply it to yourself. The one thing might be an OB concept or theory that you can relate to your study, work, and daily life. For example, what propels you to consider it worth applying? How does it challenge your existing beliefs? What specific plans do you have in order to effectively apply it? What opportunities might benefit you and what obstacles and difficulties might deter you from following through?

Release date: Week 1

Word limit: Please refer to the specific instructions and materials on Moodle unit website.

Presentation requirements: Please refer to the specific instructions and materials on Moodle unit website.

Estimated return date: Week 6 and Week 12

Hurdle requirements: N/A

Criteria for marking: The university's grading scale policy is available at:

<https://www.monash.edu/business/current-students/admin-information/policies-and-procedures/faculty-assessment-policy>

Please refer to the specific instructions and materials on Moodle unit website for marking criteria of this assessment.

Learning objectives assessed: 1, 2, 3 & 4

Submission details: Please refer to the specific instructions and materials on Moodle unit website.

Penalties for late lodgement: See details in the Extensions and Penalties section below.

Assessment coversheet: Students will submit the self-reflections through submission links on Moodle, which do NOT require a cover sheet.

Additional information: N/A

Examination(s)

Title: Examination 1

Weighting: 40%

Length: 2 hours

Type (open/closed book): Closed book

Hurdle requirements (where applicable): None

Electronic devices allowed in the exam: Not allowed

Exam details: Detailed information about the exam is available on Moodle.

Your exam timetable will be released in WES. It is your responsibility to check the schedule and make sure you attend the exam venue at the appropriate date and time.

Extension and penalties

Students wishing to apply for an extension need to **contact the chief examiner PRIOR** to the assignment due date. Extensions will only be given where there is a valid and substantiated reason (e.g., illness that is supported by a Doctor's certificate). As information about all of the assignments is provided at the start of the semester and students are expected to start work on their assignments well before the due date, reasons such as employment commitments or computer breakdowns will not be considered valid to support the application for an extension. You are advised to plan your time in advance, ensuring you have allocated sufficient time to finish your assignment by the due date. You are also advised to save your work on a hard drive as you work through your assignments and to also keep a copy on USB/CD etc. for safekeeping. ***Assignments submitted after the due time and without permission will not be accepted.***

For information on applying for special consideration, please visit: <http://www.monash.edu/exams/changes/special-consideration>

Returning assignments

Assignments will be returned to students within the specified timeframe and in their corresponding tutorial.

Resubmission of assignments

The resubmission of assignments is not permitted in this unit.

Referencing requirements

To build your skills in citing and referencing, and using different referencing styles, see the online tutorial Academic Integrity: Demystifying Citing and Referencing at <http://www.lib.monash.edu/tutorials/citing/>

Referencing requirements are detailed in the Q-manual at:

<http://mon.clients.squiz.net/business-mango/students/study-resources/related/components/qmanual.pdf>

Assignment submission

Hard Copy Submission:

Assignments must include a cover sheet. The coversheet is accessible via the Monash portal page located at <http://my.monash.edu> under the heading 'Learning and teaching tools.'

Please keep a copy of tasks completed for your records.

Wherever the submission of a hard copy is required, students are required to include a cover sheet. The coversheet is accessible at <https://business.monash.edu/students/admin-information/application-forms>. Students should submit the hard copy to the tutor at the **START** of the relevant **tutorial**.

Online Submission:

If Electronic Submission has been approved for your unit, please submit your work via the Moodle site or other; as directed by your tutor for this unit.

Please keep a copy of tasks completed for your records.

Online submission should be completed through Moodle. Please refer to the specific instructions and materials on the unit Moodle website.

Feedback

Our feedback to you

Types of feedback you can expect to receive in this unit are:

- Formal individual feedback on assignments expressed as a letter grade
- Answers to ask questions relating to the discipline or the unit's work
- Advice about seeking additional help to develop your writing or research skills
- Informal feedback relating to class activities

Students will receive specific and detailed written feedback on all of their major in-semester assessments. After the final exam, the whole class will receive feedback regarding unit-level exam statistics.

Your feedback to us

One of the formal ways students have to provide feedback on teaching and their learning experience is through the Student Evaluation of Teaching and Units (SETU) survey. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied with and areas for improvement.

Previous student evaluations of this unit

In response to previous SETU results of this unit, the following changes have been made:

Students have provided invaluable feedback to the teaching team. We have made the following changes this year:

1. Made the tutorials even more engaging
2. Revised tutorial activities to further help the students prepare for the final exam
3. Updated unit contents to reflect student preference and knowledge advancement in the OB field

If you wish to view how previous students rated this unit, please go to <https://unitevaluations.connect.monash.edu.au/unitevaluations/index.jsp>

Learning resources

Monash Library Unit Reading List (if applicable to the unit): <http://monash.rl.talis.com/index.html>
Research and Learning Online: www.monash.edu/rlo

Required resources

Students generally must be able to complete the requirements of their course without the imposition of fees that are additional to the student contribution amount or tuition fees. However, students may be charged certain incidental fees or be expected to make certain purchases to support their study. For more information about this, refer to the Higher Education Administrative Information for Providers, Chapter 18, Incidental Fees at <http://education.gov.au/help-resources-providers>

Various sources have provided Please refer to the Moodle site for information and resources required for this unit.

Technological requirements

Virtual learning environment (VLE): Moodle

Material used in class together with other information of importance to you will be published online via the unit's Moodle site. In order to access information about this unit in Moodle you must be enrolled in the unit and have a valid student account with authentic username and password. Moodle can be accessed through my.monash portal by clicking on the Moodle link under "Online systems". If you need some help with Moodle then check out the Moodle Support for Students page.

Q Manual

Work submitted for assessment must be consistent with the guidelines set down in the Q Manual, which is the faculty's student guide for producing quality work on time. Copies of this manual can be purchased at the bookshop or accessed online at <http://business.monash.edu/students/study-resources/related/components/qmanual.pdf>

Some tutorial activities require a laptop/tablet/smartphone to complete.

Prescribed text and readings

There is no prescribed textbook in this unit.

Recommended resources

OB is about applying management concepts and theories in everyday life to improve effectiveness and optimize life experiences. This unit provides recommended resources such as academic talks, classic movies, and phone apps to help student understand and apply the OB knowledge learned in this class.

Other information

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at: <http://www.policy.monash.edu/policy-bank/academic/education/index.html>

Student Academic Integrity Policy

www.monash.edu/__data/assets/pdf_file/0004/801841/Student-Academic-Integrity-Policy.pdf

Special Consideration

For information on applying for special consideration, please visit: <http://www.monash.edu/exams/changes/special-consideration>

Graduate Attributes Policy

<http://www.monash.edu/policy-bank/academic/education/course-governance-and-design/course-design-policy>

Student Charter

www.monash.edu/students/policies/student-charter.html

Student Services

The University provides many different kinds of services to help you gain the most from your studies. Contact your tutor if you need advice and see the range of services available at www.monash.edu/students

You can also access important information from the Faculty of Business and Economics current students page <http://www.buseco.monash.edu.au/student/>

English Connect provide services to improve and develop your language skills with workshops and programs, including online English Connect Grammar Resources, Let's Chat conversational and oral skills group sessions, workshops on oral presentation and public speaking skills (Speaking with Confidence) and grammar for academic English (Polish Up Your Grammar). Peer Support (one on one service) runs out of the Library and is to assist you with written assignments. You can register or gain more information at <http://www.monash.edu/english-connect>

Monash University Library

The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to <http://www.monash.edu/library> or the library tab in my.monash portal for more information.

Disability Support Services

Students who have a disability, ongoing medical or mental health condition are welcome to contact Disability Support Services.

Disability Support Services also support students who are carers of a person who is aged and frail or has a disability, medical condition or mental health condition.

Disability Advisers visit all Victorian campuses on a regular basis.

- Website: monash.edu/disability
- Email: disabilitysupportservices@monash.edu

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