

SCHOOL OF INFORMATION MANAGEMENT

MBUA 522 ORGANISATIONAL BEHAVIOUR

Trimester 2, 2016

COURSE OUTLINE

Prescription

The course provides an overview of organisational behaviour and its relevance to business **transformation using IT**. Specific areas include: individual, interpersonal and group behaviour and performance; motivation, change, communication, leadership and managerial roles.

Course Learning Objectives

By the end of this course students will be able to:

1. Describe and discuss major theories and concepts underlying the social science of organisational behaviour (Assessments 1, 2 & 3).
2. Develop critical and creative thinking skills through journal articles/textbook and assignment requiring analysis, interpretation and synthesis, and debate and classroom discussion/presentation (Assessment 2).
3. Develop management capability through gaining insights and a sense of how these theories are applicable within the context of modern organisations, and analyse organisational case material (Assessments 1, 2, & 4).

Course Content

The aim of this course is to enhance students' knowledge about organisations and management by studying the application of current management theories (OB) in relation to the modern workplace context.

Throughout the course, the emphasis is on helping students to develop a critical perspective that reflects their experiences, the relevance of OB concepts and theory to actual organisations and creative solutions to problems and issues in emerging organisational contexts. Specifically, the course will challenge students to reflect on issues regarding: the nature of individuality in organisations, motivational processes, the ways groups and teams form and interact, the creation of sustainable organisations through people, and ethical dimensions of organisational activity and processes that underpin effective organisational culture and change. See Annex A for schedule.

Trimester Dates

From Monday 25 July – Friday 20 October 2016

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 5 August 2016.
2. The standard last date for withdrawal from this course is Friday 30 September 2016. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an ‘*Application for Associate Dean’s Permission to Withdraw Late*’ including supporting documentation. The application form is available from either of the Faculty’s Student Customer Service Desks or [online](#).

Names and Contact Details

COURSE COORDINATOR

Dr Kala S Retna

Room: RH 928, Rutherford House

Phone: 463 5066

Email: kala.retna@vuw.ac.nz

PROGRAMME ADMINISTRATOR

Room: RH 521, Rutherford House

Phone: 463 5103

Email: sim-ictgradschool@vuw.ac.nz

Class Times and Room Numbers

Selected Thursdays from 9am to 1pm. See Annex A for specific dates and times.

Course Delivery

The course will be delivered over a series of 4 six-hour lectures, which will include class discussion/presentation. For each session, **it is expected that you will arrive at the class having read the assigned chapter and articles and prepared to discuss it.**

Readings

The required textbook is:

Steven McShane and Tony Travaglione (2016 – 5th Edition) *Organisational Behaviour: Emerging knowledge-Global insights*.

Supplementary readings will be posted on blackboard.

Expected Workload

Workload expectations for this course are 10 hours per week, spread over the teaching weeks and 30 hours during the break.

Assessment Requirements

Assessments	Title	Weight	Date
1	Mid-term Test (2 hours)	30%	1 September 2016
2	Group Assignment – Organisational Analysis and Presentation	20%	29 September 2016
3	Reflective Individual Essay	10%	6 Oct 2016
4	Final Test (2 hours)	40%	20 Oct 2016
	TOTAL	100%	

Mid-Term Test (30%)

It is a closed book 1½ hours test. Essay style answers are expected. You need to answer two questions that will require you to draw on different OB theories and concepts covering from sessions 1, 2 and 3.

Group Assignment (20%)

The objective of this assignment is to encourage you to work with others to develop a more in-depth understanding of organisational issues. The assignment also gives you the opportunity to be familiar with the academic literature and to develop your skills of observation and analysis. Working in a group of 4, you will examine a specific organisational issue in the light of organisational behaviour theories. You will choose a New Zealand organisation and you must at least interview one person to examine the issue(s). These issues must reflect any of the ten topics comprising the course. Please clear your topic of interest (topic) with the course co-ordinator in advance, before you get too far along in your research mode. It is expected that different study groups will tackle different topic areas under the OB discipline.

Group Reports are expected to be in the order of 2000 words (excluding references and appendices), well-organised and presented in accordance with professional business standards. Please use MS Word format, 12 point font, 1.5 line spacing, page numbers, and standard margins. Students are encouraged to use APA reference style for referencing (including in-text referencing and a list of references at the end). **To ensure fairness and group effectiveness all group members will keep a log of the activities carried out as part of the group project. A hard copy will be submitted in class and a soft copy to be submitted on Turnitin through blackboard on 29 September 2016 9.00am.**

Each group will give a 15 minute presentation followed by about 5 minutes of discussion during the normal lecture time on 29 September 2016.

- See Annex C for assessment criteria for group assignment.

Individual Reflective Essay (10 %)

Provide a 2-page essay in which you reflect on and describe your experience of learning and working in your group. Your essay should address the following guidelines and will be assessed according to these guidelines:

- In your own words, restate the essence of the project that you worked on with your group.
- Describe your thinking and reasoning as you worked on the project. Include components that left you unsatisfied.

- Will the knowledge and skills learnt from the project help you in the future?
- Discuss your group work. What went well? What did not go well or as expected? Why?

A **hard** copy will be submitted in class and a soft copy to be submitted on Turnitin through blackboard on **6th October 9.00am**.

Final Test (40%)

A final closed book examination of two hours length will be held during which students will be expected to apply their knowledge to organisational problem situations described by means of a case study. **All book chapters covered during the course are examinable.**

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

The Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

<i>Pass/Fail</i>	<i>Grade</i>	<i>Normal Range</i>	<i>Indicative Characterisation</i>
Pass	A+	90%-100%	Outstanding performance
	A	85%-89%	Excellent performance
	A-	80%-84%	Excellent performance in most respects
	B+	75%-79%	Very good performance
	B	70%-74%	Good performance
	B-	65%-69%	Good performance overall, but some weaknesses
	C+	60%-64%	Satisfactory to good performance
	C	55%-59%	Satisfactory performance
	C-	50%-54%	Adequate evidence of learning
Fail	D	40%-49%	Poor performance overall, some evidence of learning
	E	0-39%	Well below the standard required

Examinations/Tests

Students who enrol in courses with examinations are obliged to attend an examination/test at the University at any time during the formal examination period. The final test for this course will be scheduled on Thursday 20th October.

Penalties

The penalty for late submission of work without a prior extension arrangement is a reduction of 10% of the available marks each calendar day, starting from the due date and time, up to 5 days after the due date. At the course coordinator's discretion, work handed in after 5 days may be assessed and feedback provided, but no grade will be assigned. In the event of unusual, unforeseen circumstances (e.g., serious illness, family bereavement), students should discuss waiver of the penalty with the course controller prior to the deadline date.

Group Work

There is group work as part of this course. It is anticipated that this work will involve one study group meeting each week of 1 – 2 hours duration. Complete details as to assessment criteria for group work follow under 'Assessment Requirements'.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. A copy of submitted materials will be retained on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Communication of Additional Information

Information on course-related matters will be announced at class and posted on the **Blackboard** website at <http://blackboard.vuw.ac.nz/>. It will be crucial for you to regularly check Blackboard for messages, announcements and materials

Link to general information

For general information about course-related matters, go to <http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

MBUA 522 2016 Schedule

Session	Date & Time	Topic/Reading	Chapter
1	28 Jul 9-1pm	<ul style="list-style-type: none"> • Course Introduction • Overview of OB • Notions of mindsets for group performance 	1 & Journal article
2	11 Aug 9-1pm	<ul style="list-style-type: none"> • Individual behaviour/Personality/Values • Group Dynamics 	2, 8 & Journal article
3	18 Aug 9-1pm	<ul style="list-style-type: none"> • Motivation • Workplace emotions, attitudes, stress 	4, 5 & Journal article
4	1 Sep 9-11am	Mid-term Test	
	5-16 Sep	BREAK	
5	22 Sep 9-1pm	<ul style="list-style-type: none"> • Organisational Communication • Culture 	9, 14 & Journal article
6	29 Sep 9-1pm	<ul style="list-style-type: none"> • Leadership Concepts and Theories • Power and Influence • Group Présentations • Submissions of Group Assignment 	10 & 12
7	6 Oct 9-1pm	<ul style="list-style-type: none"> • Organisational Change • Revision – Case study 	15 & Journal article
8	20 Oct 9-11am	Final Test	



School of Information Management

Group Assignment Cover Sheet

Name
1.
2.
3.
4.
5.

Project Title: _____

Date Due: _____

Date Submitted: _____

Word count: _____

I have read and understood the university policy on Academic Integrity and Plagiarism. I declare this assignment is free from plagiarism.

Signed: _____

**MBUA 522
Assignment Group Report**

Names: _____

	Weak				Strong
<hr/>					
Content					
<i>Adequately analyses and represents the organisation's issue</i>	▪	▪	▪	▪	▪
<i>Reviews the relevant literature and integrates OB concepts/ideas</i>	▪	▪	▪	▪	▪
<hr/>					
Argument					
<i>Arguments well supported - while acknowledging sources</i>	▪	▪	▪	▪	▪
<i>Shows independent thought in the suggestions/recommendations)</i>	▪	▪	▪	▪	▪
<hr/>					
Writing & Presentation					
<i>Report is clearly and logically structured</i>	▪	▪	▪	▪	▪
<i>Referencing/Within word limit:</i>					
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General Remarks:

Grade:

NB. The above table is intended to map out strengths and weaknesses rather than act as a numerical indicator of the grade.