



Course Code:	2005EHR
Course Name:	Organisational Behaviour
Semester:	Semester 2, 2018
Program:	Associate Degree in Commerce & Business
Credit Points:	10
Course Coordinator:	Jeremy Tan
Document modified:	4 July 2018

### Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.

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### Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the “myTimetable” link.

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### Prerequisites

To successfully enrol in this Course, you must provide evidence that you have completed the following Courses:

- 1001EHR - Employment Relations

## Brief Course Description

Organisational Processes is a 10 Credit Point course within the Associate Degree in Commerce and Business. The course is situated within the second year of the program. The Associate Degree in Commerce and Business is designed to provide students with a pathway to:

- further university studies in Commerce, Business and related degrees or
- direct employment

This course focuses on human behaviour within organisational contexts. It highlights the relationships among people and organisations through relevant theories and concepts that are important in obtaining critical insight into current organisational behaviour issues.

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## Rationale

This course contributes to understanding and problem solving in organisations and therefore has relevance to the present and future work of all students. Furthermore, the course will provide you with an important contribution to personal and career development and is the basis for future careers in areas such as HRM, management, change management, training and development, and other leadership roles.

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## Aims

Organisational Behaviour focuses on human behaviour within organisational contexts. This enables an understanding of the self and others within the workplace and the subsequent impact on organisational effectiveness. The course focuses on principles, approaches, and theories of workplace behaviour in relation to individuals, groups and organisational contexts with the aim of helping students develop greater understanding of complex organisational issues and solving relevant workplace problems. Embedded in this course are the skills of critical enquiry and the development of ethical values in relation to practice.

The central questions addressed within the course areas are:

1. What are the key theories and approaches that help us to understand organisational behaviour?
  2. How can we apply these key theories and approaches to better understand ourselves and organisational issues?
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## Learning Outcomes

Upon successful completion of this course you will be able to:

1. Demonstrate an increased self-insight regarding individual, group and organisational behaviour;
  2. Demonstrate knowledge and critical understanding of the theories and concepts of organisational behaviour;
  3. Apply theories and concepts to organisational and business settings;
  4. Apply organisational and behavioural knowledge to workplace problems / contexts;
  5. Demonstrate ability to communicate understanding of organisational processes through oral and written communication
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## Texts and Supporting Materials

### **Required Text:**

Robbins, S. P., Judge, T. A., Millett, B. & Boyle, M. (2016). *Organisational Behaviour* (8th edition). Frenchs Forest, NSW: Pearson. ISBN: 9781442558786

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## Organisation and Teaching Strategies

Each week, you are required to attend 4 hours of contact time in class consisting of lectures, tutorials and workshops. The lecture will develop your understanding of the topics covered within the course while the tutorials will allow you to further explore these issues and debates in an informal small-group environment. Workshop sessions will provide you with the opportunity to develop a range of skills that will support learning objectives and foster certain generic skills that are helpful to your professional development.

### *Class Contact Summary*

### **Attendance:**

Your attendance in class will be marked twice during every four hour class. To receive full attendance, you must be present in the classroom on both occasions.

### **Program Progression:**

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 with passing grades achieved in more than 50% of courses in any semester [please see Griffith College Policy Library - Program Progression Policy - for more information].

### Lecture Notes & Course Materials:

You are required to bring a copy of the lecture notes printed from the Griffith College website and any other required course materials to classes each week.

### Independent Study

You are expected to reinforce your learning gained during class time by undertaking sufficient independent study. For this 10 CP course, you will need to spend at least 10 hours per week engaged in activities that will help your learning and fulfill the course objectives. Thus, provided you have well used the 4 hours per week of formal contact, you would then complete at least 6 hours per week of independent study.

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### Content Schedule

#### *Weekly Teaching Schedule*

<b>Week</b>	<b>Topic</b>	<b>Activity</b>	<b>Readings</b>
1	What is Organisational Behaviour?	Lecture	Robbins et al, Ch 1
2	Diversity in Organisations Organisational Culture	Lecture	Robbins et. al. Ch 2 & Ch15
3	Individuals attitudes & Job satisfaction & Employee Engagement	Lecture	Robbins et al, Chs 3
4	Personality & values	Lecture	Robbins et al, Ch 4
5	Emotions and Moods	Lecture	Robbins et.al.Ch 5
6	Perception & individual decision making	Lecture	Robbins et al, Ch 6
7	Motivation & application to work	Lecture	Robbins et al, Chs 7
8	Understanding group behaviours and teams Organisational Leadership	Lecture	Robbins et al, Chs8 & 9 Robbins et al, Ch 12
9	Communication, Conflict & Negotiation	Lecture	Robbins et al, Ch 10 & 13
10	Power & Politics Organisational Leadership	Lecture	Robbins et al, Chs 12 & 11
11	Organisational Change & Stress Management	Lecture	Robbins et al Ch16
12	Course review and exam information	Lecture	Robbins et al, all chapters referred to in previous weeks

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## Assessment

This section sets out the assessment requirements for this course.

### *Summary of Assessment*

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Multiple Choice Test	5%	1,2	4
2	Analytical Essay Due	35%	1,2,3,4	8
3	Group workshop presentation and evaluation of group process	20%	1,2,3,4	11
4	Final examination	40%	1,2	Exam Period

### *Assessment Details*

#### **Assessment Item 1: Multiple choice test:**

The test comprises multiple choice questions only. It is designed to assess understanding of organisational behavioural concepts covered in weeks 1-3 of the semester. It will also provide students early feedback on their comprehension of readings and lecture material. Questions will be drawn from the text. It will be held during the normal workshop time in week 4.

#### **Assessment Item 2: Analytical Essay:**

The dominant feature of this essay is its applied nature. The essay will require you to analyse a case provided on one of two topics that will be discussed in both lectures and workshops. You will be marked on the quality of your analysis and your demonstrated ability to apply your understanding of the theories and concepts to the implications within a prescribed case study. An understanding of the link between theory and practice is therefore a key element. You will be required to draw on the theories and concepts presented in lectures and to access and use a wide variety of material from relevant academic journals. Further details will be provided in lectures and tutorials.

A requirement for submission of your Analytical Essay is that it must be uploaded to Turnitin for checking of originality against sources (including web/database/other students assignments) by the due date of submission. Failing to submit to Turnitin will result in you receiving a Did Not Submit (DNS) mark for your assignment. Your tutor will discuss how Turnitin will be specifically used in your course. Turnitin Student User Guides are also available from the Griffith College portal.

### **Assessment Item 3: Group Workshop Presentation**

You will be required to form groups of 3-5 students in the week 4 class and choose a topic for presentation from a list of topics provided by the lecturer. You will be required to run a 20 minute workshop in week 11 and provide an evaluation of the group process based on a set of criteria provided by the lecturer. Detailed information about the marking criteria for this assessment item will be provided during weeks 1 and 2 in lectures, and will be available from the Griffith College portal.

### **Assessment Item 4: End Semester Exam:**

The end of semester exam will be comprised of short answer and problem-solving questions. It is designed to assess (a) understanding of organisational behavioural concepts covered in weeks 1-12 of the semester and (b) problem-solving skills. Questions will be drawn from the text and lectures.

#### *Submission and Return of Assessment Items*

Normally you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

### **Retention of Originals**

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

#### *Extensions*

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

#### *Assessment Feedback*

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

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## Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication		Yes	Yes
Oral Communication		Yes	Yes
Information Literacy		Yes	Yes
Secondary Research		Yes	
Critical and Innovative Thinking	Yes	Yes	Yes
Academic Integrity		Yes	Yes
Self Directed Learning		Yes	Yes
Team Work		Yes	Yes
Cultural Intelligence		Yes	Yes
English Language Proficiency		Yes	

### *Additional Course Generic Skills*

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## Additional Course Information

In addition to formal contact hours, you are provided with extra support through individual consultation with teaching staff, tutorials in English language, and self-access computer laboratories.

### **Teacher and Course Evaluations**

Overall students would recommend this course to others as it is interesting, especially the section on personality where they get to explore their own personality and relate it to possible and recommended work roles and positions. The course has a lot of questionnaires and activities in the tutorials and workshops and although some students initially find it more difficult to understand the questionnaires, they enjoy these activities as they learn a lot about themselves, their preferences and their similarities and differences with class mates. Students commented that the course content is not too difficult if you attend all the classes and that it is a very interactive subject in which they are encouraged to comment and ask questions and also relate to their own real world experiences in work and organisations.

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## Academic Integrity

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of any allegation of academic misconduct made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the [Griffith College Academic Integrity Policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

### *Risk Assessment Statement*

There are no out of the ordinary risks associated with this course.

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