



1. General Course Information

1.1 Course Details

Course Code:	2005EHR
Course Name:	Organisational Behaviour
Trimester:	Trimester 3, 2019
Program:	Associate Degree in Commerce & Business
Credit Points:	10
Course Coordinator:	Dr Mary-Anne Smith
Document modified:	16 October 2019

Course Description

Organisational Behaviour is a 10 Credit Point course within the Associate Degree in Commerce and Business. The 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.

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.

Assumed Knowledge

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

- 1001QBT Work and Employability

1.2 Teaching Team

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

Name	Email
Dr Mary-Anne Smith	mary-anne.smith@staff.griffithcollege.edu.au

1.3 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 "Support and Services/Teacher Consultation Times" link.

1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device.

2. Aims, Outcomes & Generic Skills

2.1 Course 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.

2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. Demonstrate an increased self-awareness regarding individual traits and their effects on groups and organisations;
2. Identify, explain and apply principles, theories and concepts of organisational behaviour in programmed assessments;
3. Apply organisational and behavioural knowledge to workplace problems /contexts;
4. Create appropriate solutions to workplace problems through the analysis and application of theoretical organisational behaviour principles.

2.3 Generic skills

For further details on the Generic Skills please refer to the Graduate Generic Skills and Capabilities policy.

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	

3. Learning Resources

3.1 Required Resources

Robbins, S. P., Judge, T. A., Millett, B. & Boyle, M. (2017). *Organisational Behaviour* (8th ed.). Melbourne, Australia: Pearson Australia. ISBN: 9781442558786

3.2 Recommended Resources

You may want to read or access additional material to help you with your group marketing project. They may include:

- APA Sixth Edition Style Guide tutorial-<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- Business ethics quarterly - available from Proquest or library
- International journal of organisational behaviour - available from Proquest or library
- International journal of organization theory and behavior - available from Proquest or library
- International journal of value based management - available from the library
- Journal of business ethics - available from Proquest or library
- Journal of business research - available from the library
- Journal of international business disciplines - available from the library
- Journal of management - available from the library
- Journal of organization & human behaviour - available from Proquest
- Journal of organizational behavior management - available from the library
- Negotiation and conflict management research - available from the library
- Organization development journal - available from Proquest or library
- Research in organizational behavior - available from the library
- Research in organizational change and development - available from Proquest or library
- Studies in cultures, organizations and societies - available from the library
- The leadership quarterly - available from the library
- The Teaching of organization behavior - available from the library
- Trends in organizational behavior - available from Proquest or library

- Australian Bureau of Statistics - <http://www.abs.gov.au> *note: no charge if accessed in library
- Queensland Government Department of Employment, Economic Development and Innovation (Business development assistance) - <http://www.dtrdi.qld.gov.au/dsdweb/v4/apps/web/content.cfm?id=1581>

3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

[Digital Library](#) – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

[Academic Integrity Tutorial](#) - this tutorial helps students to understand what academic integrity is and why it matters. You will be able to identify types of breaches of academic integrity, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

Services and Support provides a range of services to support students throughout their studies including personal support such as Counselling; Academic support; and Welfare support.

Jobs and Employment in the [Student Hub](#) can assist students with career direction, resume and interview preparation, job search tips, and more.

[IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

3.4 Other Learning Information

Attendance

You are expected to attend all lectures and tutorials and to actively engage in learning during these sessions. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you may BYOD (bring your own device) to class such as a laptop or tablet. This is not a requirement as computer lab facilities are available on campus, however, the use of such devices in the classroom is encouraged with appropriate and considerate use principles being a priority.

Preparation and Participation in Class

In order to enhance learning, prepare before lectures and tutorials. Read the relevant section of your text book before a lecture, and for a tutorial read both the textbook and the relevant lecture notes. If you have been given tutorial exercises, make sure you complete them. Active participation in lectures and tutorials will improve your learning. Ask questions when something is unclear or when you want to bring some issue to your lecturer or tutor's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

Consultation Sessions

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

Course Materials

Lecture notes will be made available to you in MyStudy on the Griffith College Portal and you are advised to either print these out and bring them to each class so that extra notes can be added or BYOD (bring your own device) and add extra notes digitally.

Self-Directed Learning

You will be expected to learn independently. This means you must organise and learn the course content even when you are not specifically asked to do so by your lecturer or tutor. This involves revising the weekly course material. It also means you will need to find additional information for some assessment items beyond that given to you in textbooks and lecture notes, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

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 [please see Griffith College Policy Library - Program Progression Policy - for more information].

Teacher and course Evaluation

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations via Griffith College's evaluation tool whenever these are available.

4. Learning and Teaching Activities

4.1 Weekly Learning Activities

Week	Topic	Activity	Readings	Learning Outcomes
1	What is Organisational Behaviour?	Lecture	Robbins et al, Ch 1	
		Tutorial		
		Workshop		
2	Organisational Culture	Lecture	Robbins et. al, Ch 15	
		Tutorial		
		Workshop		
3	Personality & values	Lecture	Robbins et al, Ch 4	
		Tutorial		
		Workshop		
4	Emotions, Moods and Diversity in Organisations	Lecture	Robbins et.al, Chs 2 & 5	
		Tutorial		
		Multiple Choice Test		
5	Perception, Individual attitudes & Job satisfaction	Lecture	Robbins et al, Chs 3 & 6	
		Tutorial		
		Workshop		
6	Motivation & application to work	Lecture	Robbins et al, Chs 7	
		Tutorial		
		Workshop		
7	Understanding group behaviours and teams	Lecture	Robbins et al, Chs8 & 9	
		Tutorial		
		Analytical Essay Due		
8	Organisational Leadership	Lecture	Robbins et al, Ch 11	
		Tutorial		
		Workshop		

9	Power & Politics	Lecture	Robbins et al, Ch 12	
		Tutorial		
		Workshop		
10	Conflict & Negotiation	Lecture	Robbins et al, Ch 13	
		Tutorial		
	Presentations Due	Workshop		
11	Organisational Change & Stress Management	Lecture	Robbins et al Ch 16	
		Tutorial		
	Presentations Due	Workshop		
12	Revision and Exam Preparation	Lecture	Guided review of trimester lectures	
		Tutorial	Exam Prep	
		Workshop	Exam Prep	

5. Assessment Plan

5.1 Assessment Summary

Item	Assessment Task	Weighting	Learning Outcomes	Due Date
1	Multiple Choice Test	5%	2	4
2	Analytical Essay	35%	1,2,3,4	7
3	Group workshop presentation and evaluation of group process	20%	2,3,4	10/11
4	Final examination	40%	1,2,3,4	Exam Period

5.2 Assessment Detail

Assessment Item 1: Multiple choice test:

The test comprises 20 multiple choice questions. It is designed to assess understanding of the principles, theories, and concepts of organisational behavioural covered in weeks 1-3 of the trimester. It will also provide students early feedback on their ability to identify, explain and apply principles, theories and concepts of organisational behaviour. 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 essay (1500 words maximum) consists of 3 parts, namely a literature review, an analysis of your test results and significance for workforce behaviour and an analysis of a case study. In this assessment you will demonstrate an increased self-awareness regarding individual traits and their effects on groups and organisations Further details can be found in the course study guide on the portal.

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 4 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 10/11 and provide an evaluation of the group process based on a set of criteria provided by the lecturer. In this assessment you will demonstrate your knowledge by utilising the principles, theories and concepts of organisational behaviour and applying it to workplace problems/contexts to create appropriate solutions. Detailed information about the marking criteria for this assessment item are available in the course study guide

on the portal.

Assessment Item 4: End Trimester Exam:

The end of trimester exam will consist of four (4) short answer questions. Plus one short essay from a choice of four (4) topics. It is designed to assess your (a) understanding of organisational behavioural principles, theories and concepts covered in weeks 1-11 of the trimester and (b) problem-solving skills. Questions will be drawn from the text and lectures.

5.3 Late Submission

An assessment item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Assessment items submitted more than five working days after the due date are awarded zero marks.

Please refer to the Griffith College website - Policy Library > Assessment Policy for guidelines and penalties for late submission.

5.4 Other Assessment Information

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.

Requests for extension

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 Student Medical Certificate](#)]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Return of Assessment Items

1. Marks awarded for in-trimester assessment items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final assessment item in this course (marks for this item will be provided with the final course result).
2. Students will be advised of their final grade through the Student Portal. Students can review their exam papers after student grades have been published (see relevant Griffith College Fact Sheet for allocated times at Support > Factsheets). Review of exam papers will not be permitted after the final date to enrol.
3. Marks for **all** assessment items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

The sum of your marks overall assessment items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.

6. Policies & Guidelines

Griffith College assessment-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

Assessment Policy, Special Consideration, Deferred Assessment, Alternate Exam Sitting, Medical Certificates, Academic Integrity, Finalisation of Results, Review of Marks, Moderation of Assessment, Turn-it-in Software Use. These policies can be accessed using the 'Document Search' feature within the [Policy Library](#)

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 an allegation of a breach of academic integrity being 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 Griffith College website - Policy Library > Academic Integrity Policy

Reasonable Adjustments for Assessment – The Disability Services policy

The Disability Services policy (accessed using the Document Search' feature with the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

Risk Assessment Statement

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

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