USC

Course Outline	

Code: EMB757
Title: Managing People in Organisations

School: Business
Teaching Session: Session 2
Year: 2020
Course Coordinator: Dr John Whiteoak | whiteoak@usc.edu.au
Course Moderator: Professor Karen Becker

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1 Description

The objective of this course is to provide managers with the necessary skills required to deal effectively with the conceptual and human dimensions of management. Emphasis is placed on human behaviour and the interaction among managers and followers in organisational settings. Case analyses are engaged to focus on developing the participant's ability to manage individuals, groups and organisational processes.

1.2 Field trips, WIL placements or activities required by professional accreditation

N/A

2. What level is this course?

700 level Specialised - Demonstrating a specialised body of knowledge and set of skills for professional practice or further learning. Advanced application of knowledge and skills in unfamiliar contexts.

3. What is the unit value of this course?

6 units

## 4.	How does this course contribute to my learning?

Specific Learning Outcomes On successful completion of this course, you should be able to:	Assessment tasks You will be assessed on the learning outcomes in task/s:	Graduate Qualities or Professional Standards mapping Completing these tasks successfully will contribute to:
Describe, analysis and apply the early and contemporary approaches to managing behaviour in organisations.	1 and 2	Knowledgeable. Ethical.
Explain and expand on how the various dimensions of behaviour (e.g. leadership, motivation, decision-making, culture etc.) interact in organisational life.	1 and 2	Empowered.
Describe and reflect on case studies of managerial experiences and insights regarding people from different backgrounds and cultures.	1	Creative and critical thinkers.

## 5.	Am I eligible to enrol in this course?

Refer to the USC Glossary of terms for definitions of "pre-requisites, co-requisites and anti-requisites".

### 5.1	Enrolment restrictions

Must be enrolled in BU791

### 5.2	Pre-requisites

Nil

### 5.3	Co-requisites

Nil

### 5.4	Anti-requisites

MBA707 or MGT701

### 5.5	Specific assumed prior knowledge and skills (where applicable)

N/A

## 6.	How am I going to be assessed?

### 6.1	Grading scale

Standard – High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL)

### 6.2	Details of early feedback on progress

In week three feedback is available of a draft copy of your report.

6.3   Assessment tasks

Task No.	Assessment Product	Individual or Group	Weighting %	What is the duration / length?	When should I submit?	Where should I submit it?
1	Report	Choice	50%	1,500 words	5 p.m. on Tuesday 14 April, 2020	Online Assignment Submission with Plagiarism check
2	Examination	Individual	50%	2 hours multiple choice	Available to be completed online between 9 a.m. on Friday 17 April and 9 p.m. on Sunday 19 April	Quiz (Online Test)
			100%			

Assessment 1: Case Study Report

Goal:	The goal of this assignment is to advance your understanding of management theories, tools and practices by investigating a specific management issue in depth. You will apply contemporary theory on organisation, outline the various dimensions of organisational and employee behaviour, consider multiple perspectives, consider workplace diversity and reflect on your own and future management practice.
Product:	Report
Format:	You are required to analyse your organisation (or provided case) and develop recommendations for the organisation that relates to issues of managing people more effectively. **Note**: SafeAssign detects plagiarism, that is, any words or ideas that are used in your report without appropriate acknowledgment (viz., specific citation of the source including page number for direct quotations).
Criteria:	• Analysis of behavioural and organisational issues exemplified in the case study. • Apply appropriate conceptual frameworks/models/ theories supported by scholarly references. • Develop an evidenced-based argument in support of recommendations. • Provide convincing recommendations for changes that address the issues identified. • Quality of report presentation including clarity of expression, professionalism of layout and formatting, grammar and spelling.

Assessment Task 2: Concepts Test

Goal:	To develop your knowledge and understanding of contemporary concepts associated with managing people effectively.
Product:	Examination
Format:	This assessment task will comprise multiple-choice questions. The test will cover all modules of the course material.
Criteria:	• Demonstrate an understanding of current trends impacting the practice of managing people in organisations • Demonstrate an understanding of relevant theories of management and organisational behaviour • Demonstrate knowledge of behavioural issues impacting managing people in organisations effectively

7.   Directed study hours

Location:	Directed study hours for location:
On campus	18 hours in distributed block format

8.   What resources do I need to undertake this course?

Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.

8.1   Prescribed text(s) or course reader

Readings will be provided on the Blackboard site.

8.2   Specific requirements

N/A

9.   How are risks managed in this course?

Health and safety risks for this course have been assessed as low.

It is your responsibility as a student to review course material, search online, discuss with lecturers and peers, and understand the health and safety risks associated with your specific course of study. It is also your responsibility to familiarise yourself with the University's general health and safety principles by reviewing the online Health Safety and Wellbeing training module for students, and following the instructions of the University staff.

10.   What administrative information is relevant to this course?

10.1   Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2   Assessment: Additional requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:
a)   The final mark is in the percentage range 47% to 49.4%
b)   The course is graded using the Standard Grading scale
c)   You have not failed an assessment task in the course due to academic misconduct

10.3 Assessment: Submission penalties

Late submission of assessment tasks will be penalised at the following maximum rate:
- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day
- 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task.

Weekdays and weekends are included in the calculation of days late.

To request an extension, you must contact your Course Coordinator and supply the required documentation to negotiate an outcome.

10.4 Study help

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to Student Hub.

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 Wellbeing Services

Student Wellbeing Support Staff are available to assist on a wide range of personal, academic, social and psychological matters to foster positive mental health and wellbeing for your success. Student Wellbeing is comprised of professionally qualified staff in counselling, health and disability Services.

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, mental health issue, learning disorder, injury or illness, or you are a primary carer for someone with a disability, AccessAbility Services can provide assistance, advocacy and reasonable academic adjustments.

To book an appointment with either service go to Student Hub, email studentwellbeing@usc.edu.au or accessability@usc.edu.au or call 07 5430 1226

10.6 Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:
- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website:
http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.7 General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** – Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast -** Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture -** Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890
Email: studentcentral@usc.edu.au

Appendix 1   Course content

Week # / Module #	What key concepts/content will I learn?
1	Module 1: Understanding the Behaviour of People at Work
2	
3	Module 2: Personality and Perception
4	Module 3: Conflict and Stress in the Workplace
5	Module 4: Strategies for Enhancing Employee Motivation
6	In-class and online discussion. Case Study.
7	**Concepts test**

Please note that the course activities may be subject to variation.

Public Holidays
Good Friday- Friday 10th April 2020 (Week 6)
Easter Monday- Monday 13th April 2020 (Week 7)