Course Overview

Unit Weighting 10
Teaching Methods Lecture, Tutorial

Brief Course Description
This course is a prescribed course for students enrolled in the Bachelor of Social Science. It is also open to other students as an elective.

This course draws on the field of organisational sociology for students to develop the managerial and administrative knowledge and values needed to effectively coordinate programs in government, private sector, non-government organisations (NGOs), and community organisations. The course also examines social behaviour in the workplace through the study of leadership styles, teamwork and group processes, work organisation and management practices.

Course Outline Issued and Correct as at: Week 1, Semester 1 - 2009

CTS Download Date: 16 February 2009
Contact Hours
Lecture for 1 Hour per Week for the Full Term
Tutorial for 1 Hour per Week for the Full Term

Textbook:

- Students are strongly recommended to purchase the textbook. It is available from the United Campus Bookshop (Callaghan campus) and the Co-op Bookshop (Ourimbah campus). The text is also available from the Short Loan sections of the Auchmuty and Ourimbah libraries.
- Book website: http://www.uk.sagepub.com/managingandorganizations/

Course Objectives
On successful completion of this course students will be able to:
1. Demonstrate an understanding of the range of debates and theories relevant to the study of organisational management and social behaviour.
2. Critically appraise and discuss the relevant literature.
3. Communicate understanding of organisational theories and debates in written and oral forms.
4. Demonstrate understanding of leadership styles, teamwork and group processes in an organisational context.

Course Content
Course content will be drawn from a selection of the following topics: managerial theories and organisational structures; strategic planning and performance management; negotiation, consultation, networking and ethical practice; leadership styles and managing change; organisational culture; formal and informal power relations in organisations; employee relations; EEO, OHS and environmental policies; developing and managing teams.

Assessment Items

<table>
<thead>
<tr>
<th>Essays / Written Assignments</th>
<th>Major Essay; 1500 words; 30% (Course Objective 1, 2 &amp; 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination: Formal</td>
<td>Equivalent to 1500 words; 30%. (Course Objective 1)</td>
</tr>
<tr>
<td>Report</td>
<td>Career Report: 500 words, 10% (Course Objectives 1,3 and 4)</td>
</tr>
<tr>
<td>Report</td>
<td>Organisation Report: 10 minute class presentation plus 750 word report; 15%. (Course Objectives 1, 3 and 4)</td>
</tr>
<tr>
<td>Group/Tutorial Participation and Contribution</td>
<td>15%. Oral response to five of the weekly tutorial questions (Course Objectives 2 &amp; 3)</td>
</tr>
</tbody>
</table>

Details of these assessment items are set out below.

Assumed Knowledge
40 units of study at 1000 level.

Callaghan Campus Timetable
*Tutorials begin Week 1*

<table>
<thead>
<tr>
<th>Lecture and Tutorial</th>
<th>Classroom</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>V101</td>
<td>10:00am - 11:00am</td>
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<tr>
<td>or</td>
<td>W238</td>
<td>11:00am - 12:00pm</td>
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<tr>
<td>or</td>
<td>W238</td>
<td>12:00pm - 1:00pm</td>
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<tr>
<td>or</td>
<td>W238</td>
<td>2:00pm - 3:00pm</td>
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<tr>
<td>or</td>
<td>W238</td>
<td>3:00pm - 4:00pm</td>
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Ourimbah Timetable
*Tutorials begin Week 1*

<table>
<thead>
<tr>
<th>Lecture and Tutorial</th>
<th>Classroom</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>O_Castle112</td>
<td>12:00pm - 1:00pm</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>O_CS207</td>
<td>1:00pm – 2pm</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>O_CN2105</td>
<td>2pm – 3pm</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>O_CS207</td>
<td>3pm – 4pm</td>
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</tbody>
</table>
1. ACADEMIC INTEGRITY

Academic integrity, honesty, and a respect for knowledge, truth and ethical practices are fundamental to the business of the University. These principles are at the core of all academic endeavour in teaching, learning and research. Dishonest practices contravene academic values, compromise the integrity of research and devalue the quality of learning. To preserve the quality of learning for the individual and others, the University may impose severe sanctions on activities that undermine academic integrity. There are two major categories of academic dishonesty:

**Academic fraud** is a form of academic dishonesty that involves making a false representation to gain an unjust advantage. Without limiting the generality of this definition, it can include:

a) falsification of data;

b) using a substitute person to undertake, in full or part, an examination or other assessment item;

c) reusing one's own work, or part thereof, that has been submitted previously and counted towards another course (without permission);

d) making contact or colluding with another person, contrary to instructions, during an examination or other assessment item;

e) bringing material or device(s) into an examination or other assessment item other than such as may be specified for that assessment item; and

f) making use of computer software or other material and device(s) during an examination or other assessment item other than such as may be specified for that assessment item.

g) contract cheating or having another writer compete for tender to produce an essay or assignment and then submitting the work as one's own.

**Plagiarism** is the presentation of the thoughts or works of another as one's own. University policy prohibits students plagiarising any material under any circumstances. Without limiting the generality of this definition, it may include:

a) copying or paraphrasing material from any source without due acknowledgment;

b) using another person's ideas without due acknowledgment;

c) collusion or working with others without permission, and presenting the resulting work as though it were completed independently.

**Turnitin** is an electronic text matching system. During assessing any assessment item the University may:

- Reproduce this assessment item and provide a copy to another member of the University; and/or
- Communicate a copy of this assessment item to a text matching service (which may then retain a copy of the item on its database for the purpose of future checking).
- Submit the assessment item to other forms of plagiarism checking

2. RE-MARKS AND MODERATIONS

Students can access the University's policy at: [http://www.newcastle.edu.au/policylibrary/000769.html](http://www.newcastle.edu.au/policylibrary/000769.html)

3. MARKS AND GRADES RELEASED DURING TERM

All marks and grades released during term are indicative only until formally approved by the Head of School.

4. SPECIAL CIRCUMSTANCES AFFECTING ASSESSMENT ITEMS

Extension of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items or Formal Written Examinations items must be submitted by the due date in the Course Outline unless
the Course Coordinator approves an extension. Unapproved late submissions will be penalised in line with the University policy specified in **Late Penalty** above.

**Requests for Extensions of Time** must be lodged no later than the due date of the item. This applies to students:

- applying for an extension of time for submission of an assessment item on the basis of medical, compassionate, hardship/trauma or unavoidable commitment; or
- whose attendance at or performance in an assessment item or formal written examination has been or will be affected by medical, compassionate, hardship/trauma or unavoidable commitment.

Students wishing to apply for Special Circumstances or Extension of Time should apply online. They must report the circumstances, with supporting documentation, as outlined at: ‘**Special Circumstances Affecting Assessment Items - Procedure 000641**’ available @ [http://www.newcastle.edu.au/policylibrary/000641.html](http://www.newcastle.edu.au/policylibrary/000641.html)

**Note:** different procedures apply for minor and major assessment tasks.

**Students should be aware of the following important deadlines:**

- Special Consideration Requests must be lodged no later than 3 working days after the due date of submission or examination.
- Rescheduling Exam requests must be received no later than 10 working days prior the first date of the examination period.

**Late applications may not be accepted.** Students who cannot meet the above deadlines due to extenuating circumstances should speak firstly to their Program Officer or their Program Executive if studying in Singapore.

5. **STUDENTS WITH A DISABILITY OR CHRONIC ILLNESS**

University is committed to providing a range of support services for students with a disability or chronic illness. If you have a disability or chronic illness which you feel may impact on your studies please feel free to discuss your support needs with your lecturer or course coordinator.

Disability Support may also be provided by the Student Support Service (Disability). Students must be registered to receive this type of support. To register contact the Disability Liaison Officer on 02 4921 5766, email at: student-disability@newcastle.edu.au. As some forms of support can take a few weeks to implement it is extremely important that you discuss your needs with your lecturer, course coordinator or Student Support Service staff at the beginning of each semester. For more information on confidentiality and documentation visit the Student Support Service (Disability) website: [www.newcastle.edu.au/services/disability](http://www.newcastle.edu.au/services/disability).

6. **CHANGING YOUR ENROLMENT**

Students enrolled 31 March 2009 are liable for the full cost of their student contribution or fees for Semester 1 courses.

Students may withdraw from a course without academic penalty on or before the last day of term. Any withdrawal from a course after the last day of term will result in a fail grade.

**Students cannot enrol in a new course after the second week of term,** except under exceptional circumstances. Any application to add a course after the second week of term must be on the appropriate form, and should be discussed with staff in the Student Hubs or with your Program Executive at PSB if you are a Singapore student.

To check or change your enrolment online go to myHub: [https://myhub.newcastle.edu.au](https://myhub.newcastle.edu.au)
7. STUDENT INFORMATION & CONTACTS

Various services are offered by the Student Support Unit:
www.newcastle.edu.au/service/studentsupport/

The Student Hubs are a one-stop shop for the delivery of student related services and are the first point of contact for students studying in Australia. Student Hubs are located at:

<table>
<thead>
<tr>
<th>Callaghan Campus</th>
<th>Port Macquarie students</th>
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</thead>
<tbody>
<tr>
<td>Shortland Hub: Level 3, Shortland Building</td>
<td>contact your program officer or</td>
</tr>
<tr>
<td>Hunter Hub: Level 2, Student Services Centre</td>
<td><a href="mailto:EnquiryCentre@newcastle.edu.au">EnquiryCentre@newcastle.edu.au</a></td>
</tr>
<tr>
<td>City Precinct</td>
<td>Phone 4921 5000</td>
</tr>
<tr>
<td>City Hub &amp; Information Common, University House</td>
<td></td>
</tr>
<tr>
<td>Central Coast Campus (Ourimbah)</td>
<td>Singapore students</td>
</tr>
<tr>
<td>Student Hub: Opposite the Main Cafeteria</td>
<td>contact your PSB Program Executive</td>
</tr>
</tbody>
</table>

8. OTHER CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Faculty Websites</th>
<th>General enquiries Callaghan, City and Port Macquarie</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.newcastle.edu.au/faculty/business-law/">www.newcastle.edu.au/faculty/business-law/</a></td>
<td>Phone: 02 4921 5000</td>
</tr>
<tr>
<td><a href="http://www.newcastle.edu.au/faculty/education-arts/">www.newcastle.edu.au/faculty/education-arts/</a></td>
<td>Email: <a href="mailto:EnquiryCentre@newcastle.edu.au">EnquiryCentre@newcastle.edu.au</a></td>
</tr>
<tr>
<td><a href="http://www.newcastle.edu.au/faculty/engineering/">www.newcastle.edu.au/faculty/engineering/</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.newcastle.edu.au/faculty/health/">www.newcastle.edu.au/faculty/health/</a></td>
<td>Ourimbah Phone: 02 4348 4030</td>
</tr>
<tr>
<td><a href="http://www.newcastle.edu.au/faculty/science-it/">www.newcastle.edu.au/faculty/science-it/</a></td>
<td>Email: <a href="mailto:EnquiryCentre@newcastle.edu.au">EnquiryCentre@newcastle.edu.au</a></td>
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<thead>
<tr>
<th>Rules Governing Undergraduate Academic Awards</th>
<th>The Dean of Students Resolution Precinct</th>
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<tbody>
<tr>
<td><a href="http://www.newcastle.edu.au/policylibrary/000311.html">www.newcastle.edu.au/policylibrary/000311.html</a></td>
<td>Phone: 02 4921 5806; Fax: 02 4921 7151</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:resolutionprecinct@newcastle.edu.au">resolutionprecinct@newcastle.edu.au</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deputy Dean of Students (Ourimbah)</th>
<th>Email: <a href="mailto:resolutionprecinct@newcastle.edu.au">resolutionprecinct@newcastle.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 02 4348 4123; Fax: 02 4348 4145</td>
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This course outline will not be altered after the second week of the term except under extenuating circumstances with Head of School approval. Students will be notified in advance of the change.

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End of CTS Entry
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ONLINE TUTORIAL REGISTRATION:

Students are required to enrol in the Lecture and a specific Tutorial time for this course via the Online Registration system. Refer - http://studinfo1.newcastle.edu.au/rego/stud_choose_login.cfm

NB: Registrations close at the end of week 2 of semester.

STUDENTMAIL AND BLACKBOARD: Refer - www.blackboard.newcastle.edu.au/

This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum if there is one, or if emailing staff directly use the
course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.

IMPORTANT ADDITIONAL INFORMATION

Details about the following topics are available in the file ‘Important Additional Administrative Information.doc’ under the tab Course Outline on the left hand side of your course Blackboard site.

- Written Assignment Presentation and Submission Details
- Online copy submission to Turnitin
- Penalties for Late Assignments
- Special Circumstances
- No Assignment Re-submission
- Re-marks & Moderations
- Return of Assignments
- Preferred Referencing Style
- Student Representatives
- Student Communication
- Essential Online Information for Students
- Faculty Guide to Grading
**Additional Course Information**

**Weekly Tutorials**

Each week the 50 minute tutorial will consist of two parts. The first part will be a class discussion of the textbook chapter; the second part of the tutorial will be taken up with one or more presentations of Organisation Reports and brief class discussion of these reports.

The precise division of time between the first and second parts will vary, depending on numbers in each tutorial and thus the number of Organisation Report presentations each week. On average, the class discussion of the textbook chapter should run for around 30 minutes, while each Organisation Report presentation, plus discussion, should run for about 10 minutes.

**Assessment Items:**

A pass grade is achieved when the combined marks for all assessment items total 50% or more, meaning that you may be able to fail an assessment item and still pass the course.

**(i) Tutorial Participation (15%)**

No written tutorial paper will be required. Instead, assessment will be based on contribution to weekly class discussion of the textbook chapter and the associated tutorial questions posted on Blackboard prior to the tutorial. The purpose of this approach is to enrich class discussion and to prepare students for the final exam on the textbook.

Specifically, each student will be expected to participate in class discussion on five separate weeks. To even out the number of students preparing to participate in each of the eleven weeks of discussion, each tutorial groups will be divided into ‘odds’ and ‘evens’, with the odds expected to contribute in Weeks 3, 5, 9, 11 and 13 while the ‘evens’ expected to contribute in weeks 2, 4, 8, 10 and 12. There will be common-sense flexibility here eg where an ‘odd’ student cannot attend in a particular ‘odd’ week, they can do so in an ‘even’ week. (All students should contribute to the topic ‘Managing Individuals’ (chapter 1 of textbook) which, because of Good Friday, will be held in Week 6 at Ourimbah and Week 7 at Callaghan - see Weekly Schedule below).

On each of your five occasions of participation, you should come prepared to offer a comment on one or more of the questions or some reflections on other aspects of the chapter under discussion that show some familiarity and understanding of the reading. The tutor will endeavour to allocate some time to all of the tute questions, so you should not restrict your preparation to just one or two of the questions. Normally, the tutor will not direct questions to particular students; however, this might be necessary where there are no voluntary responses to the question or where a student has not participated at all in one of their ‘scheduled’ weeks. Where a student fails to answer a discussion question adequately, marks will be forgone, rather than deducted.

Overall, the aim will be to have an enjoyable and informative discussion, not to conduct a public ‘examination’ of each participant. Especially in the early weeks, the tutor will keep track of participation either by using a seating plan or by asking contributors to identify themselves.

Each student will have a progress mark posted in Gradebook at the end of Week 7.

Subject to time constraints, students not ‘scheduled’ to contribute will be nevertheless welcome to do so if the opportunity arises. The final overall mark for tutorial participation will take this extra contribution into account.
(ii) Career Report (10%)

Length: 500 words. Due: April 9.

This assessment task forms part of the Career Development Strand in the BSocSc. You will select an organisation, or type of organisation, that meets two criteria:
(i) the organisation is one in which you would like to work
(ii) the organisation either mentions BSocSc or generalist degrees in its website recruitment information and advertisements, or is an organisation for which a BSocSc appears to be a relevant qualification for employment.

Your short report should:
(i) Identify a position within the organisation for which a BSocSc is deemed to be, or appears, relevant and sketch the purpose and duties of this position
(ii) Suggest how broad knowledge and skills gained through (a) the SOCS courses and (b) the student’s major could be used to obtain and then undertake this position.

You might already have an organisation in mind. If not, you should
• utilise the link to the Careers Service on the student’s BSocSc BB site. - visit http://www.newcastle.edu.au/service/careers/majors/index.html. This will give you examples of various occupations associated with BSocSc majors.
• From there, you can search on large job vacancies search engines for examples of employers hiring occupations associated with a BSocSc. For example: http://jobsearch.gov.au/findajob/advancedsearch.aspx
  Here you could search by Occupation Category, specific occupation or keyword.
  • e.g. Social, Welfare and Security/ Welfare and Community Workers; or
  • e.g. Social, Welfare and Security/ ‘policy’
  http://www.apsjobs.gov.au/ current vacancies in the Australian Public Service
  http://www.seek.com.au current vacancies covering all employment sectors
  http://www.mycareer.com.au current vacancies covering all employment sectors

In addition to information from these sources or the organisation’s website, a phone call to the organisation’s Human Resources section might prove helpful.

(iii) Organisation Presentation and Report (15%)

This assessment task forms provides an opportunity for students to apply their theoretical learning to career relevant issues by analysing a case study of a real world organisation.

You will hand in a 750 word report on an organisation that you have had direct experience of or have gained knowledge of (see guidelines that follow). On the same day you will also make a 7-10 minute class presentation of your report. In week 1, students will nominate the week in which they will present/hand-in their report.

Content of Presentation/Papers and Sources of Information

This exercise requires you to conduct a concise, theoretically informed analysis of an organization. The main goal of the exercise is to get you to apply, in a critical manner, the concepts and theories presented in the textbook to an actual organization.

Ideally, the organization you chose to discuss should one with which you are very familiar. It could be a business or public agency where you have worked. It could be a voluntary organization to which you have belonged. The only limitation is that it should be a fairly large organization, or at least part of a large organization, that has at least a ten employees or members. It should be an organization that is large enough to have some of the characteristics discussed in the textbook, such as an identifiable structure, specialized positions, and specific rules and procedures.
Many of you have worked for or belonged to a large organization. As a result, you can rely largely on your own observations and experiences in writing this analysis. If you have not worked for or belonged to such an organization, you will have to rely on the observations and experiences of a friend or family member who has done so. In short, you will need to find a key informant who can provide you with the information you need to write your analysis.

If you feel there are gaps in your ability to answer your chosen questions, you may draw on additional published information eg from the organisation’s websites, newspaper articles.

The exercise requires you to provide specific examples of the empirical adequacy and relevance of various theoretical concepts and theories concerning organizations and management. Consequently, you should be careful to provide detailed examples rather than rely on vague generalizations. For example, if you or your informant believes that an organization is a “bureaucracy”, then you must give specific details that substantiate that claim, such as the reliance on written rules, specialization of functions, a hierarchy of authority, and so forth.

Organizations are often sensitive about public discussions of their operations. Similarly, individuals may be sensitive about public disclosures of their personal observations. For that reason, you must maintain the anonymity of both the organization in question and the individuals in that organization. Moreover, if you are relying on information obtained from an informant, you must protect their anonymity as well. In short, you are to provide no information that would allow anyone to identify the organization or the individuals discussed in your paper.

The ethics of social research, even research conducted in the context of a course, require that the researcher inform an informant of the goals of the research and assure them that their identity will be kept confidential. You will, of course, know this information but you must not divulge it to anyone. That is why the individuals and organizations discussed in your paper must be anonymous.

Theoretical Questions

You must answer at least three of these questions. Do not chose more than one question from the same chapter. For each question in your answer, you are required to apply one or more concepts or theories from the textbook to your empirical observations of a specific organization. You must give specific examples and details whenever possible. If necessary, you may also give evidence for why one concept or theory is more relevant in this empirical situation than other concepts or theories mentioned in the textbook.

1. Is there evidence of (i) Taylorism and (ii) McDonaldisation in this organisation? (Explain using the material in Chapter 11 and 12)

2. Are there ways in which the organisation exhibits the characteristics of (i) a bureaucracy and (ii) a ‘post-bureaucracy’? (Explain using the material in Chapter 12)

3. How does the organization achieve “compliance” from its members? (Explain using the material in Chapter 12)

4. To what extent does the organization engage in the “degradation of work”? (Explain using the material in Chapter 12)

5. What factors seem to have shaped the “structure” of this organization? (Explain using the material in Chapter 13)

6. What are the sources of “power” for different individuals and groups in the organization? (Explain using the material in Chapter 6)

7. How can psychological theories explain individual behaviour in the organization? (Explain using the material in Chapter 1)

8. What role do ‘teams’ play in the management of this organisation? (Explain using the material in Chapter 2)
10. What aspects of “leadership” theory are most relevant in this organization? (Explain using the material in Chapter 3)

11. How does this organisation attempt to deal with equity and diversity in the workplace? (Explain using the material in Chapter 4)

12. What kind of “culture” is prevalent in this organization? (Explain using the material in Chapter 5)

13. Have trends associated with ‘globalisation’ influenced the management of this organisation? (Explain using the material in Chapter 14).

Grading: The class presentation will be worth 5 marks; the report handed in worth 10 marks. The mark for the report will take into account the following:
- extent to which you demonstrated understanding of theoretical concepts;
- extent to which you were able to provide detailed examples of the relevance and empirical adequacy of these concepts to the organisation;
- overall organisation of material; written expression.

The mark for the class presentation will also take account of:
- the clarity and flair with which you communicated your content to the class (eg effective use of PowerPoint or overheads);
- voice projection; eye contact with audience;
- engagement with, and response to questions from, the class;
- extent you kept to time (10 mins max).

(iii) Essay (30%)

Weighting: 30% | Due Date: Friday 4pm, May 15 | Length: 1500 words (excluding references)

Choose one of the following:

1. Compare the ideas of Taylor and Mayo and identify the influence of each on contemporary management theory.

2. Some critics dispute the notion that many organizations have become ‘post-bureaucratic’. Assess the case for and against this claim.

3. Contingency theory says that the way an organization is managed should reflect its environment (‘strategic fit’). Evaluate the strengths and weaknesses of this theory, drawing on examples from the contemporary world.

4. Contemporary organizational theory extols the advantages of teams and teamwork. What are the strengths and limitations of this approach to management?

5. Critically examine the notion espoused in recent management theory that organizational culture is the key to employee productivity.

6. The course textbook takes a critical view of many popular management theories. Does it provide us with a coherent philosophy and some useful principles for the task of management?

Guidelines:

1. You should use the Harvard referencing system. Unless drawing on your source as a whole, or large sections of it, you should cite the page(s) as well as author and year.

2. In addition to the textbook, you should use a minimum of six academic sources (ie book chapters, refereed journal articles). Where you want to draw also on general web sites, give priority to substantial reports.

Grading: The mark for the essay will take into account the following:
Breadth/depth of reading
Addressed the question
Organisation of essay
Clarity and coherence of argument
Understanding of relevant concepts
Critical analysis and evaluation of relevant reading
Marshalling of evidence to support argument
Accuracy in use of reading
Referencing – thoroughness, formatting
Written expression - clarity; correct use of words; paragraph and sentence construction; punctuation
Word length

See BB file Importan Additional Administrative Information.doc for a general Faculty guide to grading of essays.

(iv) EXAM (30%)

The 2 hour, closed book exam will involve 60 multiple choice questions testing understanding and knowledge of the textbook. It will be held during the formal exam period beginning Week 15. Most questions will test your understanding of the concepts in the textbook. Some questions will test your recall of factual information.
<table>
<thead>
<tr>
<th>Week</th>
<th>Week Commencing</th>
<th>Lecture Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>March 2</td>
<td>Introduction</td>
</tr>
</tbody>
</table>
| 2    | March 9        | Overview – *Introduction* (pp1-18)  
‘Managing One Best Way?’ - *Ch 1* |
| 3    | March 16       | Overview – *Introduction* (pp 27-33, 40-42)  
Managing Bureaucracy – *Ch 11* |
| 4    | March 23       | Managing Organisational Design – *Ch 12* |
| 5    | March 30       | Managing Power, Politics and Decision-Making in Organisations – *Ch 6* |
| 6    | April 6        | Managing Individuals – *Ch 1*  
*(Ourimbah class only; self-directed study week for Callaghan students)* |

**Careers Project Due April 9, 12pm**

<table>
<thead>
<tr>
<th>Week</th>
<th>Week Commencing</th>
<th>Lecture Topic</th>
</tr>
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</table>
| 7    | April 20       | Managing Individuals – *Ch 1*  
*(Callaghan class only; self-directed study week for Ourimbah students)* |
| 8    | April 27       | Managing Teams and Groups – *Ch 2* |
| 9    | May 4          | Managing Leading, Coaching and Motivating – *Ch 3* |
| 10   | May 11         | Managing Human Resources – *Ch 4*  
*Essay Due May 15* |
| 11   | May 18         | Managing Cultures – *Ch 5* |
| 12   | May 25         | Managing Knowledge and Learning – *Ch 8* |
| 13   | June 1         | Managing Globalisation – *Ch 14* |

**Examination period:** Tuesday 9\textsuperscript{th} June to Friday 26\textsuperscript{th} June 2009

NB. Tutorials: ‘Odds’ prepare for Weeks 3, 5, 9, 11 and 13; ‘Evens’ for Weeks 2, 4, 8, 10, 12. Both prepare for the topic in Week 6 (Ourimbah)/7 (Callaghan).
Useful Books and Journals

General and critical texts on organisations/management


Texts with sociological perspectives on organisations:


Textbooks on Organisational Behaviour and Management used in business courses

Texts on management in public sector/nonprofit/human services


Sociology dictionaries and short introductions:


Relevant journals:

- Administration & Society | Australian Journal of Public Administration
- Capital & Class | Economy and Society | Gender, Work and Organization
- Human Relations | Journal of Australian Political Economy
- Journal of Industrial Relations | Labour & Industry | Organization Studies
- Research in the Sociology of Organization | Research in the Sociology of Work
- Sociology of Work and Occupations | Work, Employment & Society
- Work and Occupations