

# **PSYC\*2070, Course Outline: Winter 2020**

## **General Information**

**Course Title:**

**Course Description:**

The course will focus on the theory and practical application of Organizational Psychology with regard to leadership, teams, and professional behaviour. The course will provide students with opportunities to assess their leadership and teamwork skills, as well as active learning activities to practice these skills. Key topics will include groups and teams, leadership, stress management, time management, project management, work motivation, goal setting, conflict management, and social influence.

The goal of the seminars and group work assignments is to engage students in active learning. Rather than passively acquiring course content, you will engage in critical thinking, creative thinking, and problem solving. In addition, the seminars and assignments will give you first-hand experience with several of the topics that we will cover in the course: teams, leadership, goal setting, time management, project planning, communication, etc.

**Credit Weight:** 0.5 credit

**Academic Department (or campus):** Psychology

**Semester Offering:** Winter

**Class Schedule and Location:** Alex Room 200

## **Instructor Information**

Instructor Name: Harjinder Gill

Instructor Email: gillh@uoguelph.ca

Office location and office hours: MacKinnon Extension Room 3007; Wednesdays: 2:30-3:30pm

## **GTA Information**

LAB Coordinator: Jordan Ho

Email: jho09@uoguelph.ca

Office location and office hours: TBA

SEM 01: TBA - MACS Room 301 on Fri at 8:30am

SEM 02: TBA - MINS Room 128 on Fri at 8:30am

SEM 03: TBA - MINS Room 128 on Thu at 8:30am  
SEM 04: TBA - MACN Room 201 on Fri at 2:30pm  
SEM 05: TBA - MINS Room 128 on Fri at 11:30am  
SEM 06: TBA - MCKN Room 309 on Fri at 10:00am  
SEM 07: TBA - ANNU Room 204 on Thu at 1:00pm  
SEM 08: TBA – MINS Room 101 on Fri at 1:00pm

## **Course Content**

### **Specific Learning Outcomes:**

Upon successful completion of this course, students should be able to demonstrate the following learning outcomes:

#### **LO 1.1 – Depth & Breadth of Understanding (2 – reinforce)**

- By the end of this course successful students will be able to identify and describe the major theories and models of:
  - leadership and influence
  - team development and team effectiveness
  - motivation
  - stress management, communication, conflict and negotiation

#### **LO 1.2 – Inquiry Analysis (2 -reinforce)**

- By the end of this course, successful students will be able to take a controversial topic in organizational psychology and through the collection and analysis of empirical evidence develop an informed perspective or judgment about the topic.

#### **LO 2.1 – Information Literacy (2-reinforce)**

- By the end of this course, successful students will be able to identify the need for information, where to locate it and the ability to identify and evaluate potential information resources.

#### **LO 4.1 – Oral Communication (2-reinforce)**

- By the end of this course, successful students will be able to demonstrate effective presentation skills, including effective organization, clarity, and delivery.

#### **LO 4.2 – Written Communication (1-2: introduce/reinforce)**

- By the end of this course, successful students will be able to effectively express their ideas in a written format on the midterm short answer section of the exam and through written assignments (e.g., case analysis and leadership project).

#### **LO 4.3 – Reading Comprehension (2 –reinforce)**

- By the end of this course, successful students will be able to read and understand textbook chapters and psychology journal articles and demonstrate this understanding in assignments and exams.

**LO 5.1 – Teamwork (2-3-reinforce/master)**

- By the end of this course, successful students will be able to work together in a respectful and collaborative manner to complete tasks.

**LO 5.4 – Leadership (1-2: introduce/reinforce)**

- By the end of this course, successful students will be able to give direction and guidance to other team members in a respectful and inclusive manner.

**LO 5.5 – Personal Organization and Time Management (2-3-reinforce/master)**

- By the end of this course, successful students will be able to manage several tasks (e.g., exam prep, team assignments, and individual assignments) at once and prioritize.

**Lecture Content:**

Research Methods and Statistics

Groups and Teams

Leadership

Power and Politics

Work Motivation

Stress and Well-being

Communication

Conflict and Negotiation

**Seminars:**

You will attend and participate in 11 seminars. During the seminars you will work on collaborative learning activities that will help you develop the following skills:

- Working in cooperatively and effectively in groups
- Effective communication skills
- Effective team leadership skills
- Develop strategies for managing your time and projects effectively
- Learn to provide and receive constructive peer feedback

## Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Team Project Part 1: Team Presentation	Thurs. Feb.6 / Fri. Feb. 7 (IN-LAB)	10%	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
Team Project Part 2: Team Paper	Tues. Mar. 17 (11:59pm)	15%	Reading Comp., Written Communication, Inquiry & Analysis, Teamwork, Information Literacy, Personal Org. & Time Mgmt.
Individual Project: Leadership Project	Tues. Mar. 31 (11:59PM)	15%	Oral and Written Communication, Teamwork, Information Literacy, Personal Org. & Time Mgmt.
IN-LAB assignments (6)	Jan. 23 / 24; Jan. 30 / 31; Feb. 27 / 28; Mar. 5 / 6; Mar. 12 / 13; Mar. 26 / 27 (IN-LAB)	5%	Oral and Written Communication, Teamwork, Personal Org. and Time Mgmt.
AER – Project Leader (1)	Team Leader AER worksheet on Tues. Feb.11 OR Wed. Mar. 18 (11:59pm)  Leader AER meeting on Feb. 13 OR Feb. 14; Mar. 19; OR Mar. 20 (in seminar)	2%	Teamwork
Leader Feedback (1)	Fri. Feb. 14 & Fri. Mar. 20 (11:59pm)	1%	Teamwork, Leadership
Peer Evaluations (2)	Fri. Feb. 14 & Fri. Mar. 20 (11:59pm)	2%	Teamwork
INDIV. AER	Thurs. Apr. 2 (11:59PM)	1%	Oral and Written Communication, Teamwork, and Leadership
Research Participation		4%	Information Literacy, Reading Comp., Teamwork
Mid-term	Wed. Feb. 26 (5:30pm)	20%	Depth & Breadth of Understanding, and Written Communication.
Final Exam	Wed. Apr. 08 (7:00-9:00pm)	25%	Depth and Breadth of Understanding, and Reading Comp.

### **Additional Notes (if required):**

**Research participation:** In addition to the assignments and exams, there is a research learning component. The research participation requirement is intended to provide students with firsthand knowledge of how organizational psychology research is conducted. By participating, students will gain insight into one of the most important ways we learn about topics related to organizational work teams. Two options are available to you. You can either participate in an actual study being conducted at the university, or you can read and write a critical analysis of articles reporting on teamwork research. Your professor, Dr. Harjinder Gill, will not be made aware of which option you choose. Alexandria Elms, an outside research investigator will record participation in the study and will mark the paper. If you choose the latter option, your article review must be completed and submitted by 11:59 pm on Thursday April 2, 2020. Article reviews will not be accepted after April 2, 2020. Instructions for the research participation and the article review will be posted on the course website, please refer to them.

**Team-work participation:** To address concerns with social loafing (some members not doing their part), grades on team projects will be adjusted depending on peer evaluations. Peers will provide a rating of each other's participation, rating it as either 0.5 (minimal contribution from the team member), 1.0 (good solid contribution from the team member) or 1.5 (extraordinary contribution – team member went above and beyond expectations). Any students with a consistent rating of 0.5 will have their grades on Part 1 and Part 2 of the group project each reduced by 30%.

The exams will cover material from lecture, seminars, and the textbook. The midterm exam will consist of short answer and multiple-choice questions. The final exam will be only multiple-choice questions and will be cumulative.

**Final examination date and time:** Wednesday, April 8<sup>th</sup> from 7:00pm - 9:00pm

**Final exam weighting:** 25%

Final Examination regulations are detailed at:

[Examination Regulations](#)

### **Course Resources**

#### **Required Texts:**

<https://ecampusontario.pressbooks.pub/orgbehavior/>

Link available on library reserve.

#### **Other Resources:**

The assignment materials will be submitted using the course Dropbox, Qualtrics, and PEAR (an electronic system of submission and peer evaluation). Additional readings will be accessible through D2L/Courselink and Course Reserves (AERS). The results of assignments and examinations will also be posted on D2L/CourseLink.

## **Course Policies**

### **Grading Policies**

Late Team Paper assignments will be docked 10% per day starting the day after the assignment was due. Given the nature of Team Project Part 1 (i.e., the team presentation), no late assignment will be accepted.

All IN-LAB assignments are due during your assigned lab; thus no late assignments will be accepted. Please note that there are six in-lab assignments – students can drop their lowest in-lab assignment.

AER (After Events Review) – Project Leader AER Worksheets are due prior to your AER consultations with your TA in your assigned lab. The due date was designed to give you as much time as possible to reflect on your time as a project leader but also give TAs enough time to review your AER prior to the consultation, thus late Project Leader AERs will be docked 50% per day.

Leader Feedback and Peer Evaluations will be docked 50% per day, as these can be completed as soon as the respective project is handed in. For Team Project Parts 1 and 2, leader feedback and peer evaluations are due the Friday after the project deadline (Friday, Feb. 14th and Friday, Mar. 20th), Similarly, any late INDIV. AER (due Thursday, April 2) will also be docked 50% per day. Thus, leader feedback, peer evaluations, or individual AERS that are submitted more than 24 hours after the deadline will result in a grade of zero.

For the individual leadership project, please note the following:

Your TA will deduct 5% of the value of the report if you have NOT selected your leader by the listed due date (Fri. Feb 14 at 11:59pm).

If you do submit a final report with a leader that your TA has NOT approved, your report will NOT be accepted and it will receive a grade of 0%.

Your TA will consider email requests for a grace period of two days. Your request will only be granted if your TA receives an email from you prior to the due date. If the request is granted, the individual leadership project should be submitted to the course drop box, on the extended due date (Thur. Apr. 2<sup>nd</sup> at 11:59pm). After this period, 5% of the value of the report will be deducted for each additional day of delay. After 3 calendar days, the grade received will be 0%.

### **[Undergraduate Grading Procedures](#)**

Please note that these policies are binding unless academic consideration is given to an individual student.

### **Course Policy on Group Work:**

Team Project Parts 1 and 2 (i.e., Team Presentation and Team Paper) will be completed in groups. Only one assignment will be submitted by the Project Leaders for each group. Normally every member of the group gets the same grade on each part of the team project. However, as noted earlier, individual grades on group assignments might vary depending on peer evaluation ratings.

### **Course Policy regarding use of electronic devices and recording of lectures:**

Electronic recording of classes is expressly forbidden without consent of the instructor. When recordings are permitted, they are solely for the use of the authorized student and may not be reproduced, or transmitted to others, without the express written consent of the instructor.

### **Course Policy on missed classes and exams**

All of the information related to the administrative aspects of this course will be communicated during class time. If you miss a class, it is your responsibility to make contact with a fellow student and catch up on what you missed, regardless of whether the absence was justified or not.

**If you miss the mid-term exam you may wish to seek academic consideration for your absence (e.g., if you believe your absence qualifies for medical or compassionate reasons).**

Please contact the course instructor as soon as possible if you miss the mid-term exam.

**If you will not be able to attend or miss the final exam**, please contact your program counsellor. I do not reschedule final exams. See the academic calendar for information on procedures for dealing with a missed final examination: [Academic Consideration](#)

### **Policy on emails**

Myself and the TAs really enjoy meeting students during office hours (Instructor Office Hours: Wednesdays 2:30-3:30pm). Please come see us if you have any questions, concerns, or just for a friendly chat.

Only questions that can be answered simply, for example by yes or no or with a sentence or two, will be answered by email. For longer answers you will most likely receive an email asking you to come and see me or the TAs.

If you have questions or concerns about your midterm, Project Leader AER, Individual AER, Leader Feedback, or Peer Evaluations grades, or your TA please email the TA Coordinator, Jordan Ho at [jho09@uoguelph.ca](mailto:jho09@uoguelph.ca). If you have any questions or concerns about your projects (team presentation, team paper, or the leadership project,), in-lab assignment grades, or project team please email your respective seminar TA (see Lab and TA Contact Information for details).

Important: Please include "Psych2070" in the subject header of any emails that you send regarding the course. Also, please include your TA on any emails you send regarding assignments or material covered in the seminars. If you do not comply with this policy, you will

receive an automatic email response requesting that you resend your original message with your lab TA copied on the message.

Also, please note that the TAs and I will do our best to answer your emails within 24 - 48 hours of receipt, but that we are not available on weekends. It is possible that some emails that are not from a university address (e.g., @hotmail.com) may be treated as spam. If at anytime your email is not answered, please come see us during office hours or after lecture or seminar. The university expects you to check your U of Guelph email account regularly and for us to use it to communicate with you.

### **Copyright Notice for Inclusion in Course Outlines, University Of Guelph**

The course instructor is the copyright owner of the materials provided in this course, unless otherwise stated. Any third party copyrighted materials provided (such as book chapters, articles, images and figures) have either been licensed for educational use, or are made available to students under an exception in the Canadian Copyright Act.

Copying, posting online, or otherwise distributing any of the content provided in this course may be an infringement of copyright if done without the permission of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to commercial course material websites such as CourseHero, or making copies of significant portions of works such as textbooks. However, students are permitted, under the fair dealing exception in the Copyright Act, to reproduce short excerpts from copyright-protected materials for purposes such as private study, research, education, criticism and review, with proper attribution.

For more information about students' rights and obligations with respect to copyrighted works, see [Fair Dealing Guidance for Students](#) or view this [short video](#).

### **University Policies**

#### **Academic Consideration**

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor in writing, with your name, id#, and e-mail contact. See the academic calendar for information on regulations and procedures for

Academic Consideration:

[Academic Consideration, Appeals and Petitions](#)

#### **Academic Misconduct**

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring.



University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar:

[Academic Misconduct Policy](#)

### **Accessibility**

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact [Student Accessibility Services](#) as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 54335 or email [accessibility@uoguelph.ca](mailto:accessibility@uoguelph.ca) or the [Student Accessibility Services Website](#)

### **Course Evaluation Information**

Please refer to the [Course and Instructor Evaluation Website](#) .

### **Drop date**

The last date to drop one-semester courses, without academic penalty, is April 03, 2020 . For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](#). Instructors must still [provide meaningful and constructive feedback to students prior to the 40<sup>th</sup> class](#) day. [Current Undergraduate Calendar](#)

### **Additional Course Information**

Course instructors are allowed to use software to help in detecting plagiarism or unauthorized copying of student assignments. Plagiarism is one of the most common types of academic misconduct on our campus. Plagiarism involves students using the work, ideas and/or the exact wording of other people or sources without giving proper credit to others for the work, ideas and/or words in their papers. Students can unintentionally commit misconduct because they do not know how to reference outside sources properly or because they don't check their work carefully enough before handing it in. Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments

does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

In this course, your instructor will be using Turnitin.com to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to prevent plagiarism in the College of Social and Applied Human Sciences.

A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.