

PSYC*2070, Course Outline: Winter 2021

General Information

DUE to the ongoing COVID-19 pandemic, this course is offered in an alternative format.

1. Lectures:
 - a. All lectures will be Alternative Delivery Asynchronous – AD-A Remote. I will prerecord and post lectures on CourseLink.
2. Seminars:
 - a. All seminars will be Alternative Delivery Synchronous – AD-S Virtual. You will attend seminars online at the same scheduled time each week.
3. Midterm Exams
 - a. Both midterm exams will be Alternative Delivery Synchronous

– AD-S Virtual. You will complete the exams online at the exact designated time.

Course Title: Teams, Leadership, and Professional Behaviour

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 credits

Academic Department (or campus): Psychology

Semester Offering: Winter 2021

Class Schedule and Location: This course will be administered in a remote, blended, on-line format on CourseLink with a combination of “live” (synchronous) and “at your own pace”

(asynchronous) elements. Seminars will start the week of September 14th. The first lecture, the midterm exams, and seminars will be “live” (synchronous). I will also hold “live” office hours for the first hour of lecture each week (Tuesdays from 5:30-6:30pm). Pre-recorded lectures will be posted each week on CourseLink.

Instructor Information

Instructor Name: Jordan L. Ho

Instructor Email: jho09@uoguelph.ca

Office location and office hours: TBD via Zoom (ZOOM meeting link on CourseLink under the content tab in the ZOOM folder).

GTA Information

GTA Name: TBD

GTA Email: TBD

GTA office location and office hours: TBD

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GTA Email: TBD

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GTA Email: TBD

GTA office location and office hours: TBD

Course Content

Specific Learning Outcomes:

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

1) Depth & Breadth of Understanding

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

2) Inquiry Analysis

By the end of this course, successful students will be able to take an organizational problem and through the collection and analysis of empirical research develop evidence-based recommendations for addressing the problem.

3) Information Literacy

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.

4) Oral Communication

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

5) Written Communication

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

6) Reading Comprehension

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.

7) Teamwork

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

8) Leadership

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.

9) Personal Organization and Time Management

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
- Leadership
- Power and Politics
- Groups and Teams
- Work Motivation
- Stress and Emotions
- Communication

Seminars:

You will attend and participate in 11 seminars. To ensure you can access all course materials, I recommend that you have access to a computer with a microphone and camera, and internet access. During the synchronous seminars you will work virtually on collaborative learning activities that will help you develop the following skills:

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

Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Team Presentation	February 15 (11:59pm)	12%	Oral and Written Communication, Teamwork, Personal Organization, Time Management
Team Paper	March 15 (11:59pm)	15%	Reading Comprehension, Written Communication, Inquiry and Analysis, Teamwork, Information Literacy, Personal Organization, Time Management
Individual Leadership Paper	March 26 (11:59pm)	15%	Oral and Written Communication, Teamwork, Information Literacy, Personal Organization, Time Management
In-Lab Assignments (6)	Depending on whether you have Wed/Thurs/Fri seminars: January 27/28/29 February 3/4/5 February 17/18/19 February 24/25/26 March 3/4/5 March 10/11/12	3%	Oral and Written Communication, Teamwork, Personal Organization, Time Management
Team Leader AER Worksheet (1)	Depending on whether you are team leader for the Team Presentation/Team Paper: February 16/March 16 (11:59pm)	1%	Teamwork, Leadership

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Team Leader Feedback Survey	Depending on whether you are a team member for the Team Presentation/Team Paper: February 19/March 19 (11:59pm)	1%	Teamwork, Leadership
Peer Evaluations (2)	February 19 (11:59pm) March 19 (11:59pm)	1%	Teamwork
Midterm Exam 1	February 9 (4:00–5:20pm)	25%	Depth and Breadth of Understanding, Reading Comprehension
Midterm Exam 2	April 6 (4:00–5:20pm)	25%	Depth and Breadth of Understanding, Reading Comprehension
Course Outline Quiz	January 18 (11:59pm)	2%	Depth and Breadth of Understanding, Reading Comprehension

Additional Notes (if required):

Please see the Course Schedule document on CourseLink for a more comprehensive outline of each week's lecture topics, seminar content, and weekly due dates.

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 the textbook chapters, pre-recorded PowerPoint Slides, and video lectures, and assigned videos or podcasts. The midterm exams will NOT test material in the *Supplementary (optional)* section of the learning modules on CourseLink. The exams will consist of multiple-choice questions.

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 and Qualtrics. 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 assignments will be docked 10% per day starting the day after the assignment was due.

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

AER (After Events Review) – Project Leader AER Worksheets are due prior to your AER consultations with your TA in your assigned lab. 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. Leader feedback and peer evaluations 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 Friday, February 12 (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 an extended grace period. 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 paper must be submitted to the CourseLink Dropbox, on the extended due date (Mon. Mar. 29 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%.

Re-Grading of Assignments Policy: If a student is of the belief that an assignment has not been accurately graded, they are to pursue a 2-step course policy: 1) Students should first meet with their seminar TA to discuss any grading concerns. If you are not able to resolve the issue you're your seminar TA then they can request a regrade. 2) The regrade procedure is for your TA coordinator, TBD, to independently regrade the assignment. If your team decides to go this route, then I will need an email from you (with your group members copied) that confirms that you want a regrade. Also, please note that you will need to accept the re-grade, whether your grade for the assignment is higher or lower than your original grade.

[Undergraduate Grading Procedures](#)

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

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. Similarly, any material created by the course instructor is intended for those enrolled in this course solely. Under no circumstances are you allowed to disseminate course materials to external parties.

Student Rights and Responsibilities when Learning Online

Privacy Rights:

Lectures held via ZOOM may be recorded for the purpose of posting on CourseLink for students that could not attend or want to review the lecture . As a student, you have the right to protect your privacy online and may choose to turn off your video and/or audio when in session. In the event that your video and/or audio remain on, please note that you are consenting to your presence in lecture recordings. Under no circumstances are you permitted to transmit copies of the recordings to others, without the express written consent of the instructor.

Online behaviour:

According to the University Secretariat, students have a responsibility to help support community members' access to the tools they need to engage in their learning and development, both in and outside of the classroom. An example of this type of responsibility is the requirement to abide by the following:

Section 4.3.3. Disruption - to not interfere with the normal functioning of the University, nor to intimidate, interfere with, threaten or otherwise obstruct any activity organized by the University, including classes, or to hinder other members of the University community from being able to carry on their legitimate activities, including their ability to speak or associate with others.

As such, inappropriate online behaviour will not be tolerated. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students
- Using obscene or offensive language online
- Copying or presenting someone else's work as your own
- Adapting information from the Internet without using proper citations or references
- Buying or selling term papers or assignments
- Posting or selling course materials to course notes websites
- Having someone else complete your quiz or completing a quiz for/with another student
- Stating false claims about lost quiz answers or other assignment submissions
- Threatening or harassing a student or instructor online
- Discriminating against fellow students, instructors and/or TAs
- Using the course website to promote profit-driven products or services
- Attempting to compromise the security or functionality of the learning management system
- Sharing your username and password

Course Policy on missed classes and exams

All of the information related to the administrative aspects of this course will be communicated during live or pre-recorded lectures, seminars, emails, and CourseLink. 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 a student misses the midterm exam, they must notify the instructor immediately by email and the midterm may be rescheduled to take place within 14 days of the exam date.

Communication Policy

Myself and the TAs really enjoy meeting students during virtual office hours (Instructor Office Hours on ZOOM: TBD). Please join the meeting 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 book a virtual meeting with 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, TBD. 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 **"PSYC 2070"** 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 attend the instructor or TA office hours. 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

*****Disclaimer:** Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the COVID-19 website and circulated by email.

*****Illness**

The University will not normally require verification of illness (doctor's notes) for fall 2020 or winter 2021 semester courses. However, requests for Academic Consideration may still require medical documentation as appropriate.

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 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 12, 2021. For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](#).

Instructors must provide [meaningful and constructive feedback, at minimum 20% of the final course grade, prior to the 40th class day](#). For courses which are of shorter duration, 20% of the final grade must be provided two-thirds of the way through the course.

[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.