

# PSYC\*2070, Course Outline: Winter 2022

## General Information

DUE to the ongoing COVID-19 pandemic some courses are being offered virtually and some face to face. **This course is offered using a combination of the Alternate-Delivery-Synchronous (AD-S) format, Alternate-Delivery-Asynchronous (AD-A) format and Face-to-Face format.**

1. **Lectures** will be Alternative Delivery Asynchronous (AD-A). I will prerecord and post lectures on CourseLink.
2. **Seminars** will take place face-to-face at an assigned location on campus at the set day and time, starting the week of January 24<sup>th</sup>, 2022. In line with the remote two-week start at the University of Guelph this semester, the first two seminars (January 13/14, January 20/21) will be held virtually over Zoom.
3. **Midterm Exam** will be Alternative Delivery Synchronous and take place virtually during the scheduled lecture time on your course schedule (Wednesday 5:30pm–6:50pm).
4. **Final Exam** will be Alternative Delivery Synchronous.

**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 credit

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

**Semester Offering:** Winter

**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 January 10<sup>th</sup>. In line with the remote two-week start at the University of Guelph however, the first two seminars (January 13/14, January 20/21) will be held virtually over Zoom. All following seminars will then take place weekly in-person at the indicated times and locations listed in your course schedule. The midterm and final exams will both be live (online synchronous).

## **Instructor Information**

Instructor Name: Jordan L. Ho

Instructor Email: jho09@uoguelph.ca

Office location and office hours: Office hours are by appointment and will take place virtually (over Zoom or Microsoft Teams). To set up an appointment, please email me with a list of your available times/dates and I will send over a calendar invitation to you. I will try my best to respond as soon as possible and make my schedule available! Feel free to also indicate times for the same day that you're emailing me on (in case I'm able to meet with and assist you sooner).

## **Graduate Teaching Assistant (GTA) Information**

### **GTA Coordinator**

GTA Name: Nouran Sakr (nsakr@uoguelph.ca)

Nouran's office hours will be by appointment only.

### **Seminar Leaders, Times, and Locations**

Seminar Leaders' office hours will be by appointment only.

Please note that you are *not* permitted to attend a different seminar than the one you registered for on Web Advisor. You will be forming groups within your seminar to complete team projects with, so it is crucial that you only attend your own section. Thank you kindly!

- SEM 01: Eirini Boutakis (eboutaki@uoguelph.ca)
  - Thursdays 10:00am–11:20am in MCKN Room 310
- SEM 02: Paul Copoc (pcopoc@uoguelph.ca)
  - Fridays 2:30pm–3:50pm in MINS Room 127
- SEM 03: Simonne Mastrella (smastrel@uoguelph.ca)
  - Thursdays 1:00pm–2:20pm in MACS Room 301
- SEM 04: Martina Faitakis (mfaitaki@uoguelph.ca)

- Thursdays 2:30pm–3:50pm in ANNU Room 306
- SEM 05: Kiah Caneira (kcanreira@uoguelph.ca)
  - Thursdays 4:00pm–5:20pm in MACS Room 301
- SEM 06: Molly Contini (mconti01@uoguelph.ca)
  - Fridays 11:30am–12:50pm in MCKN Room 311
- SEM 07: Ashley Cole (acole02@uoguelph.ca)
  - Fridays 1:00pm–2:20pm in ANNU Room 306

### **Exam Grading GTA**

Parisa Sharif-Esfahani (psharife@uoguelph.ca)

Parisa will have office hours (by appointment only) to go over written-answer questions on the midterm exam.

### **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
  - Diversity, inclusion, and workplace discrimination
  - Motivation
  - Stress management

#### **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 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

Leadership

Groups and Teams

Diversity, Inclusion, and Workplace Discrimination

Motivation

Automation and Work Design

Stress and Well-being

The schedule of lecture topics is provided in the COURSE SCHEDULE document uploaded to the Content section on CourseLink.

**Labs/Seminars:**

You will attend and participate in 12 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

As noted earlier, please note again that you are *not* permitted to attend a different seminar than the one you registered for on Web Advisor. You will be forming groups within your seminar to complete team projects with, so it is crucial that you only attend your own section. Thank you kindly!

### Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Team Project Part 1: Client Presentation	Fri. March 04 (11:59PM)	20%	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
Team Project Part 2: Consultants' Report	Fri. April 11 (11:59pm)	20%	Reading Comp., Written Communication, Inquiry & Analysis, Teamwork, Information Literacy, Personal Org. & Time Mgmt.
IN-LAB assignments (only top 6 out of 8 count)	#1: January 27/28 #2: February 03/04 #3: February 10/11 #4: February 17/18 #5: March 10/11 #6: March 17/18 #7: March 24/25 #8: March 31/April 01	6%	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
AER – Team Leader (1)	Team Leader AER worksheet on Wed. March 02 OR Wed. April 06 (11:59pm)  Leader AER meeting on March 04 or 05; OR April 07 or 08 during seminar	2%	Teamwork, Leadership
Leader Feedback (1)	Fri. March 11 OR Mon. April 11 (11:59pm)	2%	Teamwork, Leadership

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Peer Evaluations (2)	Fri. March 11 & Mon. April 11 (11:59pm)	2%	Teamwork
Research Participation	Thurs. April 7 (11:59pm)	2%	Information Literacy, Reading Comp., Teamwork
Course Outline Quiz	Wed. January 19 (11:59pm)	3%	Depth & Breadth of Understanding, and Reading Comp.
Midterm Exam	Wed. February 16 (5:30pm–6:50pm)	20%	Depth & Breadth of Understanding, and Reading Comp.
Final Exam	Thurs. April 14 (7:00pm–9:00pm)	23%	Depth and Breadth of Understanding, and Reading Comp.

### Additional Notes

**Teamwork 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 exams will NOT test material in the *Supplementary (optional)* section of the learning modules on CourseLink. The exams will consist of multiple-choice questions. The final exam will be cumulative.

**Research Participation:** In addition to the assignments and exams, there is a research component. By participating, students will gain insight into one of the most important ways we learn about topics related to organizational work teams.

Two different options for the research participation are available to you: 1) You can participate in a study being conducted at the university, or 2) You can write a reflection on past teamwork experiences. Your professor, Dr. Jordan Ho, will not be made aware of which option you choose. Katherine Gibbard, an outside research investigator will record participation in the study and will mark the reflection paper. If you choose the second option, your reflection paper must be completed and submitted by 11:59 pm on April 7, 2022. Reflection papers will not be accepted after April 7, 2022. Instructions for the research participation and the reflection paper will be posted on our CourseLink page; please refer to them.

**Final Examination Date and Time:** Thursday, April 14, 2022 (7:00pm–9:00pm)

**Final Exam Weighting: 23%**

**Respondus LockDown Browser and Monitor Information:**

- This course requires the use of Respondus LockDown Browser and Monitor (webcam) for proctoring within CourseLink. You must [download and install LockDown Browser and Monitor](#) to complete the practice test (if provided) and course exam(s). The purpose of the practice test is to ensure that Respondus LockDown Browser and Monitor is set up properly and that you are comfortable using the software.
  - Respondus LockDown Browser is a locked browser connected to the Quizzes tool in CourseLink. It prevents you from printing and copying, using other operating software, using search engines (e.g., going to another URL), communicating via instant messaging, and it blocks non-web-related software (e.g., Adobe PDF, Microsoft Word).
  - Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to ensure academic integrity during online exams. The software captures video during the exam and allows the instructor to review the video once the exam is completed.
  - In order to use Respondus LockDown Browser and Monitor, you must meet the [technical requirements](#). Visit the Remote Learning website for guidance on [preparing your online exam environment](#).
  - If you have any concerns about meeting system requirements, contact [CourseLink Support](#). They will work with you to find alternative solutions or make alternative arrangements.
  - It is highly recommended that you take the **Practice Test** using Respondus LockDown Browser and Monitor before taking the course exam. The purpose of the practice test is to ensure that Respondus LockDown Browser and Monitor is set up properly, and that you are comfortable using the software. The content of the practice test is not related to the course.
  - By taking the practice test, you are given an opportunity to identify and troubleshoot any technical issues before writing the actual exam. It is also

recommended that you complete the test using the computer that you will use for the final exam to avoid any technical and connectivity issues that might arise.

- While there is no mark given for completing the practice test, this activity ensures you have a problem-free experience with the software before taking the final exam. It is recommended that you take the practice test as many times as they need to feel comfortable with the Respondus LockDown Browser and Monitor prior to the final exam.

## **Course Resources**

### **Required Texts:**

<https://ecampusontario.pressbooks.pub/orgbehavior/>  
Link available on library reserve.

Please note that this textbook is *free* and can be read online using the above link. There is no physical copy of this text, given that it is an open educational resource.

### **Recommended Texts:**

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 in-lab assignments are due by the end of your designated lab/seminar time. Thus, no late assignments will be accepted. Please note that there are eight in-lab assignments, but only the top six marks will count.

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. Thus, leader feedback and peer evaluations that are submitted more than 24 hours after the deadline will result in a grade of zero.



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, Nouran Sakr, 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](#)

#### **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. 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 midterm 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 midterm 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**

The TAs and I really enjoy meeting students during virtual office hours. Please set up an appointment if you have any questions, concerns, or just for a friendly chat.

Only questions that can be answered simply (i.e., 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, Nouran Sakr at [nsakr@uoguelph.ca](mailto:nsakr@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 **“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**

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**Disclaimer:** Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email. This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

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### **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](#)

### **Illness**

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

For information on current safety protocols, follow these links:

<https://news.uoguelph.ca/return-to-campus/how-u-of-g-is-preparing-for-your-safe-return/>

<https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives

### **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 08, 2022. 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.