

PSYC*2070, Course Outline: Winter 2018

General Information

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: Wednesdays: 7:00pm – 8:20pm, Roz 103

Instructor Information

Instructor Name: Harjinder Gill

Instructor Email: gillh@uoguelph.ca

Office location and office hours: Wednesdays 2:30-3:30pm

GTA Information

GTA Name: Jess Sorenson (Lab Co-ordinator)

GTA Email: jsorenso@uoguelph.ca

GTA office location and office hours: Thursdays 11am-12pm in BWH 223

Lab 0101 - Nouran Sakr: Wed 8:30pm MCKN, Room 307

Lab 0102 - Melissa Pike: Wed 8:30pm MCKN, Room 306

Lab 0103 - Alexandria Elms: Wed 8:30pm MCKN, Room 305

Lab 0104 - Katherine Gibbard: Wed 8:30pm MCKN, Room 304

Lab 0105 - Jessica Garant: Wed 8:30pm MCKN, Room 315

Lab 0106 - Marian Pitel: Wed 8:30pm MINS, Room 037
Lab 0107 – Jordan Ho: Wed 8:30pm MACN, Room 201
Lab 0108 – Craig Leonard: Wed 8:30pm MACN, Room 202

Please note that TA Office Hours times and location are posted on a document on the Psyc*2070 CourseLink.

Course Content

Specific Learning Outcomes:

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

1. LO 1.1 – Depth & Breadth of Understanding (2 – reinforce)
2. LO 1.2 – Inquiry Analysis (2 -reinforce)
3. LO 2.1 – Information Literacy (2-reinforce)
4. LO 4.1 – Oral Communication (2-reinforce)
5. LO 4.2 – Written Communication (1-2: introduce/reinforce)
6. LO 4.3 – Reading Comprehension (2 –reinforce)
7. LO 5.1 – Teamwork (2-3-reinforce/master)
8. LO 5.4 – Leadership (1-2: introduce/reinforce)
9. LO 5.5 – Personal Organization and Time Management (2-3-reinforce/master)

Lecture Content:

Introduction to Organizational Psychology
Groups and Teams
Leadership
Organizational Communication
Work Motivation
Stress Management
Managing Conflict and Negotiating
Power, Influence, and Politics

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

Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Case Analysis Paper	Mon. Jan. 29 (11:59pm)	10%	Reading Comprehension, Inquiry and Analysis, Teamwork, Written Communication, Personal Organization and Time Management
HBR Case Analysis	Mon. Feb 12 (11:59pm)	10%	Reading Comprehension, Written Communication, Inquiry and Analysis, Teamwork, Information Literacy, Personal Organization and Time Management
Mid-term	Wed. Feb. 28 (7:00pm-8:20pm)	20%	Depth and Breadth of Understanding, Written Communication, Personal Organization and Time Management
Team Debate	Wed. Mar. 14 (5pm)	10%	Oral and Written Communication, Teamwork, Information Literacy, Personal Organization and Time Management
Leadership Interview	Mon. Apr. 2 (11:59pm)	10%	Oral and Written Communication, Teamwork, Personal Organization and Time Management
AER – Project Leader		2%	Teamwork
AER – Team Member (3)		3%	Teamwork
Leader Feedback (3)		3%	Teamwork
Peer Evaluations (4)		2%	Teamwork

Final Exam	Mon. Apr. 9 (7:00-9:00pm)	30%	Depth and Breadth of Understanding, Reading Comprehension, Personal Organization and Time Management
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Additional Notes (if required):

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 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 grade on the group project reduced by 30%.

The exams will cover material from lecture, seminars, and the textbook. The exams will consist of short answer and multiple-choice questions. The final exam is NOT cumulative.

Final examination date and time: Monday April 9, 2018

Final exam weighting: 30%

Course Resources

Required Texts:

Custom Text: Psyc*2070 – Teams, Leadership, and Professional Behaviour. Toronto: Pearson Canada.

A copy of the text will be available on library reserve.

Other Resources:

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

Access to D2L

Your Account ID and your Login Account Password are the same ones used to access your University of Guelph email account and WebMail. New students can find their ID and password on a letter included with their registration package. For more information see:

<https://www.uoguelph.ca/ccs/my-accounts/central-login-account/undergraduate-students>

Additional Costs:

You will need to purchase a Harvard Business Review case study. The cost is around \$5.00 and needs to be purchased with a credit card directly from the HBR website. A weblink to purchase the case study will be posted on Courselink.

Course Policies

Grading Policies

Late group Assignments (Case Analysis, HBR Case, and Leadership Interview) will be docked 10% per day starting the day after the assignment was due. Given the nature of the team debate, no late assignment will be accepted.

AER (After Events Review) – Project Leader, AER –Team Member, Leader Feedback, and Peer Evaluations are all due 24hrs after the assignment deadline for which it is related. Late assignments will be docked 50% per day.

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

Course Policy on Group Work:

Assignments (Case Analysis, HBR Case, Team Debate, and Leadership Interview) will be completed in groups. Only one assignment will be submitted by the Project Leader for each group. Normally every member of the group gets the same grade on 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.

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, TA Coordinator Office Hours: Thursdays 11am-12pm). 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 short sentence, 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.

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 cc'd on the message.

Also 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 lab. The university expects you to check your U of Guelph email account regularly and for us to use it to communicate with you.

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 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 **Friday, March 9th**. For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](#).

[Current Undergraduate Calendar](#)

Additional Course Information

Policy regarding Turnitin:

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.