

# **PSYC\*7040, Course Outline: Winter 2022**

## **General Information**

DUE to the ongoing COVID-19 pandemic some courses are being offered virtually and some face to face. For the first two weeks of class, we will hold class remotely (via Teams-check your email for an invite). As far as we know at this point, beginning January 28, this course is offered using a Face-to-Face format. For updates check the UofG COVID website <https://news.uoguelph.ca/2019-novel-coronavirus-information/winter-2022-at-u-of-g/>

## **Course Title: Social Processes in the Workplace**

### **Course Description:**

This course examines social processes in the workplace with a particular focus on Equity, Diversity, and Inclusion (EDI). The primary goal of the course is to introduce you to a range of both classic and contemporary topics in organizational social processes and to understand how group identities affect these processes. Students should leave the course with an understanding of the theoretical and methodological issues in each topic area and an increased ability to critically evaluate, develop, and apply theory research in organizational psychology.

### **Credit Weight: 0.5**

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

### **Semester Offering: Winter 2022**

### **Class Schedule and Location: Fridays 8:30-11:20. McKinnon rm. 342.**

## **Instructor Information**

Instructor Name: Leanne Son Hing

Instructor Email: [sonhing@uoguelph.ca](mailto:sonhing@uoguelph.ca)

Office location and office hours: McKinnon Extension room 3010. Office hours will be Mondays 3:30-4:30 via Teams. Alternatively, you can book a time after class on Fridays.

## **Course Content**

### **Specific Learning Outcomes:**

1) Depth and Breadth of Understanding: Demonstrates knowledge of key concepts in psychology, and integrates that knowledge across disciplinary and sub-disciplinary boundaries.

2) Inquiry and Analysis: A systematic process of exploring issues, objects and works in psychology through the collection and analysis of evidence that result in informed conclusions or judgments

3) Creativity: The ability to initiate change and to solve problems with a high degree of innovation, divergent thinking, and risk taking

4) Information Literacy: The ability to know when there is a need for information, where to locate it and the ability to identify the value and differences of potential resources in a variety of formats.

5) Methodological Literacy: The ability to understand, evaluate, and/or design appropriate methodologies for rigorous psychological science.

6) Quantitative Literacy: Includes numeracy, and competence in working with numerical data.

7) Oral Communication: Includes interpersonal skills, oral speaking and active listening.

8) Written Communication: The ability to express one's ideas and summarize theory and research through a variety of writing styles (e.g., American Psychological Association [APA] style, papers, posters).

### **Lecture Content:**

The course is structured as a series of discussions of prescribed readings. The readings are organized around a particular topic area and are intended to provide a common knowledge base from which relevant theoretical, methodological, and practical issues can be addressed. The course covers a variety of social processes in the workplace including interpersonal phenomena, identity and intergroup phenomena; and organizational culture and climate.

Week	Date	Topic
1	Jan 14	Introduction
2	Jan 21	Organizational Culture and Climate
3	Jan 28	Leadership
4	Feb 4	Inequalities in the Workplace
5	Feb 11	Unethical Behaviour and Politics
6	Feb 18	Organizational Justice
7	Mar 4	Prejudice & Discrimination
8	Mar 11	Gender Issues
9	Mar 18	Aggression, Conflict, Incivility
10	Mar 25	Groups and Teams
11	Apr 1	Diversity Management and Diversity Climate
12	Apr 8	Meetings to go over draft paper feedback

### Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Class participation	Weeks 2-11	35	123567
Presentation	Weeks 2-11	20	123456
Questions and feedback (oral & written) for presentations	Weeks of presentations	10	1235678
Draft of final paper	March 18 9:00am to April 1 5:00pm via email	15	1234568
Final paper with feedback incorporated	April 18, 2022 5:00pm via email	20	1234568

### Additional Notes:

Feedback on draft of paper will be returned one week after submission. We will have time on April 8 to go over any questions you may have on my feedback.

### Course Resources

All readings/materials for the course will be available on Courselink by a week before class. All descriptions of assignments and grading rubrics will also be posted on Courselink.

## **Course Policies**

### **Grading Policies**

Please submit a copy of your talk by 9:00am the day of your presentation (powerpoint).

You are responsible for asking questions and providing feedback to your peers on their presentations (10% of grade).

For draft of paper and final paper, please submit via email (word document and pdf) by deadline. If final papers exceed the page limit (e.g., through formatting violations), they will be docked 5% per estimated half page. Late submissions of final papers will also be docked 5% per day including weekends.

### **Graduate Grade interpretation**

#### **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.

## **University Policies**

### **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.

### **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:

[Grounds for Academic Consideration](#)

## **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 [Graduate Calendar](#):

## **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).

## **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](#)

## **Student Feedback Questionnaire**

These questionnaires (formerly course evaluations) will be available to students during the last 2 weeks of the semester: March. 28<sup>th</sup> – April 08<sup>th</sup>. Students will receive an email directly from the Student Feedback Administration system which will include a direct link to the questionnaire for this course. During this time, when a student goes to login to Courselink, a reminder will pop-up when a task is available to complete.

[Student Feedback Questionnaire](#)

## **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](#).

[Current Graduate 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.