

# PSYC\*2070, Course Outline: Fall 2022

## General Information

This course is offered using a Face-to-Face format.

1. **Lectures:** The 1st lecture on Tuesday, September 13th 5:30pm – 6:50pm in MACN 105
2. **Seminars:** will take place face to face at an assigned location on campus at the set day and time (see below).
3. **Midterm Exam:** will be on October 25<sup>th</sup> (5:30pm – 6:50pm).
4. **Final Exam:** will be face to face at an assigned location on campus on Dec. 8<sup>th</sup> (2:30pm – 4:30pm).

**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:** Fall

**Lecture Time and Location:** Tuesdays: 5:30 - 6:50pm, MACN 105

**Seminars:** Each student is registered in one seminar/lab. It is important that you attend the seminar for which you are registered.

## **Instructor Information**

**Instructor Name:** Lisa Fiksenbaum, PhD

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

**Office Hours:** By appointment

Please read the Communication Policy about emails below in the Course Policy section.

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](mailto:nsakr@uoguelph.ca))

Nouran's office hours will be by appointment only.

**Seminar Information:** 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.

<b>Seminar Section</b>	<b>Day &amp; Time</b>	<b>Room</b>	<b>Teaching Assistant</b>	<b>E-mail</b>
SEC #1:	W 2:30 - 3:50 PM	MCKN 306	Brooke Charbonneau	<a href="mailto:charbonb@uoguelph.ca">charbonb@uoguelph.ca</a>
SEC #2:	W 2:30 - 3:50 PM	CRSC 403	Jasmine Singh	<a href="mailto:jsingh29@uoguelph.ca">jsingh29@uoguelph.ca</a>
SEC #3:	W 4:00 - 5:20 PM	MINS 037	Yi Wei (Sally) Xie	<a href="mailto:yxie14@uoguelph.ca">yxie14@uoguelph.ca</a>
SEC #4:	W 4:00 - 5:20 PM	ROZH 108	Ashley Cole	<a href="mailto:acole02@uoguelph.ca">acole02@uoguelph.ca</a>
SEC #5:	Th 10:00 - 11:20 AM	ANNU 306	Simran Dhatt	<a href="mailto:sdhatt@uoguelph.ca">sdhatt@uoguelph.ca</a>
SEC #6:	Th 10:00 - 11:20 AM	MINS 128	Halah Abu-Omar	<a href="mailto:habuomar@uoguelph.ca">habuomar@uoguelph.ca</a>
SEC #7:	F 11:30 - 12:50 PM	CRSC 403	Sebastian Sciarra	<a href="mailto:ssciarra@uoguelph.ca">ssciarra@uoguelph.ca</a>
SEC#8:	F 11:30 - 12:50 PM	ROZH 107	Molly Contini	<a href="mailto:mconti01@uoguelph.ca">mconti01@uoguelph.ca</a>
SEC#9:	F 1:00 - 2:20 PM	MCKN 307	Molly Contini	<a href="mailto:mconti01@uoguelph.ca">mconti01@uoguelph.ca</a>
SEC#10:	F 1:00 - 2:20 PM	CRSC 403	Cassidy Wideman	<a href="mailto:widemanc@uoguelph.ca">widemanc@uoguelph.ca</a>

## **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., consultants' report).

#### **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:**

- Introduction to Organizational Psychology
- Groups and Teams
- Leadership
- Diversity, Inclusion, & Workplace Discrimination
- Work 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.

**Seminars:**

You will attend and participate in 11 seminars, which we ask that you bring a laptop to. 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 and project management 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!

**Course Assignments and Tests:**

<b>Assignment or Test</b>	<b>Due Date</b>	<b>Contribution to Final Mark (%)</b>	<b>Learning Outcomes Assessed</b>
Team Project Part 1: Client Presentation	Fri. Oct 28 (11:59PM)	<b>20%</b>	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
Team Project Part 2: Consultants' Report	Fri. Nov 25 (11:59pm)	<b>20%</b>	Reading Comp., Written Communication,

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
			Inquiry & Analysis, Teamwork, Information Literacy, Personal Org. & Time Mgmt.
IN-LAB assignments (only top 6 out of 7 count)	#1: September 28/29/30 #2: Oct 05/06/07 #3: Oct 12/13/14 #4: Oct 19/20/21 #5: Nov 02/03/04 #6: Nov 09/10/11 #7: Nov 16/17/18	6%	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
AER – Project Manager (1)	Project Manager AER worksheet on Tue. Oct 25 OR Tue. Nov 22 (11:59pm)  Project Manager AER debrief on Oct 26/27/28; OR Nov 23/24/25 during seminar	2%	Teamwork, Leadership
Project Manager Feedback (1)	Fri. Nov 04 OR Mon. Dec 02 (11:59pm)	2%	Teamwork, Leadership
Peer Evaluations (2)	Fri. Nov 04 OR Mon. Dec 02 (11:59pm)	2%	Teamwork
Midterm Exam	Tues. October 25th (5:30pm)	24%	Depth & Breadth of Understanding, and Reading Comp.
Final Exam	Dec. 08 (2:30 – 4:30pm)	24%	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 and lectures. The exams will consist of multiple-choice. The final exam will be cumulative.

**Final examination date and time:** December 8<sup>th</sup> from 2:30pm - 4:30pm

**Respondus LockDown Browser Information:**

- This course requires the use of Respondus LockDown Browser for proctoring within CourseLink. You must [download and install LockDown Browser](#) to complete the practice test (if provided) and course exam(s). The purpose of the practice test is to ensure that Respondus LockDown Browser 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).
  - In order to use Respondus LockDown Browser, 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 before taking the course exam. The purpose of the practice test is to ensure that Respondus LockDown Browser 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 any exam. It is recommended that you take the practice test as many times as they need to feel comfortable with the Respondus LockDown Browser prior to any exam.

## **Course Resources**

### **Required Texts:**

<https://openstax.org/books/organizational-behavior/pages/10-2-team-development-over-time>

Please note that this textbook is *free* and can be read online using the above link. The PDF has been uploaded to CourseLink. 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.

Team assignments that are submitted in the wrong file format (e.g., Keynote instead of PowerPoint presentation, Pages instead of Word document) will be deducted 5% from the final percentage grade.

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 seven in-lab assignments, but only the top six marks will count.

AER (After Events Review) – Project Manager AER Worksheets are due prior to your AER consultations with your TA in your assigned lab. Late Project Manager AERs will be docked 50% per day.

Project Manager 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, project manager 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 Switching Seminars:**

You will only be permitted to switch lab/seminar sections up until the first week of classes ends. This is because students will submit their team member preferences during the following week's seminar, so we want to minimize logistical difficulties as much as possible.

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

Team Project Parts 1 and 2 (i.e., Client Presentation and Consultants' Report) will be completed in groups. Only one assignment will be submitted by the Project Managers 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.

## **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 Project Manager AER, Individual AER, Project Manager Feedback, Peer Evaluations grades, Team Projects, 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 cc your TA on any emails you send regarding assignments or material covered in the seminars.

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, 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:

[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 Dec. 2, 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.