PSYC*2070, Course Outline: Fall 2023

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 the Face-to-Face format. The course has set day, time, and location of class.**

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

Class Schedule and Location: Tuesdays 1:00pm – 2:20pm in MACN 105

Instructor Information

Instructor Name: Dr. Harjinder Gill
Instructor Email: gillh@uoguelph.ca Please read the Communication Policy about emails below in the Course Policy section.
Office location and office hours: Wednesdays 10-11am via Teams, unless you'd like to meet in person, in which case, send me an email to arrange a meeting.

GTA Information

Seminar Coordinator

Seminar Coordinator Name: Ashley Cole
Seminar Coordinator Email: acole02@uoguelph.ca
Office location and office hours: by appointment (via TEAMS)

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 with others in your seminar to complete team projects. So, it is crucial that you only attend your own section.

Please note: Requests to change seminar sections need to go through the undergraduate program assistant of the Psychology department. Please contact them to complete the required paperwork. **Seminar swap requests can only take place until September 20th**.

Seminar #	Teaching Assistant	Email	Day & Time	Room
0101	Yi Wei Xie	yxie14@uoguelph.ca	Wed: 2:30 -3:50pm	MCKN, 307
0102	Molly Contini	mconti01@uoguelph.ca	Wed: 2:30 -3:50pm	ROZH, 108
0103	Rachel Appiah	appiahr@uoguelph.ca	Wed: 4:00 -5:20pm	MCKN, 307
0104	Jasmine Singh	jsingh29@uoguelph.ca	Wed: 4:00 -5:20pm	MCKN, 305
0105	Anastasia Bolgova	abolgova@uoguelph.ca	Thur: 10:00 – 11:20am	ANNU 306
0106	Anna Kazatchkova	akazatch@uoguelph.ca	Thur: 10:00 – 11:20am	ALEX, 309
0107	Halah Abu-Omar	habuomar@uoguelph.ca	Fri: 11:30 – 12:50pm	MCKN, 318
0108	Simran Dhatt	sdhatt@uoguelph.ca	Fri: 11:30 – 12:50pm	ANNU 306
0109	Emily Minard	eminard@uoguelph.ca	Fri: 1:00 – 2:20pm	MCKN, 314
0110	Brooke Charbonneau	charbonb@uoguelph.ca	Fri: 1:00 – 2:20pm	MCKN, 311

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
  - motivation
  - stress management
  - communication
  - negotiation

LO 1.2 – Inquiry Analysis (2 -reinforce)
- By the end of this course, successful students will be able to take a 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 in a written format on the midterm short answer section of the exam and through written assignments (e.g., case analysis).

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 preparation, and team assignments) at once and prioritize course tasks.

Lecture Content:

Research Methods and Statistics
Groups and Teams
Leadership
Power and Politics
Stress and Well-being
Work Motivation
Communication
Conflict and Negotiations

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 12 seminars. During the seminars, you will work on collaborative learning activities that will help you develop the following skills:

- Working cooperatively and effectively in groups
- Effective communication skills
- Effective team leadership skills
- Developing strategies for managing your time and projects effectively
- Learning to provide and receive constructive peer feedback

As iterated 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 with other members of your seminar section. So, it is important that you only attend your own section. Thank you!

Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Team Project Part 1: Team Presentation	Oct. 25/26/ 27 (IN-LAB)	17%	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
Team Project Part 2: Team Paper	Mon. Nov. 27 (11:59pm)	22%	Reading Comp., Written Communication, Inquiry & Analysis, Teamwork, Information Literacy, Personal Org. & Time Mgmt.
IN-LAB assignments (only top 5 out of 7 count)	#1: Sept. 27/28/29; #2: Oct. 4/5/6; #3: Oct. 11/12/13; #4: Oct. 18/19/20;	5%	Oral and Written Communication, Teamwork, Personal Org. and Time Mgmt.

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
	#5: Nov. 8/9/10; #6: Nov. 15/16/17; #7: Nov. 22/23/24		
AER – Project Leader (1)	Project Leader AER worksheet on Tues. Oct. 31 OR Tues. Nov. 28 (11:59pm) Project Leader AER Consult for Part 1: Nov.1/2/3 OR Part 2 (TA schedules it)	2%	Teamwork
Project Leader Feedback (1)	Fri. Nov.3 & Fri. Dec. 1 (11:59pm)	2%	Teamwork, Leadership
Peer Evaluations (2)	Fri. Mar. 10 & Fri. Dec. 1 (11:59pm)	2%	Teamwork
Course Outline Quiz	Wed. Sept. 20 (11:59pm)	3%	Depth & Breadth of Understanding, and Reading Comp.
Mid-term	Tue. Nov. 7 (1:00pm)	21%	Depth & Breadth of Understanding, and Written Communication.
Final Exam	Mon. December 4th (7:00-9:00pm)	26%	Depth and Breadth of Understanding, and Reading Comp.

Additional Notes (if required):

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%. Students who fail to contribute in any capacity to the group projects will receive a grade of 0.

The exams will cover material from lectures and the textbook. The midterm exam will consist of short answer and multiple-choice questions. The final exam will be only multiple-choice questions and will be cumulative.

Final examination date and time: Monday, December 4th from 7:00pm - 9:00pm

Final exam weighting: 26%

Course Resources

Required Texts:

https://ecampusontario.pressbooks.pub/orgbehavior/

Please note that this textbook is free and can be read online using the above link. The PDF has been uploaded to Courselink. If you would like, you can order a physical copy of this textbook using this link. Also, the link is available on library reserves.

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

General

All students are required to check their @uoguelph.ca e-mail account regularly. There are a number of deadlines and substantial organization required in completing this course. It is your responsibility to meet course deadlines. Personal organization and time management are explicit learning outcomes for this course.

Grading Policies

Late Team Paper assignments will be docked 10% per day starting the day after the assignment is due. Given the nature of Team Project Part 1 (i.e., the team presentation), **no late assignment will be accepted**.

All IN-LAB assignments are due during your assigned lab; thus, no late assignments will be accepted. Please note that there are 7 in-lab assignments – students can drop their 2 lowest in-lab assignments.

AER (After Events Review) – Project Leader AER Worksheets are due prior to your AER consultations with your TA in your assigned lab. The due date was designed to give you as much time as possible to reflect on your time as a project leader but also give TAs enough time to review your AER prior to the consultation, thus, 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. For Team Project Parts 1 and 2, leader feedback and peer evaluations are due the Friday after the project deadline (Friday, Nov. 3rd and Friday,. Dec. 1st). Thus, leader feedback or 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, Ashley Cole, 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.

Course Policy on Missed Classes and Exams

All of the information related to the administrative aspects of this course will be communicated during class time and on 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 or concerns, or just stop by 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, Project Manager Feedback, Peer Evaluation grades, Team Projects, in-lab assignment grades, or project team, please email your respective seminar TA (see Seminar Contact Information for details).

Important: Please include **"PSYC 2070"** in the subject header of any emails 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 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 any time 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.

Copies of the exam are loaned to registered students for the duration of the examination only. They remain the property of the course instructor at all times. All copies must be returned to the instructor, or her designate at the end of the examination time. They cannot be removed from the examination room under any circumstances. All material contained in the exams is copyrighted and may not be reproduced or transmitted to others without the express, written consent of the instructor.

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

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

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 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: November 20th-December 1st. 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 Friday December 1, 2023. 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.