PSYC*3490, 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: Social and Organizational Psychology

Course Description:

In this course, you will learn about social and organizational psychology. A particular emphasis will be placed on learning about diversity, equity, and inclusion in the workplace. Topics include discrimination, stress, power, and income inequality.

Credit Weight: .5

Academic Department (or campus): Department of Psychology

Semester Offering: Fall 2023

Class Schedule and Location: ROZH 102, Tuesdays and Thursdays 1:00-2:20pm

Instructor Information

Instructor Name: Professor Leanne Son Hing

Instructor Email: sonhing@uoguelph.ca

Office location and office hours: Tuesdays 3:30-4:30 pm via Teams or by appointment. If you would like to meet in person, send me an email to let me know at least 24 hours in advance (MacKinnon Extension room 3010). Please note that there are no office hours on Oct 10th.

I prefer that you attend my virtual office hours to ask your questions. Unless I am with a student, I will answer emails right away during office hours because this is the time allocated for helping you with questions and clarification. As a general rule at other times, I will do my best to answer emails within 48 hours of reception of the email. **I do not check or answer emails on Saturdays or Sundays.** Therefore, if I receive an email on Friday at 5.00 pm, I will try to answer by Monday at 5.00 pm or earlier.

If the answer to your question can be found in in CourseLink/D2L, I will send you the following automatic email: *"This information is explained in detail in the documentation available in CourseLink. Please, contact me during my office hours only if you require further clarification."*

GTA Information

GTA Name: Tianzi Dou
GTA Email: tianzi@uoguelph.ca
GTA office location and office hours: Mondays 1-2pm, location TBA

GTA Name: Amara Robbins
GTA Email: arobbi02@uoguelph.ca
GTA office location and office hours: Thursdays 11-12, location TBA

Course Content

Specific Learning Outcomes:

1. Depth and Breadth of Understanding: Successful students will learn about how social psychological phenomena and organizational processes affect people's experiences at work with a particular focus on inequalities.

2. Professional Behaviour: Successful students will demonstrate professional behaviour in that they are able to meet the responsibilities and deadlines associated with this course (attend class when reasonable to do so, submit assignments properly and on time, do readings in advance of class, study material, contribute positively to class discussion).

3. Teamwork: Successful students will demonstrate personal responsibility to the group, work collaboratively with others to maximize team performance, handle conflicts proactively, and be aware of their own and others' contributions and evaluate them fairly

4. EDI Understanding: Successful students will demonstrate knowledge of equity (E), diversity (D), and inclusion (I) issues for different groups in the workplace. They will understand the barriers to EDI and how to best achieve EDI. Students will reflect on their own forms of privilege and disadvantage, and practice respect for others' experiences and perspectives in team and class discussions.

5. Communication: Successful students are able to understand the readings, videos, and class lectures, and ask relevant questions and make insightful comments that move our discussions forward. They are able to communicate verbally and in written form in a clear, concise manner.

Lecture Content:

1	S7	Introduction to course and organizational psychology
2	S12	Hierarchy and power
3	S14	Leadership
4	S19	Teams and conflict
5[*]	S21	Group contract day
6[a]	S26	ICD1 class ODD groups only: power and posture
7[a]	S28	ICD1 class EVEN groups only: power and posture
8	O3	Stereotyping and prejudice
9	O5	Discrimination
10	O12	Sexual harassment
11[a]	O17	ICD2 class ODD groups only: Sexual harassment
12[a]	O19	ICD2 class EVEN groups only: Sexual harassment
13	O24	Catch up and midterm prep
14	O26	Midterm
15	O31	Merit and social mobility
16	N2	Diversity initiatives
17	N7	Justice
18	N9	Stress, JDR, COR, well-being
19[a]	N14	ICD3 class ODD groups only: work-life conflict
20[a]	N16	ICD3 class EVEN groups only: work-life conflict
21	N21	Unethical and Misbehaviour
22	N23	The new corporation
23	N28	The new corporation
24[*]	N30	Catch up and final exam prep

As you learn about team processes in this course, you will put this into practice with four group work assignments worth 16% of your final grade (group contract and three inverted class discussions). In addition, how your peers evaluate your contributions to the group is worth 10% of your grade.

You will learn what group you are in on Sept 19. On Sept 21, you will work with your group in class creating a group contract.

[a] For these weeks, you attend only one class. Those in odd numbered groups will attend the Tuesday class and those in even numbered groups will attend the Thursday class. It is imperative that you attend that class – your group will need you there!

Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
75% (15/20) class attendance	Sept 7-Nov 30	3	2 3 5
Hard copy of Personal information sheet due	Sept 14 1:00pm to Sept 15 5:00pm hard copy in class or email to arobbi02@uoguelph.ca	3	2 5
Team contract	Sept 24 5:00pm to D2L	5	1 2 3 4 5
Midterm exam	Oct 26	20	1 2 4 5
Peer review you complete for others	Nov 23 1:00pm to Nov 28 5:00pm hard copy in class or email to arobbi02@uoguelph.ca	3	2 3 4 5
Peer evaluation received	We will post to D2L by Dec 8	10	1 2 3 4 5
Final exam	Dec 13 2:30-4:30pm	30	1 2 4 5
Odd Groups only			
ICD 1 notes	Sept 25 1:00pm to D2L	5	1 2 3 4 5
ICD 1 class contribution	Sept 26	3	1 2 3 4 5
ICD 2 notes	Oct 16 1:00pm to D2L	5	1 2 3 4 5
ICD 2 class contribution	Oct 17	4	1 2 3 4 5
ICD 3 notes	Nov 13 1:00pm to D2L	5	1 2 3 5
ICD 3 class contribution	Nov 14	4	1 2 3 5
Even Groups only			
ICD 1 notes	Sept 27 1:00pm to D2L	5	1 2 3 4 5
ICD 1 class contribution	Sept 28	3	1 2 3 4 5
ICD 2 notes	Oct 18 1:00pm to D2L	5	1 2 3 4 5
ICD 2 class contribution	Oct 19	4	2 3 4 5
ICD 3 notes	Nov 15 1:00pm to D2L	5	1 2 3 5
ICD 3 class contribution	Nov 16	4	1 2 3 5

Additional Notes (if required):

Both exams will consist of multiple choice, fill in the blank, and short essay questions. You will have plenty of time to complete them. Make sure you have your student ID card and pen for writing the midterm and final.

Midterm: You are responsible for readings, videos, and lectures for classes 1-13. 20% weight

Final exam: You are responsible for readings, videos, and lectures for classes 15-24. 30% weight

Final examination date and time: Dec 13 2:30-4:30pm

Final exam weighting: 30%

[Examination Regulations](#)

Course Resources

Other Resources:

All readings and links required for this course will be made available on CourseLink.

Course Policies

Lecture Slides
Only skeleton slides will be posted on D2L (aka Courselink). Their purpose is simply to provide you with a sense of structure for the class.

Sharing of Course Material

Students are not to share any course material (readings, lecture slides, lecture notes, assignments or exams) on electronic platforms. We will be monitoring websites.

Generative AI

Students may not use AI for any written or oral assignments (i.e., group contract, ICD notes, responses to ICD questions). Students' work must reflect their unique intellectual capacity and demonstrate the application of critical thinking and problem solving. Unauthorized use of AI to complete assessments violates the fundamental intellectual purposes of the University and does not demonstrate student achievement of course learning outcomes.

Submission of materials completed by AI, without permission of the instructor, constitutes an offence under the University's academic misconduct policies, either as a form of plagiarism or the use of unauthorized aids.

Grading Policies

Class Attendance
Students are encouraged to attend class by making attendance worth 3% of your grade. It is in class that we will hold discussions and probe the course material. It is not possible to learn the material only from the readings and the skeleton slides posted on CourseLink. Because personal factors arise that can cause legitimate conflicts (e.g., illness), only 75% attendance (15/20 classes) is required to pass this component of the course (pass/fail worth 3%). If you miss a class, you do not need to email us. If an issue is ongoing and causing you to miss multiple classes, then please email your TA, Tianzi Dou, tianzi@uoguelph.ca.

Personal information sheet

Your responses are used to put you in teams that have the potential to be successful. So please be accurate and forthcoming in your responses. A grade of 3% is given for on time submissions, **Sept 14 1:00pm to Sept 15 5:00pm**. Hard copies can be submitted in class, electronic copies can be sent to our TA, Amara Robbins, **arobbi02@uoguelph.ca**. Students who submit late are put in teams with others who submit late and will receive 1 or 2% depending on how late you are. Students who fail to submit will be placed in a team with others who fail to submit and will receive a grade of 0.

Team contract
Your group will complete a contract clearly outlining how you will work together effectively. Each team is to complete one copy of their contract and submit electronically **Sept 24 5:00pm to D2L**. Contracts are graded based on clear, detailed, thoughtful responses (5% of grade). Max length is two pages double spaced. Late assignments are docked 5% per day; assignments that go over the page limit are docked 5%-15% depending on length.

Inverted classroom discussions (ICDs) 123
Each group will experience three ICDs or inverted class discussions. During ICD weeks, only odd numbered groups attend class on Tuesday and only even numbered groups attend class on Thursday.

Before class, you will do a reading(s)/watch video and make detailed notes (2 pages, double spaced max), which you will upload to CourseLink the day before class (see table for dates and deadlines). Your notes are graded by the TAs for accurate understanding of the readings, thoughtful insights, and clear written communication. Each set of notes is worth 5% x 3 assignments = 15% of grade. Late submissions or no submissions receive a grade of 0%.

During our inverted classroom days, I will present questions for groups to answer. You will have time to discuss your answers in your groups and then I will call on your group to share your thoughts with the whole class. Your group will be graded based on the quality of your contribution, which is worth 11% of your final grade (ICD1 = 3%, ICD2 = 4%, ICD3 = 4%). I know it can seem intimidating but remember all your peers feel the same way. Also, I am there to help facilitate the discussion. These classes turn out to be our favourite!

What to do if you have to miss your ICD? (1) Let your group members know as early in advance as possible. (2) Send them your notes after the deadline for submission but well before class. (3) Discuss with your group how you will make up for your absence (e.g., be the one to talk for the next ICD).

Peer reviews

For your group to work well together and perform well on the group contract and for the ICDs, each member must be prepared, up to date in course material, share their knowledge and opinions, and be respectful of others. Only you have insight about your team members and so you will complete peer evaluations. Peer evaluations comprise 10% of your final grade. Your peers will evaluate your level of responsibility and professionalism, your teamwork skills, your communication, and the quality of the work you contributed to the contract and ICDs.

A grade of 3% is given for complete, accurate, on time submissions, **Nov 23 1:00pm to Nov 28 5:00pm hard copy in class or email to arobbi02@uoguelph.ca,** 1% is granted for incomplete or late submissions (up to 24 hours after the deadline). Thereafter, a grade of 0% is given.

[Undergraduate Grading Procedures](#)

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:
[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. 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](#).

[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 and forms of AI (e.g., chat GPT) 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.