

# PSYC\*2070, Course Outline: Fall 2017

## 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:** Fall

**Class Schedule and Location:** Wednesdays: 7:00pm – 8:00pm, RICH 2520  
Wednesdays: 9:00pm – 9:50pm, RICH 2520

## Instructor Information

Instructor Name: Harjinder Gill  
Instructor Email: gillh@uoguelph.ca  
Office location and office hours: Tuesdays 3-4pm

## GTA Information

Jessica Sorenson: Co-ordinating TA (jsorenso@uoguelph.ca)

Brooke Charbonneau: Lab 01 (Wed 8:00pm) MCKN, Room 232  
Alyssa Payne: Lab 02 (Wed 8:00pm) MCKN, Room 233  
Janie Vu: Lab 03 (Wed 8:00pm) MCKN, Room 234  
Jessica Sorenson: Lab 04 (Wed 8:00pm) MCKN, Room 235

Marian Pitel: Lab 05 (Wed 8:00pm) MCKN, Room 236

Parco Sin: Lab 06 (Wed 8:00pm) MCKN, Room 237

Katya Pogrebtsova: Marking TA

Denisa Luta: Marking TA

Rebecca Lee: Marking TA

## **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

Stress and Time Management

Work Motivation

Groups and Teams

Leadership

Communication Skills

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 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
HBR Case Analysis	Mon. Oct 2 (11:59pm)	8%	Reading Comprehension, Inquiry and Analysis, Teamwork, Written Communication, Personal Organization and Time Management
Case Analysis Paper	Mon. Oct 16 (11:59pm)	8%	Reading Comprehension, Written Communication, Inquiry and Analysis, Teamwork, Information Literacy, Personal Organization and Time Management
Mid-term	Wed. October 25 (11:59pm)	20%	Depth and Breadth of Understanding, Written Communication, Personal Organization and Time Management
Team Debate	Wed. Nov. 8 (11:59pm)	8%	Oral and Written Communication, Teamwork, Information Literacy, Personal Organization and Time Management
Leadership Interview	Mon. Nov. 27 (11:59pm)	8%	Oral and Written Communication, Teamwork, Personal Organization and Time Management
LEADER addition		3%	
AER – Leader (2)		2%	Teamwork
AER - Follower (3)		3%	Teamwork
Leader Feedback (3)		3%	Teamwork
Peer Evaluations (4)		2%	Teamwork
Scribe Hero		5%	Written Communication
Final Exam	Friday December 15 (2:30-4:30pm)	30%	Depth and Breadth of Understanding, Reading Comprehension, Personal Organization and Time Management

**Additional Notes (if required):**

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:** Friday, December 15<sup>th</sup> from 2:30-4:30pm

**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>

**Course Policies****Grading Policies**

Late group Assignments (HBR, case analysis, 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) – Leader, AER – Peer, 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 (HBR, Case Analysis, Team Debate, and Leadership Interview) will be completed in groups. Only one assignment will be submitted by the Team Leader for each group.

### **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**

### **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](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 **Friday, November 3, 2017**. For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](#).  
[Current Undergraduate Calendar](#)

### **Additional Course Information**

#### **Expectations about e-mail communication:**

I really enjoy meeting students during my office hours (Tues. 2:00-3:00pm). Please come by if you have any questions, concerns, or just for a friendly chat.

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.

Also note that the TAs and I will do my best to answer your emails within 48 hours of receipt, but that we are not available on weekends.

#### ***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.