

# PSYC\*2070, Course Outline: Winter 2019

## 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:** Winter

**Class Schedule and Location:** Tuesdays: 4:00 - 5:20pm, ROZ 103

## Instructor Information

Instructor Name: Harjinder Gill

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

Office location and office hours: Wednesdays 3-4pm

## GTA Information

Parco Sin: LAB Coordinator ([psin@uoguelph.ca](mailto:psin@uoguelph.ca))

SEM 01: Jessica Sorenson ([jsorenso@uoguelph.ca](mailto:jsorenso@uoguelph.ca)) - MINS Room 128 on Thu at 11:30am

SEM 02: Rebecca Lee ([rlee01@uoguelph.ca](mailto:rlee01@uoguelph.ca)) - MINS Room 101 on Thu at 11:30am

SEM 03: Jordan Ho ([jho09@uoguelph.ca](mailto:jho09@uoguelph.ca)) - MINS Room 128 on Thu at 4:00pm

SEM 04: Craig Leonard ([cleona02@uoguelph.ca](mailto:cleona02@uoguelph.ca)) - MINS Room 101 on Thu at 4:00pm

SEM 05: Baylee Rubinoff ([brubinof@uoguelph.ca](mailto:brubinof@uoguelph.ca)) - MINS Room 128 on Fri at 11:30am

SEM 06: Melissa Pike ([mpike01@uoguelph.ca](mailto:mpike01@uoguelph.ca)) - MINS Room 101 on Fri at 11:30am

SEM 07: Marian Pitel ([mpitel@uoguelph.ca](mailto:mpitel@uoguelph.ca)) - MINS Room 128 on Fri at 1:00pm

SEM 08: Nouran Sakr ([nsakr@uoguelph.ca](mailto:nsakr@uoguelph.ca)) – MINS Room 101 on Fri 1:00pm

Please note that TA Office Hours times and location are posted on a document entitled "Psyc2070\_LAB and TA Contact Information Winter 2019" on the Psyc\*2070 Courselink website.

## **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  
Research Methods and Statistics  
Leadership and Influence  
Groups and Teams  
Work Motivation  
Stress and Well-being  
Conflict and Negotiation  
Communication

### **Seminars:**

You will attend and participate in 11 seminars. 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 skills
- Develop strategies for managing your time and projects effectively
- Learn to provide and receive constructive peer feedback

**Course Assignments and Tests:**

<b>Assignment or Test</b>	<b>Due Date</b>	<b>Contribution to Final Mark (%)</b>	<b>Learning Outcomes Assessed</b>
Case Analysis Paper	Wed. Feb. 13 (11:59pm)	<b>10%</b>	Reading Comp., Written Communication, Inquiry & Analysis, Teamwork, Information Literacy, Personal Org. & Time Mgmt.
Leadership Interviews	Wed. Mar. 13 (11:59pm)	<b>10%</b>	Oral and Written Communication, Teamwork, Information Literacy, Personal Org. & Time Mgmt.
Team Presentation	Th. Mar. 28 and Fri. Mar. 29 (IN-LAB)	<b>10%</b>	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
IN-LAB assignments (6)	Jan.17 / 18; Jan. 24 / 25; Jan. 31 / Feb. 1; Feb. 14 / 15; Feb. 28 / Mar. 1 Mar. 14 / 15 (IN-LAB)	<b>5%</b>	Oral and Written Communication, Teamwork, Personal Org. and Time Mgmt.
AER – Project Leader (1)	Feb. 6; Mar. 6; OR Mar. 20th (11:59pm)	<b>2%</b>	Teamwork
Leader Feedback (2)	Feb. 15, Mar. 15, OR Apr. 3 (11:59pm)	<b>4%</b>	Teamwork, Leadership
Peer Evaluations (3)	Feb. 15, Mar. 15, & Apr. 3 (11:59pm)	<b>3%</b>	Teamwork
INDIV. AER	Apr. 3 (11:59pm)	<b>2%</b>	Oral and Written Communication, Teamwork, and Leadership
Research Participation		<b>4%</b>	Information Literacy, Reading Comp., Teamwork
Mid-term	Tues. Feb. 26 (4:00pm)	<b>20%</b>	Depth and Breadth of Understanding, Written Communication, Org. & Time Mgmt.
Final Exam	Tue. Apr. 16 (8:30-10:30am)	<b>30%</b>	Depth and Breadth of Understanding, Reading Comp., Personal Org. and Time Mgmt.

**Additional Notes (if required):**

**Research participation:** In addition to the assignments and exams, there is a research learning component. The research participation requirement is intended to provide students with firsthand knowledge of how organizational psychology research is conducted. By participating, students will gain insight into one of the most important ways we learn about topics related to organizational work teams. Two options are available to you. You can either participate in an actual study being conducted at the university, or you can read and write a critical analysis of articles reporting on teamwork research. Your professor, Dr. Harjinder Gill, will not be made aware of which option you choose. Alexandria Elms, an outside research investigator will record participation in the study and will mark the paper. If you choose the latter option, your article review must be completed and submitted by 11:59 pm on April 3rd. Article reviews will not be accepted after April 3rd, 2019. Instructions for the research participation and the article review will be posted on the course website, please refer to them.

**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 grade on the group project reduced by 30%.

The exams will cover material from lecture, seminars, 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:** Tuesday, April 16<sup>th</sup> from 8:30am - 10:30am

**Final exam weighting:** 30%

## **Course Resources**

**Required Texts:**

Textbook: Organizational Psychology: A Scientist-Practitioner Approach, 3<sup>rd</sup> edition, custom for Psyc\*2070 – Teams, Leadership, and Professional Behaviour. Toronto: Pearson Canada.

A copy of the text is available on library reserve.

**Other Resources:**

The assignment materials will be submitted using the course Dropbox, Qualtrics, and PEAR (an electronic system of submission and peer evaluation). 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.

**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 team projects (Leadership Interviews and Case Analysis) will be docked 10% per day starting the day after the assignment was due. Given the nature of 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 six in-lab assignments – students can drop their lowest in-lab assignment.

**AER (After Events Review) – Project Leader** 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 Projects 1 and 2, leader feedback and peer evaluations are due the Friday after the project deadline (Friday, Feb. 15<sup>th</sup> and March 15<sup>th</sup>), and for Project 3, they are due the Wednesday following (Wednesday, April 3rd). Similarly, any late **INDIV. AER** (due Wednesday, April 3rd) will also be docked 50% per day. Thus, leader feedback, peer evaluations, or individual AERS that are submitted more than 24 hours after the deadline will result in a grade of zero.

Please note that these policies are binding unless academic consideration is given to an individual student.

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

Assignments (Leadership Interviews, Case Analysis, and Team Presentation) will be completed in groups. Only one assignment will be submitted by the Project Leader for each group. Normally every member of the group gets the same grade on 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.

### **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. 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 mid-term 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 mid-term exam.

**If you will not be able to attend or miss the final exam**, please contact your program counsellor. I do not reschedule final exams. See the academic calendar for information on procedures for dealing with a missed final examination: [Academic Consideration](#)

### **Policy on emails**

Myself and the TAs really enjoy meeting students during office hours (Instructor Office Hours: Wednesdays 3:00-4:00pm). Please come see us if you have any questions, concerns, or just for a friendly chat.

Only questions that can be answered simply, for example 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 come and see me or the TAs.

If you have questions or concerns about your midterm, Project Leader AER, Individual AER, Leader Feedback, or Peer Evaluations grades, or your TA please email the TA Coordinator, Parco Sin at psin@uoguelph.ca. If you have any questions or concerns about your projects (case analysis paper, leadership interviews, and team presentation), in-lab assignment grades, or project team please email your respective seminar TA (see Lab and TA Contact Information for details).

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. If you do not comply with this policy, you will receive an automatic email response requesting that you resend your original message with your lab TA copied on the message.

Also 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 come see us during office hours or after lecture or seminar. 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**

### **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 March 8, 2019**. For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](#).  
[Current Undergraduate Calendar](#)

### **Additional Course Information**

#### **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.