

PSYC*2070, Course Outline: Fall 2024

General Information

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

1. **Lectures: The 1st lecture on Tuesday, September 10th 5:30pm – 6:50pm in THRN 1200**
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 22nd (5:30pm – 6:50pm).**
4. **Final Exam: will be face to face at an assigned location on campus on Dec. 5th (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, THRN 1200

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

I will respond to emails within 48 hours during weekdays (Monday to Friday). I do not check my email on weekends. Emails received after 4 PM on Friday will be addressed the following Monday. Please plan accordingly and send your queries during the week to ensure they are addressed promptly. If you have an urgent matter that requires immediate attention, please clearly state "URGENT" in the subject line of your email. **Please include your full name and course number in your email.**

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). 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).

Seminar Section	Seminar Time	Seminar Location	Seminar Leader	Email
<u>01</u>	T 10:00 AM - 11:20 AM	MCKN 318	Rachel Appiah	appiahr@uoguelph.ca
<u>02</u>	T 10:00 AM - 11:20 AM	MCKN 313	Halah Abu-Omar	habuomar@uoguelph.ca
<u>03</u>	W 4:00 - 5:20 PM	ALEX 309	Rachel Appiah	appiahr@uoguelph.ca
<u>04</u>	W 4:00 - 5:20 PM	MCKN 306	Halah Abu-Omar	habuomar@uoguelph.ca
<u>05</u>	Th 10:00 - 11:20 AM	MINS 128	Brooke Charbonneau	charbonb@uoguelph.ca
<u>06</u>	Th 10:00 - 11:20 AM	MINS 101	Fiona Burns-Hemingway	fburnshe@uoguelph.ca
<u>07</u>	F 11:30 - 12:50 PM	ROZH 107	Fiona Burns-Hemingway	fburnshe@uoguelph.ca

<u>08</u>	F 11:30 - 12:50 PM	ROZH 109	Jasmine Singh	jsingh29@uoguelph.ca
<u>09</u>	F 1:00 - 2:20 PM	ROZH 108	Jasmine Singh	jsingh29@uoguelph.ca
<u>10</u>	F 1:00 - 2:20 PM	ANNU 306	Brooke Charbonneau	charbonb@uoguelph.ca

Graduate Teaching Assistant (GTA) Information

GTA Coordinator

GTA Name: Ashley Cole (acole02@uoguelph.ca)

Ashley'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.

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 writing 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:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Team Project Part 1: Client Proposal	Wed. Oct 30 (11:59PM)	15%	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
Team Project Part 2: Consultants' Report	Wed. Nov 27 (11:59pm)	25%	Reading Comp., Written Communication, Inquiry & Analysis, Teamwork, Information Literacy, Personal Org. & Time Mgmt.
Seminar Attendance and Participation	Throughout Course	8%	Oral and Written Communication, Teamwork, Personal Org. & Time Mgmt.
Project Manager Feedback (2)	Fri. Nov 01 (11:59pm) Fri. Nov 29 (11:59pm)	2%	Teamwork, Leadership
Peer Evaluations (2)	Fri. Nov 01 (11:59pm) Fri. Nov 29 (11:59pm)	2%	Teamwork
Midterm Exam	Tues. October 22 nd (5:30pm)	24%	Depth & Breadth of Understanding, and Reading Comp.

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Final Exam	Dec. 05 (2:30 – 4:30)	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 5th 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 (including weekends).

Team assignments that are submitted in the wrong file format (e.g., Google Docs or Pages instead of a Word document) will be deducted an additional 5% per day starting the day after the project was due until the correct format file is submitted.

Seminar participation grades will be completed within seminar time/lab working-sessions. Thus, attendance and participation are required to receive a participation grade.

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 with 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 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 Proposal 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 Generative Artificial Intelligence

The use of generative artificial intelligence tools or apps for assignments in this course, including tools like ChatGPT and other AI writing or coding assistants, is prohibited. Representing one's own idea, or expression of an idea, that was AI-generated may be considered an academic offense in this course.

Course Policy Regarding Use of Electronic Devices and Recording of Lectures

Electronic recording of classes is expressly forbidden without the 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 7 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 Feedback, Peer Evaluations grades, Team Projects, seminar participation, 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 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.

Course Policy Regarding Posting Of Course Material

Do NOT post any PSYC2070 course documents, or any assignments that you have completed for this course on sites such as Course Hero. This is a direct violation of privacy and confidentiality. It also violates academic integrity.

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](#).

Course Policy Regarding Use of AI

Students who are searching for academic sources should use a database like OMNI, via the UofG library or one specific to their discipline. Programs like ChatGPT are not academic databases, and if asked to generate academic sources it may not provide credible or legitimate ones. Using fabricated sources in your work is a form of academic misconduct called Falsification, specifically defined in the academic calendar as "concocting facts or reference". This could lead to an academic misconduct allegation. If you are struggling to find academic and peer reviewed sources, reach out to your instructor or TA or drop by the library for Research Assistance. You can also use the "chat with us" tab at the bottom of the screen on the library's homepage to ask a librarian for some help.

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](#)

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).

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 or the [Student Accessibility Services Website](#)

Course Evaluation Information

Please refer to the [Course and Instructor Evaluation Website](#) .

Drop date

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](#)

Re-Grading of Assignments Policy Any inquiry about the grade must be made within **one week** from the date the grades are posted. If students fail to inquire about any grade during this time limit, re-evaluation of the assignment will not be considered. Where a student is of the belief that an assignment has not been accurately graded, they are to pursue a 2-step course policy:

1. Contact Dr. Fiksenbaum via email as soon as possible after receiving the grade and feedback through CourseLink to identify concerns regarding the grading of the assignment.
2. Students can request an evaluation of the assignment. However, it is important to note that students will be required to accept the new grade received through the regrade, whether it is higher or lower.

Commented [AC1]: Wanted to highlight above under grading policy we mention they reach out to TA first and then I review if unhappy. Not sure which way to prefer, but wanted to highlight for consistency

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.