

Psych 338: Organizational Psychology
University of Waterloo, Department of Psychology
Fall Term 2011
Mondays
Lecture 6:30-7:50 pm AL113
Discussion Sections 8:00-9:30 pm location TBA

Professor: Wendi L. Adair
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Office Hours: Mondays 4-5 pm & by appointment, 4046 PAS
Required Text: **Organizational Behaviour: Improving Performance & Commitment in the Workplace (Canadian Ed.) Colquitt, LePine, Wesson, & Gellatly**
Anti-requisite: *AFM 280, MSC1 211, BUS 388W, SCBUS 225*
Teaching Assistants: Vivian Chan, 4235 PAS, Thursdays 8:30-9:30 am
Omar Ganai, 4235 PAS, Mondays 10-11 am
Kevin Leung 4232 PAS, Wednesday 11 am-12 pm
Rachel Morrison 4237 PAS, Tuesday 3-4 pm
Discussion Group Rooms: HH 1104, 1106, 1108, AL 113

Overview

The purpose of Psych 338 is to introduce you to the major theories and practices in the field of Organizational Behaviour. The primary emphasis in the course is on the psychological processes that influence the workplace environment, the nature of work, and the behaviour of workers.

Format

The course tackles one or more areas of Organization Behaviour theory each week. Most weeks we will meet first for lecture and then break up into smaller groups for discussion. In week 3, students will be assigned to a discussion group for the duration of the term. **Please note: We will hand out discussion group assignments in class.** Discussion group meetings will be used for team experiential exercises and case discussions.

Teamwork is a large component of the course. At the beginning of the term, you will be assigned to a four-person team. Over the course of the term your team will complete several in-class exercises that illustrate key learning points and write three team exercise debrief papers.

Communication with Instructor and TAs:

To contact your instructor or teaching assistants, please use official UW email addresses. Please do not use UW-Ace to send messages.

Students are responsible for all e-mail that is sent to the official UW email address. Check e-mail regularly for important and time sensitive messages.

Course Materials

The primary source for Psych 338 is the Colquitt et al. textbook. Additional materials for cases and experiential exercises will be handed out in Discussion Group meetings.

The final course outline is posted on the UW-ACE course site (<http://uwace.uwaterloo.ca>). Weekly slides will be posted to the course site on UW-ACE 24 hours prior to each class. In addition, please check ACE for weekly announcements.

Summary of Course Requirements

Requirement	Date	Value
Team debrief #1	Oct 17	12%
Midterm #1	Oct 24	25%
Team debrief #2	Nov 7	12%
Team debrief #3	Nov 28	12%
Midterm #2	Dec 5	25%
Discussion Group Participation		14%

Course Requirements in Detail

Midterm Examinations (25% each)

The exams will consist of multiple-choice and, possibly, some short-answer questions. Questions will come from the textbook, lectures, and discussion sections. Midterm exams will be held during class time and are scheduled for the lecture portion of class on Monday October 24 and Monday December 5. Each midterm will contain only that material that was covered since the previous exam (i.e. non-cumulative). Midterms will be closed-book. No notes or textbooks are permitted.

Team Exercises, Surveys, and Debriefs

Learning to manage teamwork is an integral part of this course. In week 2, you will complete an on-line demographic survey that we will use to create 4-person teams. In week 3, you will be assigned to a team as well as a discussion group that you will work with for the remainder of the term. In discussion section, your team will complete several exercises that illustrate key course concepts. Following three of these exercises, you will complete a team debrief assignment requiring you to analyze your team experience by tying in concepts covered in the readings and in class. At least 3 of these exercises will involve completing an on-line survey so we can collect aggregate data to present in class discussion the following week or in the final discussion session on December 5.

Team Debriefs (12% each)

Detailed instructions for team debrief assignments will be handed out in Discussion Group. Questions will involve analyzing your in-class experiential exercises by applying theories and concepts from class. For example, one question might ask: "What opportunities were there for decision-making biases to occur? Did your team fall prey to any of these biases? Explain why or why not, using examples from your team interaction."

All team assignments should be completed as a team. Your written work should be entirely your own. It is not acceptable to consult with other teams in the class or students who took the course in prior years.

Assignments should be type written, 3 pages, double spaced with 1 inch margins, and should be completed as a team. Assignments are due in class one week after the team exercise, as indicated under the **Summary of Course Requirements** and the **Course Outline**.

Team debriefs should be submitted in hard copy at the start of discussion group on the due date. A late paper will be docked 5% for every day that it is late. Because the assignments are team-based, each member of your team will receive the same grade for your written work.

Discussion Group Participation (14%)

Because experiential learning is a large part of this course, you are expected to attend class each week and to participate fully in the group and team exercises in your discussion groups. Your Teaching Assistant will track participation in your Group Discussion section and your participation grade will

depend on: 1) attendance, 2) participation in team dynamics components (exercises and surveys), and 3) quality contribution to class discussion.

Weekly participation grades will be assigned on a scale of 0-3 (0=did not attend, 1 = attended but did not participate in discussion, 2 = attended and offered average level comment, 3 = attended and made a particularly insightful or exceptional comment).

Research Experience Marks Information and Guidelines

Experiential learning is considered an integral part of the undergraduate program in Psychology. Research participation is one example of this, article review is another. A number of undergraduate courses have been expanded to include opportunities for Psychology students to earn grades while gaining research experience.

Since experiential learning is highly valued in the Department of Psychology, students may earn a **"bonus" grade of up to 4%** in this course through research experience. Course work will make up 100% of the final mark and a "bonus" of up to 4% may be earned and will be added to the final grade if/as needed to bring your final grade up to 100%.

There are three ways to earn up to a total of 4 bonus grades: 1) participating in Psychology studies, 2) participating in a Team Dynamics Study in class, and 3) writing reviews of research articles related to class content. Students may complete any combination of these options to earn 4 research experience marks.

Option 1: Participation in Psychology Studies:

Participation is coordinated by the Research Experiences Group (REG) using the Sona website. Psychology students may volunteer as research participants in lab and/or online (web-based) studies conducted by students and faculty in the Department of Psychology. Participation in studies enables students to learn first-hand about psychology research and related concepts. Many students report that participation in research is both an educational and interesting experience. Please be assured that all Psychology studies have undergone prior ethics review and clearance through the Office of Research Ethics.

Educational focus of participation in research

To maximize the educational benefits of participating in research, students will receive feedback information following their participation in each study detailing the following elements:

- Purpose or objectives of the study
- Dependent and independent variables
- Expected results
- References for at least two related research articles
- Provisions to ensure confidentiality of data
- Contact information of the researcher should the student have further questions about the study
- Contact information for the Director of the Office of Research Ethics should the student wish to learn more about the general ethical issues surrounding research with human participants, or specific questions or concerns about the study in which s/he participated.

Participation is worth 0.5 participation credits (grade percentage points) for each half-hour of participation. Researchers will record student's participation and will advise the course instructor of the total credits earned by each student at the end of the term.

Study scheduling, participation and grade assignment related to REG studies is managed using the SONA online system. All students enrolled in this course have been set up with a SONA account. It

is **VERY IMPORTANT** that you get an early start on your studies. For detailed instructions on when and how access your SONA account and for a list of important dates and deadlines please, as soon as possible, click on:

<http://www.arts.uwaterloo.ca/~regadmin/regparticipant/sonainfo/#SonaSignUp>

**** Please do not ask the Course Instructor or REG Coordinator for information unless you have first thoroughly read the information provided on this website. ****

More information about the REG program is available at:

<http://www.arts.uwaterloo.ca/~regadmin/regparticipant/>

Option 2: Participation in Team Dynamics Study in class:

As your instructor will explain, there is an opportunity for you to earn 1 bonus mark simply by giving the instructor permission to use data from some of your team experiential exercises in future research on team dynamics. Data will only be used in aggregate form and there will be no individual identifying information associated with your data. There will be more information about this opportunity presented in class and an opportunity to sign up when you complete an on-line demographic survey in Week 2. The instructor and other teaching assistants assigning grades will not be aware of who has elected to participate in the Team Dynamics Study and there will be no implication for your grade in this course.

Please note, if you take advantage of this option, you will be granted 1 bonus grade at the end of the term by the study Research Assistants. This bonus grade will not be granted through the REG/Sona system and will not appear on your record there.

If you prefer not to participate in the team dynamics study, you can still earn this bonus grade by participating in REG studies or by completing a research article review (see below).

Option 3: Article Review as an alternative to participation in research

Students are not required to participate in research, and not all students wish to do so. As an alternative, students may opt to gain research experience by writing short reviews (1½ to 2 pages) of research articles relevant to the course. The course instructor will specify a suitable source of articles for this course (i.e., scientific journals, newspapers, magazines, other printed media). *You must contact your TA to get approval for the article you have chosen before writing the review.* Each review article counts as one percentage point. To receive credit, you must follow specific guidelines. The article review must:

- **Be submitted before the last lecture. Late submissions will NOT be accepted under ANY circumstances.**
- Be typed
- Fully identify the title, author(s), source and date of the article. A copy of the article must be attached.
- Identify the psychological concepts in the article and indicate the pages in the textbook that are applicable. Critically evaluate the application or treatment of those concepts in the article. If inappropriate or incorrect, identify the error and its implications for the validity of the article. You may find, for example, misleading headings, faulty research procedures, alternative explanations that are ignored, failures to distinguish factual findings from opinions, faulty statements of cause-effect relations, errors in reasoning, etc. Provide examples whenever possible.
- Clearly evaluate the application or treatment of those concepts in the article.
- Keep a copy of your review in the unlikely event we misplace the original.

Weekly Course Outline

Week 1
September 12 **Introduction to Organization Behaviour**

Readings: Chapter 1
Discussion Group: No discussion group meeting this week

Week 2
September 19 **Job Performance & Organizational Commitment**

Readings: Chapters 2-3
Discussion Group: No discussion group meeting this week.
Due: *Complete on-line demographic survey before Weds Sept. 21 5pm.*

Week 3
September 26 **Job Satisfaction**

Readings: Chapter 4
Discussion Group: Team units 1-3

Week 4
October 3 **Workplace Stress & Motivation**

Readings: Chapters 5-6
Discussion Group: Team Exercise #1

October 10 **NO CLASS: THANKSGIVING HOLIDAY**

Week 5
October 17 **Justice & Ethics**

Readings: Chapter 7
Discussion Group: Team units 4-5
Due: *Team Debrief #1*

Week 6
October 24 **Midterm #1**

Midterm covers chapters 1-7
Discussion Group: Introduce virtual team exercise to compete during upcoming week
Return Team Debrief #1

University Notes

Retaining Graded Course Material:

Graded final examination papers as well as unclaimed graded assignments, essays, and midterm tests* for this course will be kept in storage in the Psychology Department for a maximum of 16 months after the final grades have been submitted to the Registrar's Office. After that time, these documents will be destroyed in compliance with UW's confidential shredding procedures.

Academic Integrity:

The Official Version of the Course Outline

If there is a discrepancy between the hard copy outline (*i.e., if students were provided with a hard copy at the first class*) and the outline posted on UW-ACE, the outline on UW-ACE will be deemed the official version. Outlines on UW-ACE may change as instructors develop a course, but they become final as of the first class meeting for the term.

Accommodations for Students with Disabilities

The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.

Concerns About the Course or Instructor (Informal Stage)

We in the Psychology Department take great pride in the high quality of our program and our instructors. Though infrequent, we know that students occasionally find themselves in situations of conflict with their instructors over course policies or grade assessments. If such a conflict arises, the Associate Chair for Undergraduate Affairs (Dr. Colin Ellard) is available for consultation and to mediate a resolution between the student and instructor. Dr. Ellard's contact information is as follows:

Email: cellard@uwaterloo.ca

Ph 519-888- 4567 ext 36852

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 and 71 below for further details.

Academic Integrity, Academic Offenses, Grievance, and Appeals

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check <http://www.uwaterloo.ca/academicintegrity/> for more informaton.]

Discipline: A student is expected to know what constitutes academic integrity [check <http://www.uwaterloo.ca/academicintegrity/>], to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about 'rules' for group work/collaboration should seek guidance from the course instructor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 - Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm) - Student Discipline, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70](http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm) - Student Petitions and Grievances, Section 4, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read [Policy 72](http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm) - Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>

Academic Integrity website (Arts): http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Academic Integrity Office (UW): <http://uwaterloo.ca/academicintegrity/>

Accommodations:

Students who are requesting accommodation for course requirements (*assignments, midterm tests, final exams, etc.*) due to illness should do the following:

- seek medical treatment as soon as possible and obtain a completed UW Verification of Illness Form:
http://www.healthservices.uwaterloo.ca/Health_Services/verification.html
- submit that form to the instructor within 48 hours.
- (preferably) inform the instructor by the due date for the course requirement that you will be unable to meet the deadline and that documentation will be forthcoming.

In the case of a missed final exam, the instructor and student will negotiate an extension for the final exam which will typically be written as soon as possible, but no later than the next offering of the course.

In the case of a missed assignment deadline or midterm test, the instructor will either:

1. waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course, or
2. provide an extension.

In the case of bereavement, the instructor will provide similar accommodations to those for illness. Appropriate documentation to support the request will be required.

Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.