

Psych 338: Organizational Psychology
University of Waterloo
Department of Psychology
Spring Term 2010
Thursdays
Lecture 2:30-3:50 pm RCH 101
Discussion Sections 4:00-5:20 pm location TBA

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Office Hours: Thursdays 12:30-2:00 pm and by appointment, 4046 PAS
Required Text: **Organizational Behaviour: Improving Performance and Commitment in the Workplace, Canadian Edition, by Colquitt, LePine, Wesson, & Gellatly**
Teaching Assistants: Daniel Nadolny, Tuesdays 10:30-11:30 am, PAS 3050, daniel.nadolny@gmail.com
Elizabeth Shantz, Tuesdays 9-10 am, PAS 4239, e3shantz@uwaterloo.ca
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Anti-requisite: M Sci 211. You may not take Psych 338 if you have already taken M Sci 211.

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. 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.

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	June 3	12%
Midterm #1	June 10	27%
Team debrief #2	June 24	12%
Team debrief #3	July 15	12%
Midterm #2	July 22	27%
Discussion Group Participation		10%

Course Requirements in Detail

Midterm Examinations (27% 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 Thursday June 10 and Thursday July 22. 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 2 of these exercises will involve completing a survey so we can collect aggregate data to present in class discussion the following week.

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 (10%)

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).

Bonus Points

Research Participation

Participation in research is an integral part of this course, and provides undergraduate Psychology students with opportunities to learn first-hand about psychology research and related concepts. There are 3 ways to earn up to a total of 4 bonus points: 1) participating in REG studies, 2) participating in a Team Dynamics Study in class, and 3) writing reviews of research articles related to class content.

1) Participating in REG studies

Experiential learning is considered an integral part of the undergraduate program in Psychology. Participation in research is one example of this. A number of undergraduate courses have been expanded to include opportunities for Psychology students to volunteer as research participants enabling them to learn first-hand about psychology research and related concepts. Many students report that participation in research is both an educational and interesting experience.

Student participants may earn up to 3 percentage points towards their final mark in Psychology 338 by participating in Industrial/Organizational or Organizational Behavior studies conducted by students and faculty in the Department of Psychology. Participation is worth .5 participation credits (percentage points) for each half hour session. However, your maximum grade, combining coursework and REG credits, cannot exceed 100%. You can bank your REG credits to be used if/as needed to bring your final grade up to 100%. For example, if you get 98% in your course and you earn more than 2 REG credits, only 2 will be applied to your grade. The other credits cannot be applied to your grade, however, you will have nevertheless gained useful research experience. Researchers will record student's participation and will advise the course instructor of the total points earned by each student at the end of the term. Students who do not wish to participate in research may choose an alternative approach to earning the same number of points; this is explained below in "Alternative to participating in research".

Please note 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 she/he participated.

How to sign up for studies:

Once you are registered in this course, you will get an account on Sona (our web-based Study Sign-Up system) at <http://uwaterloo.sona-systems.com> and you will receive an email with your UserID and Password. IF YOU DO NOT RECEIVE this email, please report this to regadmin@uwaterloo.ca immediately. You may nevertheless log on to your Sona account and start signing up for studies as described below.

- 1) Log On to Sona: User ID is your Quest ID (eg. j2smith)
Password is your Student ID (eg 2001234)
- 2) Human Subjects/Privacy Policy: Please Read/Acknowledge
- 3) Prescreen Questionnaire: Please take 10 minutes to provide this demographics information. There is no credit for this and you may decline if you wish however completing it will increase your eligibility for studies.
- 4) Sign-up for Online Surveys and/or Lab studies:
 - a. Go to “Studies” page to view the list of available studies.
 - b. Click on the Titles of studies that are eligible for this course.
 - c. Read the Study Information page.
 - d. For Online studies: Click on “View Timeslots” and/or “Participate”.
 - e. For Lab studies: Click on “View Timeslots” to set up lab appointments.
- 5) Feedback and Credits: Upon completion of the study you will receive feedback about the study hypothesis, design and predictions. Within 48 hours you will be granted the credit. Credits will be converted to grades and added to your final grade at the end of the term.

Mass Testing Survey (for 1.0 participation credit):

You should do this Online study FIRST ... before doing any other Online studies. Researchers often select participants based on their responses to the measures in this survey. Completing it increases your eligibility for other studies. Note that you can only do this survey if you have completed the Prescreen questionnaire. Doing both Prescreen Questionnaire and Mass Testing Survey helps you (by providing more qualifying studies) and it helps researchers (by directing them to eligible participants). The Mass Testing Survey will be available until Monday June 14 at which time it will go offline, so please try to complete it before that date.

Study Restrictions and Important Dates:

- i) The first day to start participating in studies is Monday May 3.
- ii) The study must be eligible for a credit in this course (as noted in the Eligibility Requirements column on your Studies page).
- iii) **Only 2 of your credits for this course** can be for **Online** studies.

- iv) You should try to spread your participation out over the term i.e., if you wait until late in the term there may not be enough studies available for you.
- v) Mass Testing Survey closes Monday June 14.
- vi) Online limit override begins Monday June 14 (see note below).
- vii) The last day to participate for **credit** is Wednesday July 28.
- viii) The last day to participate for **remuneration/pay** is Friday August 13.

Online credit limit and override for students in multiple REG courses:

The Sona system automatically prohibits participants from signing up for more than 2.0 (TWO) online credits *per person*. If you are in MORE THAN ONE REG course this term the REG Coordinator will override this limit in order for you to sign up for up to 2.0 (TWO) extra online credits *per course* starting Monday June 14. At that time, details will be posted on the FAQ page of your Sona account, item 4 and an email notice will be sent to you.

Denial of access to studies: Completing studies that you have signed up for!

It is very important that you complete the studies that you have signed up for. For Lab studies this means showing up for the scheduled appointment. For Online studies this means completing the survey before the deadline that is posted in the timeslot. Please note that a study sign-up is a firm commitment to the researcher running the study so if you cannot keep the lab appointment or complete the survey before the deadline, please cancel the Sign-Up or contact the researcher in advance. Failure to attend 3 (THREE) Lab and/or Online studies that you have signed up for without providing adequate prior notice to the researcher may result in denial of access to further studies. Details are provided on the FAQ page on your Sona account.

For information, instructions, help with login problems etc. please contact:

REG website: <http://www.arts.uwaterloo.ca/~regadmin/regparticipant>
REG Coordinator: regadmin@uwaterloo.ca

2) Participating in Team Dynamics Study in Class

As your instructor will explain, there is an opportunity for you to earn 1 extra credit point 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.

To get this additional extra credit point without participating in the team dynamics study, you can complete a research article review (see below) to be handed in by the last day of class.

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

3) Alternative to participating in research

Students are not required to participate in research, and not all students wish to do so. As an alternative to participation in research, students may opt to review articles relevant to

organizational psychology and write a short 1 page review. Each review article counts as one percentage point. Articles may be taken from academic journals or the popular press and the article must relate to material that is covered in your course. *You must contact your TA to get approval for the article you have chosen before writing the review.* To receive credit, you must follow specific guidelines. The article review must:

- **Be submitted before Wednesday July 28. 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.

Students may complete any combination of a) participation in research, b) team dynamics study, or c) article review up to a total of 4% points.

Weekly Course Outline

Week 1 May 6	Introduction to Organization Behaviour
Readings:	Chapter 1
Discussion Group:	No discussion group meeting this week

Week 2 May 13	Job Performance & Organizational Commitment
Readings:	Chapters 2-3
Discussion Group:	No discussion group meeting this week.
<i>Due:</i>	<i>Complete on-line demographic survey by Monday, May 16.</i>

Week 3 May 20	Job Satisfaction
Readings:	Chapter 4
Discussion Group:	Team units 1-3

Week 4 **Workplace Stress & Motivation**
May 27

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

Week 5 **Justice & Ethics**
June 3

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

Week 6 **Midterm #1**
June 10 **Personality, Culture, and Ability**

Midterm covers chapters 1-7

Week 7 **Groups & Teams**
June 17

Readings: Chapter 10
Discussion Group: Team Exercise #2

Week 8 **Leadership & Power**
June 26

Readings: Chs 11-12
Discussion Group: Case Study & Team Task
Due: *Team Debrief #2*

July 1 **No Class: Canada Day**

Week 9 **Decision Making & Learning**
July 8

Readings: Chapter 8
Discussion Group: Team Exercise #3
Due: *Complete on-line team survey by Monday, July 12.*

Week 10 July 15	Negotiation, Organizational Culture, and Course Wrap-up
Readings:	Chapter 14
Discussion Group:	Optional review for Midterm #2
<i>Due:</i>	<i>Team Debrief #3</i>

Week 11 July 22	Midterm #2
Midterm covers chapters 8-12 and 14	
Discussion Group:	No discussion group following midterm
Hand in:	Alternatives to research participation write-ups

Week 12 Tuesday July 27	Team Component Debrief
Lecture:	Feedback and debriefing on work teams and team dynamics study.
Discussion Group:	Optional opportunity for within-team debrief.

University Notes

Cross-listed course:

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity:

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, 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 - 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

- 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 - 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/>

Accommodation for Students with Disabilities:

Note 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.