

Psych 338: Organizational Psychology
University of Waterloo
Department of Psychology
Spring Term 2013
Thursdays 2:30-5:20 pm Building M3 1006

Professor: Wendi L. Adair
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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, 2nd Canadian Edition, by Colquitt, LePine, Wesson, & Gellatly plus Connect (Hard copy plus Connect OR Ebook plus Connect)**
Teaching Assistants: Omar Ganai, Tues, 10AM-11AM, PAS 4235, ogandai@uwaterloo.ca
David Kille, Tues, 3:00 - 4:00 PM, PAS 3266, dkille@uwaterloo.ca
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Franki Kung, Thurs 10-11 am, PAS 4232, franki.kung@uwaterloo.ca
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Zhaleh Semnani-Azad, Tues 9-10am, PAS 4229, zsemnani@uwaterloo.ca
Darcy White, Thurs 11am-12pm, PAS 4211, d4white@uwaterloo.ca
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 for a two-part lecture. In week 3, students will be assigned to a 4-5 person team for the purposes of a two-part graded team project that you will work on for the duration of the term. The majority of your teamwork will be conducted outside of class. However, in some weeks, as noted in the weekly course outline below, class time will be allotted for teamwork and the professor will be available for consultation.

Course Materials

The primary source for Psych 338 is the Colquitt et al. textbook, 2nd Canadian edition. You may purchase the hard-copy textbook plus Connect or the ebook plus Connect, which is a cheaper alternative. Additional materials for teamwork exercises will be handed out in class or posted on Learn.

The final course outline is posted to Learn. Weekly slides will be posted to the course site 24 hours prior to each class. In addition, please check for weekly announcements.

Summary of Course Requirements

Requirement	Date	Value
Midterm #1	May 30	20%
Team Project Part 1	June 20	15%
Midterm #2	June 27	20%
Team Project Part 2	July 18	15%
Midterm #3	July 25	20%
Weekly Homework		10%

Course Requirements in Detail

Midterm Tests (total 60% (20% each))

The midterm tests will consist of multiple-choice questions. Questions will come from the textbook and lectures. Midterm tests will be held during class time and are scheduled for May 30, June 27, and July 25. Each midterm will contain only material that was covered since the previous exam (i.e. non-cumulative). Midterms will be closed-book. No notes or textbooks are permitted.

To help you prepare for your midterms along the way, you will be assigned weekly homework through Connect site (see more below under Weekly Homework).

Team Project (30% (15% each part))

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 4-5 person teams. In week 3, you will be assigned to a team that you will work with for the remainder of the term on the Team Project.

For the Team Project you and your teammates represent the executive managers of a brand new start-up company. The Team Project consists of 2 parts (see more detailed project description and requirements on Learn).

In Part 1 (Due June 20, 2013), you will develop a name, logo, slogan, and product or service for your company. In addition, you will define 1-2 jobs in your company and discuss how you will measure performance and how you will ensure your employees are satisfied.

In Part 2 (Due July 18, 2013), each team member will individually complete a personality assessment. You will graph and interpret the results and use them to decide on a title and position for each member of your team. The written part of the assignment will include a job description for each position, a discussion of why each individual fits their position, and the kind of company culture you envision considering your four leaders' personality types as well as your product or service.

Because the assignments are team-based, each member of your team will receive the same grade for your written work. Your deliverables will be evaluated based on 1) Creativity and appeal of the company name, visual image, and slogan 2) Incorporation of concepts covered in class and the textbook, and 3) Logic, clarity and coherence of the arguments of the written report.

Project Specs:

- Type written
- 5-8 pages of text, excluding images, tables, and references
- Double spaced, 12 point font, 1 inch margins
- Page numbers in upper right corner
- Cover page with all team members' names and student ids
- Hand in hard copy in class and post soft copy to Learn dropbox

Late Penalty:

Please note that five points per 24 hours will be deducted from the total scores until your team submit all the deliverables. Please make sure you submit the deliverables on time.

Weekly Homework (10%)

To help you prepare for your midterms along the way, instead of just a few days prior, we will post weekly quizzes on the Connect site. Each quiz should be completed prior to that week's lecture. TAs will track your quizwork and it will count towards your class participation grade. Quizzes completed after the start of that week's class will not be accepted towards your class participation grade. In total, there will be 8 quizzes posted during the term. You may elect not to complete 1 of the 8 on-line quizzes with no grade penalty. In other words, you can earn full class participation marks for completing 7 or 8 of the 8 on-line quizzes.

**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 projects 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). Acceptable journals include: *Academy of Management Journal*, *Journal of Applied Psychology*, *Organizational Behavior and Human Decision Processes*, *Leadership Quarterly*,

Journal of Management, and *Journal of Organizational Behaviour*. Suitable options from the popular press include: *New York Times*, *Wall Street Journal*, *Financial Times*, and *The Economist*. 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.

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 9	Introduction to Organization Behaviour
Readings:	Chapter 1
Week 2 May 16	Job Performance & Organizational Commitment
Readings:	Chapters 2-3
<i>Due:</i>	<i>Complete on-line demographic survey by Monday, May 20</i> <i>On-line quiz on Chapters 1-3</i>
Week 3 May 23	Job Satisfaction & Workplace Stress
Readings:	Chapters 4-5
<i>Due:</i>	<i>On-line quiz on Chapters 4-5</i>
Week 4 May 30	Midterm #1
After Class:	Team Contract

Review and plan for Team Project assignment
 Professor available in main classroom for consultation with teams

Week 5 June 6	Work Motivation Justice & Ethics
Readings: <i>Due:</i>	Chapters 6-7 <i>On-line quiz on Chapters 6-7</i>
Week 6 June 13	Employee Learning & Managerial Decision making
Readings: <i>Due:</i>	Chapter 8 <i>On-line quiz on Chapter 8</i>
Week 7 June 20	Personality at Work Culture at Work
Readings: <i>Due:</i>	Chapter 9 <i>Team Project Part 1</i> <i>On-line quiz on Chapter 9</i>
Week 8 June 27	Midterm #2
After Class:	Plan and begin Team Project Part 2 Professor available in main classroom for consultation with teams
Week 9 July 4	Workplace Communication Work Teams
Readings: <i>Due:</i>	Chapters 10-11 <i>On-line quiz on Chapters 10-11</i>
Week 10 July 11	Leadership & Organizational Culture
Readings: <i>Due:</i>	Chapters 12 & 14 <i>On-line quiz on Chapters 12 & 14</i>
Week 11 July 18	Organizational Structure
Readings: <i>Due:</i>	Chapter 13 <i>Team Project Part 2</i> <i>On-line quiz on Chapter 13</i>

Week 12
July 25

Midterm #3

Hand in: Alternatives to research participation write-ups
After Midterm: Course wrap-up
Discussion of Team Projects

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.

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 LEARN, the outline on LEARN will be deemed the official version. Outlines on LEARN 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

Access-Ability Services, 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 Access-Ability Services 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 Studies ([*Myra Fernandes*](#) from July 1, 2012 through June 30, 2014) is available for consultation and to mediate a resolution between the student and instructor. Contact information is as follows:

Myra Fernandes
Email: mafernan@uwaterloo.ca
Ph 519-888-4567 ext 32142

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

To protect course integrity, as well as to provide appropriate guidance to students, course outlines in the Faculty of Arts incorporate the following note on avoidance of academic offenses:

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.

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>

Discipline: A student is expected to know what constitutes academic integrity, 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 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>

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>