UNIVERSITY OF CALGARY

DEPARTMENT OF PSYCHOLOGY
Faculty of Arts

PSYC 481.02 Psychology of Working Groups and Teams	Winter 2023

Instructor:	Dr. Ho Kwan Cheung
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Office:	Administration 366
Office Hours:	Wednesday 11 am- 12 pm or by appointment (Please always email Dr. Cheung prior to coming)

Lecture Location:	ST 128
Lecture Days/Time:	MWF 10:00-10:50 am

Course Description

Modern organizations demand synergistic results from collaborative workforce structures. This course teaches specific techniques for participating in and leading work teams to augment multiple performance outcomes. Students gain both an explicit and an experiential understanding of team management, both as a member and as a future leader.

Students will be able to clearly identify and practice a broad array of team management techniques, including:

1.   Team classification systems, planning & staffing methods, team-based performance monitoring system
2.   Management theories (motivation, leadership, interpersonal dynamics) in a team context
3.   Facilitating, coaching, decision-making, & conflict resolution in team-based environments

Course Learning Outcomes

Course Learning Outcomes	Assessment Methods	PLO(s)	Level(s)
Familiarity with constructs central to the group/ team dynamics from a psychological perspective	Class Participation Reflection Papers Team Project	1, 2, 4	A
An understanding of the individual and group perspectives of group/ team work	Class Participation Reflection Papers Team Project	1, 2, 6, 8	A
An ability to utilize empirical research findings and class concepts to answer group/ team work in real life	Reflection Papers Team Project	1, 2, 4, 5, 7	A

Notes. PLOs = Program-Learning Outcomes: 1 = demonstrate knowledge of psychological sciences, 2 = think critically and solve problems, 3 = conduct research and analyze data, 4 = communicate effectively, 5 = demonstrate information literacy, 6 = understand and implement ethical principles in a diverse world, 7

= apply psychological knowledge and skills, 8 = Demonstrate multicultural competence and awareness of issues related to equity, diversity,* and inclusion. Level of PLO achievement facilitated by this course: I = introductory, C = competency, A = advanced.

Acknowledgments and Respect for Diversity

Our classrooms view diversity of identity as a strength and resource. Your experiences and different perspectives are encouraged and add to a rich learning environment that fosters critical thought through respectful discussion and inclusion. The Department of Psychology would also like to acknowledge the traditional territories of the people of the Treaty 7 region in southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Region III.

Course Format
This is an in-person class held on campus.

Prerequisites
Psychology 300 and 301; and admission to the Psychology major or Honours program.

Required Text
Levi, D., & Askay, D. A. (2021). Group dynamics for teams. SAGE Publications, Inc.

You can purchase the textbook here

Grading*

Class Participation (15%)
Reflection Essays x 2 (10% each)
Team Portfolio (5%)
Team Project Proposal (10%)
Team Project Updates x 2 (10% each)
Team Project Presentation (10%)
Team Project Final Paper (20%)

Course Requirement

Because this is a seminar-format class, students are expected to come to class with readings completed and ready to discuss ideas. There are no exams for this class. Rather, students are expected to actively engage with class concepts and apply these ideas to everyday life through class discussions and various assignments. Throughout the semester, there will be class activities that are counted for participation credits.

Team Project

At the beginning of the semester, students will brainstorm ideas for this group project in which they will work together to accomplish an open-ended group goal. Some examples: complete a fitness program (e.g., set a group weight-loss goal, set a group running goal, learn a series of yoga poses), develop a new skill-set (e.g., cooking foods from different cultures, learning the basics of a new language, learning a new computer program, learning to play a new instrument, learning a new sport), solving some societal problem (e.g., pollution, poverty, prejudice), or any

other goals that your group are interested in achieving (be creative)! They will then assemble themselves into groups of 4-5 people based on student interest. It is important that this goal is one that is mutually agreed upon (to the extent possible) and one that each individual member is capable of achieving. Keep in mind the elements of SMART goals when creating your goal. The goal can take any form, as long as it is follows the SMART principles, is group-based, and includes a mechanism for monitoring teammates' progress. As a key aspect of managing teams is keeping members motivated, the focus of the project will be on developing a team goal and meeting with teammates on a weekly basis to track team progress toward the goal. Groups need to run the initial idea for their goal by the teaching assistants or me first before starting the team proposal.

This project is made up of a team portfolio, a team proposal, biweekly progress updates, as well as a final paper and a final team presentation. Team-members must work together collaboratively to make sure all assignments are completed on a timely manner. Thus, if any of the assignments are submitted after the due date, the entire team will be penalized. Individual team-members who consistently engage in social loafing, however, will be penalized based on my own observations of each team members' performance as well as individual team-member survey responses collected towards the end of the semester (see below).

Team Portfolio

Teams will be completing a team portfolio at the beginning of the semester (one portfolio for the whole group). This portfolio will include a team commonalities exercise, a team portfolio, a team inventory, and a team charter, and is intended to aide team functioning throughout the course of the semester. Teams must submit the projects on D2L by the assigned **due date (Jan 20th)** in order to receive credit. Late assignments will not be accepted without instructor approval.

Team Proposal

The groups must submit their goal in a formal proposal by the due date listed (one paper for the whole group). This proposal must be four full pages of text in length (excluding headers and the proposed timeline; 12 point, double spaced, Times New Roman) and must include the following sections: **definition of proposed goal, how this goal fits the definition of a group goal, how close each member currently is to achieving the goal, expected outcomes from achieving the goal, and a proposed weekly timeline for achieving the goal**. Teams must submit the projects on D2L by the assigned **due date (Feb 10th)** to receive credit. I will be giving the groups formal feedback on these proposals, which they may need to revise before commencing the actual project.

Team Progress Updates

The group is recommended to meet at least once a week, outside of class to work on the goal, to monitor one another's progress, to keep each other motivated and accountable, and to complete a biweekly progress report. These biweekly reports should be at least one page in length (double spaced, 12 point font, Times New Roman – excluding headers) but may be longer. These reports should include the following sections: summary of the progress that the group has made towards their goals over the past week, any issues or complications that the group has experienced, plans for how to address these deficiencies moving forward, as well as short-term goals that the group plans to achieve by the following two week (see D2L for full instructions). **The first progress update will be due March 10th and the second one will be due March 24th.**

Final Paper

In addition to these weekly progress reports, groups will submit a 12-15 page (double-spaced, 12 point font, Times New Roman – excluding headers) paper on their goal experience at the end of the semester (one paper for the whole group). Unlike the team updates, the final paper needs to be based in research and should include the following sections: overview of team goal (one page), the final progress that the team made towards their stated goal including evidence of each member's progress (two pages), processes and set-backs involved in working towards achieving the goal (with particular emphasis on the difficulties associated with dispersed teams, unless all team-members were able to meet in person) (five pages), how the team dealt with set-backs (three pages), which motivation strategies were/weren't effective for various members (and why) (two pages), and an overview of what was learned and reflections of the project (two pages). The page numbers are merely suggestions, but should indicate the level of detail I am expecting within each section. Teams must submit the projects on D2L by the assigned **due date (April 12th)** in order to receive credit. Late assignments will not be accepted without instructor approval.

Presentation

At the end of semester, groups will give a final presentation that summarize their process to achieve the goals and final products, as well as any lessons learned. The presentation should be around 15-20 minutes. More details will be provided during class as well as on D2L.

Student Feedback

Towards the end of the semester, students will complete a short survey regarding their own individual experiences with the group project, and will rate each other member within their team. These ratings will be factored into the group member's grades for this project. This is to control for social loafing and differences in team-member engagement/work output. Students who do not complete these surveys on time will receive a 20% deduction for their project grade.

<div align="center">Reflection Essays</div>

Throughout the semester, students are required to complete two reflection essays based on the supplementary readings/ videos that are assigned. The reflection essay should be approximately 2 pages (double spaced, 12-point font Times New Roman). For these essays, students must comment on the implications of the reading/ video for theory and practice, the weaknesses/ limitations of the arguments, and ideas for future research studies. It is critical that these posts include at least one future research idea related to the assigned article/video. This is the most important aspect of these posts in order to encourage students to think further than our existing knowledge about groups and team work. The essay should not be a mere summary of the reading/ video. **The first reflection essay will be due Feb 3rd and the second one will be March 17th.** More details will be provided during class as well as on D2L.

University of Calgary Academic Integrity Policy
Academic integrity is the foundation of the development and acquisition of knowledge and is based on values of honesty, trust, responsibility, and respect. We expect members of our community to act with integrity.

Research integrity, ethics, and principles of conduct are key to academic integrity. Members of our campus community are required to abide by our institutional code of conduct and promote academic integrity in upholding the University of Calgary's reputation of excellence. It is your responsibility to ensure that you have read and are familiar with the student academic misconduct policy: https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Policy.pdf.

Grading Scale

A+	96-100%	B+	80-84.99%	C+	67-71.99%	D+	54-58.99%
A	90-95.99%	B	76-79.99%	C	63-66.99%	D	50-53.99%
A-	85-89.99%	B-	72-75.99%	C-	59-62.99%	F	0-49.99%

In this course there will be no rounding up of final grades.

Date	Topic	Readings/ Assignments Due
Jan 9th-13th	**Introduction to Course**	
Jan 16th-20th	Introduction to Working Groups and Teams	Chapter 1-2 **Team Portfolio due Jan 20th**
Jan 23rd-27th	Designing a Team	Chapter 3
Jan 30th-Feb 3rd	Team Processes	Chapter 4 **Reflection Paper #1 Due Feb 3rd**
Feb 6th -10th	Team Decision- Making	Chapter 9 **Team Proposal due Feb 10th**
Feb 13th-17th	Team Conflict	Chapter 7
Feb 20th -24th	**Term Break No Class**	
March 6th-10th	Team Leadership	Chapter 8 and 10 **Team Update #1 Due March 10th**

March 13th-17th	Team Diversity	Chapter 13 **Reflection Paper #2 Due March 17th**
March 20th – 24th	Team Creativity	Chapter 12 **Team Update #2 Due March 24th**
March 27th-31st	Virtual Teams	Chapter 15
April 3rd-7th	**No Class on April 7th** **Presentations**	
April 10th-14th	**Last Class April 12th** **Presentations** **Final Paper Due April 12th**	

Extra Research Participation Course Credit is Not Offered for this Course.
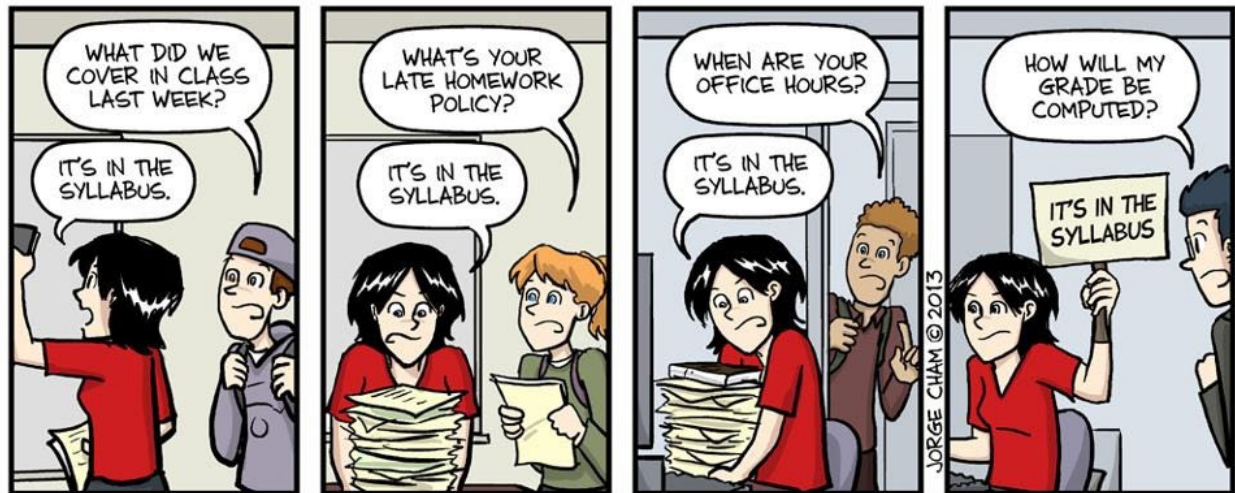
IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.
WWW.PHDCOMICS.COM

Reappraisal of Graded Term Work http://www.ucalgary.ca/pubs/calendar/current/i-2.html

Reappraisal of Final Grade http://www.ucalgary.ca/pubs/calendar/current/i-3.html

Academic Accommodations
Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure.

Academic Misconduct
For information on academic misconduct and its consequences, please see the University of Calgary Calendar at http://www.ucalgary.ca/pubs/calendar/current/k.html

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Freedom OF Information and Protection of Privacy
Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary

Student Support and Resources
https://www.ucalgary.ca/registrar/registration/course-outlines

Important Dates
The last day to drop this course with no "W" notation and **still receive a tuition fee refund** is **Thursday, September 15, 2022.** Last day add/swap a course is **Friday, September 16, 2022**.
The last day to withdraw from this course is **Wednesday, December 7, 2022**
https://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html#fall2017