



PSYB8966

Team Factors in the Workplace

Session 2, Special circumstances 2021

Archive (Pre-2022) - Department of Psychology

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Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

General Information

Unit convenor and teaching staff

Convenor/Lecturer

Ben Morrison

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Lecturer

Mark Wiggins

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Credit points

10

Prerequisites

Admission to GradCertBusPsy or GradDipBusPsy

Corequisites

Co-badged status

PSYO8939 Team Factors in the Workplace (also submitted for review)

Unit description

This unit provides students with an understanding of the factors that influence how people work together, what makes a team effective in the contemporary workplace, and the role of leadership. Lectures explore work behaviour at both the individual and the team level, drawing on theories and research in the literature on groups as well as the more recent multilevel research in organisational psychology. Students are required to engage in team assessment projects to help them develop professional skills and learn how they might function more effectively in group contexts.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

ULO1: Identify key group processes and factors that affect team performance at work and leadership competencies.

ULO2: Demonstrate an understanding of theory related to team-based issues in organisations.

ULO3: Present information on individual and group functioning for an organisation in a clear and appropriate manner.

ULO4: Assess a conflict situation and develop strategies for managing the situation.

ULO5: Demonstrate an understanding of the principles of working effectively in team-based environments.

General Assessment Information

ASSESSMENT 1: Proposal for a team-building exercise

Aim:

The aim of this assessment is to enable students to demonstrate a capacity to design a psychological intervention for an organisation in the form of a team-building exercise. This assessment will also provide students with an opportunity to develop their teamwork skills.

Requirements:

Students will work in teams to develop a written business proposal (1800 words, excluding references), together with a short (recorded) demonstration of a team building exercise, to meet the needs of a particular organisation. Each group will receive a combined mark for their demonstration. Students will nominate a section of the report that they will have written for which they will receive an individual mark. Students will receive a further group mark for their collaborative effort in writing an introduction, and for the overall cohesion of the report. Both individual and group marks will be added to generate the final grade for this assessment.

N.B. Please use the marking rubric (see iLearn) as a guide for how this assessment will be assessed.

Assessment 2: Conflict case study

Aim:

The aims of this assessment are to:

- Provide students with experience in diagnosing an interpersonal work situation.
- Encourage students to adopt a science-practitioner approach.
- Develop innovative strategies for managing the situation.

Requirements:

Students are to analyse the problem with Tracey Edgar's team and suggest some evidence-based solutions that might be applied in managing the situation. The assignment is to be no longer than 1000 words. This will be written as a Business Report for the company's HR Manager.

N.B. Please use the marking rubric (see iLearn) as a guide for how this assessment will be assessed.

ASSESSMENT 3: Examination

Aim:

The aim of this assessment is to enable students to demonstrate the knowledge and skills they have acquired throughout the unit.

Requirements:

Students will complete an in-class (week 13) closed book examination of the material covered throughout the unit. The examination will comprise 25 short-answer questions, which will be based on the learning outcomes from each topic. Students will have 50 minutes to complete the examination.

A sample of practice exam questions will be provided to students in the weeks prior to the examination.

IMPORTANT NOTES FOR WRITTEN ASSIGNMENTS

Submission

All assessments **must be submitted as a word document NOT pdf**, online via the unit website. In the case of presentations, PowerPoint files should be emailed to the lecturer for uploading onto unit webpage. Assessments submitted via email will not usually be accepted. Students submitting assessments online are also endorsing a declaration relating to originality, appropriate academic conduct, and conformity to assessment requirements. Assessments may be evaluated for originality using the Turnitin database. A copy of the assessment must be kept as proof that the assignment was completed and submitted.

Request for Extensions

Extensions are granted by the unit chair. Ordinarily, no extensions of time for submission of written work will be granted since ample time for preparation will have been given. If an extension is required for medical or other extenuating circumstances, students may request this in writing through ask.mq.edu.au with supporting documentary evidence (such as medical certificate, counsellor note, or similar). All requests for extensions must be made prior to the due date for the assignment.

Assignment submissions will not be accepted after the return of marked assignments.

Plagiarism

As described in the [Academic Integrity Policy](#), plagiarism is a particularly serious case of unprofessional and unethical academic misconduct. All written assignment submissions are evaluated using the Turnitin database system to determine if material has been copied from other students, published academic papers, or other online sources. If evidence of plagiarism is found it will be reported to the appropriate university authorities. Do not take the risk.

Late submissions

Late submissions will receive a 5% per day penalty including weekends and public holidays. If you submit the assessment task 10 days or more beyond the due date, without an approved extension, you will be awarded a maximum of 50% of the overall assessment marks.

Word count penalties

5% of the possible mark will be deducted per 100 words over the word limit for the assessment task.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Proposal for a team building exercise.</u>	30%	No	11 September
<u>Conflict Case Study</u>	35%	No	2 October
<u>Examination</u>	35%	No	2 November (in class)

Proposal for a team building exercise.

Assessment Type ¹: Professional writing

Indicative Time on Task ²: 30 hours

Due: **11 September**

Weighting: **30%**

Students work in teams to develop a written business proposal, together with a short demonstration of a team building exercise, to meet the needs of a particular organisation.

On successful completion you will be able to:

- Identify key group processes and factors that affect team performance at work and leadership competencies.
- Demonstrate an understanding of theory related to team-based issues in organisations.
- Present information on individual and group functioning for an organisation in a clear and appropriate manner.
- Demonstrate an understanding of the principles of working effectively in team-based environments.

Conflict Case Study

Assessment Type ¹: Report

Indicative Time on Task ²: 40 hours

Due: **2 October**

Weighting: **35%**

Case study of a difficult interpersonal situation faced by a team leader. Students are required to

analyse the problem and suggest some evidence-based solutions that might be applied in managing the situation.

On successful completion you will be able to:

- Identify key group processes and factors that affect team performance at work and leadership competencies.
- Demonstrate an understanding of theory related to team-based issues in organisations.
- Present information on individual and group functioning for an organisation in a clear and appropriate manner.
- Assess a conflict situation and develop strategies for managing the situation.
- Demonstrate an understanding of the principles of working effectively in team-based environments.

Examination

Assessment Type ¹: Examination

Indicative Time on Task ²: 40 hours

Due: **2 November (in class)**

Weighting: **35%**

An examination of the material covered throughout the unit.

On successful completion you will be able to:

- Identify key group processes and factors that affect team performance at work and leadership competencies.
- Demonstrate an understanding of theory related to team-based issues in organisations.
- Assess a conflict situation and develop strategies for managing the situation.
- Demonstrate an understanding of the principles of working effectively in team-based environments.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Classes

The unit typically consists of 6 x 2-hour on-campus classes and 6 x 2-hour online classes. However, in line with Public Health guidelines, this approach will be revised due to the COVID pandemic, in alignment with University policy. At the time of publishing this unit guide, the first 7 weeks are scheduled to be held online via Zoom. Changes or updates will be communicated via iLearn and/or emails sent to student email accounts. Students should stay up to date with the latest University advice at the following website: <https://www.mq.edu.au/about/coronavirus-faqs/information-for-students>

Class resources (e.g., lecture slides) are provided on iLearn prior to classes.

Learning and skill development will be facilitated by involvement in class project teams, with both group and individual assessment. Class time will be allocated for some teamwork activities.

Students are expected to attend all scheduled classes. Learning objectives and assessment activities are based on the requirements of a minimum 80% class attendance.

If there are exceptional circumstances where a session must be missed, this will need to be arranged with the unit convener in advance. Failure to do so implies a lack of professionalism.

Recommended readings

While there is no set text for this unit, readings are provided throughout the semester, but students will need to read more widely to gain a satisfactory understanding of the issues related to teams in organisational settings.

Unit Schedule

Week	Date	Topic	Mode
1	27 Jul	Introduction and social psychological principles	Online
2	3 Aug	Group processes	Online
3	10 Aug	Team cognition	Online
4	17 Aug	Team building	Online
5	24 Aug	Communication	Online
6	31 Aug	Interpersonal mistreatment and conflict resolution	Online
7	7 Sept	Team selection	Online

<i>MID SEMESTER BREAK</i>			
8	28 Sep	Resource management	TBA
9	5 Oct	Culture, cohesion, and diversity	TBA
10	12 Oct	Team effectiveness	TBA
11	19 Oct	Leadership (I)	TBA
12	26 Oct	Leadership (II)	TBA
13	2 Nov	Final exam (in-class)	TBA

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au or if you are a Global MBA

student contact globalmba.support@mq.edu.au

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

If you are a Global MBA student contact globalmba.support@mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.