



PSYB8966

Team Factors in the Workplace

Session 2, In person-scheduled-weekday, North Ryde 2022

School of Psychological Sciences

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	7
<u>Inclusion and Diversity</u>	8
<u>Professionalism</u>	9

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff Ben Morrison ben.morrison@mq.edu.au
Credit points 10
Prerequisites Admission to GradCertBusPsy or GradDipBusPsy
Corequisites
Co-badged status PSYO8939 Team Factors in the Workplace
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

Grade descriptors and other information concerning grading are contained in the [Macquarie University Assessment Policy](#).

All final grades are determined by a grading committee, in accordance with the Macquarie University Assessment Policy, and are not the sole responsibility of the Unit Convenor.

Students will be awarded a final grade and a mark which must correspond to the grade descriptors specified in the [Assessment Procedure](#) (clause 128).

To pass this unit, you must demonstrate sufficient evidence of achievement of the learning outcomes, meet any ungraded requirements, and achieve a final mark of 50 or better.

Further details for each assessment task will be available on iLearn.

Late Submissions

Unless a Special Consideration request has been submitted and approved, a 5% penalty (OF THE TOTAL POSSIBLE MARK) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For example:

Number of days (hours) late	Total Possible Marks	Deduction	Raw mark	Final mark
1 day (1-24 hours)	100	5	75	70
2 days (24-48 hours)	100	10	75	65
3 days (48-72 hours)	100	15	75	60
7 days (144-168 hours)	100	35	75	40
>7 days (>168 hours)	100	-	75	0

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for Special Consideration.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Proposal for a team building exercise.</u>	30%	No	10/09/22
<u>Conflict Case Study</u>	35%	No	01/10/22
<u>Examination</u>	35%	No	01/11/22

Proposal for a team building exercise.

Assessment Type ¹: Professional writing

Indicative Time on Task ²: 30 hours

Due: **10/09/22**

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: **01/10/22**

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: **01/11/22**

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

As a student enrolled in this unit, you will engage in a range of face-to-face and online learning activities, including readings, lectures, individual and group tasks, and lecture recordings. Details can be found on the iLearn site for this unit.

Recommended Readings

A list of weekly readings (linked to the Macquarie Library site) can be found by clicking on the Leganto icon on the iLearn site for this unit.

Technology Used

Active participation in the learning activities throughout the unit will require students to have access to a tablet, laptop or similar device. Students who do not own their own laptop computer may borrow one from the university library.

Unit Schedule

	Topic/Theme	Learning Activities
Week 1	Introduction & Team Effectiveness	On-campus class
Week 2	Team Cognition	On-campus class
Week 3	Re-Introduction to Social Psychology	Online, self-directed activities*
Week 4	Team Development I: Team-Building	On-campus class
Week 5	Team Development II: Team Training	Online, self-directed activities
Week 6	Teams and Conflict Resolution	On-campus class
Week 7	Communication and Teams	Online, self-directed activities
Week 8	Teams Resource Management	Online, self-directed activities
Week 9	Team Development III: Team Selection	Online, self-directed activities
Week 10	Leadership (I)	On-campus class
Week 11	Teams, Technology, and Creativity	Online, self-directed activities
Week 12	Leadership (II)	On-campus class
Week 13	Final Examination	On-campus, in-class exam

*Online, self-directed activities for this unit typically comprise set readings, a lecture recording, and topic notes with tasks/questions for completion.

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](#)
- [Assessment Procedure](#)
- [Complaints Resolution 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

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

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

dents.mq.edu.au/support/

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

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.

Inclusion and Diversity

Social inclusion at Macquarie University is about giving everyone who has the potential to benefit from higher education the opportunity to study at university, participate in campus life and flourish in their chosen field. The University has made significant moves to promote an equitable, diverse and exciting campus community for the benefit of staff and students. It is your

responsibility to contribute towards the development of an inclusive culture and practice in the areas of learning and teaching, research, and service orientation and delivery. As a member of the Macquarie University community, you must not discriminate against or harass others based on their sex, gender, race, marital status, carers' responsibilities, disability, sexual orientation, age, political conviction or religious belief. All staff and students are expected to display appropriate behaviour that is conducive to a healthy learning environment for everyone.

Professionalism

In the Faculty of Medicine, Health and Human Sciences, professionalism is a key capability embedded in all our courses.

As part of developing professionalism, students are expected to attend all small group interactive sessions including clinical, practical, laboratory, work-integrated learning (e.g., PACE placements), and team-based learning activities. Some learning activities are recorded (e.g., face-to-face lectures), however you are encouraged to avoid relying upon such material as they do not recreate the whole learning experience and technical issues can and do occur. As an adult learner, we respect your decision to choose how you engage with your learning, but we would remind you that the learning opportunities we create for you have been done so to enable your success, and that by not engaging you may impact your ability to successfully complete this unit. We equally expect that you show respect for the academic staff who have worked hard to develop meaningful activities and prioritise your learning by communicating with them in advance if you are unable to attend a small group interactive session.

Another dimension of professionalism is having respect for your peers. It is the right of every student to learn in an environment that is free of disruption and distraction. Please arrive to all learning activities on time, and if you are unavoidably detained, please join activity as quietly as possible to minimise disruption. Phones and other electronic devices that produce noise and other distractions must be turned off prior to entering class. Where your own device (e.g., laptop) is being used for class-related activities, you are asked to close down all other applications to avoid distraction to you and others. Please treat your fellow students with the utmost respect. If you are uncomfortable participating in any specific activity, please let the relevant academic know.