



PSYO966

Team Factors in the Workplace

S2 Evening 2018

Department of Psychology

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	4
<u>Policies and Procedures</u>	4
<u>Graduate Capabilities</u>	5

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

Unit Convenor

Mel Taylor

mel.taylor@mq.edu.au

Contact via mel.taylor@mq.edu.au

by appointment

Unit Convenor

Barbara Griffin

barbara.griffin@mq.edu.au

Contact via barbara.griffin@mq.edu.au

by appointment

Credit points

4

Prerequisites

Admission to GradCertBusPsy or GradDipBusPsy

Corequisites

Co-badged status

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:

Be able to explain key group processes that affect team performance at work

Understand the basic theory and issues related to multilevel issues in organisations

Know what factors to consider when selecting team members

Identify key leadership competencies

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

Assess a conflict situation and develop innovative strategies for managing it

Demonstrate the ability to work cooperatively and productively in teams

Engage in self-reflective practice

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Report & self reflection</u>	70%	No	TBA
<u>Case study</u>	30%	No	TBA

Report & self reflection

Due: **TBA**

Weighting: **70%**

Students work in teams to develop a written report of survey data, including making recommendations. Teams are to work together to allocate tasks and plan the report. Individuals reflect on the team process and identify skills to develop.

On successful completion you will be able to:

- Be able to explain key group processes that affect team performance at work
- Understand the basic theory and issues related to multilevel issues in organisations
- Present information on individual and group functioning for an organisation in a clear and appropriate manner
- Demonstrate the ability to work cooperatively and productively in teams
- Engage in self-reflective practice

Case study

Due: **TBA**

Weighting: **30%**

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:

- Be able to explain key group processes that affect team performance at work
- Know what factors to consider when selecting team members
- Identify key leadership competencies
- Assess a conflict situation and develop innovative strategies for managing it
- Demonstrate the ability to work cooperatively and productively in teams

Delivery and Resources

1. Lectures and workshop - on campus
2. Class activities - will include opportunities for team experience and allow students to develop competencies
3. Reading - a comprehensive reading list is provided on iLearn
4. On-line resources - the iLearn site will include additional information

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). 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](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

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

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

Student Code of Conduct

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

Results

Results shown in *iLearn*, 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](#).

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 improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

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

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.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Know what factors to consider when selecting team members
- Identify key leadership competencies
- Present information on individual and group functioning for an organisation in a clear and appropriate manner
- Assess a conflict situation and develop innovative strategies for managing it
- Demonstrate the ability to work cooperatively and productively in teams
- Engage in self-reflective practice

Assessment task

- Case study

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Be able to explain key group processes that affect team performance at work
- Understand the basic theory and issues related to multilevel issues in organisations
- Know what factors to consider when selecting team members
- Identify key leadership competencies
- Present information on individual and group functioning for an organisation in a clear and appropriate manner
- Assess a conflict situation and develop innovative strategies for managing it
- Engage in self-reflective practice

Assessment tasks

- Report & self reflection
- Case study

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Be able to explain key group processes that affect team performance at work
- Present information on individual and group functioning for an organisation in a clear and appropriate manner
- Assess a conflict situation and develop innovative strategies for managing it

Assessment tasks

- Report & self reflection
- Case study

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- Understand the basic theory and issues related to multilevel issues in organisations
- Know what factors to consider when selecting team members
- Present information on individual and group functioning for an organisation in a clear and appropriate manner

Assessment task

- Report & self reflection

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Be able to explain key group processes that affect team performance at work
- Present information on individual and group functioning for an organisation in a clear and appropriate manner
- Assess a conflict situation and develop innovative strategies for managing it

- Demonstrate the ability to work cooperatively and productively in teams
- Engage in self-reflective practice

Assessment tasks

- Report & self reflection
- Case study

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- Assess a conflict situation and develop innovative strategies for managing it
- Demonstrate the ability to work cooperatively and productively in teams