

**School of Human Resource Management**  
**Faculty of Liberal and Professional Studies**  
York University

Fall 2019 Course Outline  
**AP/ADMS and AP/HRMS 4495 3.0 A**  
**Managing Effective Groups and Teams**  
Term: F

**Course Instructor Contact:** Lynne Van Buskirk: lynnevan@yorku.ca

**Calendar Description:** Experiential exercises and group projects are used to help students gain insight into managing groups. The students will leave the course with knowledge on how to select, appraise, motivate, and provide feedback to teams in organizational settings.

**Prerequisite / Co-requisite:**

Prerequisites: AP/ADMS 1000 3.00, AP/ADMS 2400 3.00, and AP/HRM 2600 3.00.  
Course credit exclusions: None. Prior TO FALL 2009: Prerequisites: AK/ADMS 1000 3.00 and AK/ADMS 2600 3.00. Course credit exclusion: AK/ADMS 4495 3.00.

Students are personally responsible to ensure that they have the required prerequisites as stated in the course outline or in the course calendar. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the course. The department will not be responsible for refunds resulting from students being dropped from a course due to a lack of the appropriate prerequisites.

**Required Course Text / Readings:**

CHANGE: There will be no course kit or text for this course. All course readings will be posted on the class Moodle site.

**Organization of the Course:**

- Classes will incorporate lectures, discussions, group activities and presentations. Materials will be available on the class website. The course schedule and details of weekly activities forms the course syllabus and will be posted to the class web site.
- Students will work in teams to learn and apply group dynamics. Students will experience both the team members' perspectives and the team managers',.

- Group activities will be frequently incorporated to enhance the team learning experience.
- Material will be approached from both a theoretical and applied perspective.

**Course Learning Objectives:**

- to learn of the issues in group dynamics which influence the success of teams in the workplace.
- to study relevant organizational management theories and concepts which will assist us in achieving the course objectives.
- to examine current employment issues with the operation of groups: managerial attitudes, organizational structures which inhibit or support team functionality
- to understand how the concept of “team work” moves beyond a shallow phrase to a meaningful method for achieving organizational goals and objectives.

**Weighting of Course:**

Details of topics and expectations for assignments will be posted to the course website.

Component	Grade Value	Due Date
<p><b>Class Participation:</b></p> <p>Attendance 5%</p> <p>Participate in class discussions and debates; present in small groups and lead group activities. 5%</p>	10%	Throughout the term. Details to be discussed in first class.
<p><b>Midterm Exam:</b></p> <p>Testing on the first half of the course materials and concepts.</p>	40%	Mid-October There will be no make-up exam for students who miss this mid-term
<p><b>Peer and Self-evaluation</b></p>	10%	Details TBA. Due last week of class
<p><b>Group Projects and Presentations</b></p>	40%	The group projects replace a final examination Details and dates TBA

Students are urged to read the appropriate materials **in advance** of each week's class. It is easy to fall behind in your reading. In order to do well on the assignments and examinations, students must keep up with their readings and attend lectures.

**Note that in rare cases a class may have to be cancelled due to poor weather or illness.** Please ensure that you have provided your most recent e-mail address on the Registrar's web site, as I will need this information to contact you in case of an emergency. I will also post class cancellation protocols on the class Web site.

**Other Information:**

The Senate Grading Scheme and Feedback Policy stipulates that (a) the grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class, and that, (b) under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade (see the policy for exceptions to this aspect of the policy - <http://www.yorku.ca/secretariat/legislation/senate/gradfeed.htm>)

"Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles."

**"20 % Rule"**

No examination or test worth more than 20% of the final grade will be given during the last two weeks of classes in a term, with the exception of classes which regularly meet Friday evenings or on the weekend (Saturday and/or Sunday at any time). (Approved by Senate, November 28, 1996)

**Last Revised: August 30, 2019**