

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

**Fall 2020 Course Outline
AP/ADMS and AP/HRMS 4495 3.0 A
Managing Effective Groups and Teams
Term: F**

Note: This course will be taught entirely online for the Fall term, 2020. There will be no in-person meetings at all. This is to protect the health of our students, faculty and support staff while we work through the current Covid 19 situation. Online meeting times: Thursdays 2:30 p.m.

I am looking forward to the challenge of teaching this course in the new format. We will be going on an adventure together and will be finding new ways to consider how we teach and learn in this new environment. Student input on the effectiveness of this format will be an important part of the learning experience.

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:

At the moment there is no course kit or text for this course. All course readings or links to them will be posted on the class Moodle site. If this should change, and I am able to source important teaching materials which students do not have to line up to purchase, students will be notified closer the start of classes.

Organization of the Course: NEW

- All activities, including group work, will be online. Classes will incorporate online lectures, discussions, group activities and presentations. Materials and/or links will be available on the class website.
- The course schedule and details of weekly activities form the course syllabus and will be posted to the class web site. The syllabus is not yet available due to the length of time it will take to convert the course from in-person to an on-line format.
- Details of course weighting and grading components will be included as part of the syllabus.
- Teaching materials will include lecture and other videos, narrated slides, academic and applied articles relevant to the course.
- 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 "teamwork" moves beyond a shallow phrase to a meaningful method for achieving organizational goals and objectives.

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: June1, 2020