Introduction to Organization Theory and Practice
LOC 351/HDPS 351
Northwestern University
School of Education and Social Policy
Winter Quarter 2019
Mondays, 6:00pm-8:50pm
Room: Annenberg Hall 345

INSTRUCTOR & TA
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Email: mindy.magrane@northwestern.edu
Office Hours: by appointment, Annenberg 114 (back wall of SESP Student Affairs office suite) or Blue Jeans video conference

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Office Hours: by appointment, Annenberg 221

COURSE OVERVIEW
In this course, we will explore team dynamics, those forces that influence a team’s behavior and performance, and what can enhance or hinder potential for impact. We will analyze the contributors to team functioning and their interrelationships at multiple levels: intrapersonal, interpersonal, group and organizational. Key topics include team development, team make-up and roles, leadership and followership, decision-making, navigating conflict, collaboration and competition, effective
communication, content vs. process, diversity and in-group/out-group tensions. Throughout the class, students will be analyzing and applying concepts through case studies and simulations. Assignments to demonstrate mastery include regular written individual papers and a team project. This course is suitable for undergraduate students in LOC, Human Development and Psychological Services, and related majors throughout Northwestern that are interested in leadership, teams/groups or organizational change.

COURSE OBJECTIVES

1. You will increase your self-awareness and awareness of your impact on others in an interpersonal and team context

2. You will enhance your understanding of the processes and forces that influence team behavior and performance

3. You will learn tools for analysis of team functioning and skills to improve your contribution as team member and leader

4. You will gain an enhanced appreciation of the complexity of interrelationships that exert dynamic influence across levels of functioning: intrapersonal, interpersonal, team/group and organizational

COURSE READINGS

Readings will be provided through Canvas or handed out in class. All readings are subject to change. Students will be notified at least one week in advance of any changes to readings that are already noted in the syllabus.

COURSE SCHEDULE

Click here to view Course Schedule on Home Page.

CLASS REQUIREMENTS & ASSIGNMENTS

Your grade in the course will be determined through a combination of your class participation, independent assignments & assessments, and a team project. General guidelines for each of these components are outlined below. Click on each assignment to view more details and how to submit.

1. Individual Course Contribution (25% of final grade)

   - Individual Participation
   - Reading Reflections (Weeks 2, 4, 5, 6, 8 & 9)
   - Individual Preparation for Team Charter
   - Team Project - Peer Evaluations
II. Individual Assignments (35% of final grade)
Since a critical part of "teaming" well is for team members to have self-awareness and strong emotional, relational and team intelligence, you will create and work through a Personal Learning & Development Plan (PLDP) as a way to gain insight into and further develop your "teaming" skills. You will create and take the actions on your PLDP over several steps/assignments:

- **Vision of your "Ideal Self"
- **SUREPEOPLE PRISM® Assessment
- **Insights into your "Current Self," determining the one "Teaming" strength you want to leverage and the one "Teaming" development opportunity you want to work on through your PLDP
- **Personal Learning & Development Plan, including the learning actions you will take over 5 weeks
- **Final Personal Learning & Development Plan Reflection Paper

In addition to the PLDP, the following two individual reflection papers are due:

- **Conflict Style Reflection Paper
- **Communication Style Reflection Paper

III. Team Project Assignments (40% of final grade)
You will work with one team throughout the quarter on a team analysis project. Teams will be assigned and announced during class session #2. Each team member will be required to evaluate and provide feedback on your teammates’ performance.

- **Shared Activity
- **Team Charter
- **Team Project - Team Analysis Project Plan
- **Team Project - Team Analysis Paper
- **Team Project - Team Analysis Presentation

In addition to the team analysis project, your team will lead an ice-breaker for the whole class during the course:

- **Ice-breaker

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**General expectations for written assignments:**

- All assignments should be double-spaced, Times New Roman, 12-point font.
- You are expected to submit your assignments on Canvas.
- You should use [APA formatting](https://www.apastyle.org/). for citations and references.
• You should not exceed the page length limits outlined in the syllabus and/or assignment description handouts.

GRADING

Assignments are not accepted after their due date.

Grading Breakdown:

25% Course Contribution
35% Individual Papers
40% Team Project(s) Paper & Presentation

Final Course Grading:

A: 100-94% C: <77-74%
A-: <94-90% C-: <74-70%
B+: <90-87% D+: <70-67%
B: <87-84% D: <67-64%
B-: <84-80% D-: <64-61%
C+: <80-77% F: <61-0%

POLICIES

• **Academic Integrity:** Students in this course are required to comply with the policies found in the booklet, "Academic Integrity at Northwestern University: A Basic guide." All papers submitted for credit in this course must be submitted electronically unless otherwise instructed by the professor. Your written work may be tested for plagiarized content. For details regarding academic integrity at Northwestern or to download the guide, visit: [http://www.northwestern.edu/provost/policies/academic-integrity/index.html](http://www.northwestern.edu/provost/policies/academic-integrity/index.html)

• **Accommodations for Students with Disabilities:** Any student requesting accommodations related to a disability or other condition is required to register with AccessibleNU (accessiblenu@northwestern.edu; 847-467-5530) and provide professors with an accommodation notification from AccessibleNU, preferably within the first two weeks of class. All information will remain confidential.
## Course Summary:

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<thead>
<tr>
<th>Date</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Mon Jan 14, 2019</strong></td>
<td>Personal Learning &amp; Development Plan (PLDP): Ideal Self</td>
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<td>Week 2 - Reading Reflections</td>
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<td><strong>Mon Jan 21, 2019</strong></td>
<td>Personal Learning &amp; Development Plan (PLDP): SUREPEOPLE PRISM® Assessment</td>
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<td><strong>Fri Jan 25, 2019</strong></td>
<td>Shared Activity</td>
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<td><strong>Mon Jan 28, 2019</strong></td>
<td>Personal Learning &amp; Development Plan (PLDP): Current Self</td>
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<td>Week 4 - Reading Reflections</td>
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<td><strong>Fri Feb 1, 2019</strong></td>
<td>Individual Preparation for Team Charter</td>
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<td>Team Charter</td>
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<td><strong>Mon Feb 4, 2019</strong></td>
<td>Personal Learning &amp; Development Plan (PLDP)</td>
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<td>Week 5 - Reading Reflections</td>
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<td><strong>Mon Feb 11, 2019</strong></td>
<td>Conflict Style Reflection Paper</td>
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<td>Week 6 - Reading Reflections</td>
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<td><strong>Mon Feb 18, 2019</strong></td>
<td>Communication Style Reflection Paper</td>
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<td><strong>Mon Feb 25, 2019</strong></td>
<td>Week 8 - Reading Reflections</td>
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<td>Mon Mar 4, 2019</td>
<td>Week 9 - Reading Reflections</td>
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<td>Fri Mar 15, 2019</td>
<td>Final Personal Leadership &amp; Development Plan (PLDP) Reflection Paper</td>
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**Individual Participation**

- Lead an Ice-Breaker for the Class

TBD