

GROUP RESEARCH PROJECT ASSIGNMENT SHEET

Course:	COMM 222	Date:	14 January 2019
Instructor:	Jeffrey H. Sacksner	Section:	DD

ASSIGNMENT

Each group of five to six students will be responsible for preparing a written report with the following mandate: As a group of OB consultants you were hired to analyze a set of actual problems that an organization or work group is experiencing. The organization you choose must be a real for-profit or not-for-profit company, preferably one that a group member has had some personal experience with.

You are to develop your own case report, by describing a real organization or work group, detailing the problems that exist, diagnosing the cause(s) of the problems, identifying/evaluating alternatives, recommending solutions/strategies and providing a detailed implementation plan for change based on OB theory, primary research and course material.

In addition to the written report, each group will have to summarize their research and findings in an oral group presentation on either April 1st or April 8th.

TOPICS

You are to select an OB related issue of interest to you (e.g. socialization, motivation, stress management, intra/intergroup dynamics, communication, decision-making, power and politics, managing diversity, leadership issues, change, etc.)

DUE DATE

The Project Report (in paper copy) is due at the start of class **April 1st, 2018**. In addition, an electronic copy must be emailed to your instructor before class. No extensions will be entertained!

LENGTH

The report must be between 8 - 10 pages in length (2,000 - 2,500 words) excluding title page, table of contents, executive summary, tables, figures, appendices and references. The report must be typed, double-spaced and conform to all Concordia University writing standards and regulations. The use of headings, subheadings and summary lists is encouraged.

You are advised to consult the Concordia University Undergraduate Calendar for all pertinent data regarding plagiarism. It is a critical offence to plagiarize material. This Instructor has a zero-tolerance policy. An automatic failure accompanies plagiarized materials. No excuses on this one! All assistance received or references obtained from others should be documented in accordance with good reporting practice. Submit a paper you will be proud of.

GROUP RESEARCH PROJECT ASSIGNMENT SHEET (Cont.)

OBJECTIVES

At the end of this project, you should know how to:

1. Find primary research articles on a topic relevant to organizational behaviour (OB).
2. Identify, extract, and integrate meaningful information from those articles and other relevant sources (e.g., newspapers).
3. Be able to identify and apply OB concepts to real life organizations.
4. Draw conclusions from your research and real life examples about best practices in OB.
5. Express ideas professionally and concisely in writing.
6. Work collaboratively in the spirit of good scholarship.

DELIVERABLE AND FORMAT:

A research report will be produced for this assignment. The report must be both succinct and concise. The report should make use of course material, primary research and **must consist** of the following sections:

1. Title Page
2. Introduction – overview of the paper
3. Description of the organization and/or the organization unit in question
4. Description and analysis of Major & Minor Problems (What are the key issues with the organization/work group based on your interviews and research. Be sure to analyze symptoms and problems)
5. Development/Evaluation of Alternative Solutions (develop and evaluate feasible solutions (including option(s)) that can solve each of the identified issues.
6. Recommended solution and detailed Implementation Plan – application of relevant theories & research to support your arguments.
7. Conclusion
8. **References/Bibliography**

In addition, you must provide an **Executive Summary** (1 - 2 paragraphs). This should be written after the report is completed and included on a separate sheet of paper (stand-alone document).

GROUP RESEARCH PROJECT ASSIGNMENT SHEET (Cont.)

RESEARCH REQUIREMENTS:

This assignment involves both *practical* and *research* aspects. You must collect information through personal interviews with employees/co-workers and questionnaires. In addition, you must also perform research into the topics you have selected.

Interviews: In the appendix of the report, include the name, job title, interview questions and a summary or transcript of the responses for each interview held. Multiple interviews will be required with the same person/group. Note: All interviews must be conducted ethically and confidentially.

Research Literature: The report should include information from research literature as well as reliable secondary sources related to your OB topic(s). The report needs to be of high quality and credible. The credibility of your recommendations will depend on the reliability, validity, and quality of the information used to generate those recommendations. In order to facilitate the generation of sound recommendations, this project requires each group to use numerous sources and it places some constraints on information quality by requiring that a sufficient number of sources are from scientific journals. Specifically:

There must be a minimum of three (3) sourced documents per member of the team (e.g., a five-member team will be required to find 15 documents) and the list of documents must contain:

- **One (1) empirical article per team member.** An “empirical” article presents the results of one or more studies in which data were collected and analyzed. If you are not sure that an article is empirical, please ask a reference librarian.
- **Two (2) additional documents per team member;** these can include empirical or theoretical articles from scientific journals, books (academic or business oriented), magazines, newspapers, and so on. All documents should be from printed or electronic media (e.g., no television or movie clips). Please note that a lot of information found on the internet is of questionable reliability and quality (e.g., blogs, advertisements, internal company documents). Be very careful about using such sources to justify recommendations.

GROUP RESEARCH PROJECT ASSIGNMENT SHEET (Cont.)

LIST OF PRE-APPROVED JOURNALS FOR EMPIRICAL ARTICLES

Academy of Management Journal (not Academy of Management Review or Academy of Management Executive/Perspective or Academy of Learning and Education)

Journal of Applied Psychology (with data, not literature reviews)

Journal of Applied Social Psychology

Journal of Management (with data, not literature reviews)

Journal of Organizational Behaviour

Organizational Behavior and Human Decision Processes

Journal of Vocational Behaviour

Human Relations

Human Resources Management (with data, not literature reviews)

International Journal of Human Resources Management

European Journal of Work and Organizational Psychology

Group and Organization Management

Administrative Science Quarterly

Personnel Psychology

Journal of Occupational and Organizational Psychology

Leadership Quarterly

Journal of Applied Behavioral Science

Journal of Occupational Health Psychology

Journal of Business and Psychology

Journal of Vocational Behavior

Canadian Journal of Administrative Sciences

HOW TO FIND EMPIRICAL ARTICLES

To find journal articles, you must search databases that are held by the library. Go to the **Databases** section of the library web-page and choose PsycINFO or ProQuest Business Databases (limit to ABI/Inform Global). Both will enable you to search for articles in the journals listed above on the basis of keywords found in the title and abstract. I strongly recommend that you limit your searches to “scholarly” or “peer-reviewed” journals. Once you have found an article, you can download it (from the database or through the library catalogue) or you can go to the library and photocopy the article. If the journal is only available in the library, please check if it is held in Webster (downtown campus) or Vanier (Loyola campus) before going to retrieve it.

For help finding articles:

- Consult the document: <http://library.concordia.ca/help/howto/perindex.html>
- Attend one of the workshops at the library (see complete schedule at <http://library.concordia.ca/help/workshops/>).

GROUP RESEARCH PROJECT ASSIGNMENT SHEET (Cont.)

Rules and Regulations for Research Paper

References to other publications must be carefully checked for completeness, accuracy and consistency.

You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams & Brown, 2006) citing both names of two & (Adams et al., 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order must be supplied.

Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).

Notes/Endnotes should always be used for citing Web sites. They should be identified in the text by consecutive numbers enclosed in square brackets and listed at the end of the article. Please then provide full Web site addresses in the end list.

PROJECT GRADE ALLOCATION:

Each group is asked to complete page 6 and submit the signed original with the report. If the sheet is not completed or submitted, equal distribution of the group grade for the report will be allocated to each group member.

GROUP RESEARCH PROJECT ASSIGNMENT SHEET (Cont.)

ALLOCATION OF PROJECT GROUP GRADE BETWEEN MEMBERS

Group No: _____

Company Discussed: _____

	<u>Names of Members</u>	<u>Signature</u>	<u>% Allocation</u> (85 - 115%)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

(Summation of % Allocation column)	TOTAL	_____
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- Notes:
- (1) This is an open appraisal. Individual allocation can range from 85% to 115% of the grade.
 - (2) **TOTAL** must equal the number of group members x 100.
 - (3) This sheet must contain all group members' signatures or 100% allocation will be given to each group member.