Course Syllabus

Dr. Brittany Draper, Clinical Instructor

Office: Academic Building, Room 201E
Office hours: 8:00 a.m – 9:30 a.m., Tuesday & Thursday
2:00 p.m. - 3:30 p.m., Tuesday & Thursday
10:00 a.m. - 12:00 p.m., Monday & Wednesday (virtual)
Not on campus Monday, Wednesday, or Friday

Office phone: 486-6123
E-mail address: brittany.draper@angelo.edu (preferred method of communication)
Place: On-line Course, Days & Times in Course Room will vary

Please feel free to contact me by e-mail if you have any questions or concerns. I am available for online chat during office hours via Blackboard Collaborate within Bb Collaborate Sessions tab.

Course Description: This course involves the study of the methods and principles of psychology applied to the dynamics of human behavior in the workplace. Prerequisite: PSY 2301. Representative topics include:

- Leadership
- Job satisfaction
- Performance evaluation
- Productivity

Course Objectives:

- Essential – Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, and theories)
- Important – Learning to apply course material (to improve thinking, problem solving, and decisions)
- Important – Developing skill in expressing oneself orally or in writing

Class Attendance: You are expected to be active in the course room through participation in on-line discussions (this includes creating your own posts & responding to at least 2 other students per question). A week in this course will be Monday at 12:00 a.m. through Sunday at 11:59 pm. Monday begins each new week for assignments and readings. Your original post is due by Wednesday of each week by 11:59 p.m. and your responses to your classmates are due by Sunday at 11:59 p.m. You will lose points by not creating your own posts or by not responding to at least 2 other students in the course room. **No points will**
be given for assignments (including discussions) turned in after the
deadlines posted in the syllabus. No points will be given for discussions
that are saved as a draft and not published in the course room.

Extra Credit Opportunities: You may earn extra credit points through 2 options. These include participating in research and/or writing short research papers from a list of topics posted in the online course room. A maximum of 20 extra credit points (to be added to your raw point total) can be earned during the course of the semester. All extra credit assignments must be turned in no later than Thursday, December 7th by 11:59 PM.

Late Work Policy: No late work will be accepted.

Course Evaluation:

1) There will be two examinations (midterm and final), each worth 100 points (200 points total, 39% of total grade). The dates of the examinations, and the material covered by each examination, are listed on the Course Calendar. If you miss the midterm exam, the make-up must be taken at the time of the final exam. There is no make-up for the final exam. Each examination will have a timer set for 75 minutes (1 hour and 15 minutes). You will be allowed 3 attempts at each examination, and I will take the highest of the 3 grades. Each attempt will be force completion, so if you start an attempt, you must finish it.

2) Fourteen (14) chapter quizzes will be will be posted on Blackboard (one for each chapter), each worth 10 points (140 points total, 27% of total grade). You will have until Sunday of each week to complete each quiz by 11:59 p.m., and you will be allowed 3 attempts. I will take the highest of the 3 grades. Each quiz will have a timer set for 20 minutes. Each quiz will be force completion, so if you start an attempt, you must finish it.

Testing via Respondus™ Monitor

Access to the quizzes and exams will be through Respondus™ Lockdown Browser and will be video recorded via Respondus™ Monitor [See Other Required Materials for a list of needed equipment]. Use of another electronic device is prohibited.

There are two practice quizzes: a) one is a Webcam test and b) a short 10 question practice quiz over ASU trivia that is not graded. These tools will be available to the student to assure accessibility. Students are highly encouraged to go through these practice quizzes in advance of taking a graded quiz. This process will allow you to become familiar with the technology associated with testing and improve the testing environment. These quizzes, instructional videos, and more information regarding Respondus Monitor can be found under the Respondus Monitor Help tab in your Blackboard course.
**In order to complete the exams and quizzes, you must have the Lockdown Browser on your computer. Go to blackboard to the "support" tab and follow the instructions to download the browser. Once it’s downloaded onto your computer, double-click on the icon in order to connect to blackboard. Login to Blackboard and click on a quiz or exam to complete. Select “no” for the password (note: if you can’t get past this point, something is wrong – the quizzes/exams are password protected, but you will NOT be given the password). Once you select no you should be able to proceed with the quizzes/exams. **If you have any problems downloading lockdown browser, please contact IT (942-2911) as soon as possible to resolve technological issues so you do not miss the deadlines for these assignments. **Not having a webcam for Respondus Monitor or the Lockdown browser downloaded in time to complete assignments will result in zeros for any assignments not completed in time.

3) You will be required to participate in three (3) discussions (90 points total, 17% of the grade). This includes creating your posts and responding to at least 2 other students per question per week. The breakdown of points is as follows: individual posts are worth 30 points each (30 points * 3 – there will be one discussion assignment for 3 of the chapters) = 90 points total; posts to other students (5 points per each response for a total of at least 6 responses, 30 points total, 6% of total grade). **Grand total for discussion participation is 120 points. ** NOTE: Each discussion post will have a word minimum or length, so please note each week's instructions. In addition, for responses to other classmates, responses like “great post” will NOT be accepted. Discussions are intended to be discussions that are thoughtful and spark interest in other students. You should ask other students questions and/or provide additional outside sources and research to keep the discussions interesting. You will be placed in discussion groups for these assignments to encourage involvement with members of your group and to encourage interaction with each other. Please be sure to follow directions and make your discussion posts in the correct forum. Failure to follow directions and/or posting in the wrong place will result in a zero for the assignment.

4) You will be required to perform one individual oral presentation in this course. Presentation instructions will be posted in the course room. You have 2 options for the presentation, and to receive full credit, you need to be sure to answer all parts required for the option that you choose. Presentations will be completed during WEEK 9 of the semester (Monday, October 23rd – Thursday, October 26th). The presentations will be completed in Blackboard Collaborate in the course room. **Plan ahead with your work/school schedule – failure to complete this assignment during the dates/times scheduled will result in a zero for the presentation. ** If you’re not familiar with Blackboard Collaborate, don’t worry – there will be practice sessions set up for each group to work with the software at your convenience throughout the semester, and technical support
will be provided. The presentation is worth 30 points (6% of total grade).

5) You will be required to complete one (1) group exercise this semester. This exercise will be completed in a discussion forum working together with your group on a problem and then you will submit a written response for the exercise through blackboard. This assignment will be completed during week 14 of the semester and is due by Sunday at 11:59 p.m. of that week. This assignment is worth 25 points (5% of total grade).

6) As noted above, a maximum of **20 extra credit points** can be earned. You have 2 options for extra credit:

A). One of your options is to participate in research for the department. Note: You must register through the department's sona-systems website in order to sign-up and receive credit for studies. Points will be posted in Blackboard once all the credits have been entered into sona-systems. If you have questions about a research project, please contact the researcher. Go to [http://angelostate.sona-systems.com](http://angelostate.sona-systems.com) to create an account and sign-up for studies. For additional details, see the “Research Opportunities” link on the department homepage at: [http://www.angelo.edu/dept/psychology_sociology/](http://www.angelo.edu/dept/psychology_sociology/)

B). The other option for extra credit is to complete short (2 pages) research papers in length concerning representative topics in this class. A list of topics is posted in “Course Information.” You will receive 5 points per research paper that you complete. You can turn these in at any time during the semester so long as it's by the deadline of December 7th. Please be sure your papers are typed and submit the assignments through blackboard.

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Point Percentage</th>
<th>Point Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>464-515+</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>412-463</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>361-411</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>309-360</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>Below 309</td>
</tr>
</tbody>
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You can access your course grade at any time through Blackboard ([http://blackboard.angelo.edu](http://blackboard.angelo.edu)). Click on “Tools,” then “My Grade.” Calculate your current grade by dividing your total points earned to date by the total number of possible points.

Required text:

1) *Work in the 21st Century: An Introduction to Industrial and Organizational Psychology (5th Ed.)* (Landy & Conte, 2016)
The text for this course is available in the ASU Bookstore (located in the University Center).

OTHER REQUIRED MATERIALS
• Computer with MAC or Windows Operating System
• High Speed Internet Access
Ethernet adapter cable recommended (wireless connections can drop during tests and Collaborate sessions)
• Webcam
• Logitech USB microphone headset
• Refer to Angelo State University’s Distance Education website for further technology requirements: http://www.angelo.edu/distance_education/

Honor Code: Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is available on the web at http://www.angelo.edu/forms/pdf/honorcode5.pdf.

Disabilities: Persons with disabilities that warrant academic accommodations must contact the Office of Disability Services, University Center Room 112 (942-2047), in order to request such accommodations prior to their being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

Student Absence for Observance of Religious Holy Days: A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.

Classroom Etiquette: Please be respectful of others in the course room. When in doubt, use the golden rule! Please do not type in all caps in the course room.

Plagiarism: I realize that this is an on-line course room and that you can see other students' posts, but copying other students' work will NOT be tolerated. Please make a conscious effort to complete your own posts before reading/responding to others. If at any time a student feels that his/her work has been compromised, please contact me through course room e-mail and I will investigate the issue. Copying of another student's work will result in a zero for the assignment. Repeated offenses may result in a failing course grade. Also, if you use the information from the textbook or another source, you must cite the source using APA format (author, year, and page numbers for direct quotes).

Plagiarism at ASU is a serious topic. The Angelo State University's Honor Code gives specific details on plagiarism and what that encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.
In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the *APA Style Manual of the American Psychological Association* as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center [http://www.angelo.edu/dept/writing_center/academic_honesty.php](http://www.angelo.edu/dept/writing_center/academic_honesty.php).

Questions: If at any time during the course that you have a question, you can post the question in the “I Have a Question” discussion thread. These questions will be available for other students to view, so if you do not want other students to read them, do NOT post them in this area. Private questions/concerns should be addressed through email.

**Please note: This syllabus & course calendar is subject to change at the discretion of Dr. Draper in the event of extenuating circumstances.**

**Class Schedule, Topics to be Covered & Recommended Readings**

**WEEK 1 (Monday, August 28th – Sunday, September 3rd) - Introduction, orientation, course overview, Chapter 1**

The syllabus and course requirements will be reviewed the first day of the course. Be sure to “mark reviewed” that you have read and understand the syllabus as you will not be allowed to access course material until you have done this. It is recommended that students buy the textbook before the first week as we will begin Chapter 1 immediately. It is recommended to read Chapter 1 this week.

**Chapter 1 (What Is Industrial and Organizational Psychology?)**
Topics to be covered: The Importance of I-O Psychology, The Past, Present, and Future of I-O Psychology, Multicultural and Cross-Cultural Issues in I-O Psychology, and The Organization of This Book.

Reminder: The quiz for chapter 1 is due by Sunday at 11:59 p.m..
It is recommended that students read chapter 2 for the following week.

**WEEK 2 (Monday, September 4th – Sunday, September 10th) – Chapter 2**

**Chapter 2 (Methods and Statistics in I-O Psychology)**
Topics to be covered: Science and Research, Data Analysis, and Interpretation.

Reminder: The quiz for chapter 2 is due by Sunday at 11:59 p.m.
It is recommended that students read chapter 3 for the
WEEK 3 (Monday, September 11th – Sunday, September 17th) – Chapter 3

Chapter 3 (Individual Differences and Assessment)
Topics to be covered: An Introduction to Individual Differences, Human Attributes, Foundations of Assessment, Assessment Procedures, and Special Topics in Assessment.

Reminder: The quiz for chapter 3 is due by Sunday at 11:59 p.m.
Discussion posts are due by Wednesday of this week by 11:59 p.m.
Responses to at least 2 classmates are due by Sunday at 11:59 p.m.
It is recommended that students read chapter 4 for the following week.

WEEK 4 (Monday, September 18th – Sunday, September 24th) – Chapter 4

Chapter 4 (Job Analysis and Performance)

Reminder: The quiz for chapter 4 is due by Sunday at 11:59 p.m.
It is recommended that students read chapter 5 for the following week.

WEEK 5 (Monday, September 25th – Sunday, October 1st) – Chapter 5

Chapter 5 (Performance Measurement)

Reminder: The quiz for chapter 5 is due by Sunday at 11:59 p.m.
It is recommended that students read chapter 6 for the following week.

WEEK 6 (Monday, October 2nd – Sunday, October 8th) – Chapter 6

Chapter 6 (Staffing Decisions)

Reminder: The quiz for chapter 6 is due by Sunday at 11:59 p.m.
It is recommended that students read chapter 7 for the following week.

WEEK 7 (Monday, October 9th – Sunday, October 15th) – Chapter 7

Chapter 7 (Training and Development)
Topics to be covered: Foundations of Training and Learning, Content and Methods of Training, Evaluating Training Programs, and Specialized Training Programs.

Reminder: The quiz for chapter 7 is due by Sunday at 11:59 p.m.
The midterm exam covering chapters 1-7 is next week. A review is posted in the “week 8” module.

WEEK 8 (Monday, October 16th – Sunday, October 22nd) – Midterm Exam

Midterm Exam (covers chapters 1-7) is due by Sunday, October 22nd at 11:59 p.m.
It is recommended that students read chapter 8 for the following week.

WEEK 9 (Monday, October 23rd – Sunday, October 29th) – Chapter 8

Chapter 8 (The Motivation to Work)
Topics to be covered: An Introduction to Motivation, Motivational Theories – Classic Approaches, Modern Approaches to Work Motivation, and Practical Issues in Motivation.

Reminder: Discussion posts are due by Wednesday of this week by 11:59 p.m.
Responses to at least 2 classmates are due by Sunday at 11:59 p.m.
The quiz for chapter 8 is due by Sunday at 11:59 p.m.
**Presentations will be completed this week through Thursday. Be sure to sign up for a time on the sign-up sheet.
It is recommended that students read chapter 9 for the following week.

WEEK 10 (Monday, October 30th – Sunday, November 5th) – Chapter 9

Chapter 9 (Attitudes, Emotions, and Work)
Topics to be covered: Work Attitudes, Moods, Emotions, Attitudes, and Behavior, and Special Topics Related to Attitudes and Emotions.

Reminder: The quiz for chapter 9 is due by Sunday at 11:59 p.m.
It is recommended that students read chapter 10 for the following week.
WEEK 11 (Monday, November 6\textsuperscript{th} – Sunday, November 12\textsuperscript{th}) – Chapter 10

Chapter 10 (Stress and Worker Well-Being)
Topics to be covered: The Problem of Stress, Theories of Stress, Reducing and Managing Stress, and Violence at Work.

Reminder: Discussion posts are due by Wednesday of this week by 11:59 p.m.
Responses to at least 2 classmates are due by Sunday at 11:59 p.m.
The quiz for chapter 10 is due by Sunday at 11:59 p.m.
It is recommended that students read chapter 11 for the following week.

WEEK 12 (Monday, November 13\textsuperscript{th} – Sunday, November 19\textsuperscript{th}) – Chapter 11

Chapter 11 (Fairness, Justice, and Diversity in the Workplace)
Topics to be covered: Justice and Fairness, The Practical Implications of Justice Perceptions, and Diversity.

Reminder: The quiz for chapter 11 is due by Sunday at 11:59 p.m.
It is recommended that students read chapter 12 for the following week.

WEEK 13 (Monday, November 20\textsuperscript{th} – Sunday, November 26\textsuperscript{th}) – Chapter 12

Chapter 12 (Leadership)
Topics to be covered: The Concept of Leadership, Traditional Theories of Leadership, New Approaches to Leadership, and Emerging Topics and Challenges in Leadership Research.

Reminder: The quiz for chapter 12 is due by Sunday at 11:59 p.m.
It is recommended that students read chapter 13 for the following week.

WEEK 14 (Monday, November 27\textsuperscript{th} – Sunday, December 3\textsuperscript{rd}) – Chapter 13

Chapter 13 (Teams in Organizations)
Topics to be covered: Types of Teams, Input-Process-Output Model of Team Effectiveness, and Special Issues in Teams.

Reminder: The quiz for chapter 13 is due by Sunday at 11:59 p.m.
Your written response to the group exercise is due Sunday by 11:59 p.m.
It is recommended that students read chapter 14 for the following week.
WEEK 15 (Monday, December 4th – Sunday, December 10th) – Chapter 14

Chapter 14 (Organizational Theory, Dynamics, and Change)
Topics to be covered: Conceptual and Theoretical Foundations of Organizations, Social Dynamics of Organizations, and Organizational Development and Change.

Reminder: The quiz for chapter 14 is due by Sunday at 11:59 p.m.
ALL extra credit for this course is due Thursday by 11:59 p.m.

WEEK 16 (Monday, December 11th – Thursday, December 14th) – Final Exam

Final Exam (covers chapters 8-14) is due by THURSDAY, DECEMBER 14TH AT NOON. There is no make-up for the final exam.

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