Applications of Industrial-Organizational Psychology  
PSY 6333  
Spring 2019  
Course Syllabus

Instructor: Cheryl Stenmark  
Office Location: A104E  
Office Hours: T/Th: 1pm-3pm; W: 1pm-2pm  
E-mail address: cstenmark@angelo.edu

REQUIRED READINGS  

Additional Materials: There will be additional readings for you to read and discuss throughout the semester. They will be posted on Blackboard for you to download.

COURSE DESCRIPTION  
This course is designed to introduce non-Industrial/Organizational students to important themes in I/O psychology. I/O psychology applies psychological principles to organizations and work. This course is a survey of research, theories, and practices of I/O psychology. Many topics important to I/O psychology will be covered, including personnel selection, legal issues in employment, employee motivation, job satisfaction, and leadership.

Course Objectives:  
- Know I/O terminology and uses in society  
- Know how I/O psychology and human resources work together  
- Know how psychology informs organizations and their social and interactional processes

Course Prerequisite:  
Introduction to Psychology (PSY 2301)

Course Materials Online: The syllabus, announcements, and grades for this class may be found on Blackboard. I encourage students to access this site regularly for important information pertaining to the course. Thus, it is imperative that you have proficient knowledge of operating and, to some extent, troubleshooting, internet browsers, the Blackboard course management system, Respondus, word processing programs, and e-mail. Should you have any technical problems with Blackboard, Respondus, or your e-mail, it is your responsibility to get the situation resolved immediately. While I can help with a limited amount of trouble-shooting, your best resource for solving these problems is the ASU IT department. Thus, it is a good idea not to leave assignments until the last minute, in case you encounter technical problems.

Requirements:  
The text for the course is listed above. The last page of the syllabus lists the tentative schedule of topics. The course is built around the textbook. I suggest that you read the material prior to reading the course lectures. The lectures will be related to but will not come directly from the text. There are exams, assignments, and quizzes for the class; these are described below.

Delivery of instruction: This course is delivered completely online. Assignments and activities will be listed on the course website on the Blackboard course management system. It is IMPERATIVE that you keep up with this class, checking Bb regularly, and noting due dates for assignments and quizzes. It is easy to forget about online classes, but be forewarned that I will not accept late work, and there is no excuse for forgetting about assignments! Additionally, you MUST use (check daily) your ASU e-mail address for this class, as it is the best way for me to contact you.
Communications: I must be able to contact all students in this course via e-mail. It is expected that students regularly check their e-mail and Blackboard (at least once a day is preferred). The best way to contact me is via e-mail. Although I answer e-mail regularly (and relatively quickly) throughout the work week (Monday - Friday, 7:30AM to 4:30PM), I respond to it less frequently on weekends and holidays. During those times, you can expect an answer to your e-mail within 24-48 hours. There may be times during the semester, when I do not have access to email. I will be sure to notify students if such situations occur.

If you are on campus and would like to drop by my office, please feel free to do so. As I am often away from my desk, it is probably best to arrange a specific time in advance. Please email me to do so.

Notice on Disability Accommodation: If a student has a disability that may prevent the student from fully demonstrating his/her abilities, the student must contact me as soon as possible so we can discuss reasonable accommodations necessary to ensure full participation and facilitate his/her educational opportunity. It is the student’s responsibility to notify me and provide authorized documentation processed through the designated administrative channels.

GRADING

Quizzes: Each week, you will have two quizzes to complete on Blackboard that cover the topics of the units being covered that week. These are designed to help students keep up with and apply the material. You will have the entire week (beginning Monday at 12:00am, ending Sunday at 11:59pm) to complete the weekly quiz, and given their nature they may not be “made up”. There will be NO exceptions. Quizzes will be multiple choice, and they will be timed. You will only have one attempt for each quiz, so be sure that you are prepared before beginning the quiz.

Exams: There will be four tests over the course of the semester. The exams are worth 100 points each. Each test consists of 50 multiple-choice questions/short answer questions covering the material presented from both the assigned readings and from the lectures in class. Exams will be administered via Blackboard, you will have 120 minutes to complete each exam, and you will have TWO attempts. Exam items may include multiple choice, matching and true/false items. The final exam will not be comprehensive. There will be NO make-ups scheduled for the exams. You will have the entire week (beginning Monday at 12:00am, ending Sunday at 11:59pm) to complete the exams; that means that you may take the exam any time during those days, but the exam must be COMPLETED by 11:59pm on Sunday of the exam weeks. Exam weeks (which are noted in the course schedule on the last page) will be dedicated to taking the exams, thus we will not hold class. These weeks may also be good times to work on your group project.

Weekly Discussion Board Posts: Each week, each student will be required to respond directly to two discussion questions that I have posted pertaining to the topic of the unit that is being covered that week and respond to a colleague’s post at least once. Your discussion posts are due by Sunday of each week at 11:59pm. There are 12 weeks of Discussion Boards, but I will drop 2 weeks’ worth, for the occasional slip-up, should you forget or become sick.

The response must be substantive; more than just “I agree” discussion board posts. These posts are worth 5 points each. Be considerate and appropriate when using the discussion board. It is neither a public forum nor a limited public forum. I have the right to remove any message for the purposes of saving space, focusing attention of students on relevant materials, and avoiding material inappropriate for the classroom. On this last note, with freedom comes responsibility. Please keep in mind, as you contribute to the discussion board, that not everyone comes from the same background, or shares the same values and ideals. Please be appropriate (professional) and considerate of others. If you have any questions on this matter, contact the instructor for clarification.

Please apply this same courtesy whenever communicating with anyone in the course, whether it is myself or another student, in any way, including e-mail, discussion board responses, and any other communication.

Article Summaries: For each exam period, I would like for you to find an empirical article over one of the topics covered during that exam period, and write an article summary over that article. Please describe the article’s key takeaway
points, and how those points can be applied (broadly), and how you might personally use what you learned in the article. Additionally, please discuss anything that you found surprising, or just particularly compelling from the chapter. Your summary should also describe: 1) the purpose of the article (what they were studying and why), 2) the methods they used, 3) the results they found, and 4) the conclusions they made based on those results. Also, discuss the strengths and weaknesses of the study. These assignments will probably be 2-3 pages. They will be due at the time each exam is due (Sunday at 11:59pm of exam week), with the EXCEPTION of the second exam, which will be due by Thursday, July 28 at 11:59pm.

Available Points:

<table>
<thead>
<tr>
<th>Task</th>
<th>Available Points</th>
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<tbody>
<tr>
<td>2 tests</td>
<td>200 points (2 tests @ 100 points per test)</td>
</tr>
<tr>
<td>Article Summaries</td>
<td>100 points (2 article summaries @ 50 points each)</td>
</tr>
<tr>
<td>Quizzes</td>
<td>120 points (12 quizzes @ 10 points per quiz)</td>
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<tr>
<td>Discussion Questions</td>
<td>30 points (6 weeks @ 5 points per week)</td>
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<td>Total</td>
<td>450 points</td>
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Note: At the instructor’s discretion final grades will be reviewed to ensure a student’s overall performance is well-represented.

CRITERIA FOR EVALUATION:

Writing: Substantive content and the quality of the student's writing will be considered in all written assignments, including discussion board postings. Substantive content includes closely following instructions for the content of the assignment. Quality of writing covers clarity of expression and organization, appropriate use of references and academic writing style, use of inclusive language, and correct grammar, spelling, and punctuation. Please contact the instructor if this is unclear or needs further explanation.

Discussion Board Participation: Elements included in the evaluation of discussion board participation will include evidence of critical thinking, clear identification of the issues, understanding problems, and the ability to propose and evaluate solutions. All participants are expected to welcome open expression of opinions, attitudes and beliefs and to accept the legitimacy and value of dissent. In addition to respect for the ideas of your classmates and the instructor, common courtesy is also expected.

Testing via Respondus™ Monitor

Access to quizzes and exams will be through Respondus™ Lockdown Browser and will be video recorded via Respondus™ Monitor [See Other Required Materials below 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.

OTHER REQUIRED MATERIALS

- Computer with MAC or Windows Operating System
- High Speed Internet Access
- Ethernet adapter cable highly recommended (wireless connections can drop during tests and Collaborate sessions)
- Webcam
Refer to Angelo State University’s Distance Education website for further technology requirements:

http://www.angelo.edu/distance_education

HELPFUL LINKS

As you may know, Respondus Monitor is a companion tool to Respondus LockDown Browser. Monitor is a tool to proctor the online exam. Here is some more information regarding Respondus LockDown Browser and Monitor:

http://www.respondus.com/products/lockdown-browser/

ACADEMIC INTEGRITY AND CONDUCT

For information on ASU’s honor code, please visit the following website: http://www.angelo.edu/forms/pdf/honorcode5.pdf. If you have any doubts or questions about what constitutes misconduct—inform yourself. Not knowing—is not an excuse! Academic dishonesty will not be tolerated in my class. Students involved in misconduct will be prosecuted according to University regulations and procedures.

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.
## Tentative Class Schedule
*(this schedule is subject to change)*

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
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<tbody>
<tr>
<td>1</td>
<td>Jan 14</td>
<td>Intro</td>
<td>1</td>
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<tr>
<td>2</td>
<td>Jan 21</td>
<td>Job analysis and Evaluation</td>
<td>2</td>
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<tr>
<td>3</td>
<td>Jan 28</td>
<td>Legal</td>
<td>3</td>
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<tr>
<td>4</td>
<td>Feb 4</td>
<td>Exam 1</td>
<td>Chs 1, 2, 3</td>
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<td></td>
<td></td>
<td>Article Summary 1 due by 11:59pm on February 10</td>
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<tr>
<td>5</td>
<td>Feb 11</td>
<td>Recruiting and Interviewing</td>
<td>4</td>
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<td>6</td>
<td>Feb 18</td>
<td>Evaluating Employee Performance</td>
<td>7</td>
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<td>7</td>
<td>Feb 25</td>
<td>Developing and Evaluating Training</td>
<td>8</td>
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<td>8</td>
<td>Mar 4</td>
<td>Exam 2</td>
<td>Chs 4, 7, 8</td>
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<td>Article Summary 2 due by 11:59pm on March 10</td>
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<td>Spring Break</td>
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<tr>
<td>9</td>
<td>Mar 18</td>
<td>Motivation</td>
<td>9</td>
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<tr>
<td>10</td>
<td>Mar 25</td>
<td>Employee Satisfaction and Commitment</td>
<td>10</td>
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<tr>
<td>11</td>
<td>Apr 1</td>
<td>Organizational Communication</td>
<td>11</td>
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<td>12</td>
<td>Apr 8</td>
<td>Exam 3</td>
<td>Chs 9, 10, 11</td>
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<td>Article Summary 3 due by 11:59pm on April 14</td>
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<td>Spring Break</td>
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<td>Spring Break</td>
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<tr>
<td>13</td>
<td>Apr 15</td>
<td>Leadership</td>
<td>12</td>
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<tr>
<td>14</td>
<td>Apr 22</td>
<td>Groups and Conflict</td>
<td>13</td>
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<tr>
<td>15</td>
<td>Apr 29</td>
<td>Stress Management</td>
<td>15</td>
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<tr>
<td>16</td>
<td>May ?</td>
<td>Exam 4</td>
<td>Chs 12, 13, 15</td>
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<td></td>
<td></td>
<td>Article Summary 4 due by 11:59pm on THURSDAY, May 9</td>
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