

I/O Psychology
PSY 3309-010
Fall 2019
Course Syllabus

Instructor: Cheryl Stenmark

Office Location: A104E

Office Hours: M: 12pm-4pm; T/Th: 12:15p-3:15p

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Required Textbooks:

Psychology Applied to Work (11th Edition) by Paul Muchinsky

Course Description:

This course is a survey of research, theories, and practices of Industrial/Organizational psychology. Many topics important to I/O psychology will be covered, including personnel selection, criteria development, testing, motivation, job satisfaction, and leadership. Students are expected to read the material on time, to participate in assigned exercises, and to be involved in class discussions.

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 coming to class to get the most out of lectures. The lectures will be related to but will not come directly from the text. There may also be demonstrations, assignments, videos, and some discussion in class; thus, while attendance will not be checked in a formal fashion, you must attend class to get the most out of the course. There are exams, assignments, and group projects for the class; these are described below.

Course Goals:

- To understand what it means to be an I/O psychologist
- To develop an awareness of the history and major perspectives underlying and driving the field of I/O psychology
- To develop an understanding of how theory and research in I/O psychology are applied in work settings
- To develop critical thinking skills (especially in consuming psychological research)
- To develop an understanding for the potential that I/O psychology has for society and organizations

Learning Outcomes:

By the end of this course, you should:

- Know and understand the main theories and concepts of I/O psychology
- Know and understand the methods that I/O psychologists use to study work behavior
- Know and understand the ways in which I/O psychologists apply their knowledge to improve the lives of workers and the performance of organizations
- Be able to think and write critically about I/O psychology theory, research, and applications
- Be able to apply what you have learned about I/O psychology to the understanding of your own behavior (and that of your co-workers) in present and future work situations

Attendance:

Attendance is recommended, as I will provide information in the lectures that will be included on the tests. I will not provide lecture notes outside of class, but I will discuss the material with you if you come to my office hours. If you miss a lecture, you must find other means for obtaining the lecture notes. Some class exercises will be done in class; if you are not in class, you cannot make them up. Tardiness and leaving class early disrupts others in class and is rude; therefore please act responsibly and courteously to your fellow classmates.

Make-Up Work:

Late work or make-up work will not be considered unless the student is involved in a university-approved absence. Arrangements should be made with the instructor as far in advance as possible to ensure agreement on interpretation and the make additional arrangements.

Graded Items:**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.

Assignments:

Periodically, you will be asked to complete assignments. They will usually include short written assignments that ask you to apply the concepts we discuss in class to an important problem. Some of the assignments may be completed during class time; **if you miss class the day these are completed, you may not make them up.** They may or may not be announced in advance of class.

Quizzes:

Each week, you will have a quiz to complete on Blackboard that covers the topic of the unit 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 they **may not** be "made up". There will be NO exceptions. Quizzes will be multiple choice, and they will be timed. You will have TWO attempts, with 30 minutes allowed per attempt.

Case Project-Presentation:

In groups of 4-5, you will work through a case that is provided by the instructor, providing recommendations to the company depicted by **linking material covered in class to your case.** Some class time will be dedicated to working on the final project; however, you will likely need to meet with your group outside of class in order to do a good job. More details about the project will be given in class.

All assignments should be typed and presented in a professional manner. You may always turn in assignments early; I will accept them prior to their scheduled due date. Paper should be turned in with one staple in the upper left-hand corner. Portfolios, folders, or other binding materials are not necessary, and are inconvenient, because they are bulky.

Grades will be posted on Blackboard as they become available.

Grading: The course grade will be based on:

4 tests	400 points (4 tests @ 100 points per test)
Assignments	100 points (10 assignments @ 10 points each)
Quizzes	100 points (10 weeks @ 10 points per week)
<u>Group Project</u>	<u>100 points</u>
Total	700 points

Extra Credit:

Students may have an opportunity to earn extra credit in this course. However, **these extra credit options will help those with B+, C+, D+ or F+ grades only**, and will **not** raise other grade categories. Extra credit may be by participating as a subject in **instructor approved** psychological experiments through the Psychology Department. Details for these studies will be posted as they become available.

Related Policies

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. I will do my best to respond to e-mails within 24 hours, with the exception of holidays and weekends.

Student Disability Services

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu.

Title IX at Angelo State University:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual

sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex. You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

E-Mail: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.

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.

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.

Tentative Class Schedule

Week	Date	Topic	Readings/ Assignments
1	August 27, 29	Historical Background	Syllabus, Ch. 1
2	Sept 3, 5	Research Methods	Ch. 2
3	Sept 10, 12	Job Analysis	Ch. 3 (pgs. 65-78)
4	Sept 17, 19	EXAM 1	Ch. 1-3
5	Sept 24, 26	Criteria/Predictors	Ch. 3 (pgs. 61-65, 79-89), Ch.4
6	Oct 1, 3	Legal Aspects of Personnel Decisions	Ch. 5
7	Oct 8, 10	Training/Organizational Learning	Ch. 6
8	Oct 15, 17	EXAM 2	Chs. 3-6
9	Oct 22, 24	Organizational Culture and Attitudes	Ch. 8 (pgs. 244-250), Ch. 10
10	Oct 29, 31	Teams	Ch. 9
11	Nov 5, 7	Occupational Stress/Health	Ch. 11
12	Nov 12, 14	EXAM 3	Chs. 8-11
13	Nov 19, 21	Motivation	Ch. 12
14	Nov 26	Leadership	Ch. 13
15	Dec 3, 5	Team Presentations	
16	Nov 29-Dec 11	Final Exam	Chs. 12-13