

INDUSTRIAL AND ORGANIZATIONAL (I/O) PSYCHOLOGY (14275)
PSY 3340
Winter 2018

Instructor: Dr. Rebecca Malatesta
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Office Hours: 8-9 MW

Classroom #: Online
Office: 213b Pryale Hall

Course Description	<p>This course involves the scientific study of the workplace. Psychological research methods are applied to such critical business issues as: talent management, training and development, selection processes, performance assessment, job satisfaction, employee motivation and commitment, organization development, and work-life balance. The scientist-practitioner model will be emphasized in this class.</p> <p>Course Prerequisite: PSY 250 with a grade of 2.0 or higher</p> <p>Required Text(s): Landy, F. J., & Conte, J. M. (2015). <i>Work in the 21st century: An introduction to industrial and organizational psychology</i> (5th ed.). Malden, MA: Blackwell Publishing.</p>
Outcomes and Learning Objective	<p>This course is designed to provide the student with an understanding of the fundamental issues surrounding industrial and organizational psychology (I/O). The main objective is to familiarize the student with I/O theory, research and practice as I/O psychology advocates the scientist-practitioner model. Upon completion of this course, the student should be able to:</p> <ol style="list-style-type: none">1. Understand the historical, economic, and political climate surrounding Industrial and Organizational (I/O) Psychology.2. Identify concepts associated with the “I” side and the “O” side of I/O psychology.3. Understand the Scientist-Practitioner model that underlies this field.4. Describe classic and contemporary research and theory in the field as well as understand the research strategies commonly used by I/O psychologists.5. Use their knowledge of the concepts and theories to critically evaluate several real world issues (cases) and communicate effective solutions.

Learning Tools

Aside from simply learning the substantive material, various activities (including videos, experiential exercises, discussion boards etc.) will be used to increase your understanding of the concepts. These experiences will enable you to see the relevance of this course to the real world and the use of this material in your own life (e.g., improved communication, negotiation, etc.).

Given the nature of this course, an important source of knowledge is what you bring to the class. This knowledge source will be accessed primarily through discussion boards. In addition to this source, the textbook, written lecture summaries, videos, and various experiential exercises will be used to ensure learning the substantive material. Each source of knowledge provides a unique perspective and offers unique information concerning the topics studied by industrial and organizational psychologists. Use of various learning strategies and from different perspectives sparks deeper conceptual learning. While memorization of some specific terms, theories and concepts is necessary, rote memorization is not the sole focus of this course. Instead, making connections is the main learning goal. You should leave this class able to understand the introductory topics of I/O psychology from a research perspective as well as how these processes function relevant to everyday life.

This is the online version of our traditional face-to-face lecture course on Introduction to Social Psychology. This course will be conducted in what is described as an asynchronous fashion, i.e., the students and the instructor need not be in the same place at the same time. This means that you may "attend" class when and where you want thus giving you more flexibility in managing the other responsibilities of your lives. Enrolling in a class such as this will give you the opportunity to work with "cutting edge" learning resources, but it will also subject you to the periodic frustrations encountered with new technologies. In order for this to work the students must be sufficiently self-motivated and self-disciplined to complete the assignments on their own. Furthermore, students must be resourceful and flexible enough to handle the technology problems that are certain to arise, as I will be unable to help you with any computer or internet difficulties.

If you do encounter a problem, you may send a request to e-learning and instructional support at:
<http://www2.oakland.edu/elis/help.cfm?LMS=2> or call 248 805-1625

I do not require any on-campus meetings. However, I can make such meetings available if there is a demand from multiple students.

Participating in an On-Line Course

Discussion forums are designed to encourage interaction between you and your classmates and, of course, between each of you and me. This system is NOT designed for you to share answers from quizzes or exams. This would be viewed as cheating. Furthermore, the Discussion system is not to be used to critique, disparage, or talk about fellow students, nor is profanity allowed.

I TAKE THE INTEGRITY OF ONLINE CLASSES VERY SERIOUSLY. ANY SUSPICION OF CHEATING OR PLAGIARISM (ON AN EXAM OR ELSEWHERE) WILL IMMEDIATELY BE TURNED OVER TO THE DEAN OF STUDENTS FOR ACADEMIC REVIEW. IF IT IS DETERMINED BY THE ACADEMIC REVIEW BOARD THAT CHEATING HAS OCCURRED, THE STUDENT WILL RECEIVE A FAILING GRADE IN THIS COURSE. *THERE ARE NO EXCEPTIONS.*

Course Notes and other learning material

I will post lecture notes, videos, and links to other learning material on Moodle – they will be organized into weekly sections with the dates in which the material will be discussed. I will add the required reading and supplementary learning materials at least one week early. Careful reading and study of the textbook material as well as engagement in suggested experiential activities should follow as you prepare for the online examinations. I will post a review prior to each test – I highly recommend using this in preparation for the exam.

Contacting Me

Email is the best way to contact me (malatest@oakland.edu). Please indicate that you are a PSY 3340 student in the subject as I am teaching several classes this semester. If any issue cannot be discussed or resolved via email, we can arrange to talk on the phone or in person. There is, however, no requirement that we meet. In order to meet face-to-face, you will need to make an appointment so that I will make arrangements to be at my office during the designated time period. I will make every possible effort to reply to email questions within 48 hours. If I am out of town and will not have access to a computer for more than 48 hours, you will be notified.

Practice Exam

I will post practice exam questions on Moodle to help you become familiarized with my testing style. You may take this exam and access the questions with your responses as many times as you wish. The points for these practice assessments are NOT calculated into your grade. ***I recommend that you preview practice exams before taking a real exam so you are familiar with how each is structured in Moodle. Any confusion over how the exams work in Moodle that result in a mistake in how you complete or submit your responses is your responsibility and no additional attempts will be allowed for any exam.***

The practice exam will only include material from a limited number of chapters. Actual exams will cover more than a single chapter, as outlined in the syllabus.

Course Outline

The material below indicates the time frame for when each exam, paper, and assignment is due. All deadline dates are explicitly posted on Moodle. It is your responsibility to be aware of due dates and to complete assignments before the end of

an availability period. Failure to do so results in a grade of 0 for the missed assignment. You will have a range of several days during which each exam will be available.

Expectations and Special Considerations

Special Considerations: A student with a documented learning or physical disability must contact the Office of Disability and Support Services, 121 North Foundation Hall, (248) 370-3266, and inform the professor of special needs during the first week of classes. For more information, visit <http://www.oakland.edu/dss>.

Veteran Support Services: The office of Veteran Support Services (VSS) is responsible for giving support services to more than 300 veterans, service members, and dependents of veterans. VSS is staffed with personnel who are veterans and current or former students. Any student veteran or dependent of a veteran requiring assistance with navigating the Veterans Administration, understanding service-related benefits, or requires referrals to campus and community resources should contact one of the Veterans Liaisons by visiting 116 North Foundation Hall, or phoning 248-370-2010. <http://www.oakland.edu/veterans/>

Audio Recoding Policy: Students who wish to audio-record lectures may request permission to do so. These recordings may only be used for the purpose of personal study. Students may not share these recordings with other individuals without the consent of the professor. At the conclusion of the semester, students may request permission to keep these recordings if needed, otherwise it is expected that all audio-recordings will be deleted from all electronic recording and storage devices.

Policy on Academic Misconduct: The University's regulations that relate to academic misconduct will be fully enforced. Any student suspected of cheating and/or plagiarism will be reported to the Dean of Students and, thereafter, to the Academic Conduct Committee for adjudication. Anyone found guilty of academic misconduct in this course may receive a course grade of 0.0, in addition to any penalty assigned by the Academic Conduct Committee. Students found guilty of academic misconduct by the Academic Conduct Committee may face suspension or permanent dismissal. The Code of Academic and Student Conduct can be found at <http://www2.oakland.edu/deanofstudents/handbook/conduct.cfm>.

Excused Absence Policy: University excused absences applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee. For the excused absence policy, see <http://www.oakland.edu/?id=6850&sid=175>.

Add/Drops & Incompletes: The University add/drop and incomplete grade policies will be explicitly followed. It is the student's responsibility to be aware of the University deadline dates for dropping the course.

Technical Assistance / Backup plan for Technology Failure

For Moodle technical issues, please contact the eLearning and Instructional Support office: Phone : (248) 8051625

Submit a help ticket : <http://www2.oakland.edu/elis/help.cfm?lms=2>

If you are having difficulty accessing any of the course content, please contact me (248)606-7471.

In terms of technology failure, you should have a backup plan. Technology failure is not an excuse for turning in late or incomplete work. Possible alternate arrangements include the use of a friend/family member's computer. Also, you should backup your work if your technology fails.

Please note that it is your responsibility as a student to know all deadlines pertinent to class requirements. All deadlines are explicitly posted here, as well as on Moodle

EXAMS: You will take 4 exams for this course—Each exam will consist of multiple choice/True-False questions. These questions are designed to assess students' knowledge of I/O research and theory as well as their problem-solving ability in the assessment of real world business issues. The exams will be non-cumulative. Exams 1 and 4 will be worth fewer points than exams 2 and 3, as they are based on less material and fewer textbook chapters.

You may take each exam only one time. There is a 60-90-*minute time limit* for each exam. Moodle will automatically close the exam when the time limit is up, regardless of your status. You must submit your responses before time is up or your answers will not be saved. Failure to take an exam before its termination will result in a zero grade for that exam.

Availability

Exams will be open for a day, with availability times posted on Moodle. Because all exams are open for most of one day, exams will not be reopened *under any circumstance*. It is your responsibility to complete all exams and quizzes by the deadline. Deadlines also are listed on the syllabus and on Moodle. See our Moodle webpage for a detailed explanation of how to take exams online.

Please note the following:

*When the availability period ends for an exam (e.g., 11pm EST), you cannot work on the quiz beyond that time. At the closing-time, the exam completely shuts down, regardless of how long you worked on it or when you opened it.

*Grades are electronically posted after the quiz is completed. *You will not be able to see the correct answers for quizzes until the availability period has ended for that quiz.*

If Problems are Encountered

If you have computer or internet problems during an exam and your exam responses are not transmitted via Moodle, you will be required to take a makeup exam *on campus*. There are no exceptions. If you unable to take a makeup exam on campus, you will receive a score of 0 for the exam.

It is your responsibility to have a contingency plan for computer and internet problems. Identify a secondary source / computer that you can access in case of problems.

Make-up Exams

There will be NO makeup exams for individuals who simply fail to take the exam during the availability period. Exams are not reopened under any circumstance.

****IMPORTANT:** All exams are "CLOSED BOOK." As such, you may **NOT** use your text, any notes, or anything other than your brain while taking these exams. In addition, these examinations are to be taken individually and are **NOT** considered as a "group project." Any suspicion that a student has failed to comply with these rules will be presented to the Dean of Student Affairs and academic reprimand is eminent.

CASES ANALYSES: Students will be asked to complete four case analyses that will assess their understanding of the substantive material. Students will use concepts discussed in the text and in class to solve a business problem/issue. Grades will be based on an overall understanding of the problem and appropriate use of relevant concepts.

Late Assignments: To receive credit, all assignments must be turned in prior to the posted due dates. Late assignments will receive a grade of 0.

ENGAGEMENT POINTS: Because this is an online course, the amount of discussion that can occur amongst those of us involved is limited. However, I expect you to actively be thinking about the material and to have questions and comments about various concepts throughout the semester. There will be a discussion board available on Moodle to post your questions and comments regarding course content, theory, and application. You are required to demonstrate active participation in the course throughout the semester via the discussion board (a separate file marked 'Engagement Criteria' will provide detail regarding the expected frequency of responses and the grading criteria that will be used). Your discourse will be evaluated on the basis of its *quality, thoughtfulness, and frequency*. Please note that *all* of these characteristics are important. That said, posting frequent comments that have no substance will not earn you full credit for this portion of the course. Engagement will make up 10% of your grade.

Exam 1 and 4 at 15% each	30%
Exams 2 and 3 at 20% each	40%
Case Analyses (4 at 5% each)	20%
<u>Engagement Points</u>	<u>10%</u>
Total:	100%

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Detailed Class Schedule and Topical Outline

Week	Topic	Assigned Readings
1 Jan 3	Introduction – What is I/O?	Ch. 1
2 Jan 8	Methodology: The Role of Science in I/O Psychology	Ch. 2
PERSONNEL PSYCHOLOGY		
3 Jan 15	MLK Day Wednesday, Jan 17 - Exam 1 (chapters 1 and 2) Be sure to review incorrect exam items once the exam is closed. Begin the next section.	
4 Jan 22	Individual Differences and Assessment: Abilities, Knowledge, Skills, and Personality	Ch. 3
5 Jan 29	Criterion Development: Job Analysis and Models of Performance CASE ANALYSIS 1 –Assessing Individual Differences through Job Analysis Due: Feb 5	Ch. 4
6 Feb. 5	Performance Measurement: Performance Rating – Substance and Process, Legal Issues in Performance Measurement CASE ANALYSIS 2: The Trouble with Performance Assessment – Due: Feb. 12	Ch. 5
7 Feb. 12	Staffing Decisions: Selection and Placement, employee discrimination	Ch. 6
8 Feb. 19	Winter Break – Feb. 18 to Feb. 25	
9 Feb. 26	Prepare Exam Review Wednesday, Feb. 28 - Exam 2 (chapters 3-6) Be sure to review incorrect exam items once the exam is closed. Begin the next section.	
10 March 5	Work Motivation: Modern Approaches Practical Issues CASE ANALYSIS 3: Motivating Workers – Due: March 12	Ch. 8
11 March 12	Organization Theory/ Work Attitudes: Job Satisfaction, Mood, Attitudes and Behavior	Ch. 9
12 March 19	Stress and Well-being Fairness and Diversity CASE ANALYSIS 4: Assessing Fairness in the Workplace – Due: March 26	Ch. 10 & 11
13 March 26	Monday, March 26 - Exam 3 (Chapters 8-11) Be sure to review incorrect exam items once the exam is closed. Begin the next section.	
	The Organization of Work Behavior	Ch. 14

14	April 2	Leadership: The Concept of Leadership, Theories and Approaches	Ch. 12
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THE WORK ENVIRONMENT

15	April 9	Training and Development: Methods, Evaluation and Specialized Training Programs	Ch. 7
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16	April 16	Review Material for Final	
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16	April 25	Final Exam (Chapters 7, 12, and 14) – open from 7 am until 11:59 pm	
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