

# Shepherd University

Spring/2011

PSYC-321-01

**Industrial & Organizational Psychology (3 credits)**

**Thur 6:30-9:10 WH-103**

Instructor: **Cheyenne Lewis** E-mail: [clewis04@shepherd.edu](mailto:clewis04@shepherd.edu) Mailbox: **WH-202**

Office Hours/Location: **WH-202 Thursday 5:30-6:30pm**

## **Course Description & Objectives:**

Industrial and Organizational Psychology is the study of behavior in work settings. I/O Psychology is very important in the workplace for promoting productive worker attitudes and behaviors and for selecting and promoting candidates in the most effective fashion. Today, there seems to be a greater demand for equal employment, equal pay, and an enjoyable yet productive environment. With these thoughts in mind, the demand for I/O psychologists is rapidly increasing. Additionally, I/O psychology is rapidly growing and ever changing. This course will examine Human Resources, Leadership, Motivation, Job satisfaction, Working conditions, Safety and health in the workplace, Stress in the workplace, and Communication in the workplace. The objective for students is to gain understanding of these areas and to overall significantly increase knowledge and practices of Industrial and Organizational psychology.

**Prerequisite(s):** PSYC-101 Introduction to Psychology OR BADM-310 Principles of Management

## **Required text:**

Psychology & Work Today, 10<sup>th</sup> edition, Schultz & Schultz

Additional readings of current articles and handouts will be given by the Instructor

## **Exams and Assignments:**

- 1) Exams (3): Each exam will consist of 50 multiple choice questions. Each exam will be worth 100 points. No cumulative exam.  
Exam 1 – Chapters 1 & 2  
Exam 2 – Chapters 4 & 5  
Exam 3 – Chapters 7 & 8
- 2) Interview Project & Resume: 100 points  
You will work with a classmate on this project. You and your classmate will do 2 mock Interviews in front of the class. Each of you will take turns being the Interviewer and the Interviewee. You are encouraged to “project” where you see yourself in your future career. You are also encouraged to be creative. You should expect to do some research about the job(s) that you will be interviewing for and interviewing your partner about. You will each turn in a Resume at the time of your Interview(s). An Individual grade will be given for the Interview Project & Resume. More extensive details will be given in class and Resume writing will be covered in class.
- 3) Group Project & Presentation: 100 points  
You will work in groups of 4-6 to complete this Project. Each group will select, research, and prepare a presentation on a topic not yet covered in class about I & O Psychology. A list of topics will be selected by the Instructor for groups to choose from. Groups are expected to work as a team and present information, not read to the class. A Power point presentation is encouraged, along with creativity, and organization. The whole group will receive the same grade; however, all groups will do anonymous peer evaluations on each other and discrepancies on grades will be taken into consideration by the Instructor. More details and instructions will be given in class.

4) Final Paper: 100 points

The Final Paper will consist of current research in an area /topic that is covered in the field of Industrial & Organizational Psychology. The paper should be a minimum of 6 pages minus the cover page and reference page. The paper should be in APA format, references cited throughout the paper, and a reference page included at the end of the paper. Assistance with topic selection and narrowing down of topics will be discussed in class along with more extensive directions.

5) Attendance & Participation (Optional grade for Instructor): = 100 points

A grade may be given for attendance and participation. Attendance will be taken for every class and students will be asked to participate in class activities. Students will be asked to share their own experiences and knowledge pertaining to the topics being discussed. Please contact me if you are unable to attend class. Handouts and articles will be given that students will be asked to respond to both orally and written in class. Please come to class prepared to share your experiences and personal knowledge about the topic.

**Assessment Procedures:**

Exams (3) @ 100 points each = 300 points

Interview Project = 100 points

Group Project = 100 points

Final Paper = 100 points

(Optional)Attendance & Participation = 100 points

Your final grade will be determined by an average of all the grades earned. In other words, the total points earned divided by 6 or 7 (total # of assessments).

Final grades based on 10 point scale where 100-90 = A, 89-80 = B, 79-70 = C, 69-60 = D, 59-under = F

**Academic Integrity:**

All students are expected to abide by the Shepherd University Academic Integrity Procedures found in the Shepherd University Student Handbook. Although you are encouraged to study together and to discuss information and concepts covered in lecture and the textbook sections with your classmates, however, "consulting" is different than copying and plagiarizing. Any work submitted must be your own! During exams, talking, discussion or collaboration of any kind is not allowed.

Should copying occur, whether on an exam or assignment, both the student who copied work from another student and the student who gave material to be copied will both automatically receive a zero for the assignment. Penalty for violation of this can also be extended to include failure of the course and University disciplinary action.

**Tutoring:**

Free Tutoring available to all Shepherd students for any course. Visit the Academic Support Center in 114 Knutti Hall from 8:00-4:30 or call 876-5221 or visit [www.shepherd.edu/ascweb](http://www.shepherd.edu/ascweb).

**Late Work Policy:**

Assignments turned in late may be accepted with good reason, but will be graded accordingly – full credit will NOT be given.

**Please Note:** The Instructor reserves the right to make any changes to the topic assignment dates and assessment procedures as deemed necessary throughout the semester. Every effort will be made to inform students of any and all changes as soon as possible.

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**Tentative Topical Outline**

<b>Class Date</b>	<b>Topic/Assignment</b>	<b>Text Chapter</b>
Jan 13	Introduction / Principles, Practices, Problems	1
Jan 20	Principles, Practices, Problems & Techniques, Tools, & Tactics	1 & 2
Jan 27	Techniques, Tools, & Tactics	2
Feb 3	<b>Exam1 Chapters 1 &amp; 2</b>	Exam
Feb 10	Employee Selection Principles & Techniques / <b>Interview Project Preparation</b>	3
Feb 17	<b>Interview Project &amp; Resumes DUE</b>	InterviewProject/Resumes
<b>Feb 24</b>	<i>Psychological Testing &amp; Performance Appraisal</i> <b>***Class will meet on SAIKA***</b>	4 & 5
Mar 3	Psychological Testing & Performance Appraisal	4 & 5 / Mid Term
Mar 10	<b>Exam2 Chapters 4 &amp; 5</b>	Exam
<b>Mar 17</b>	<b>NO CLASS – Spring Break</b>	<i>Spring Break</i>
Mar 24	Leadership & Motivation, Job Satisfaction, and Job Involvement	7 & 8
<b>Mar 31</b>	<i>Leadership &amp; Motivation, Job Satisfaction, and Job Involvement</i> <b>***Class will meet on SAIKA***</b>	7 & 8
Apr 7	<b>Exam3 Chapters 7 &amp; 8 / Group Project Preparation</b>	Exam
Apr 14	<b>Group Project Presentations</b>	Group Project
<b>Apr 21</b>	<b>NO CLASS – Spring Weekend Recess-if no snow days used</b>	<i>Spring Recess</i>
Apr 28	<b>Group Project Presentations / Final Paper Preparation</b>	Group Project
May 5	<b>Final Paper DUE</b>	Paper Due / Finals

**SHEPHERD UNIVERSITY Calendar - Spring 2011**

<b>Date</b>	<b>Day</b>	<b>Event</b>
1/10/11	Mon	Classes Begin
1/10/11	Mon	In Person Add/Drop and Late Registration (Late Fee Applies), 9:00 am-4:00 pm, Ikenberry Hall - Consult Advisor. New Students must register in person.
1/14/11	Fri	Last Day to Add/Drop via RAIL, through 4:00 pm, or in Ikenberry Hall 9:00 am-4:00 pm - Consult Advisor.
1/17/11	Mon	Martin Luther King's Birthday - Holiday - University Closed
1/24/11	Mon	Last Day to Change a Course to Pass/Fail Status
1/31/11	Mon	Last Day to Change a Course from Credit to Audit Status
2/18/11	Fri	Last Day to Withdraw from First 8-Weeks Class - See Advisor by Noon
2/28/11	Mon	First Day of Midterm Exams
3/4/11	Fri	Last Day of Midterm Exams; Last Day to Apply for August or December 2011 Graduation, Registrar's Office
3/7/11	Mon	Midterm Grades Due 9:00 am
3/9/11	Wed	Mid-term Grades Available on RAIL (tentative)
3/13/11	Sun	First Day of Spring Recess
3/20/11	Sun	Last Day of Spring Recess
3/28/11	Mon	First Day of Summer 2011 RAIL Registration for Continuing Students; Overrides and Schedule Time Conflicts, Office of the Registrar, 9:00 am-4:00 pm
3/30/11	Wed	First Day of Academic Advisement for Continuing Students for Fall 2011
4/8/11	Fri	Last Day to Withdraw from a Full Semester Class - See Advisor by Noon
4/11/11	Mon	First Day of Fall 2011 RAIL Registration for Continuing Students; Overrides and Schedule Time Conflicts, Office of the Registrar, 9:00 am- 4:00 pm
4/13/11	Wed	Last Day of Academic Advisement for Continuing Students for Fall 2011
4/20/11	Wed	Last Day to Withdraw from 2nd 8-weeks Class -- See Advisor by Noon
4/21/11	Thu	First Day of Spring Weekend Recess (if no snow days used)
4/22/11	Fri	Second Day of Spring Weekend Recess (if no snow days used)
4/29/11	Fri	McMurrin Scholars Convocation/Last Day of Classes Last Day to Withdraw from Full Semester - See Advisor by Noon
5/2/11	Mon	First Day of Final Exams
5/6/11	Fri	Last Day of Final Exams
5/9/11	Mon	Second Semester Grades Due 9:00 am - End of Second Semester
5/10/11	Tue	Grades will be available via RAIL - Tentative
5/14/11	Sat	Commencement 2011
5/30/11	Mon	Memorial Day

