

Shepherd University

Spring/2010

(40943) PSYC-321-01

Industrial & Organizational Psychology (3 credits)

Thur 6:00-8:40 WH-103

Instructor: **Cheyenne Lewis** E-mail: clewis04@shepherd.edu Mailbox: **WH-202**

Office Hours/Location: **WH-202 Thursday 5:00-6:00pm**

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, 10th edition, Schultz & Schultz, an additional Workbook/CD may be required for a Group Project.

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

Exams and Assignments:

- 1) Exams: Each exam will consist of 50 multiple choice questions. Each exam will be worth 100 points. No cumulative exam. 4 exams @ 100 points each = 400 points

Exam 1 – Chapters 1, 2, 3

Exam 2 – Chapters 4, 5, 6

Exam 3 – Chapters 7, 8, 9

Exam 4 – chapters 10,11,12

- 2) Project 1 Interviewing = 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 and answer some questions about your “Interviewing” experience for part of the grade.

3) Project 2 Group Project = 100 points

You will work in groups of 4-6 in a "virtual" company using CD-ROM technology. The workbook and CD must be purchased. More details will be given in class.

- The virtual company has a problem. Your task as a group will be to identify the problem, put together a virtual problem solving team, and even attempt to solve the problem within your group.
- The group will prepare a presentation for the class stating the problem, who the virtual problem solving team is, and some solutions to the problem.
- The group will turn in a detailed paper which includes stating the virtual company problem, who the virtual problem solving team is to include strengths and weaknesses, and solutions to the problem. The group should also include their own strategies and challenges working together as a team on this project.

4) Attendance & Participation: = 100 points

A grade will 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 (4) @ 100 points each = 400 points

Project 1 Interviewing = 100 points

Project 2 Group Project = 100 points

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 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.

Late Work Policy:

Exams and Assignments turned in late will be accepted, but 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.

Class Date	Topic/Assignment	Text Chapter
Jan 14	Introduction / Principles, Practices, Problems	1
Jan 21	Techniques, Tools, & Tactics	2
Jan 28	Employee Selection Principles & Techniques / Interview Preparation Project 1	3
Feb 4	Interviews - Project 1	
Feb 11	Exam 1 Chapters 1, 2, 3	
Feb 18	Psychological Testing	4
Feb 25	Performance Appraisal / Training & Development	5 / 6
Mar 4	Exam 2 Chapters 4, 5, 6	
Mar 11	Leadership	7
Mar 18	NO CLASS – SPRING BREAK – ENJOY!	
Mar 25	Motivation, Job Satisfaction, and Job Involvement / The Organization of the Organization	8 / 9
Apr 1	Exam 3 Chapters 7, 8, 9	
Apr 8	Group Project 2	
Apr 15	Group Project 2 Presentations & Paper Due	
Apr 22	Working Conditions / Safety, Violence & Health in the Workplace	10 / 11
Apr 29	Stress in the Workplace LAST CLASS	12
May 6	Exam 4 – Chapters 10, 11, 12	Final Exam

SHEPHERD UNIVERSITY / Important Dates / Student Reminders

Calendar - Spring 2010

Date	Day	Event
1/11/10	Mon	Classes Begin
1/11/10	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.
1/15/10	Fri	Last Day to Add/Drop via RAIL, through 4:00 pm, or in Ikenberry Hall 9:00 am-4:00 pm - Consult Advisor.
1/18/10	Mon	Martin Luther King's Birthday - Holiday
1/25/10	Mon	Last Day to Change a Course to Pass/Fail Status
2/1/10	Mon	Last Day to Change a Course from Credit to Audit Status
2/21/10	Fri	Last Day to Withdraw from First 8-Weeks Class - See Advisor by Noon
3/1/10	Mon	First Day of Midterm Exams
3/5/10	Fri	Last Day of Midterm Exams; Last Day to Apply for August or December 2010 Graduation, Registrar's Office
3/8/10	Mon	Midterm Grades Due 9:00 am; 2nd 8-wks Classes Begin
3/10/10	Wed	Mid-term Grades Available on RAIL (tentative)
3/14/10	Sun	First Day of Spring Recess
3/21/10	Sun	Last Day of Spring Recess
3/29/10	Mon	First Day of Summer 2010 RAIL Registration for Continuing Students; Overrides and Schedule Time Conflicts, Office of the Registrar, 9:00 am-4:00 pm
3/31/10	Wed	First Day of Academic Advisement for Continuing Students for Fall 2010
4/9/10	Fri	Last Day to Withdraw from a Full Semester Class - See Advisor by Noon
4/12/10	Mon	First Day of Fall 2010 RAIL Registration for Continuing Students; Overrides and Schedule Time Conflicts, Office of the Registrar, 9:00 am- 4:00 pm
4/14/10	Wed	Last Day of Academic Advisement for Continuing Students for Fall 2010
4/21/10	Wed	Last Day to Withdraw from 2nd 8-weeks Class -- See Advisor by Noon
4/22/10	Thu	First Day of Spring Weekend Recess (If no snow days used)
4/23/10	Fri	Second Day of Spring Weekend Recess (If no snow days used)
4/30/10	Fri	McMurrin Scholars Convocation
4/30/10	Fri	Last Day of Classes Last Day to Withdraw from Full Semester - See Advisor by Noon
5/3/10	Mon	First Day of Final Exams
5/7/10	Fri	Last Day of Final Exams
5/10/10	Mon	Second Semester Grades Due 9:00 am - End of Second Semester
5/11/10	Tue	Grades will be available via RAIL - Tentative
5/15/10	Sat	Commencement 2010
5/31/10	Mon	Memorial Day