

## Psychology at Work (PSY 301 & BUA 329) 3 credits

Fall 2009 (R 6:30-9:00)

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Required Text: Aamodt, M.G. (2010). Industrial/Organizational Psychology: An Applied Approach (6<sup>th</sup> ed.). Thomson/Wadsworth Publishing Company.

Required Workbook: Aamodt, M.G. (2010). I/O Psychology in Action: Exercises to Accompany Industrial/Organizational Psychology: An Applied Approach (6<sup>th</sup> ed.). Thomson/Wadsworth Publishing Company.

Description: A study of psychological concepts and methods applied to the workplace. Topics include: personnel selection and legal issues, training, evaluation, worker motivation and satisfaction, organizational culture and behavior, workflow design, man-machine interaction and consumer psychology. Assignments provide hands-on experience.

Teaching Format: The course will consist of lecture, discussion, and in-class activities. You should read the assigned material **before** coming to class, so that you can be an active participant during the class period.

### Course Objectives:

- At the completion of the course, you will be familiar with the three areas of Industrial/Organizational Psychology
- You will gain an appreciation of the application of industrial/organizational psychology to the workplace
- You will become knowledgeable consumers of scientific and on-site research in the field

### Course Outcomes:

- You will demonstrate your breadth and depth of knowledge of the field of Industrial/Organizational Psychology
- You will show your identification and understanding of field-related concepts and terms
- You will utilize critical thinking and reasoning to apply various principles to solve real-world problems that you can relate to

Psychology Department Attendance Policy: The Psychology Department is committed to the principle that regular and punctual class attendance is essential to the students' optimum learning and successful academic achievement. Regular class attendance is a student obligation, and students are responsible for all work, tests and written assignments. Therefore, students are expected to be present for all class sessions. The Psychology Department's attendance policy recognizes that there will be times when attendance at class is not possible. You may think of the policy as being similar to the type used in the corporate world where each employee is given a certain number of "personal/sick days." Based on the number of regularly scheduled class meetings, you will be allowed a certain number of absences (see below) with no consequences, no questions asked. In other words, there is no distinction between excused and unexcused absences. You are of course responsible for anything covered during those missed classes, and for submitting assignments on time, regardless of whether or not you attend. Beyond the allowable number of absences, there are consequences that will adversely impact your grade, much as missing too many days of work can adversely impact your employment status. Above all else, you should carefully consider each decision to not attend class, as once your allotted absences have been used, they are gone. *It is important that students arrive for class on time. Late arrivals are very distracting, not only to the*

instructor, but also to fellow students. Repeated late arrivals are not acceptable and will be addressed on an individual basis. It is each student's responsibility to understand this policy and to keep track of absences throughout the semester.

Application to this Class: Formal attendance will be taken during all class sessions. This class meets once per week (14 class meetings). As such, you may miss **2 classes** without penalty. If you miss **3 classes**, your final grade (cumulative percentage of points) will be lowered by 5%. That means that if you have earned 84% of the available points in the class, which is a B grade, you would be lowered to 79%, which is a C+. Likewise, if you have earned 77% of the points available, the penalty would take you down to 72%, which is a C-. As a reminder, a C grade (73%) is required in all Psychology courses. If you miss **4 classes**, you will receive a failing grade for the course. If you miss four classes, you have missed approximately 25% of the class meetings.

Plagiarism and Cheating: All Cedar Crest College students are expected to be familiar with and fully supportive of the college's policy regarding the honor code and academic integrity (e.g., cheating on tests, copying other students' work, plagiarism). These rules apply to the completion of any type of homework, feedback on homework progress, and completion of exams. Any violation will be officially reported to the Provost's Office for inclusion in the student's record and will have the appropriate penalties applied.

Classroom Environment: Appropriate classroom behavior is expected and should be free from distraction (e.g., late arrivals, early departures, inappropriate conversation, cell phone use). Use of computers at times and in manners other than those authorized (e.g., checking e-mail, playing games, web surfing, using printers) is very distracting to others and will NOT be tolerated. Care must be taken to protect the rights of all students and faculty to enjoy a courteous, respectful classroom environment. See CCC's Student Guide for more information regarding the enforcement of these policies.

Disabilities: Students with documented disabilities who may need academic accommodations should discuss these needs with me during the first two weeks of class. Students with disabilities who wish to request accommodations should contact the Advising Center.

Student Evaluation: During each class, you will engage in hands-on activities to facilitate learning of key concepts. In addition, you will be given weekly exercises (e.g., self-assessments, critical thinking exercises) to complete outside of class, and several applied projects throughout the course.

Exercises: Each week, you will be given one or more exercises for the material covered in the chapter(s). You will receive up to 15 points for each set of satisfactorily completed assignments (i.e., 15 points for each class). There are 13 sets of scheduled class assignments, and you may miss one class (and one set of assignments) without losing any points. Late assignments will be penalized 10 points (for each day after the assignment was due). Assignments will be worth a total of 180 points (15 points X 12 mandatory assignments= 180 possible points).

Tests and Projects: Two exams will be given, each worth 150 points. Tests include two parts: a) in-class multiple-choice, and short essay questions designed to measure your knowledge, and understanding of textbook, lecture, and workbook material (100 points); and b) take-home projects designed to measure the hands-on use and application of textbook, lecture, and workbook material (50 points) that are due the day of the in-class exam. Late projects will not be accepted.

Make-up exams will be allowed ONLY with documentation of an excused absence (as approved by the Dean) - NO exceptions. Advanced notice should be given whenever feasible. Documentation must be presented and the make-up exam scheduled as soon as possible.

Analysis Paper: You will analyze an organization and complete an application paper on your own or with one other person in class. You have a choice of completing the analysis by doing 1 of the following:

A. Visit an organization.

B. View a movie of an organization (either *Office Spaces* or *Monsters, Inc.*)

You (and your partner) will analyze the organization, and discuss **at least 3 concepts** from class as they relate to that organization. Define each concept and discuss how they are demonstrated in that specific context. The paper is designed for you to: 1) review each of the major Industrial/Organizational Psychology concepts and 2) apply those concepts to the workplace. Be specific. If viewing a movie, describe scenes and how those scenes are associated with the movie plot. If visiting an organizational site, describe the environment, and specific activities or behaviors that you have viewed. **A three-page typed, double spaced paper should be prepared.** This project is worth 100 points (**due no later than December 10<sup>th</sup> at 4 p.m.**). Papers will be graded on their completeness, accuracy, and neatness of presentation. **All papers must be submitted on time to receive credit.** Late papers will be accepted ONLY with documentation of an excused absence (i.e., approval from Dean of Student Affairs)- NO exceptions.

Grading: Your final grade will be based on the weekly exercises, two tests and projects, and one analysis paper. The final grade will be calculated as a percentage of 580 possible points.

Weekly Exercises	180 points
Test #1 (& Applied Project)	150 points
Test #2 (& Applied Project)	150 points
Analysis Paper	100 points

A	93.0-100%	C	73.0-76.6%
A-	90.0-92.9%	C-	70.0-72.9%
B+	86.7-89.9%	D+	67.0-69.9%
B	83.4-86.6%	D	66.9-60%
B-	80.0-83.3%	F	below 60%
C+	76.7-79.9%		

Note: You must get a grade of C or better in this course to have the course count for the Psychology major or minor.

**The following is a schedule of the topics to be covered on approximate dates.**

<i>DATE</i>	<i>CHAPTER AND TOPIC</i>	<i>EXERCISE(S)</i>
8/27	Chapter 1: Introduction/History	DOT & O*NET Activity
9/3	Chapter 2: Job Analysis and Evaluation	2.6
9/10	Chapter 3: Legal Issues in Employee Selection	3.2, 3.7, 3.8
9/17	Chapter 4: Employee Selection: Recruiting and Interviewing	4.4 & Sit. Question
9/24	Chapter 5: Employee Selection: References and Testing	5.2, 5.4, 5.5, 5.6
10/1	Chapter 6: Evaluating Selection Techniques and Decisions	Handout
10/8	<b>Test #1- In class multiple choice</b> <b>Take home Project- Job Analysis &amp; Employee Selection</b>  Chapter 7: Evaluating Employee Performance	7.5
10/15	Chapter 8: Designing and Evaluating Training Systems	8.4
10/22	Chapter 10: Employee Satisfaction and Commitment Chapter 9: Employee Motivation	10.3, 10.4 9.2, 9.3
10/29	Chapter 11: Organizational Communication Foundations of Organization Structure	11.5, 11.6, 11.7
11/5	Chapter 12: Leadership Power and Politics	12.2
11/12	<b>Test #2- In class multiple choice</b> <b>Take home Project- Case Study Response</b>  Chapter 14: Organizational Culture & Development	14.1
11/19	<i>Work on Organizational Analysis Paper</i>	
11/26	<i>Thanksgiving Holiday – No Class</i>	
12/3	Chapter 13: Group Behavior, Teams and Conflict Chapter 15: Change & Stress Management	13.5, 13.7 15.1, 15.2, 15.3
Final 12/10	<b>Organizational Analysis Paper Due</b>	