

Business Psychology

Psychology 3302 Section 001 – Fall 2013
Tuesdays and Thursdays 3:30pm- 4:50pm
Life Science Building Room 122 (LS 122)

Instructor: Nicolette P. Lopez, Ph.D.
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E-mail: nlopez@uta.edu (preferred method of communication)
Office Hours: Tuesday from 9:00 am to 10:00 am or by appointment

Course Content and Learning Outcomes

This course will cover a wide range of Industrial and Organizational (I/O) psychology concepts and topics such as selection, training, performance appraisal, and employee attitudes. Upon successful completion of this course students will be able to: a) describe and integrate the basic theories of I/O psychology, b) identify and apply the techniques and methods used by I/O psychologists, and c) explain the application of I/O psychology in today's workplace.

It is critical that students read the assigned material before coming to class. This is a 3-credit course; therefore, students should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, preparing for exams, etc. Discussions and lectures will be based on the assigned readings. Please make sure that you budget enough time during the week to read the material from the text.

Required Text

Riggio, R.E. (2013). *Introduction to Industrial/Organizational Psychology* (6th Ed.). Pearson ISBN-10 0-205-25499-3; ISBN-13 978-0-205-25499-6. The text is also available as an eBook:
<http://www.mypearsonstore.com/bookstore/industrial-and-organizational-psychology-coursesmart-0205928161>

Communications

When communicating with faculty members and other professionals, all students are expected to communicate in a professional and formal manner regardless of the media (phone, e-mail, face-to-face, etc.). This includes addressing one's audience using their proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings, proper grammar, and an appropriate tone. Communications deemed inappropriate will not receive a response.

Electronic Mail

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. This instructor will use your UT Arlington student e-mail account for official communication regarding this course. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. Communications and other class announcements will also be posted on the Blackboard system.

Cell Phones

Do not leave your cell phone or other electronic device turned on during class. Even on vibrate mode these devices are very distracting to me and to other students. **Note:** Your ringing cell phone during a test will result in the **immediate** surrender of your test.

Computers and Other Electronic Devices

Students may use their laptop or other computer devices for in class note-taking purposes only. Students will refrain from using computers to access Facebook, YouTube, or other Web sites that are not directly related to the class discussion. Failure to comply with this requirement will result in the student losing in-class computer privileges.

Attendance

Generally, students who come to class prepared do much better than students who miss class or come unprepared. You will maximize your learning experience by coming to class, asking questions, making comments, and discussing topics. Although attendance is highly recommended, it is not mandatory. Therefore, I **do not** require you to inform me about your absence(s). Similarly, if you do miss class, it is your responsibility to obtain the missed materials and/or notes (i.e., do not e-mail me to ask if you missed “anything important”). Attendance will be periodically monitored for administrative purposes.

The instructor reserves the right to deny entrance into the class if students are late. The instructor also reserves the right to remove any student that disrupts the learning process.

Exams

There will be four (4) in class exams. The exams will cover material from lectures, assignments, discussions, videos, presentations, additional readings, and the corresponding readings in the textbook. All of the exams will consist of multiple-choice items. **A student arriving late after the scheduled class start time on an exam date will not be allowed to take the exam after the first exam is returned.** Students are required to provide their own Scantron answer sheets (the big blue one, #4521) and pencils for the exams. An official UT Arlington picture I.D. may be required. Total exam performance is worth 80% of your final grade.

If an exam is canceled due to inclement weather or other unexpected reasons, it will take place on the subsequent scheduled class time and at the same place as originally scheduled.

*****Your ringing cell phone during a test will result in the immediate surrender of your test.*****

Unit Progress Checks

There will be four (4) required in-class progress check assignments. Unit progress checks are designed to assess student knowledge of the materials covered in class. Each in-class unit progress check will be uniquely structured and will emphasize important themes, ideas, or concepts. Due dates will be announced in class. Each unit progress check is worth 25 points. Total unit progress check performance is worth 10% of your final grade.

Online Quizzes

There will be seven (7) online multiple-choice quizzes. Quizzes will be administered via the UT Arlington Blackboard system (<https://elearn.uta.edu>). Information about due dates / deadlines for each quiz can be found on Blackboard (click on “Course Materials” then “PSYC 3302 Quizzes”). **It is the student’s responsibility to ensure the completion of each quiz before the deadline has passed.** If the quiz is not completed by the deadline, the student will get zero (0) points for that quiz. Each quiz is worth 100 points. Total quiz performance is worth 10% of your final grade.

Evaluation

Grading is based on a mastery model. There is NO curve. You may all get A's, you may all fail, or you may sort yourselves out across a normal distribution of grades. It depends on the time and effort you put in to mastering the material.

Grades for the course will be computed as follows:

Unit progress check.....	10% of final grade
Online quizzes.....	10% of final grade
Exam 1.....	20% of final grade
Exam 2.....	20% of final grade
Exam 3.....	20% of final grade
Exam 4.....	20% of final grade

The course grades will be assigned as follows:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Extra Credit

Opportunities for extra credit are available. Points earned from extra credit will be applied to the lowest exam grade. It is the student's responsibility to inform the instructor on or before **October 15th in writing via e-mail (preferred) or in person during office hours** of his/her desire to complete an extra credit assignment. Do not ask me before, during or after class; do not inform me via phone. Only by informing me via e-mail or during office hours (or by appointment) will extra credit be assigned. **Formal extra credit will *not* be available past October 15th, 2013. No exceptions.**

Course Make-Up Policy

Make-ups for all course assignments (i.e., exams, online quizzes, and unit progress checks) will **only** be given to students with University-approved excuses (see "Authorized Absences" below) or with an instructor-approved excused absence. Instructor-approved excused absences include **extraordinary events** such as a death in the family, personal illness or injury accident, incarceration or military deployment to active duty. Unexcused absences are too numerous to list but examples include sleeping late, traffic jams, parking issues, flat tires, traffic stops, weddings, bachelor/bachelorette parties, vacations, forgetfulness, time management problems, procrastination, non-emergency appointments, childcare issues, missed airline flights, family engagements, etc. **Official written documentation** which substantiates an extraordinary event as noted above must be submitted to Dr. Lopez within 7 days of missing the assignment. If you fail to provide documentation within 7 days, you forfeit the opportunity for a make-up.

Authorized Absences

The Office of the Vice President for Student Affairs provides lists of students who have **absences authorized by the University** (e.g., participation in athletic events or scholastic activities that are officially sponsored University functions—these are primarily activities that are funded by the University). Sponsoring departments must submit a list of students and ID numbers to the Office of the Vice President for Student Affairs two weeks prior to travel. The student must contact the instructor one week in advance of the excused absence and arrange with the instructor to make up missed work or missed examinations. Instructors will provide those students an opportunity to make up the work or otherwise adjust the grading to ensure that the student is not penalized for the absence. Failure to notify the instructor or failure to comply with the arrangements to make up the work will void the excused absence.

If the student is called to **active military duty** or participates in active military service for a reasonably brief period, the student will be allowed to complete an assignment or exam within a reasonable time after the absence (Section 51.9111 Texas Education Code; 19 Texas Administrative Code §4.9.) Students called to active duty for longer periods of time, should contact the Office of Admissions, Records and Registration (Section 54.006).

Students who must miss an examination, class assignment or other project because of an observance of a **religious holy day** will be given the opportunity to complete the work missed within a reasonable time after the absence (19 Texas Administrative Code §4.4).

A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code. A student will be excused from attending classes or completing other required activities, including examinations for the observance of a religious holy day. The period of the excused absence will include time for any travel needed to fulfill that religious obligation. The student will be given the opportunity to complete the work missed, within a reasonable time period following the absence, provided the student has properly notified the instructor. The instructor must be notified in writing at least one week in advance of the absence and the student must arrange with the instructor to make up missed work or examinations. The instructor is under no obligation to accommodate students who are absent or miss work without prior notification and make-up arrangements. Students who have properly notified the instructor will not be penalized for the absence. However, the instructor may respond appropriately if the student fails to complete the assignment or examination satisfactorily within the time limit following the absence set by prior arrangement.

If the instructor and the student disagree about whether an absence constitutes a religious holy day as defined above, or if there is similar disagreement about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Office of the Provost. The decision of the Provost is final.

Final Review Week

November 26, 2013 to December 3, 2013 has been designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except make-up tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Student Feedback Survey

At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Library Information

Suzanne Beckett is the Psychology Librarian. She can be reached at (817) 272-0923, and by e-mail at sbeckett@uta.edu. You will find useful research information for psychology at <http://libguides.uta.edu/psychology>.

UT-Arlington Writing Center

The Writing Center offers tutoring for any assigned writing during enrollment at UT Arlington. During Fall 2013, the Writing Center is open from Sept. 3 to Dec. 6. Writing Center hours are 9 a.m. to 7 p.m., Monday through Thursday; 9 a.m. to 3 p.m. on Fridays; and noon to 4:30 p.m. on Saturdays and Sundays. The Writing Center will be closed for the Thanksgiving Holiday between Nov. 28 and Dec. 1. Individuals may schedule

appointments online by following directions available at www.uta.edu/owl, by visiting them in the Central Library, 4th floor, or by calling 817.272.2601.

Final Grade Information

No final grade information will be released by phone or e-mail. Only by providing the instructor with a stamped, self-addressed envelope will you be able to receive your final grade before it is posted on MyMav.

Dropping the Course

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. No grade is given if a student drops a course before 5:00 p.m. central time on the Census Date, **September 9th, 2013**. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. This period ends on **October 30th, 2013**. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Drop for Non-payment of Tuition

If you are dropped from this class for non-payment of tuition, you may secure an Enrollment Loan through the Bursar's Office. You may not continue to attend class until your Enrollment Loan has been applied to outstanding tuition fees.

Americans with Disabilities Act (ADA)

If you are a student who requires accommodations in compliance with the ADA, please consult with the course instructor at the beginning of the semester. The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Academic Integrity

This instructor requires students to maintain high standards of academic integrity. It is the philosophy of this instructor and The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2).

Any student who is found to have committed ANY act of academic dishonesty or scholastic dishonesty in relation to the assignments and requirements of this course will automatically receive a failing grade for this course. The failing grade for the course will be in addition to any University or Departmental sanctions deemed appropriate.

Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. Our nearest exit is the double glass doors located either to the left or right upon exiting Room LS 122. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

***Tentative Schedule
(Subject to Change)***

Date	Topic	Chapter
Aug. 22	<ul style="list-style-type: none"> ▪ Orientation and Syllabus ▪ Introduction to I/O Psychology 	Chapter 1
Aug. 27- Sept. 3	<ul style="list-style-type: none"> ▪ Research Methods in I/O Psychology ▪ Job Analysis 	Chapters 2-3
Sept. 5	EXAM 1	Chapters 1-3
Sept. 10- Sept. 19	<ul style="list-style-type: none"> ▪ Employee Recruitment, Selection, and Placement ▪ Methods for Assessing and Selecting Employees 	Chapters 4-5
Sept. 24- Oct. 3	<ul style="list-style-type: none"> ▪ Evaluating Employee Performance ▪ Employee Training and Development 	Chapters 6-7
Oct. 8	EXAM 2	Chapters 4-7
Oct. 10- Oct. 22	<ul style="list-style-type: none"> ▪ Employee Motivation ▪ Positive Employee Attitudes and Behaviors 	Chapters 8-9
Oct. 24- Nov. 5	<ul style="list-style-type: none"> ▪ Worker Stress, Negative Employee Attitudes and Behaviors ▪ Communication in the Workplace 	Chapters 10-11
Nov. 7	EXAM 3	Chapters 8-11
Nov. 12- Nov. 21	<ul style="list-style-type: none"> ▪ Group Processes in Work Organizations ▪ Leadership 	Chapters 12-13
Nov. 26- Dec. 5	<ul style="list-style-type: none"> ▪ Power, Influence, and Politics ▪ Organizational Structure, Culture, and Development 	Chapters 14-15
Nov. 28	<i>Thanksgiving Holiday – No class</i>	
Dec. 10	<i>No class</i>	
Dec. 12th 2:00pm-4:30pm	EXAM 4 http://web.uta.edu/aao/recordsandregistration/assets/pdf/financial_exam_schedule_fall2013.pdf	Chapters 12-15