

Organizational Behavior
PSYC 5325 Section 001 - Fall 2015
Wednesday 2:00 pm – 4:50 pm
Life Science Building Room 420 (LS 420)

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Office Hours: Thursday 10 a.m. to 12 p.m. or by appt.

Course Content: This is a general overview course designed for graduate students with interests in I/O psychology. The course is designed to provide an intensive survey of topics relating to the study of organizational psychology. Some of the topics that will be covered include organizational development and change, leadership, teams, and organizational climate and culture. The structure of class sessions will be directed discussion. Students are expected to attend class prepared for discussion and interaction.

Learning Outcomes: Each week will be devoted to a particular topic. Successful completion of this course will require students to: a) learn and become familiar with each topic's basic concepts and theories; b) learn and understand how to apply those concepts and theories in the workplace; and c) develop and refine the knowledge and skills to function more effectively in today's organizations. Specific learning outcomes include:

1. Understand the forces that have shaped current research and practice in organizational psychology.
2. Be proficient in critically assessing psychological theory and research.
3. Be knowledgeable of the theoretical approaches of each major topic area.
4. Become exposed to the various methodologies used to study each topic area.
5. Gain experience in presenting and discussing material.
6. Synthesize material to demonstrate the ability to make connections among the various topics.
7. Develop the ability to translate technical information into useable applications.

Required Readings: This course will utilize journal articles and other readings to help guide the class discussion. A list of all required reading materials will be available on Blackboard prior to the first day of class.

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 his/her 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 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 regularly checking the inbox. 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.

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. Multiple offenses regarding this policy will result in laptops being banned from the classroom.

Cell Phones: Do not leave your cell phone on during class. Even on vibrate mode these devices are very distracting to me and to other students. If you need to take a call, please leave the classroom to do so.

Exams: There will be no exams in this course.

Assignments: There will be one major group project that students will work on throughout the semester and one individual paper summary. Detailed instructions regarding the assignments will be communicated on the first day of class. Written instructions of all assignments can be found on Blackboard no later than the first day of class.

Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. For this course, attendance is mandatory and *promptness* is expected. Participation points will be deducted for unexcused absences and late arrivals (Late = anytime after 2:00 p.m. on a regularly scheduled class day). 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.

Participation: Each student brings to the class knowledge and experience in different areas; thus I expect, and I look forward to, active contribution by every student. *Clearly, this cannot be accomplished without having read the assigned materials in advance of class sessions.* In part, your class participation grade is based on you coming to class prepared to ask questions, make comments, and constructively contribute to class discussions. Voluntary participation on your part is certainly preferred; however, your participation will be actively "encouraged" by me, if necessary.

Students will be selected to comment on and address questions about the week's readings. For example, students may be asked to provide (a) a general critique of the readings, (b) answers to specific questions related to the content and research findings, (c) thoughts about how the week's materials relate to other topics, (d) insights into how/if the readings provide beneficial information to the group project, (e) practical implications and real-world applications, and/or (f) examples of how to translate the materials into jargonless English that would easily resonate with practitioners.

Always be prepared for discussion. I will be continually evaluating the *quality* and frequency of your contributions. Students will receive ten (10) points per class for actively contributing *relevant, non-redundant* information to the class discussion. Students will receive five (5) points per class for minimal participation (e.g., speaking once during a three-hour class period). Students will receive zero (0) points per class for no participation.

It should go without saying that you are expected to maintain a professional, respectful demeanor at all times. Points will be deducted from your participation grade for inappropriate behavior and you may be asked to leave the classroom.

Evaluation: Grades will be computed as follows:

- Individual Participation* 30 % of final grade
- Individual Paper and Presentation 20 % of final grade
- Group Project
 - Consultant 30% of final grade
 - Board Member 20% of final grade

*Individual Participation includes (but is not limited to) attendance, contributing to class discussion, satisfactorily addressing instructor questions, verbally synthesizing the literature, suggesting relevant applied solutions/recommendations, participating in Q&A, etc.

An "A" is not a guarantee in this class; it must be earned by the student.

The course grades will be assigned as follows:

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

Grade Information: Periodic updates will be sent via e-mail to inform students of his/her current progress in the course (participation, attendance, etc.). Students may at any time during office hours or by appointment throughout the semester confer with the instructor about his/her grades and class progress.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current [University Catalog](#).

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>.

Drop Policy: 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. 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. 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/>).

Disability Accommodations: UT 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), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

- The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.
- Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

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.

Title IX: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.*

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 <http://www.uta.edu/universitycollege/resources/index.php>

Library Information: Two librarians have been assigned specifically to assist students and faculty in the psychology department: Xuan Li, xuan.li@uta.edu, 817-272-5352 and Peace Ossom Williamson, peace@uta.edu, 817-272-6208. You will find useful research information for psychology at <http://libguides.uta.edu/psychology>.

The English Writing Center: Hours are 9 a.m. to 8 p.m. Mondays-Thursdays, 9 a.m. to 3 p.m. Fridays and Noon to 5 p.m. Saturdays and Sundays. Walk In *Quick Hits* sessions during all open hours Mon-Thurs. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

Academic Integrity: Students enrolled all UT Arlington courses 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.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

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

Unauthorized recordings: *Students are not permitted to audio or video record lectures without prior approval from the instructor.*

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 door to the stairwell located to the right upon exiting Room LS420. 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 individuals with disabilities.

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381.

Organizational Behavior
Tentative Schedule of Topics
 (subject to change)

Date	Topic	Assignments Due
9/02	Introduction Overview of Organizational Psychology	
9/09	Organizational Change and Development	
Sept. 15	N/A	Summary Paper Journal Article
9/16	Training and Development	
9/23	Job Design	
9/30	Organizational Climate and Culture	Organizational Demographic Summary
10/07	Workplace Health	
10/14	Leadership Part 1	
10/21	Leadership Part 2	
10/28	Work Teams	
11/04	Global Considerations in the Workplace	
11/11	Cultural Diversity	Questions from the Board
11/18	Organizational Responsibility / Ethics	
11/25	<i>No Class</i>	Business Case Report & e-Binder
12/02	Presentations	
12/09	Presentations	
12/16	Presentations	