

Business Psychology
 Psychology 3302 Section 001
Tuesdays/Thursdays 3:30pm- 4:50pm
Chemistry Research Building, Room 114 (CRB 114)

Instructor: Nicolette Provenzano-Hass, Ph.D.
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Office Hours: Thursdays 10 a.m. to 12 p.m.
 (or by appointment)
Faculty Profile: <https://www.uta.edu/profiles/nicolette-hass>

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 and review your notes.

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. Purchasing the Access Code to access MySearchLab is *optional*. The MySearchLab feature provides students with additional resources (quizzes, flashcards, and chapter summaries) that may be beneficial to learning and mastering the material. 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 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 (Dr. or Professor **not** Ms. or Mrs.), 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 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.

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.

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.*

Attendance: This is not an online course thus is *not* structured as an online course (i.e., you are expected to attend class). 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 expected and highly recommended, attendance is not part of the grading system. At The University of Texas at Arlington, taking attendance is not required. Therefore, as the instructor of this section, I *do not* require you to inform me about your absence(s). Importantly, however, if you do miss class, it is *your* responsibility to

obtain the missed materials and/or notes (i.e., do not e-mail me requesting notes or asking if you missed “anything important”). Attendance may 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) regular exams and one (1) optional cumulative final exam. Each exam is worth 20% of your final grade. Total exam performance is worth 80% of your final grade, meaning students must complete four of the five exams to receive full exam credit. All exams will be taken in class and will consist of multiple-choice items covering material from lectures, assignments, discussions, videos, presentations, and the corresponding readings in the textbook. 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.

Please do not be late to class on exam day. You will not be allowed to take the exam if someone has already submitted their test prior to your arrival.

Except for absences authorized by the University (see **Authorized Absences** within this document), ***no make-ups will be given for any missed exam for ANY reason.*** Instead, the optional cumulative final exam may be taken by any student and can: (1) substitute for a missed regular exam or (2) replace a regular exam score to improve overall exam performance.

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.

Unit Progress Checks: Unit progress checks (UPCs) are designed to provide the student the opportunity to apply the materials covered in class. The in-class unit progress checks will be uniquely structured and will emphasize important themes, ideas, or concepts. Due dates will be announced in class. Total unit progress check performance is worth 20% of your final grade.

There will be five (5) in-class unit progress check assignments given throughout the semester. Students **must complete four of the five** assignments to receive full credit for the final UPC grade. Students completing all five assignments will drop their lowest UPC score. Except for absences authorized by the University, ***no make-ups will be given for any missed UPC for ANY reason*** (see **Authorized Absences** within this document).

Evaluations: Grading is based on a mastery model. There is NO curve. You may get an A, you may fail, or you may sort yourself 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 Checks	20% 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
Cumulative Final Exam	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%

All grades will be posted on Blackboard as they become available enabling the student to calculate his/her grade at any time during the semester. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

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](#).

Final Grade Information: No final grade information will be released by phone or e-mail. Students may at any time during office hours or by appointment throughout the semester confer with the instructor about his/her grades and progress in class.

Formal and Informal Extra Credit: Formal and informal extra credit assignments will be offered during the semester.

Formal Extra Credit: It is the student’s responsibility to inform the instructor on or before *March 1st in writing via e-mail (preferred)* or *in person during office hours* (or by appointment) of his/her desire to complete a formal extra credit assignment. Do not ask 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 formal extra credit be assigned. *Formal extra credit will not be available past*

March 1st, 2016. No exceptions. **Informal Extra Credit:** Opportunities will be offered throughout the semester and will be announced as information becomes available. Points earned from all extra credit will be applied to the lowest exam grade.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be 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 makeup 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. For more information regarding final review week, visit the [Academic Regulations](#) Web site.

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/>).

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.

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: Peace Ossom Williamson is our psychology department’s librarian. She can be reached at peace@uta.edu and 817-272-6208. You will find useful research information for psychology at <http://libguides.uta.edu/psychology>.

The English Writing Center: Please visit www.uta.edu/owl for detailed information about hours, workshops and other resources.

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 dishonesty or scholastic dishonesty in relation to the assignments and requirements of this course will automatically receive a failing grade for the assignment. The failing grade for the assignment will be in addition to any University or Departmental sanctions deemed appropriate.

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 glass doors located to the left upon exiting Room CRB114. 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.

Tentative Schedule
(Subject to Change)

Date	Topic	Chapters
Jan. 19	<ul style="list-style-type: none"> ▪ Orientation and Syllabus ▪ Introduction to I/O Psychology 	1
Jan. 21 – Feb. 2	<ul style="list-style-type: none"> ▪ Research Methods in I/O Psychology ▪ Job Analysis 	2 – 3
Feb. 4	Exam 1	1 – 3
Feb. 9 – Feb. 23	<ul style="list-style-type: none"> ▪ Employee Recruitment, Selection, and Placement ▪ Methods for Assessing and Selecting Employees ▪ Evaluating Employee Performance 	4 – 6
Feb. 25	Exam 2	4 – 6
Mar. 1 – Mar. 10	<ul style="list-style-type: none"> ▪ Employee Training and Development ▪ Employee Motivation 	7 – 8
<i>Mar. 15 – 17</i>	<i>Spring Vacation – No Class</i>	
Mar. 22 – Mar. 31	<ul style="list-style-type: none"> ▪ Positive Employee Attitudes and Behaviors ▪ Worker Stress, Negative Employee Attitudes and Behaviors 	9 – 10
Apr. 5	Exam 3	7 – 10
Apr. 7 – Apr. 26	<ul style="list-style-type: none"> ▪ Communication in the Workplace ▪ Group Processes in Work Organizations ▪ Leadership ▪ Power, Influence, and Politics 	11 – 14
Apr. 28	Exam 4	11 – 14
May 5	Optional Review	
May 12 <u>2:00 p.m.- 4:30 p.m.</u>	OPTIONAL CUMULATIVE FINAL EXAM http://www.uta.edu/records/downloads/Records/Final%20Exam%20Schedule%20Spring%202016dlw.pdf	1 – 14