

Business Psychology
 Psychology 3302 Section 001
 Tuesdays/Thursdays 3:30pm- 4:50pm
 COBA254

Instructor: Nicolette Provenzano-Hass, Ph.D.
Office: Life Science Building, Room 308
Phone: (817) 272-5480
E-mail: nphass@uta.edu (preferred method of communication)

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.). ISBN-10 0-205-25499-3; ISBN-13 978-0-205-25499-6.

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., Miss, 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: Please have your cell phone or other electronic devices turned to silent mode 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 electronic devices 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.

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. 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. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Although attendance is expected and highly recommended, attendance is not part of the grading system. 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 who disrupts the learning process.

Exams: There will be four (4) regular exams and one (1) optional cumulative final exam. Each exam is worth 15% of your final grade. Total exam performance is worth 60% of your final grade. 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.

Online Quizzes: Twelve (12) open-book, multiple-choice online quizzes will be administered via the UT Arlington Blackboard system (<https://elearn.uta.edu>). Total quiz performance is worth 20% of your final grade. Each individual chapter quiz will be grouped into Units. All quizzes within a Unit will be 'live' during the designated completion dates (see the last page of this document for each Unit's completion dates). **Quizzes are required to be completed by 3:30 p.m.** on the last day of the completion date. Once the deadline passes for each Unit, quizzes for that Unit will no longer be available. It is the student's responsibility to ensure quiz completion before the deadlines have passed. If a quiz is not completed by the deadline, the student will get zero (0) points for that quiz. **There will be no quizzes for Unit 1.**

I will drop the lowest two (2) quiz scores, meaning students **must complete 10 of 12** quizzes to receive full credit for quiz performance. Except for absences authorized by the University, ***no makeups will be given for any missed quiz under any circumstance.***

Unit Progress Checks: Unit progress checks (UPCs) are designed to provide the student the opportunity to apply the materials covered in class. Each in-class unit progress check will be uniquely structured and will emphasize important themes, ideas, or concepts. Total UPC performance is worth 20% of your final grade. There will be five (5) in-class unit progress check assignments given throughout the semester, as noted on the Tentative Schedule below. Students **must complete four of the five** assignments to receive full credit for the final UPC grade. Completing all five UPCs will **not** hurt your grade. I will drop the lowest UPC score for those students who choose to complete all five UPCs. 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	A	90 – 100%
Online Quizzes	20% of final grade	B	80 – 89%
Exam 1	15% of final grade	C	70 – 79%
Exam 2	15% of final grade	D	60 – 69%
Exam 3	15% of final grade	F	0 – 59%
Exam 4	15% of final grade		
Cumulative Final Exam	15% of final grade		

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; also 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. Instructions on how to calculate your final grade will be posted on Blackboard at the end of the semester. Those students who wish to confirm their grade calculations prior to UTA officially posting grades can see me during office hours or by appointment. Please do not ask me to send your grade calculation via email.

Extra Credit: Formal and informal extra credit assignments will be offered during the semester. Points earned from all extra credit will be applied to the lowest exam grade.

Formal Extra Credit: It is the student’s responsibility to inform the instructor on or before *October 5th 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 October 5th, 2017. No exceptions.*

Informal Extra Credit: Opportunities will be offered throughout the semester and will be announced as information becomes available.

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://wweb.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--those are primarily activities that are funded by the University). The student must notify the instructor in writing at least one week in advance of the start of the excused absence and arrange with the instructor to make up missed work or missed examinations. Instructors will allow students an opportunity to make up the work and examinations within a reasonable time period following the absence or otherwise adjust the grading to ensure that the student is not penalized for the absence, provided that the student has properly notified the instructor. 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 there is disagreement between student and faculty member regarding what constitutes a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Office of the Vice Provost for Academic Analytics and Operations. The decision of the Vice Provost is final.

In accordance with section 51.9111 of Texas Education Code, a student is excused for attending classes or engaging in other required activities, including examinations, if he or she is called to active military service of reasonably brief duration. The student will be allowed a reasonable amount of time after the absence to complete assignments and take examinations.

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). Only those students who have officially documented a need for an accommodation will have their request honored. 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. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: 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 www.uta.edu/eos.

Title IX: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

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>

The English Writing Center (411LIBR): The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

Library Information: Andy Herzog is the librarian assigned specifically to assist students and faculty in the psychological department. He can be reached at amherzog@uta.edu. You will find useful research information for psychology at <http://libguides.uta.edu/psychology>.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

The IDEAS Center is located on the 2nd Floor of Central Library and offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

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.

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 to the right once leaving COBA254, proceeding down the stairs to the first floor and out of the building. 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.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

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.

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

Tentative Schedule of Topics
(subject to change)

Dates	Topic	Chapter	Quiz Completion Dates
Aug. 24 – Sept. 5	UNIT 1 (UPC #1)		NO QUIZZES FOR UNIT 1
	Orientation and Syllabus		
	Introduction to I/O Psychology	Chapter 1	
	Research Methods in I/O Psychology	Chapter 2	
	Job Analysis	Chapter 3	
Sept. 7	EXAM 1	Chapters 1-3	
Sept. 12 – Sept. 28	UNIT 2 (UPC #2)		Sept. 7 through Oct. 3 (by 3:30 p.m.)
	Employee Recruitment, Selection, and Placement	Chapter 4	
	Methods for Assessing and Selecting Employees	Chapter 5	
	Evaluating Employee Performance	Chapter 6	
	Employee Training and Development	Chapter 7	
Oct. 3	EXAM 2	Chapters 4-7	
Oct. 5 – Oct. 26	UNIT 3 (UPC #3 & #4)		Oct. 3 through Oct. 31 (by 3:30 p.m.)
	Employee Motivation	Chapter 8	
	Positive Employee Attitudes & Behaviors	Chapter 9	
	Worker Stress, Negative Employee Attitudes & Behaviors	Chapter 10	
	Communication in the Workplace	Chapter 11	
Oct. 31	EXAM 3	Chapters 8-11	
Nov. 2 – Nov. 28	UNIT 4 (UPC #5)		Oct. 31 through Nov. 30 (by 3:30 p.m.)
	Group Processes in Work Organizations	Chapter 12	
	Leadership	Chapter 13	
	Power, Influence, and Politics	Chapter 14	
	Organizational Structure, Culture, and Development	Chapter 15	
Nov. 21 & 23	No Class – Thanksgiving Holiday		
Nov. 30	EXAM 4	Chapters 12-15	
Dec. 14 2:00-4:30PM	OPTIONAL CUMULATIVE FINAL EXAM http://www.uta.edu/records/downloads/finals/finalexamscheduleFALL2017.doc.pdf	Chapters 1-15	