

Survey of Industrial and Organizational Psychology
Psychology 3302 Section 001 – Spring 2009
Tuesdays and Thursdays 9:30- 10:50 am
Life Science Building Room 101 (101 LS)

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Office Hours: Thursday 2:00 pm – 4:00pm
or by appointment

Student Learning Objectives

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

It is critical that students read the assigned material before coming to class. 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

Aamodt, M. G. (2007). Industrial and Organizational Psychology: An Applied Approach (5th Ed.).
Thomson/Wadsworth Publishers ISBN 0-495-09306-8

Research Participation Requirement

Students enrolled in Psychology 3302 must complete a research participation requirement. The requirement for this course is three (3) research hours (or equivalent). Research participation is an experiential learning opportunity which enhances and deepens students' understanding of and appreciation for the scientific study of psychology. Failure to meet this requirement will result in an "Incomplete" or failing grade. This requirement may be satisfied by serving as a participant in psychological research or by summarizing and evaluating published studies in journals or in other sources. More details will be provided in an orientation session and in an informational handout. Points are not added to the course grade for completion of this requirement.

Communications

When communicating with faculty members and other professionals, all students are expected to communicate in a professional and formal manner regardless of the communications 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 sending e-mail communications to me (and to use grammar and spell-check functions before the e-mail is sent). Communications deemed inappropriate may not receive a response.

UT-Arlington provides all students with an official UT-Arlington electronic mail (e-mail) address. UT-Arlington and this instructor will use students' UT-Arlington e-mail accounts for official communication with students. All communications regarding this course will be sent to students' UT-Arlington e-mail accounts.

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:

Exam 1	20 Points
Exam 2	20 Points
Exam 3	20 Points
Final Exam	20 Points
Student Learning Outcomes	30 Points
Class Participation*	10 points

The course grades will be assigned as follows:

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

**Class Participation includes (but is not limited to) attendance, contributing to class discussion, in- class exercises, and outside-of-class assignments.*

Exams

There will be four (4) exams: three (3) regular exams and one (1) Comprehensive Final exam. 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 and pencils for the exams.

The lowest exam score will be dropped. If an exam is missed, that will be the score that is dropped. Any additional exam(s) missed will result 0 points for the exam grade. Students are not exempt from any exams. There are a total of 60 points to be earned through exam performance.

If an exam is canceled due to inclement weather or other unexpected reasons, it will take place in the subsequent scheduled class time and at the same place as originally scheduled. An official UT-Arlington picture I.D. is required to take exams.

Missed Exams

Because the lowest exam score is dropped, this instructor will only give makeup exams due to extraordinary circumstances and when official paper documentation is provided. Makeup exams will ONLY be administered at 7:00 am on May 11th, 2009.

A student who misses a work 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 provided the student has properly notified the instructor (see below). To meet the proper notification requirements, students must notify the instructor in writing of classes scheduled on the dates they will be absent in observance of a religious holy day.

Notification must be made within the first 15 class days and either personally delivered, acknowledged and dated by the instructor, or sent certified mail, return receipt requested. The student may not be penalized for these excused absences, but the instructor may appropriately respond if the student fails to complete satisfactorily the missed assignment or examination within a reasonable amount of time after the excused absence.

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.

Assignments

All assignments and projects should be written in a professional manner. Students should use all of the resources available (working knowledge, real world experience, Internet, text, etc.) to support arguments and explanations. Specific instructions regarding the assignments and projects will be provided when they are assigned.

Class Participation

Class Participation includes attendance, contributing to class discussions, “in class” exercises, or out-of-class assignments. Class attendance and participation are mandatory. Psychology is all about human interactions, and the best way to learn the material is to interact and apply it personally. If a student has difficulty speaking up in class, see me to address the issue and we will work out a solution. Students get points for coming to class, asking questions, making comments, or taking an informed stand and disagreeing with the instructor.

Student Learning Outcomes

At the end of the semester the degree to which students have mastered the material will be assessed. Students will not receive credit for Student Learning Outcomes that do not demonstrate a substantive understanding of the material. Failure to be in class for the Student Learning Outcomes assessments will result in a zero (0) points for that assessment. No make up times will be allowed for Student Learning Outcomes assessments. More information regarding the Student Learning Outcomes will be provided on the first day of class.

Library Information

Helen Hough is the Psychology Librarian. She can be reached at (817) 272-7429, and by email at hough@uta.edu. Students will also find useful research information for psychology at <http://library.uta.edu/>.

Class Attendance

Attendance is mandatory and promptness is expected. 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. Attendance will be periodically monitored.

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. 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.

Dropping the Course

Students who drop this course must do so in accordance with the University of Texas at Arlington drop policy which can be found in the current undergraduate catalog (<http://www.uta.edu/catalog/>).

A course drop grade will be assigned in accordance with UT-Arlington policy. No grade is given if a student drops a course before 5:00 p.m. CST on the Census Date, February 4th, 2009. A student may drop a course with a grade of “W” until the two-thirds point of the semester. This period ends on April 3rd, 2009. A student may drop a course after this point only upon approval of the appropriate official.

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 federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.uta.edu/disability. Also, you may visit the Office for Students with Disabilities in Room 102 of University Hall or call them at (817) 272-3364.

Student Support Services

The University supports a variety of student success programs to help you connect with the University and achieve academic success. They include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at (817) 272-6107 for more information and appropriate referrals.

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. 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.

Bomb Threats

If anyone is tempted to call in a bomb threat, be aware that UT-Arlington will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by the bomb threat. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

Tentative Schedule of Topics

Date	Topic	Readings/Chapters
1/20	Orientation and Syllabus Plagiarism Tutorial - http://library.uta.edu/tutorials/JA_Plagiarism/	
1/22	Introduction to I/O Psychology	Chapter 1
1/27	Job Analysis and Evaluation	Chapter 2
1/29	Job Analysis and Evaluation	Chapter 2
2/03	Legal Issues in Employee Selection	Chapter 3
2/05	Employee Selection: Recruiting and Interviewing	Chapter 4
2/10	Employee Selection: References and Testing	Chapter 5
2/12	EXAM 1	Chapters 1-5
2/17	Evaluating Selection Techniques and Decisions	Chapter 6
2/19	Evaluating Selection Techniques and Decisions	Chapter 6
2/24	Evaluating Employee Performance	Chapter 7
2/26	Evaluating Employee Performance	Chapter 7
3/03	Designing and Evaluating Training Systems	Chapter 8
3/05	Employee Motivation	Chapter 9
3/10	Employee Motivation	Chapter 9
3/12	Employee Satisfaction and Commitment	Chapter 10
3/17	<i>SPRING BREAK</i>	
3/19	<i>SPRING BREAK</i>	
3/24	Employee Satisfaction and Commitment	Chapter 10
3/26	EXAM 2	Chapters 6-10
3/31	Organizational Communication (Guest speaker)	Chapter 11
4/02	Leadership (Guest speaker)	Chapter 12
4/07	Leadership	Chapter 12
4/09	Group Behavior, Teams, and Conflict	Chapter 13
4/14	Organization Development	Chapter 14
4/16	Stress Management: Dealing with the Demands of Life and Work	Chapter 15
4/21	Working Conditions and Human Factors	Appendix
4/23	EXAM 3	Chapters 11-15 plus Appendix
4/28	Assessment of Student Learning Outcomes	
4/30	Assessment of Student Learning Outcomes	
5/05	Review session	
5/07	Review session	
5/14	Final Exam 8:00am-10:30 am http://www3.uta.edu/registrar/FinalSpring2009.asp	Chapters 1-15 plus Appendix