

Course Syllabus

Course Information

<i>Course Number/Section Term</i>	PSY 4332 FALL 2009	<i>Course Title Days & Times Room</i>	Psychology in the Workplace Thursdays 7pm – 9:50pm GR 4.301
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Professor Contact Information

<i>Professor Office Phone</i>	Wm David Rigdon	<i>Email Address Other Phone</i>	wdr062000@utdallas.edu 817.925.2376
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Course Pre-requisites, Co-requisites, and/or Other Restrictions: PSY 2301 Introduction to Psychology

Course Description: This course will provide a working knowledge of psychology as it is applied to individual performance, team building, and leadership in the workplace. Additionally, students will gain hands-on experience in recognizing, analyzing, and managing social conflict from various organizational perspectives.

Student Learning Objectives/Outcomes

- 1.1 Explore the primary objectives of scientific psychology to describe, explain, evaluate, predict, and change behavioral and mental processes in the workplace.
- 1.2 Describe and analyze the overarching themes of personality development and assessment as it relates to: (1) the interaction of heredity and environments, (2) the variability and continuity of behavior and mental processes in social workplace contexts, (3) the subjective versus objective perspective in critical thinking and performance evaluation, and (4) the interaction of mind and body to create, alleviate and/or cope with stress at work and home.
- 3.1 Use critical thinking to: a) evaluate the quality of information, including its source, context, and credibility of information, b) identify components of arguments (e.g., conclusions, premises/assumptions, gaps, counterarguments), c) distinguish among assumption, emotional appeals, speculations, and defensible evidence, and defend against common fallacies in thinking, d) weigh support for conclusions to determine how well reasons support conclusions and identify weak, contradictory, and inappropriate assertions, and e) demonstrate an attitude of critical thinking that includes persistence, open-mindedness, tolerance for ambiguity and intellectual engagement.
- 3.3 Engage in creative thinking to: a) intentionally pursue unusual approaches to problems, b) recognize and encourage creative thinking and behaviors in others, and c) evaluate new ideas with an open but critical mind.
- 4.1 Demonstrate effective writing skills in various formats (e.g., summaries, integrations, critiques, technical reports) and for various purposes (e.g., informing, teaching, explaining, defending, persuading, arguing).
- 4.2 Demonstrate effective oral communication skills in various contexts (e.g., group discussion, debate, lecture) and for various purposes (e.g., informing, teaching, explaining, defending, persuading, arguing).
- 4.4 Demonstrate competence in effectively collaborating with others to: a) work with group to complete projects within reasonable timeframes, b) solicit and integrate diverse viewpoints, c) manage conflicts appropriately and ethically, and d) develop relevant workplace skills, such as mentoring, meeting, brainstorming, interviewing, and crisis management.
- 5.1 Apply psychological concepts, theories, and research findings to issues in everyday work-life.
- 5.2 Identify appropriate applications of psychology in business professions, such as: a) managerial assessment and development, b) identification of potential behavioral and mental health problems, c) familiarity with psychological tests and measurements in the workplace, and d) psychology-based approach to workplace interactions and interventions.
- 5.3 Demonstrate how psychological principles can explain social issues and inform workplace policy: a) recognize that socio-cultural and legal contexts may influence the application of psychological principles in solving workplace problems, and b) describe how applying psychological principles can effectively evaluate and potentially improve workplace culture, climate and policy.

Required Textbooks and Materials

Required Texts

Aamodt & Raynes (2001). *Human Relations in Business: Developing Interpersonal and Leadership Skills*. Wadsworth Publishing

Assignments & Academic Calendar Predisposition

Topics, Reading Assignments, Due Dates, Exam Dates

DATE	SUBJECT	BOOK	ACTIVITY/DUE
THU 08/20	Intro to Course		
THU 08/27	Individual Behavior Dynamics	Ch. 1, 2 & 3	Form Groups.
THU 09/03	Individual Behavior Dynamics	Ch. 4 & 5	Groups Meet.
THU 09/10	Interaction Dynamics	Ch. 6 & 7	Groups Meet.
THU 09/17	Team Dynamics	Ch. 8	Groups Meet.
THU 09/24	Exam 1 (1-8).		
THU 10/01	Getting Along/Getting Ahead	Ch. 9 & 14	Groups Meet.
THU 10/08	Satisfaction/Motivation	Ch. 11 & 12	Groups Meet.
THU 10/15	Development/Empowerment	Ch. 13	Groups Meet.
THU 10/22	Authority/Power/Influence	Ch. 10	Groups Meet.
THU 10/29	Authority/Power/Influence	Ch. 10	Groups Meet.
THU 11/05	Exam 2 (9-14).		
THU 11/12	Presentations.		Groups Present.
THU 11/19	Presentations.		Groups Present.
THU 11/26	THANKSGIVING		
THU 12/03	Presentations. Special Lecture.		Groups Present.
THU 12/10	FINAL		Final Paper Due.

Grading Policy

Two exams consisting of multiple choice and short answer essay questions worth 30% of final course grade. These exams are not cumulative and will include only material presented in lecture, discussion and readings assigned. Group projects to include: milestone assignments, personal paper and group presentation, will account for 60% of the student's final course grade. The remaining 10% of the student's final grade will come from participation in class discussions, demonstrations and group meetings (see class attendance below).

Course Policies

Make-up exams

Make-up exams are available in **All Essay** form; short answer questions will cover the same material as the regular exam but in greater depth. Arrangements for a make-up exam must be made PRIOR to the regularly scheduled exam.

Extra Credit

Extra Credit will be made available over the course of class meetings wherever an opportunity arises to boost motivation and enthusiasm. This is an incentive to show up to class!

Late Work

10 points will be taken off an assignment grade for each class meeting the work is not turned in. Work must be turned in at the beginning of the class period to avoid penalty. However, if the paper is turned in after the beginning of class, an additional 10 points (total of 20 points) will be subtracted from the paper.

Class Attendance

Attendance is an essential part of participation and will be taken each class meeting in the form of a short "quiz" on the readings and discussion from the current and previous class. The total points of these quizzes plus the evaluation of the student's fellow group members and the instructor's evaluation as to the student's group and class participation will account for 10% of the final course grade. See Extra Credit above for additional incentive to come to class!

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of E.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22

PO Box 830688

Richardson, Texas 75083-0688

(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below. Additional information is available from the office of the school dean. (http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm)

These descriptions and timelines are subject to change at the discretion of the Professor.