

The University of Texas at Dallas
Course Syllabus

Course Information

<i>Course Section/Number</i>	PSY4332.001 / 80662
<i>Course Title</i>	PSYCHOLOGY IN THE WORKPLACE
<i>Term</i>	Fall 2016
<i>Days & Times</i>	Mondays, 1 pm – 3:45 pm
<i>Location</i>	Callier Center (CR) 1.202

Professor Contact Information

<i>Professor</i>	Dr. Gretchen Ladd
<i>Office Phone</i>	(214) 987-9099
<i>Email Address</i>	Gretchen.Ladd@utdallas.edu
<i>Office Hours</i>	Before and after class
<i>Other Information</i>	<u>Email is the fastest and best way to reach me.</u> Please put the course name in your subject line [PSY Workplace] and <u>use your UTD email account.</u>

Course Prerequisite: PSY 2301 Introduction to Psychology

Course Description: This course examines scientific knowledge about effective behavior in the workplace and provides practical ways to improve behavioral skills. Topics include organizational culture, leadership and power, workforce diversity, ethics, performance management, motivation and productivity at work, and organizational change.

Student Learning Objectives/Outcomes

- 1) Goal 1.1 Knowledge Base in Psychology: Describe and explain the nature of Industrial/Organizational psychology as a scientific discipline.
 - 2) Goal 1.3 Knowledge Base in Psychology: Describe, apply, and analyze three selected content areas within Industrial/Organizational psychology
 - 3) Goal 2.1 Scientific Inquiry and Critical Thinking: Identify and explain different research methods used by Industrial/Organizational psychologists
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Required Textbook

Aamodt, Michael G. (2016). *Industrial/Organizational Psychology, An Applied Approach*, 8th edition. Boston, MA: Cengage Learning, ISBN: [978-1-305-11842-3](https://www.cengage.com/books/9781305118423)

Assignments & Academic Calendar

Exams: We will have three non-cumulative exams based on the readings, class lectures, class discussions and handouts given during class. Exams will consist of multiple choice. There is no final (cumulative) exam.

Assignments: We will have three assignments that are based on the readings and class lectures. If you know you will not be able to make it to class on the due date, you may turn in your assignment early to the instructor.

Class Attendance: Two points for class attendance is awarded at seven lectures. Students **MUST** sign attendance sheet at end of class to receive credit. No partial point is awarded for early departure.

Assignment 1: Conducting a Job Analysis. Due September 19.

Each student will be responsible for providing a two (2) page report describing the following:

1. Identify a job to analyze (1 point)
2. Identify three (3) tasks performed (1 point)
3. Choose one of the methods for collecting information for Step 1 (pp.49). What are some advantages and disadvantages of this method? (2 points)
4. What is the external pay equity for this job? What data did you use to consider this objectively? Include one source (newspaper article, website article, etc) and attach the print out to your report. (2 points)

Total Points Possible: 6. Late assignments will be deducted two (2) points.

Assignment 2: Employee Performance. Due October 10.

Each student will be responsible for providing a two (2) page report describing the following:

1. Identify a job to analyze (1 point)
2. Identify three groups of people (vendors, clients, subordinates, etc.) that should be included in the 360-degree feedback system. (1 point)
3. Create four questions for each group (for a total of 12 questions) that help evaluate the person in this job. (2 points)
4. What are some advantages and disadvantages of the 360-degree feedback system? (2 points)

Total Points Possible: 6. Late assignments will be deducted two (2) points.

Assignment 3: Application of Theory. Due November 14.

Optional – Turn in rough draft for teacher comments on October 31. Comments will be returned along with the rough draft in class the following week.

Select a real-life company to analyze and describe in a three (3) page typed, double-spaced paper. Use two (2) sources of print media to evaluate a real-life company and address one of the questions below. Print media can include newspaper articles, magazine articles, journal/scholarly articles. You must include a copy of the two print media and attach them to the assignment. Include the complete information about the sources, including the name of the publication, date of publication and page numbers. A clear photocopy is acceptable.

Pick one:

1. Describe the individual incentive plan utilized by the company you chose. How effective is it in motivating employees? How do you measure effectiveness (i.e., employee comments, stock price, etc.)? (see chapter 9: Employee Motivation)
2. Describe the perks, incentives, and wellness program offered at the company you chose. Are these effective in helping employees be satisfied and committed to their jobs? Why or why not? How do you measure effectiveness (i.e., employee comments, stock price, etc.)? (see chapter 10: Employee Satisfaction and Commitment)
3. Describe the leadership characteristics of the CEO at the company you chose. Which specific leader skills are demonstrated? Are such skills a good fit for the company? Why or why not? How do you measure a good fit (i.e., employee comments, stock price, etc.)? (see chapter 12: Leadership)

Scoring:

1. The student presents two print media attached to the assignment (2 points)
2. The student identifies which question he/she is responding to (1 point)
3. The student relates his/her clear understanding of the topic by addressing the question in its entirety (6 points)
4. The print media relate logically to the question (2 points)
5. Correct spelling and grammar are used (1 point)
6. Assignment is typed, double spaced, and three (3) pages in length (2 points)

Total Points Possible: 14. Late assignments will be deducted four (4) points.

DATE	TOPIC	READING
August 22	Introduction to I/O Psychology	Chapter 1
August 29	1) Job Analysis and Evaluation 2) <i>Attendance</i>	Chapter 2
September 5	No Class	
September 12	1) Employee Selection: Recruiting and Interviewing 2) <i>Attendance</i>	Chapter 4
September 19	1) Assignment 1 Due 2) Employee Selection: References and Testing 3) Prep for Exam	Chapter 5
September 26	Exam #1 (chapters 1,2,4,5)	
October 3	1) Review Exam #1 2) Evaluating Employee Performance 3) <i>Attendance</i>	Chapter 7
October 10	1) Assignment 2 Due 2) Employee Motivation	Chapter 9
October 17	1) Employee Satisfaction and Commitment 2) Prep for Exam 3) <i>Attendance</i>	Chapter 10
October 24	1) Exam #2 (chapters 7,9,10)	
October 31	1) Review Exam #2 2) Leadership 3) Assignment 3 Draft for Teacher Comments (Optional) 4) <i>Attendance</i>	Chapter 12

November 7	1) Legal Issues in Employee Selection 2) <i>Attendance</i>	Chapter 3
November 14	5) Assignment 3 Due 6) Stress Management: Dealing with the Demands of Life and Work	Chapter 15
November 21	No Class	
November 28	1) Prep for Exam 2) <i>Attendance</i>	
December 6	Exam #3 (chapters 12,3,15)	

Grading Policy: Grades are comprised of the following:

Exam 1: 20% of final grade

Exam 2: 20% of final grade

Exam 3: 20% of final grade

Assignment 1: 6% of final grade

Assignment 2: 6% of final grade

Assignment 3: 14% of final grade

Class Attendance: 14% of final grade

Grades are as follows:

A: 90% to 100%

B: 80% to 89%

C: 70% to 79%

D: 60% to 69%

F: grades below 60%

Course & Instructor Policies

Make-up Exams: All students are required to be present at exams. Make-up exams will be given only if you were seriously ill (documentation from a physician is required) or you made arrangements prior to the exam to attend an urgent family affair (e.g., funeral) or religious holy day. You must notify me in advance of the exam or else you receive a failing grade on the exam. It is your responsibility to make up the exam within one week of the scheduled exam time.

Late Work: Points are deducted for turning in assignments after the time of class has ended on the day on which the assignment is due. See description of the particular assignment for more information about how many points are deducted.

Class Attendance: Two points for class attendance is awarded at seven lectures. Students **MUST** sign attendance sheet at end of class to receive credit. No partial point is awarded for early departure.

Extra Credit: No extra credit is available.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of Dr. Ladd.