

Psychology in the Workplace

PSY 4332-002

Class meeting times: Wednesdays, 10:00 - 12:45pm

Class location: CRA12.120

Instructor: Salena Brody, Ph.D.

Email: salena.brody@utdallas.edu

Office: GR4.818

Office hours: Mondays 11:30 - 12:30 & by appointment

I AM HAPPY TO MEET WITH YOU!

PSY 4332.001 - Psychology in the Workplace (3 semester credit hours) Examines scientific knowledge about effective behavior in the workplace and provides practical ways to improve behavioral skills. Topics include communication, leadership, motivation, decision-making, teamwork, conflict and stress management, and abuse in the workplace, including sexual harassment. Prerequisite: [PSY 2301](#). (3-0) Y

Required text:

Industrial/Organizational Psychology: An Applied Approach. 8th edition

Michael G. Aamodt

ISBN: 9781305118423

Available at the UTD Bookstore OR you can rent the print or ebook through the following link:

<http://www.cengagebrain.com/course/3045367>

Learning objectives:

PLO 1. Develop a knowledge base in psychology: Describe, explain, and analyze major theoretical perspectives and content areas in psychology.

PLO 3. Develop ethical and social responsibility: Apply ethical standards, major theories, and psychological concepts to explain and inform clinical issues, social issues, organizational issues, and/or public policy.

PLO 5. Develop professionally: Demonstrate professional behavior by conscientious completion of responsibilities, effective collaborations with others, and development of plans to utilize degree in a meaningful way.

Evaluation criteria:

Assignment	Point value	Learning outcome
Exams (3 unit exams x 150 points each)	450 points	PLO1
FOCUS 2 Career Assessment	50 points	PLO5
Labs (10 labs x 20 points each)	200 points	PLO3
Applied I/O Psychology Project	300 points	PLO3
	TOTAL = 1000 points	

SCHEDULE OF READINGS & ASSIGNMENTS

Date	Topic	To Do / Read before class
8/22	Introduction to Workplace Psychology	Ch .1 *First assignment!* Complete the FOCUS Career Assessment and submit results to eLearning by WEDNESDAY, 8/29, 8am
8/29	Job Analysis Lab #1	Ch. 2
9/5	Legal Issues in selection Lab #2	Ch. 3
9/12	Selection: Recruitment and Interviewing Lab #3	Ch. 4
9/19	Selection: References and Testing Lab #4	Ch. 5 Study for Exam #1, bring scantron and pencil next class.
9/26	Exam #1, Chs 1-5 → 1st half of class Evaluating Performance	Ch. 7 (<u>note</u> : we will skip ch. 6)
10/3	Training Lab #5	Ch. 8
10/10	Motivation Lab #6	Ch. 9
10/17	Satisfaction Lab # 7	Ch. 10 PLAN AHEAD: Applied I/O Project DUE on 11/8 @ 8am!
10/24	Communication Lab #8	Ch. 11 Work on Applied I/O Project! Study for Exam #2, bring scantron and pencil next class.
10/31	Exam #2, Chs. 7-11 → 1st half of class Leadership	Ch. 12 Work on Applied I/O Project! DUE on eLearning <u>no later than</u>

		THURSDAY 11/8, 8am.
11/7	Teams and Conflict Lab #9 Applied I/O Project DUE on eLearning no later than THURSDAY 11/8, 8am.	Ch. 13
11/14	Organizational Development Lab #10	Ch. 14
No class 11/21 -- ENJOY YOUR BREAK -- you earned it!		
11/28	Stress	Ch. 15 Study for Exam #3, bring scantron and pencil next class.
12/5	Exam 3, Chs. 12-15	

Participation in this class will enrich your educational experience. This class involves collaborative work, participating in interactive exercises, making presentations, being an active listener, and contributing to class discussions. Reading the required text is essential to your success in the course. Be prepared to be called upon to discuss the assigned reading. There is a graded activity during almost every class session (either a lab or an exam), so you will need to be present to earn those points.

Civility: During class, a positive attitude is expected. Disrespect directed at anyone in our classroom community will not be tolerated. Please avoid rude or distracting behaviors (excessive or loud chatting, loud/smelly eating, snickering/eyerolling, using phones/tablets/computers, arriving late or leaving early). **Let's aim for being our best selves during the time we have together.**

Exams (3 unit exams x 150 points each): You will complete 3 multiple choice exams in class. You will need to bring a scantron and pencil to exam days. Exams will be administered at the beginning of class and we will take a short break before lecture during the second half of class. There will be no labs on exam days.

FOCUS 2 Career Assessment (50 points): Your first assignment in this course is to complete the FOCUS 2 Career Assessment through the UT Dallas Career Center webpage. This assignment is designed with multiple goals in mind. First, this is an opportunity to reflect on your future career plans and interests. Second, the assessment provides you with an opportunity to see how workplace psychology assessments are used in real life! Please take the 5 assigned self-assessments (detailed instructions with screenshots provided on

eLearning), review your occupation matches, and then submit your PDF report to eLearning by Wednesday, 8/29, 8am.

Labs (200 points): You will complete 10 in class labs. In class lab assignments are only released during class and may only be turned in during class time. You will complete labs in small groups on the handout provided in class. If you miss a lab, you are encouraged to complete it on your own, but it will not be accepted for a grade. Labs are designed to help you dig deeper into a particular lecture topic and discuss these issues with your lab group. Labs are evaluated on a completion basis. If you leave class early before labs are completed and discussed and turned in, you will not receive full lab credit.

Applied I/O Psychology Project (300 points): This project will require you to apply concepts from the course to a real world workplace psychology issue. Your “job” is to assume the role of an Industrial/Organizational psychologist to assist your client in preventing and eliminating sexual harassment in workplace. You will be reviewing research in psychology on the effects of workplace harassment on targets, including research on microaggressions, sexualized/demeaning talk, and implicit bias. You will be preparing a comprehensive education and training program for your client. Assignment details for the Applied I/O Psychology Project option will be posted on eLearning with details about expectations, due date and grading criteria. **Applied I/O Project DUE on eLearning no later than THURSDAY 11/8, 8am.**

Policy on missing class / late papers / technical problems:

The highest grade possible for a late project turned in at the next class period is half credit. This applies only to the Applied I/O Psychology Project (any late submission will have to be printed and turned in as a hard copy directly to me). Assignments turned in after this point will be deducted an additional letter grade for each late day. In extenuating circumstances, such as a death in the family or a traumatic life event, extensions will be granted, but ONLY if arranged in advance. Please communicate with me so that we can work out a path for you to not fall behind in the course.

Lab can ONLY be completed in class. If you miss class or leave early, you will miss those lab points. Each lab is worth 20 points / 1000 points total. Missing one lab will not be a devastating blow to your grade, so please keep this in perspective if you do miss one.

“My internet went out” or “eLearning locked right when I was submitting!” will never be a valid excuse for why an assignment due to eLearning is not submitted on time. **PLAN AHEAD** and have your assignment done early enough so you have time to handle technical problems. If you choose to wait until the 11th hour to submit an assignment, you must accept the consequences if you miss the deadline and the submission tool is locked. So, PLEASE, students, do not wait until the last minute to attempt your submission. **ALWAYS double check that you have uploaded the correct file -- that is 100% your responsibility to do before the due date.**

Policy on attendance and tardiness: Coming to class is expected for you to get the most out of the course experience. Coming to class late distracts other students from learning and is a sign of disrespect to your professor and your peers. Arriving late sends a signal that YOUR time is more valuable than others' time. If you cannot consistently make it to class on time because of work or other commitments, please consider taking this class another semester when you can commit to arriving on time. Exams will be at the BEGINNING of class and it is especially important to arrive on time for exam days.

Policy on cell phones, text messaging & wireless computing: Class time is for learning. Barring an emergency, using cell phones for any reason (talking or text messaging) during class time is inappropriate and disrespectful. Cell phones should be turned off or turned to silent mode during class. **Please do not take notes on a phone, tablet or computer. I will provide lecture notes after each class so that you could simply come to class to listen and learn knowing that you will have all the information we covered after class.** If the no device policy is not something you can adhere to, this course may not be a good fit for you.

Policy on audio or video recording: **Absolutely NO audio or video recording is permitted during class. This includes photos of course slides taken without permission of the instructor.** Please see me if you require special accommodations.

Policy on academic honesty: No form of academic dishonesty will be tolerated. This includes plagiarizing scholarly works, re-using work you have written in another course and copying text from internet sources without proper documentation of the author. The consequences of academic dishonesty can be severe, ranging from failing an assignment to failing the class to being on academic probation. NO EXCUSES! You will need to follow UTD standards for all written work in this class. If you are unclear about the line between paraphrasing other's work and plagiarism, please see the professor for clarification. Please see official policy and examples of plagiarism at: <http://www.utdallas.edu/student/slife/scholastic.html>

FINAL LETTER GRADE DETERMINATIONS ARE BASED ON THE FOLLOWING:
(based on 1000 point scale)

Letter grade	Minimum	Maximum
A+	970	1000+
A	940	969
A-	900	939
B+	870	899
B	840	869
B-	800	839
C+	770	799
C	740	769
C-	695	739
D+	670	694
D	640	669
D-	600	639
F	0	599

A note on final course grades and “bump up” requests: **Please note that that above determinations are firm. PLEASE do not put me in an uncomfortable position at the end of the semester by asking for a “few extra points” to bump you to the next grade** so that you can graduate with honors, pass, maintain your GPA, or avoid losing your academic scholarship (all real requests I have received). I simply cannot in good faith honor these one-off requests and I appreciate you for understanding my responsibility as a UTD instructor. The best way to achieve the grade you desire is to work hard and work smart. I am very happy to assist students by meeting with you in person to discuss work before due dates (plan ahead to schedule a time!).

Please go to the following link for UT Dallas policies: <http://go.utdallas.edu/syllabus-policies>