

Survey of Industrial and Organizational Psychology
Psychology 3302 Section 001 - Spring 2007
Tuesdays and Thursdays 9:30- 10:50 am
Life Science Building Room 102 (102 LS)

Instructor: Mark Frame, Ph.D.
Office: Life Sciences Building Room 402
Phone: (817) 272-5482

E-mail: Frame@uta.edu
Office Hours: Tuesday and Thursday
11:00am- 12:00pm (noon) or by appointment

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 objectives of this course are to a) introduce the student to the basic theories of I/O psychology, b) familiarize the student with the techniques and methods used by I/O psychologists, and c) help the student understand 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 Texts

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

Society for Industrial and Organizational Psychology (2003) Principles for the Validation and Use of Personnel Selection Procedures 4th Edition, Bowling Green, OH, Author Download @
www.siop.org/_Principles/principles.pdf

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. Summaries must be submitted by the last class meeting. 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. Indeed, 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	25 Points
Exam 2	25 Points
Exam 3	25 Points
Final Exam	25 Points
Participation and attendance	25 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 75 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

Makeup exams will be given only when official paper documentation is provided that clearly indicates circumstances beyond a student's control, such as an illness, accident, or a death in the family prevented a student from taking a scheduled exam. A note from a friend or family member is not acceptable documentation. A request for a makeup exam must be made before or no later than the next class period following the missed exam.

A student who misses an examination, 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. 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.

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.

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 the instructor to address the issue and 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.

Research Article Discussions

During the semester we will discuss issues and concepts related to I/O Psychology. Class time will be a combination of instructor lectures, exercises, interactive discussions, and debates. To facilitate these discussions, students may be required to read, synthesize and summarize research articles and other materials. Credit for these activities will be calculated as part of the class participation grade for the course. Students must be able to find any required articles on their own. Students will not receive credit for discussions, comments, and behaviors that do not demonstrate a substantive understanding of the material.

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.

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 undergraduate catalog (<http://www.uta.edu/catalog/>).

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.

A student who misses an examination, 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. 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.

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 expects students to maintain high standards of academic integrity. Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at The University of Texas at Arlington. It is the philosophy of 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.

Tentative Schedule of Topics

Date	Topic	Readings/Chapters
1/16	Introduction and Research Requirements	Chapter 1
1/18	Introduction to I/O Psychology	Chapter 1
1/23	Job Analysis and Evaluation	Chapter 2
1/25	Legal Issues in Employee Selection	Chapter 3
1/30	Employee Selection: Recruiting and Interviewing	Chapter 4
2/01	Employee Selection: Recruiting and Interviewing	Chapter 4
2/06	Employee Selection: References and Testing	Chapter 5
2/08	Employee Selection: References and Testing	Chapter 5
2/13	Evaluating Selection Techniques and Decisions	Chapter 6
2/15	Evaluating Selection Techniques and Decisions	Chapter 6
2/20	EXAM 1	Chapters 1-6 +SIOP
2/22	Evaluating Employee Performance	Chapter 7
2/27	Evaluating Employee Performance	Chapter 7
3/01	Designing and Evaluating Training Systems	Chapter 8
3/06	Designing and Evaluating Training Systems	Chapter 8
3/08	Employee Motivation	Chapter 9
3/13	<i>Spring Vacation</i>	
3/15	<i>Spring Vacation</i>	
3/20	Employee Motivation	Chapter 9
3/22	Employee Satisfaction and Commitment	Chapter 10
3/27	Organizational Communication	Chapter 11
3/29	EXAM 2	Chapters 7-11
4/03	Leadership	Chapter 12
4/05	Leadership	Chapter 12
4/10	Group Behavior, Teams, and Conflict	Chapter 13
4/12	Group Behavior, Teams, and Conflict	Chapter 13
4/17	Organization Development	Chapter 14
4/19	Stress Management: dealing with the Demands of Life and Work	Chapter 15
4/24	Stress Management: dealing with the Demands of Life and Work	Chapter 15
4/26	EXAM 3	Chapters 12-15
5/01	Working Conditions and Human Factors	Appendix
5/03	Special Topics in I/O Psychology	
5/10	Final Exam 8:00am-10:30 am http://www3.uta.edu/registrar/FinalSpring2007.asp	Chapters 1-15 plus (appendix and SIOP)