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Fall 2015

PSYC 5700

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University of New Orleans

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PSYC 4700 – Introduction to Personnel and Industrial Psychology
Fall 2015
Monday – Wednesday - Friday 9:00 – 9:50am
GP 2013

Instructor: Dr. Jay Matherne Office: GP 2044 Ph: 280-5545 jmathern@uno.edu
Office Hours: MWF 12:00-1:30p and by appt.

TA: Farrah Golmaryami Office : GP 2081 Ph: fgolmary@un.edu
Office Hours : TBA

Required Text: Schultz, Duane and Schultz, Sydney Ellen (2010) Psychology and Work Today (Tenth Edition). Boston, MA: Prentice Hall ISBN: 978-0-205-68358-1

Prerequisite: PSYC 2300/3300

Course Description:

Personnel and Industrial Psychology is concerned with both individual and corporate performance and well-being in the workplace. It involves a scientific component as well as an applied component, requiring the study and analysis of behavior in corporate settings as well as the application of findings to improve satisfaction and performance in those settings.

Student Learning Outcomes:

- To give a broad understanding of the activities and roles of Industrial/Organizational Psychologists in business, industry, and academia.
- To examine the methods, theories, and practical issues involved in Industrial/Organizational Psychology.
- To understand the situational and individual factors that contribute to workplace behavior.
- To investigate how changes in culture, technology, and economics impact individuals at work.
- To look into the future and explore how work will change in the next 30 years.
- To make connections between course material, work situations, and other topics in psychology.

Attendance: Attendance will be taken at all classes. Students who miss 0-3 classes will receive a 5 point bonus at the end of the semester. Students who miss more than 6 classes will have 1 point subtracted for each additional lecture missed. Absence excuses must be turned in in writing and no excuse notes will be accepted after the last day of classes.

Conduct: To ensure a quality learning environment, please turn off all cell phones and pagers prior to the start of class and exams. Talking in class, except in the context of in-class discussions, is prohibited. Finally, tardiness is not accepted, especially for exams. Please do not disrupt the lecture/exam by coming in late. The instructor reserves the right to ask a student to leave class if his or her behavior is interfering with the learning process of the other students.

Exams: There will be a total of 4 exams (3 regular exams plus the cumulative final exam). The regular exams will be worth 50 points each and the final exam will be worth 100 points. Regular exams will typically be 50 multiple choice/matching questions. All grades will be posted on Moodle. Make up exams will not be allowed except under extreme circumstances.

- Quizzes:** There will be 5 quizzes during the semester, each worth 10 points. Make up quizzes are not allowed except under extreme circumstances.
- Research Project:** Each student will develop an original research project to demonstrate his or her ability to apply the methods learned in this course. Each student will produce a document approximately 12-15 pages long evaluating your proposed organization along the given criteria. This project is worth 100 points. Paper copies of the final paper must be turned in by the end of class on the due date to avoid late penalties. Penalty for late papers is 10 points per day.
- Disability Accommodations:** Students requiring special assistance due to a disability must have their disability documented by the Office of Disability Services who will determine the appropriate accommodations and communicate these to the instructor. Instructions for applying for accommodations can be found at <http://www.studentaffairs.uno.edu/ODS/>.
- Academic Dishonesty Policy:** Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. For acts of academic dishonesty, instructors are allowed to assign a grade of "F" on an assignment where academic misconduct has occurred. Instructors may also assign a grade of "F" when it is felt that the violation on the academic exercise in question threatens the learning outcomes for the course. Please refer to the UNO Judicial Code for further information, including the consequences for acts of academic dishonesty. The Code is available online at http://www.uno.edu/~stlf/policy%20Manual/judicial_code_pt2.htm.
- Grades:**
- | | | |
|-------------------|----------|---|
| Exam 1: | 50 pts. | (A=45-50, B=40-44, C=35-39, D=30-34, F=29-0) |
| Exam 2: | 50 pts. | |
| Exam 3: | 50 pts. | |
| Final Exam: | 100 pts. | (A=90-100, B=80-89, C=70-79, D=60-69, F=59-0) |
| Quizzes: | 50 pts. | |
| Final Paper | 100 pts. | |
| (Attendance Bonus | 5 pts.) | |
| | TOTAL= | 400 pts |
- Final Grades:**
- | | | |
|-----|-----------|----------------|
| A = | 90-100% | 360 - 400 pts. |
| B = | 80-89% | 320 - 359 pts. |
| C = | 70-79% | 280 - 319 pts. |
| D = | 60-69% | 240 - 279 pts. |
| F = | Below 60% | 239 - below |

PSYC 4700 - TENTATIVE COURSE OUTLINE

Date	Chap.	Topic	Assignment / Lab / Quiz
8/19		Introduction to Class	
8/21	1	Principles, Practices, & Problems	
8/24	1	Principles, Practices, & Problems	
8/26	2	Techniques, Tools, & Tactics	
8/28	2	Techniques, Tools, & Tactics	
8/31	2	Employee Selection Principles	
9/2	3	Employee Selection Principles	<i>Quiz 1-Ch.2</i>
9/4	3	Psychological Testing	
9/7		Holiday – Labor Day	
9/9	4	Psychological Testing	
9/11	4	Psychological Testing	
9/14	4	Psychological Testing	<i>Decide on Paper Topic</i>
9/16		Exam 1 (Ch. 1-4)	
9/18	5	Performance Appraisal	
9/21	5	Performance Appraisal	
9/23	5	Performance Appraisal	
9/25	6	Training and Development	<i>Quiz 2-Ch.5</i>
9/28	6	Training and Development	
9/30	6	Training and Development	
10/2	7	Leadership	
10/5	7	Leadership	
10/7	7	Leadership	
10/9	8	Motivation, Job Satisfaction & Job Involvement	<i>Quiz 3-Ch.7</i>
10/12	8	Motivation, Job Satisfaction & Job Involvement	
10/14		Exam 2 (Ch. 5-8)	
10/16		MID SEMESTER BREAK	<i>Work on Paper</i>
10/19	9	The Organization of the Organization	
10/21	9	The Organization of the Organization	
10/23	9	The Organization of the Organization	
10/26	10	Working Conditions	
10/28	10	Working Conditions	
10/30	10	Working Conditions	
11/2	11	Safety, Violence, and Health	<i>Quiz 4-Ch.10</i>
11/4	11	Safety, Violence, and Health	
11/6	11	Safety, Violence, and Health	
11/9	12	Stress in the Workplace	<i>Quiz 5-Ch.11</i>
11/11	12	Stress in the Workplace	
11/13	12	Stress in the Workplace	

11/16		Exam 3 (Ch. 9-12)	
11/18	13	Engineering Psychology	
11/20	13	Engineering Psychology	
11/23	13	Engineering Psychology	
11/25	14	Consumer Psychology	
11/27		THANKSGIVING BREAK	<i>Finish Paper</i>
11/30	14	Consumer Psychology	
12/2	14	Consumer Psychology	<i>Organizational Paper Due</i>
12/4		Catch up / Review	
12/9		Wednesday FINAL EXAM –Ch. 13 & 14 and COMPREHENSIVE (7:30 – 9:30am)	

Fantasy Organization Project (100 points)

This project will require you to incorporate what you learn throughout this semester. You should produce a document approximately 12-15 pages long evaluating your made-up organization. **For each of the items below, it is imperative that you be comprehensive and systematic in your analysis and description.** In sum, I want to be able to tell that you have a thorough understanding of the material.

Requirements/ Sections for the project:

- a. **Nature of Organization**—Create an organization of your choosing. Decide on the nature of your organization (e.g., a restaurant, a tattoo parlor, a behavioral health center), the organization's name (e.g., McDonald's or Methodist Medical Center), and the number of active members in the organization (how many workers there are). Both profit and nonprofit organizations are acceptable. Your organization must have at least 15 members (managers, employees, secretaries etc.).
- b. **Employee Selection**—Create a 4–6 step selection program (example on pg. 69). Start by performing a job analysis for the positions within your organization (O*NET can be used to help you do this). Then discuss what types of techniques you would use for selecting employees. Will you create a questionnaire for an applicant to complete. Will you conduct an interview? If so, what kind of interview? Will you interview applicants individually or collectively? Develop assessments appropriate for each position within your organization, and take into consideration the law when determining how these assessments would be used in making personnel decisions. (Chapter 3)
- c. **Testing**—Describe how testing will be incorporated into your hiring practices. What are some measurement issues that you will need to tackle with respect to testing and how those issues will be addressed? How will the tests be administered? (Chapter 4)
- d. **Performance**—How will you evaluate job performance for the different positions within your organization? What will some of the ramifications be for good and/or bad performance appraisals? How would you (or are you willing to) assist those employees who receive poor marks to improve their performance? What are some sources of measurement error and how will you monitor these issues? Make sure that you describe and justify your choices. (Chapter 5)
- e. **Training**—Thoroughly describe how your organization will train and develop its employees (you will likely need different training and development for different positions). What are the goals for your training program? What psychological attributes (pg. 166) will you try to address in your training program? What teaching methods and tasks will be involved in the training program (pg. 167-180)? Will you (How will you) adapt your training program for disabled employees (Chapter 6)
- f. **Leadership**—What theory(ies) of leadership do you want to dominate (i.e., guide) your company? What style or styles of leadership do you believe will be most effective for achieving the goals of your organization? Why? (Chapter 7)
- g. **Motivation**—How will motivation issues be addressed in your company? How will you assess job satisfaction? (Chapter 8)
- h. **Organization**—How will you structure your organization? Why? How will you socialize new employees into your organization? (Chapter 9)
- i. **Working Conditions**—Describe the physical work conditions and work schedules your employees will be asked to adapt to. How will these issues be used to increase the likelihood of having positive organizational attitudes and behavior, to decrease the stress and increase the well-being of your workers, and to have high levels of work motivation? What would you need to do to have the most effective work environment? (Chapters 9, 10 & 12)
- j. **Workplace Health**—What steps will you take to emphasize accident prevention, protect employees from violence, and limit (eliminate) drug and alcohol use and abuse in the workplace? (Chapter 11)
- k. **Consumer Psychology**—How will you determine the wants, needs, demands of your consumers and how will you advertise to them? How will you (if you choose) advertise to distinct population groups (i.e., ethnic groups, adolescents etc.)? (Chapter 14)

Evaluation of the Project:

The following criteria will be used to evaluate your project:

1. Each Section Sufficiently Described and Explained	60 pts.
Nature of Organization	(5 pts.)
Employee Selection	(10 pts.)
Testing	(5 pts.)
Performance	(5 pts.)
Training	(5 pts.)
Leadership	(5 pts.)
Motivation	(5 pts.)
Organization	(5 pts.)
Working Conditions	(5 pts.)
Workplace Health	(5 pts.)
Consumer Psychology	(5 pts.)
2. Clear Demonstration of knowledge of concepts, appropriate use of terminology	20 pts.
Clear effort to link knowledge of terms and concepts used in course to your project	
3. Basic mechanics: grammar, punctuation, spelling, etc.	10 pts.
Readability of paper, college-level writing skill	
4. Formatting/Appearance	10 pts.
Cover page, headings for paper sections, margins, page numbers, font all consistent and appropriate	
Final Paper	Total = 100 pts.

ACADEMIC CALENDAR – Fall 2015**August 19 Regular classes begin.**

Schedule adjustment period starts (with \$50 fee penalty per day). Late Registration Course Add or Swap Fee of \$50 applies for all Late Registration Course Additions & Course/Section swaps.

August 25 Last date of schedule adjustment period (with fee penalty till 11:59 PM)

Final date to drop course(s) with 100% refund. After this date, there is no refund for drops.

Final date to change from credit to audit.

Final date to change from audit to credit.

August 29 Last date for textbook refunds.

September 7 Labor Day Holiday.

September 8 Final date to drop course(s) or resign and not have course(s) recorded.

Deadline for undergraduates who received "incompletes" in the previous Summer session to complete course work. "I" grades are changed to "F" after this date.

14th class day. Census day.

September 9 From September 9 through October 14 an automatic "W" will be recorded for all courses dropped. (Drop fee of \$50 applies per drop)

September 16 50% REFUND. Final date to resign (withdraw from all courses) and receive 50% refund (less appropriate non-refundable fees). No refunds made for partial reduction in course enrollment.

September 25 Deadline to file an Application for Degree for December Commencement.

October 1 Extended Payment Plan Option (EPPO) final payment deadline (4:30 P.M.).

October 5-9 Mid-semester examination period.

October 13 Mid-semester grades due (9 A.M.)

October 14 Final date for dropping courses or resigning from the University (11:59 P.M.)

Final date to drop course(s) or resign from the University. Resignations (withdrawal from all courses) must be completed through WebSTAR on or before October 14.

October 15-16 Mid-semester break. (Does not apply to Saturday classes)

October 30 REGISTRATION for 2016 Spring Semester begins.

November 1 Application for admission to Graduate School due date for Spring 2016.

November 3 Last date for thesis and dissertation defenses for Graduate degree candidates.

November 17 Format check due date for Graduate degree candidates with thesis and dissertation requirements.

November 21 Last day of Saturday classes.

November 26-27 Thanksgiving Holidays.**December 4 Last day of classes.**

Deadline for Graduate students who received incomplete grades in the previous Spring semester to complete coursework. "I" grades changed to "F" grades after this date.

December 5 Reading Day. Final Exams for Saturday classes and Accounting 2100, group exam.

December 7 Final examinations begin.

December 11 Final examinations end.

December 15 Application for Undergraduate Admission deadline for 2016 Spring Semester.

Final grades due (9 A.M.)

Final grades available on WebSTAR

December 16 Graduation Lists due (9 A.M.)

December 18 COMMENCEMENT (Lakefront Arena, 3:00 P.M. Further information can be found at registrar.uno.edu/commencement.) Academic appointments end.

December 24-January 1 University Closed.