

**PSY 247 Industrial and Organizational (I/O) Psychology &
BMG 210 Organizational Behavior**

August 27 – December 10, 2010

Fridays, 6:30-9:15

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Introduction and Course Summary

Welcome to Industrial/Organizational Psychology and Organizational Behavior. I/O psychology combines the theories and approaches of psychology to the world of organizations, or more simply – work. One way to better understand the scope of I/O psychology is to see it as a compilation of three different, though related, streams: industrial, organizational, and human factors. This course will provide an introduction to all three.

1. The first of these streams, **industrial** psychology, focuses on individuals, the personnel who make up the organization. Areas of attention include recruitment (acquisition), selection, job competencies and descriptions, assessment, training, orientation, evaluation, promotion, retention, and termination of employees. Essentially this aspect of I/O works to help organizations find and keep talented people.

2. The **organizational** stream of I/O blends research and theories of psychology, social psychology and organizational behavior to examine how individuals and groups act, interact, and adapt to their workplace environments. Areas of attention include motivation, attitudes, power, leadership, fairness, conflict, satisfaction, team dynamics, diversity, change, and stress. This aspect of I/O assists organizations in creating work settings that support and challenge employees to continually learn and grow.

3. The **human factors** stream focuses on the work environment itself and how that environment can be structured to make the workplace safe and productive. Areas of attention include physical and emotional stress, work design, workplace violence, and human-machine interfaces. This stream studies the capacities and limitations of employees in their work settings and assists organizations in creating and redesigning work to fit those capacities and limitations.

This course will navigate each of these streams in turn, to provide learners an overview of the broad field that is I/O psychology. Learners will acquire and strengthen their skills as both scholars and practitioners as we blend scientific research with practical application to extend our knowledge of I/O and apply that knowledge to further our learning, inform science, and increase personal effectiveness and success.

Required Text

Aamodt, M. (2010). *Industrial/Organizational Psychology: An Applied Approach* (6th Ed.). Belmont, CA: Wadsworth Publishing.

Note: The text is accompanied by a student workbook that is free with the purchase of a new text. Be sure that you obtain your copy as we will use this for practical portions of this course.

Additional required readings will be assigned and provided in class. The readings are the basis for much of the discussions and activities in class and are essential to your success this semester. It is very important that you keep up with the assigned readings.

Internet Sites

www.siop.org

online.onetcenter.org

Course Competencies

The goals and objectives for the Industrial and Organizational Psychology course are integrated with the Three Rivers Community College's general education goals. After completing this course, the successful student will have the following knowledge and skills.

Critical Thinking: Utilize critical thinking skills to analyze theories and research data pertaining to industrial and organizational psychology

- Develop an understanding of how psychological theories apply to business and industry
- Develop the ability to analyze and evaluate workplace behavior
- Develop the ability to assess the utility of theories of social influence and motivation

Information Literacy: Assess what information is needed to answer questions as well as evaluate the quality of information

- Demonstrate the skill of identifying information needed to answer questions pertaining to workplace psychology
- Evaluate information sources for a specified purpose
- Develop an ability to use theory and research to support possible solutions to organizational problems

Communication: Understand and express ideas about industrial and organizational psychology through reading and writing

- Demonstrate the ability to comprehend and interpret written passages
- Demonstrate the ability to write clearly

- Discuss contemporary issues related to industrial psychology and describe how these issues affect workers, organizations or societies

Systematic Inquiry: Understand social science research methods used in industrial and organizational psychology

- Develop an understanding of industrial and organizational psychology as both a scientific discipline and an area of professional practice
- Identify different research methods used in industrial and organizational psychology
- Develop an understanding of how the empirical research in industrial and organizational psychology can be applied to help solve problems

Learner Expectations

This course is based on teaching, learning, and communication. Each of us has a responsibility to contribute to the learning of others through critical dialogue, and integrative and collaborative learning. Learners will be expected to manage their own academic progress with support and guidance from faculty. To acquire knowledge and build skills, learners in this course will be expected to:

- Read and be familiar with the course syllabus
- Stay current with assignments and readings
- Ask for clarifications about material, learnings, or expectations
- Analyze readings and offer thoughtful interpretations
- Be respectful of diverse perspectives
- Attend all classes and participate in discussions

Course Syllabus - Outline

Unit	Date	Topic	Readings*
1	Aug 27	Introduction to I/O	Chapter 1
2	Sep 3	Job Analysis and Evaluation	Chapter 2
3	Sep 10	Legal Issues in Selection Recruiting and Interviewing	Chapter 3 Chapter 4
4	Sep 17	Employee Testing Evaluating Selection Techniques	Chapter 5 Chapter 6

5	Sep 24	Performance Management	Chapter 7
6	Oct 1	Training and Development	Chapter 8
7	Oct 8	Employee Motivation and Engagement EXAM 1	Chapter 9
8	Oct 15	Employee Satisfaction and Commitment	Chapter 10
9	Oct 22	Organizational Communication	Chapter 11
10	Oct 29	Leadership	Chapter 12
11	Nov 5	Group Dynamics and Conflict	Chapter 13
12	Nov 12	Organizational Development Portfolios due	Chapter 14
13	Nov 19	Change and Stress Management	Chapter 15
	Nov 26	<i>Thanksgiving - No Class</i>	
14	Dec 3	Group Case Study Presentations	
15	Dec 10	EXAM 2	

* Readings are to be completed prior to the class for which they are listed

Bold indicates class quizzes. Quizzes consist of 5 questions to assess your understanding of the assigned reading for that class.

Course Grading

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

<i>Activity</i>	<i>Points</i>	Final Course Grades	
Class Participation	100	A	94+%
Quizzes (10)	100	A-	90-93%
Exams (2)	200	B+	87-89%
Case Study	50	B	84-86%
Group Project		B-	80-83%
Article Analysis	50	C+	77-79%
Portfolio	100	C	74-76%
		C-	70-73%
		D	60-69%
		F	>60%
Total	600		

Participation: Participation involves coming to class prepared, being engaged in class exercises, discussions, and lectures, and being attentive to others and observant of your interactions and behaviors as well as those of your classmates. Attendance and punctuality are paramount.

Submission: All work is expected to be submitted on time. Late assignments will receive a 10% reduction for each week it is late. No assignments will be accepted after 2 weeks.

Quality: All work must be typed. No hand written work will be accepted.

Quizzes: Quizzes will consist of multiple choice questions and will be given at the start of the classes indicated.

Exams: Each exam will consist of multiple choice and short answer questions. Exam 1 will cover material from units 1-6, and Exam 2 will cover material from units 7-13.

Exams will be given at the start of class and grades provided the following class.

Portfolio: This aspect of the course entails students applying their knowledge and skills in an actual work environment to extend and strengthen the classroom experience. The portfolio will consist of:

- job analysis
- task analysis
- job description
- profession/job research
- creation of a resume
- interview questioning

All elements of the portfolio must be typed and professional in appearance.