



<b>Psyc 321</b>	<b>Industrial &amp; Organizational Psychology</b>	<b>Fall 2016</b>
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**Instructor:** Derek Chapman, Ph.D.      **Lecture Location:** ICT 121  
**Phone:** 403-220-5558      **Lecture Days/Time:** 1530- 1645 MW  
**Email:** dchapman@ucalgary.ca

**Office:** A224  
**Office Hours:** By Appointment

**Course Description and Goals**

Industrial & Organizational Psychology covers a wide variety of topics related to understanding behavior in the workplace. Students will become familiar with some of the research and theory related to diverse topics in this field including Personnel Selection, Performance Appraisal, Job Attitudes, Leadership, and Organizational Culture. Students will have the opportunity to examine their own personality and values and see how they can be aligned to organizational requirements. The goals of the course include becoming familiar with some of the major theories and empirical findings in the field of I/O Psychology and providing students with developmental feedback on how their personality and values can influence their experiences, attitudes and performance in the workplace.

**Course Learning Objectives**

<b>Course Learning Outcomes</b>	<b>PLO(s)</b>	<b>Level(s)</b>
<b>Explain the history and origins of industrial and organizational psychology within the context of psychology in general as well as research in business schools</b>	1	I
<b>Identify legal issues related to assessing individuals for employment</b>	6,9	I
<b>Explain how to develop performance evaluations that are accurate and perceived to be fair by employees</b>	1,2,7	I
<b>Recognize common methodological issues related to conducting research in a work setting</b>	2,3,5	I
<b>Explain individual and situational factors that determine employee attitudes and behaviours</b>	1, 2,7	I
<b>Interpret basic personality and values feedback to assess employee fit for organizational employment</b>	4,5,7	

Notes. PLOs = Program-Learning Outcomes: 1 = demonstrate knowledge of psychological sciences, 2 = think critically and solve problems, 3 = conduct research and analyze data, 4 = communicate effectively, 5 = demonstrate information literacy, 6 = understand and implement ethical principles, 7 = apply psychological knowledge and skills. Level of PLO achievement facilitated by this course: I = introductory, C = competency, A = advanced.

### **Prerequisites**

Psyc 200 – Principles of Psychology and PSYC 201-Principles of Psychology II

### **Required Text**

No text required.

### **Evaluation**

Students in this course will be evaluated by completing three midterm exams and a short take home exercise. No computers or other electronic equipment is permitted during the tests. Notes of any kind are not permitted during the tests.

- Midterm I will be held October 12th and is worth 35% of the final grade. The exam will be multiple choice and cover the lecture and reading material for the first four weeks of class
- Midterm II will be held Nov 23rd<sup>th</sup> at the beginning of the class and is worth 40% of the final grade. The exam will be multiple choice and cover the lecture and reading material following midterm I only.
- Midterm III will be held on the last day of classes and is worth 10% of the final grade. . The exam will be multiple choice and cover the lecture and reading material following midterm 2 only.

Students will complete an online assignment assessing their personality, workplace values and their perceptions of an organization's culture. A short 2 page report on this exercise will be worth 15% of the final grade. This exercise must be completed by October 18th. Instructions will be posted on D2L. Late submissions will not be accepted.

### **Department of Psychology Grade Distribution Policy**

The distribution of grades in Psychology courses (the percentage of A grades, B grades, etc.) will be similar to the distribution of grades in other courses in the Faculty of Arts. The Department monitors the grade distributions of 200-, 300-, and 400-level courses in the Faculty to ensure that the grade distributions in Psychology courses are comparable. Based on these reviews, students can expect that 1) up to 30% of grades in 200- and 300-level psychology courses will be "A" grades (A+, A, and A-), and 2) up to 40% of grades 400-level psychology courses will be "A" grades.

### **Department of Psychology Criteria for Letter Grades**

Psychology professors use the following criteria when assigning letter grades:

**A+ grade: *Exceptional Performance.*** An A+ grade indicates near perfect performance on multiple choice and short answer exams. For research papers/essays/course projects/presentations, an A+ grade is awarded for exceptional work deserving of special recognition and is therefore not a common grade.

**A, A- Range: *Excellent Performance.*** Superior understanding of course material. Written work is very strong in terms of critical and original thinking, content, organization, and the expression of ideas, and demonstrates student's thorough knowledge of subject matter.

B Range: *Good Performance*. Above average understanding of course material. Written work shows evidence of critical thinking and attention to organization and editing but could be improved in form and/or content.

C Range: *Satisfactory Performance*. Adequate understanding of course material. Knowledge of basic concepts and terminology is demonstrated. Written work is satisfactory and meets essential requirements but could be improved significantly in form and content. Note: All prerequisites for courses offered by the Faculty of Arts must be met with a minimum grade of C-.

D range: *Marginally meets standards*. Minimal understanding of subject matter. Written work is marginally acceptable and meets basic requirements but requires substantial improvements in form and content. Student has not mastered course material at a level sufficient for advancement into more senior courses in the same or related subjects.

F grade: *Course standards not met*. Inadequate understanding of subject matter. Written work does not meet basic requirements. Student has not demonstrated knowledge of course material at a level sufficient for course credit.

**Grading Scale**

A+	96-100%	B+	80-84%	C+	67-71%	D+	54-58%
A	90-95%	B	76-79%	C	63-66%	D	50-53%
A-	85-89%	B-	72-75%	C-	59-62%	F	0-49%

As stated in the University Calendar, it is at the instructor’s discretion to round off either upward or downward to determine a final grade when the average of term work and final examinations is between two letter grades. In this course there will be no rounding up of final grades.

**Tentative Lecture Schedule**

Date	Topic
M Sep12	Introduction /History of I/O Psychology
W Sep 14	Research Methods in Organizations
M Sep 19	Legal issues in personnel selection
W Sep 21	Performance Appraisal Note Sept 23 is the last day to drop full courses (Multi-term) and Fall Term half courses. No refunds for full courses (Multi-term) or Fall Term half courses after this date.
M Sep 26	Recruiting- Attracting applicants to organizations I Last day to add or swap full courses (Multi-term) and Fall Term half courses. Last day for change of registration from audit to credit or credit to audit.
W Sep 28	Recruiting II Last day to drop Winter Term half-courses. Sept. 30 Fee payment deadline for Fall Term full and half courses.

M Oct 3	Personnel selection I Take home exercise survey portion to do at home Last day to add or swap Winter Term half courses. Last day for change of registration from audit to credit or credit to audit.
W Oct 5	Personnel selection II
M Oct 10	Thanksgiving Day, University closed (except Taylor Family Digital Library, Law, Medical, Gallagher and Business Libraries). No lectures. Fee payment deadline for Winter Term fees.
W Oct 12	Midterm I
M Oct 17	Organizational Culture and Image Take home exercise Part 2
W Oct 19	Reading Week. No lectures. University open (except Family Day).
M Oct 24	Person Organization Fit I
W Oct 26	P-O Fit II
M Oct 31	Job Attitudes I
W Nov 2	Job Attitudes II
M Nov 7	Alberta Family Day, University closed (except Taylor Family Digital Library, Law, Medical, Gallagher and Business Libraries). No lectures.
W Nov 9	TBA
Nov 10--13	Reading Days. University closed Nov. 11.
M Nov 14	Motivation in the workplace I
W Nov 16	Motivation in the workplace II
M Nov 21	Power, Politics and Counterproductive Behaviour I
W Nov 23	Midterm II
M Nov 28	Leadership I
W Nov 30	Leadership II
M Dec 5	Teams and Teamwork I
W Dec 7	Teams and Teamwork II

F Dec 9	Midterm III
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### **Reappraisal of Grades**

A student who feels that a piece of graded term work (e.g., term paper, essay, test) has been unfairly graded, may have the work re-graded as follows. The student shall discuss the work with the instructor within 15 days of being notified about the mark or of the item's return to the class; no reappraisal of term work is permitted after the 15 days. If not satisfied, the student shall immediately take the matter to the Head of the department offering the course, who will arrange for a reassessment of the work within the next 15 days. The reappraisal of term work may cause the grade to be raised, lowered, or to remain the same. If the student is not satisfied with the decision and wishes to appeal, the student shall address a letter of appeal to the Dean of the faculty offering the course within 15 days of the unfavourable decision. In the letter, the student must clearly and fully state the decision being appealed, the grounds for appeal, and the remedies being sought, along with any special circumstances that warrant an appeal of the reappraisal. The student should include as much written documentation as possible.

### **Plagiarism and Other Academic Misconduct**

Intellectual honesty is the cornerstone of the development and acquisition of knowledge and requires that the contribution of others be acknowledged. Consequently, plagiarism or cheating on any assignment is regarded as an extremely serious academic offense. Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Students should examine sections of the University Calendar that present a Statement of Intellectual honesty and definitions and penalties associated with Plagiarism/Cheating/Other Academic Misconduct.

### **Academic Accommodation**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services ; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/).

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.

The full policy on Student Accommodations is available at [http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy\\_0.pdf](http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf).

Students who have not registered with the Disability Resource Centre are not eligible for formal academic accommodation. You are also required to discuss your needs with your instructor no later than 14 days after the start of this course.

### **Absence From A Test/Exam**

Makeup tests/exams are **NOT** an option without an official University medical excuse (see the University Calendar). A completed Physician/Counselor Statement will be required to confirm absence from a test/exam for health reasons; the student will be required to pay any cost

associated with this Statement. Students who miss a test/exam have up to 48 hours to contact the instructor and to schedule a makeup test/exam. Students who do not schedule a makeup test/exam with the instructor within this 48-hour period forfeit the right to a makeup test/exam. At the instructor's discretion, a makeup test/exam may differ significantly (in form and/or content) from a regularly scheduled test/exam. Except in extenuating circumstances (documented by an official University medical excuse), a makeup test/exam must be written within 2 weeks of the missed test/exam during exam make-up hours provided by the department <http://psychology.ucalgary.ca/undergraduate/exam-and-course-information#mues>. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam [http://www.ucalgary.ca/registrar/exams/deferred\\_final](http://www.ucalgary.ca/registrar/exams/deferred_final). Under no circumstances will this be accommodated by the department.

### **Travel During Exams**

Consistent with University regulations, students are expected to be available to write scheduled exams at any time during the official December and April examination periods. Requests to write a make-up exam because of conflicting travel plans (e.g., flight bookings) will NOT be considered by the department. Students are advised to wait until the final examination schedule is posted before making any travel arrangements. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam [http://www.ucalgary.ca/registrar/exams/deferred\\_final](http://www.ucalgary.ca/registrar/exams/deferred_final). Under no circumstances will this be accommodated by the department.

### **Freedom of Information and Protection of Privacy (FOIP) Act**

The FOIP legislation disallows the practice of having student's retrieve tests and assignments from a public place. Therefore, tests and assignments may be returned to students during class/lab, or during office hours, or via the Department Office (Admin 255), or will be made available only for viewing during exam review sessions scheduled by the Department. Tests and assignments will be shredded after one year. Instructors should take care to not link students' names with their grades, UCIDs, or other FOIP-sensitive information.

### **Evacuation Assembly Point**

In case of an emergency evacuation during class, students must gather at the designated assembly point nearest to the classroom. The list of assembly points is found at

<http://www.ucalgary.ca/emergencyplan/assemblypoints>

Please check this website and note the nearest assembly point for this course.

### **Student Organizations**

Psychology students may wish to join the Psychology Undergraduate Students' Association (PSYCHS). They are located in Administration 170 and may be contacted at 403-220-5567.

**Student Union VP Academic:** Phone: 403-220-3911

[suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca)

**Student Union Faculty Rep.:** Phone: 403-220-3913

[socialscirep@su.ucalgary.ca](mailto:socialscirep@su.ucalgary.ca)

### **Student Ombudsman's Office**

The Office of the Student Ombudsmen provides independent, impartial and confidential support for students who require assistance and advice in addressing issues and concerns related to their academic careers. The office can be reached at 403-220-6420 or [ombuds@ucalgary.ca](mailto:ombuds@ucalgary.ca) (<http://www.ucalgary.ca/provost/students/ombuds>)

### **Safewalk**

The safewalk program provides volunteers to walk students safely to their destination anywhere on campus. This service is free and available 24 hrs/day, 365 days a year.  
Call 403-220-5333.

### **Important Dates**

The last day to drop this course with no “W” notation and **still receive a tuition fee refund** is **September 23, 2016**. Last day for registration/change of registration is **September 26, 2016**. The last day to withdraw from this course is **December 9, 2016**.