

| PSYC 321 | | Industrial & Organizational Psychology | | Winter 2020 | |
|----------------------|-----------------------|--|------------------------------|-------------|--|
| Instructor: | Clara Lee, M.Sc | Lecture Location: | Lectures provided on D2L | | |
| Phone: | 403-220-2253 | Lecture Days/Time: | Lectures will be released TR | | |
| Email: | clara.lee@ucalgary.ca | TA | Benjamin Moon | | |
| Office: | AD 135 | TA email | Benjamin.moon@ucalgary.ca | | |
| Office Hours: | By Appointment | | | | |

Course Description

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 Teamwork. The goals of the course include becoming familiar with some of the major theories and empirical findings in the field of I/O Psychology.

Course Learning Outcomes

The Department of Psychology is committed to student knowledge and skill development. The table below lists the key learning outcomes for this course, the program-learning outcomes they facilitate (see psyc.ucalgary.ca/undergraduate/program-learning-outcomes), and the expected level of achievement.

| Course Learning Outcomes | Assessment Methods | PLO(s) | Level(s) |
|--|--------------------|---------|----------|
| Explain the history and origins of industrial and organizational psychology within the context of psychology in general as well as research in business schools | MC | 1, 2 | I |
| Identify legal issues related to assessing individuals for employment | MC | 6 | I |
| Explain how to develop performance evaluations that are accurate and perceived to be fair by employees | MC Assignment | 1,2,4,7 | I |
| Recognize common methodological issues related to conducting research in a work setting | MC | 2,5 | I |
| Explain individual and situational factors that determine employee attitudes and behaviours | MC | 1,2,7 | I |
| Explain and differentiate between different leadership theories | | 1,2,7 | I |
| Describe and identify the different aspects of job performance | MC | 1,2,7 | I |

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

Spector, P.E. (2016). *Industrial and Organizational Psychology*, 7th edition. This text is available in the bookstore. E-copy is also available.

Assessment Methods

Students in this course will be evaluated by completing two midterm exams, one final exam, and one take home assignment. 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 on February 13th and is worth 25% of the final grade. The exam will be multiple choice and cover the lecture and reading material for chapters 1-5.
- **Midterm II** will be held March 19th and is worth 25% of the final grade. The exam will be multiple choice and cover the lecture and reading material for chapters 6, 8, 9, and 10. **The exam will be held online through D2L from 9:30 to 10:45.**
- **The final exam** will be held April 20th at 8:30 am and is worth 35% of the final grade. The exam will be a short-answer, open-book assessment and cover the lecture and reading material of the whole semester. **The exam will be held online through D2L, and students will have 36 hours to complete the exam.**
- **The assignment** will have students create interview questions and a performance assessment. It will be due on March 5th and will be worth 15% of the final grade. Assignment will be submitted via dropbox on D2L, and will be graded by course TA. Without approved documentation, late assignments will be penalized 10% per day, including weekends.

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

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|----|---------|----|--------|----|--------|----|--------|
| 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. To determine final letter grades, final percentage grades will be rounded up or down to the nearest whole percentage (e.g., 89.5% will be rounded up to 90% = A but 89.4% will be rounded down to 89% = A-).

Tentative Lecture Schedule

| Date | Topic | Readings |
|-------------|--|-------------------------|
| T Jan 14 | Winter Lectures Begin. Introduction | Ch. 1 pg. 2-8 |
| R Jan 16 | History of IO Psychology/Research Methods in IO Psychology Last day to drop Winter Term half-courses. | Ch. 1 pg. 8-12 Ch. 2 |
| T Jan 21/,. | Research Methods in IO Psychology | Ch. 2 |
| R Jan 23 | Job Analysis Last day to drop a class without financial penalty | Ch. 3 |
| F Jan 24 | Last day to add or swap a course | |
| T Jan 28 | Performance Appraisal | Ch. 4 pg. 76-97 |
| R Jan 30 | Performance Appraisal | Ch. 4 pg. 76-97 |
| F Jan 31 | Tuition Fee Deadline | |
| T Feb 4 | Assessment Methods | Ch. 5 pg. 102-124 |
| R Feb 6 | Assessment Methods Explain Assignment | Ch. 5 pg. 102-124 |
| T Feb 11 | Motivation | Ch. 8 |
| R Feb 13 | Midterm I | Ch. 1,2,3,4,5 |
| Feb 16-22 | Reading Week. No lectures. University open (except Family Day). | |

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| | Alberta Family Day, University closed (except Taylor Family Digital Library, Law, Medical, Gallagher and Business Libraries). No lectures. | |
| M Feb 17 | Alberta Family Day, University closed (except Taylor Family Digital Library, Law, Medical, Gallagher and Business Libraries). No lectures. | |
| T Feb 25 | Selection | Ch. 6 |
| R Feb 27 | Selection | Ch. 6 |
| T Mar 3 | Job Attitudes | Ch. 9 |
| R Mar 5 | Job Attitudes Assignment Due | Ch. 9 |
| T Mar 10 | Productive and Counterproductive Employee Behavior | Ch. 10 |
| R Mar 12 | Productive and Counterproductive Employee Behavior | Ch. 10 |
| T Mar 17 | Occupational Health Psychology Part I lecture released | Ch. 11 |
| R Mar 19 | Midterm II held online through D2L | Ch. 6, 8, 9, 10 |
| T Mar 24 | Occupational Health Psychology Part II lecture released | Ch. 11 |
| R Mar 26 | Work Teams Part I lecture released | Ch. 12 |
| T Mar 31 | Work Teams Part II lecture released | Ch. 12 |
| R Apr 2 | Leadership Part I lecture released | Ch. 13 |
| T Apr 7 | Leadership Part II lecture released | Ch. 13 |
| R Apr 9 | Special Topic lecture released | |
| F Apr 10 | Good Friday | |
| M Apr 13 | Non-Instructional Day, University Open | |
| T Apr 14 | Review Day with questions from D2L Discussion Board | |
| W Apr 15 | Last day of classes, last day to withdraw from winter semester | |
| Apr 20 | Final Exam held online through D2L | |
| Apr 30 | End of Term | |
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Course Credits for Research Participation (Max 2% of final grade)

Students in most psychology courses are eligible to participate in Departmentally approved research and earn credits toward their final grades. **A maximum of two credits (2%) per course, including this course, may be applied to the student's final grade. Students earn 0.5% (0.5 credits) for each full 30 minutes of participation.** The demand for timeslots may exceed the supply in a given term. Thus, students are not guaranteed that there will be enough studies available to them to meet their credit requirements. Students should seek studies early in the term and should frequently check for open timeslots. Students can create an account and participate in Departmentally approved research studies at <http://ucalgary.sona-systems.com>. The last day to participate in studies and to assign or reassign earned credits to courses is **April 15, 2020**.

Absence From A Test/Exam

Makeup tests/exams are **NOT** an option without the approval of the instructor. A student may be asked to provide supporting documentation for an exemption/special request for a make-up exam

<https://www.ucalgary.ca/pubs/calendar/current/n-1.html>. . Students who miss a test/exam have up to 48 hours to contact the instructor to ask for a makeup test/exam. It's the instructor's discretion if they will allow a make-up 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. Once approved by the instructor 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 <https://www.ucalgary.ca/registrar/exams/deferred-exams>.

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

<https://www.ucalgary.ca/registrar/exams/deferred-exams>. Students with an exceptional extenuating circumstance (e.g., a family emergency) should contact the Department of Psychology (psyugrd@ucalgary.ca).

Reappraisal of Graded Term Work <http://www.ucalgary.ca/pubs/calendar/current/i-2.html>

Reappraisal of Final Grade <http://www.ucalgary.ca/pubs/calendar/current/i-3.html>

Academic Accommodations

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/. 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.pdf>.

Academic Misconduct

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Instructor Intellectual Property

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Copyright Legislation

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Freedom OF Information and Protection of Privacy

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary

Student Support and Resources

<https://www.ucalgary.ca/registrar/registration/course-outlines>

Acknowledgments and Respect for Diversity

Our classrooms view diversity of identity as a strength and resource. Your experiences and different perspectives are encouraged and add to a rich learning environment that fosters critical thought through respectful discussion and inclusion. The Department of Psychology would also like to acknowledge the traditional territories of the people of the Treaty 7 region in southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Region III.

Student Organizations

Psychology students may wish to join the Psychology Undergraduate Students' Association (PSYCHS). They are located in Administration 130 and may be contacted at 403-220-5567.

Student Union VP Academic: Phone: 403-220-3911 suvpaca@ucalgary.ca

Student Union Faculty Rep.: arts1@su.ucalgary.ca

Important Dates

The last day to drop this course with no "W" notation and **still receive a tuition fee refund is January 23, 2020**. Last day for registration/change of registration is **January 24, 2020**. The last day to withdraw from this course is **April 15, 2020**.