

## Industrial/Organizational Psychology

### PSYCH 180

Semester:	TBD	Instructor:	TBD
Meeting Days:	TBD	E-mail:	TBA
Meeting Time:	TBD	Phone:	TBA
Location:	TBD	Office Hours:	By Appointment

**Required Text:** Aamodt, M.G. (2015). Industrial/organizational psychology: An applied approach. (8<sup>th</sup> Ed.), Boston: Wadsworth.

**Nature of Course:** Lecture and Discussion

**Course Description:** From UCB Catalog – “Introduction to the field of industrial psychology, covering fundamental theory and concepts in personnel and social aspects in the field. Concerned with the processes involved in developing and maintaining organizations.”

The focus of this course is the application of psychological principles and methods in understanding human behavior at work, and to approach and solve problems in business and industry. We will address such issues as: employee selection, training, and evaluation; working conditions; motivation, leadership, and organizational theory.

**Course Requirements:**

- 1) Assignments (40%)
- 2) Examinations (55%)
- 3) Research Program Participation (5%)

**Assignments:** Assignments will require you to review materials that I provide to you or that I present in class (e.g., articles, films, etc). You will be asked to analyze materials and respond to a set of questions.

Assignments will be due on the assigned date. Points will be deducted on late papers. ALL ASSIGNMENTS MUST BE TYPED AND TURNED IN ON TIME IN ORDER TO EARN FULL CREDIT. Answers must be written in complete sentences. Grammar and spelling count. Do not e-mail assignments. Turn in the assignments through bCourses. Penalty points will be assessed to late assignments.

**Examinations:** Exams will cover material from lecture and assigned texts. Exam format will be multiple-choice. The exams are not cumulative. No make-up examinations will be given without proper documentation of an emergency circumstance.

**Research Participation Program:** The course requirement is 3 RPP credits. RPP credits will be converted to points at a rate of 5 points per RPP credit, for a total of 15 points (5% of total grade). Alternative assignments will be provided for students who don't wish to participate in the RPP or who are under 18 years of age. Please see the instructor for alternative assignments.

In order to know how to participate in studies through the Research Participation Program (RPP), please read completely the document, "RPP Information for students", which has been updated with new information for Summer 2018. Then, set up a Sona account as instructed. We recommend doing this as soon as possible. If you have any questions, you can contact RPP at [rpp@berkeley.edu](mailto:rpp@berkeley.edu).

Please also see the deadlines listed on the RPP webpage:

<http://psychology.berkeley.edu/students/undergraduate-program/research-participation-program>

**Class Participation:** Your participation is a key element of the design of this course. Much of the learning will occur through discussion and activities, either as a class or within small groups. It is expected that you will come to class **prepared** and **ready** to contribute. Coming to class prepared means that you have read the assigned material and have reflected on it in a way that allows you to contribute in a meaningful way to the class session.

What is an “active participant” in this class? An active participant a) speaks frequently during appropriate times (i.e., class discussions) about the topic at hand and contributes to everyone’s learning of the material and is not just talking for the sake of talking, b) is professional/respectful of others in the class including peers, the instructor, guest speakers, visitors, etc. c) arrives to class on time and prepared, d) refrains from private conversations/text messaging/web surfing during class time, and e) offers comments/questions that help to create a positive learning environment.

**Academic Integrity:** Any test or assignment submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your instructor. In all of your assignments, including your homework, you may use words or ideas written by other individuals in publications, web sites, or other sources, but only with proper attribution. If you are not clear about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from your instructor or GSI beforehand. Anyone caught cheating on a quiz or exam will receive a failing grade and will also be reported to the University Office of Student Conduct. In order to guarantee that you are not suspected of cheating, please keep your eyes on your own materials and do not converse with others during the quizzes and exams. Finally, you should keep in mind that as a member of the campus community, you are expected to demonstrate integrity in all of your academic endeavors and will be evaluated on your own merits. The consequences of cheating and academic dishonesty—including a formal discipline file, possible loss of future internship, scholarship, or employment opportunities, and denial of admission to graduate school—are simply not worth it.

**Accommodations for Students with Disabilities:** Students with disabilities who need reasonable accommodations should contact the instructor. Please see me as soon as possible if you need particular accommodations, and we will work out the necessary arrangements.

**Scheduling Conflicts:** Please notify me in writing by the second week of the term about any known or potential extracurricular conflicts (such as religious observances, graduate

or medical school interviews, or team activities). I will try my best to help you with making accommodations but cannot promise them in all cases. In the event there is no mutually-workable solution, you may be dropped from the class.

**POINT DISTRIBUTION**

**GRADING SCALE**

		<u>Total Points</u>	<u>Grade</u>
Assignment #1	30 points	281-300	A
Assignment #2	30 points	269-280	A-
Assignment #3	30 points	257-268	B+
Assignment #4	30 points	248-256	B
Exam #1	80 points	239-247	B-
Exam #2	85 points	227-238	C+
<u>RPP</u>	<u>15 points</u>		
TOTAL	300 points	218-226	C
		209-217	C-
		197-208	D+
		188-196	D
		179-187	D-
		<179	F

DATES	TOPICS	ASSIGNED READINGS
TBD	Introduction to I/O Psychology	Chapter 1
TBD	Preparing for Employee Selection	Chapters 2 & 3
TBD	Employee Selection: Job Analysis and Recruiting <b>ASSIGNMENT #1 DUE JULY 13<sup>TH</sup></b>	Chapter 4
TBD	Employee Selection: Interviewing and Testing	Chapter 5
TBD	Designing and Evaluating Training Systems	Chapter 8
TBD	<b>EXAM #1</b> <b>ASSIGNMENT #2 DUE</b>	
TBD	Evaluating Employee Performance	Chapter 7
TBD	Employee Motivation, Satisfaction and Commitment	Chapters 9 & 10
TBD	Leadership	Chapter 12
TBD	Organizational Climate, Culture, and Development <b>ASSIGNMENT #3 DUE</b>	Chapter 14
TBD	Stress Management: Demands of Life and Work	Chapter 15
TBD	<b>ASSIGNMENT #4 DUE</b> <b>EXAM #2</b>	

**NOTE: I reserve the right to add/change topics, assignments, and deadlines throughout the semester.**