

INDUSTRIAL / ORGANIZATIONAL PSYCHOLOGY

Instructor: Richard Ennis
Class Meetings: Thursday, 2:30 - 5:20, RCH 101
Office Hours: Thursday, 12:30 - 2:00 p.m.
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Required Text: Johns, G. & Saks, A. M. (2011). Organizational behaviour: Understanding and managing life at work (8th Ed.). Toronto: Pearson Education Canada.

Teaching Assistants: To be announced

Anti-requisites: AFM 280, MSC1 211, BUS 388W, SCBUS 225

Course Objectives

This course will introduce you to the major theories and practices in the field of Industrial and Organizational Psychology. We will examine the psychological processes that influence the workplace environment, the nature of work, and the behaviour of workers.

Course Requirements and Value

<u>Requirement</u>	<u>Date</u>	<u>Value</u>
Midterm Exam #1	May 26	20%
Integrative Case 1	June 9	20%
Midterm Exam #2	June 23	20%
Integrative Case 2	Jul 7	20%
Midterm Exam #3	Jul 21	20%

Examinations: See the attached "Overview of Exams" for further details.

Each exam will consist of 40 multiple-choice questions selected from both textbook and lecture material. The exams will be held at the start of class time (i.e., 2:30-3:15 pm). On those dates, there will be a brief break before lectures begin at 3:30 pm. The exams are not cumulative (i.e., each midterm will test material that was covered since the previous midterm).

Deferred Exams:

Deferred exams may be offered for students with exceptional circumstances and supportive documentation. You must contact me within 48 hours of the missed exam. The deferred tests will NOT contain the same items as the scheduled test, therefore I cannot guarantee they will be equal in difficulty with the scheduled tests.

Assignments: See the attached "Integrative Case Study" for complete details.

Research Participation: There may be bonus marks available for participating in research that is relevant to the course. If so, the exact value and details will be provided in class and on ACE.

COURSE SCHEDULE

Date	Topic	Readings
May 5	Introduction to I/O psychology	Chpt 1
May 12	Personality & Learning	Chpt 2
May 19	Perceptions, impressions, job satisfaction	Chpts 3 & 4
May 26	2:30-3:15 Midterm Exam #1 (Chpts 1, 2, 3, 4)	
	Motivation	Chpts 5 & 6
June 2	Motivation	Chpts 5 & 6
June 9	Group dynamics & Leadership Integrative Case 1 due	Chpt 7 & 9
June 16	Group dynamics & Leadership	Chpt 7 & 9
June 23	2:30-3:15 Midterm Exam #2 (Chpts 5, 6, 7, 9)	
	Social influence & Communication	Chpt 8 & 10
June 30	Decision making	Chpt 11
July 7	Power & politics Integrative Case 2 due	Chpt 12
July 14	Conflict & stress	Chpt 13
July 21	2:30-3:15 Midterm Exam #3 (Chpts 8, 10, 11, 12, 13)	

OVERVIEW OF EXAMS

TOPIC & READINGS	Exam 1	Exam 2	Exam 3
Introduction Chpt 1	8		
Personality & Learning Chpt 2	10		
Perceptions & Job Satisfaction Chpt 3 & 4	22		
Motivation Chpt 5 & 6		20	
Group Dynamics & Leadership Chpt 7 & 9		20	
Social Influence & Communication Chpt 8 & 10		15	
Decision Making Chpt 11		10	
Power & Politics Chpt 12		10	
Conflict & Stress Chpt 13		5	

TOTAL ITEMS	40	40	40
VALUE OF EACH ITEM	1/2	1/2	1/2
TOTAL VALUE	20	20	20
DATE	May 26	Jun 23	Jul 21
TIME	2:30 pm	2:30 pm	2:30 pm
DURATION	45 min	45 min	45 min

Integrative Case Study

This assignment requires you to apply the course material. It will also serve as motivation to complete the required readings. It will help you understand the material and prepare for the exams. The assignment is based on the Integrative Case of Deloitte & Touche at the end of chapter 1 of the text (p. 31). Complete the case questions according to the following schedule:

<u>Date</u>	<u>Page(s)</u>	<u>Questions</u>	<u>Value</u>
Jun 2	214	3, 5, 7, 9	20%
Jul 7	458	4, 5, 6, 8	20%

Deadlines and Late Submissions

Each assignment is due at the start of class (i.e., 2:30 p.m.) on the due date. Late submissions will be penalized one (1) mark for each week day late. For example, if you receive a grade of 19 on a submission and it is two days late, then you will receive a grade of 17.

General Instructions

Are there any format instructions I should know about? You MUST conform to the following format rules:

- 1) Your paper MUST be machine printed (i.e., typewriter or computer printer).
- 2) The body of your paper MUST be double-spaced with 1" margins all around.
- 3) Your text MUST be in 11 or 12 point font. Please avoid italicized or script fonts as these are very difficult and aggravating to read. This text, for example, is 11-point Arial.
- 4) You MUST NOT use any fancy covers or binders. These do not enhance the quality of your paper and they are an irritating obstruction when reading and a horrific nuisance when marking. A SIMPLE STAPLE WILL DO!

What about spelling, grammar, and writing style — does it matter? YES IT DOES! As university students what are tops of the intelligence world you must can be expected to know how to write how to spell and use commas etc and other punctuation etc that is essential parts of communicating good and not driving your reader batty. Good ideas require good writing. Bad writing makes all ideas bad; including good ones. If you do not care about your work, why should your reader? Proofread your work and use the speller and grammar features in the word processing programs. For example, my spell-checker found twelve misspelled words and my grammar-check identified nine grammatical errors in this paragraph.

Evaluation

Your assignment will be evaluated on the fulfillment of 3 criteria:

- 1) Thorough application of relevant course material;
- 2) clear evidence of academic effort worthy of 15%; and
- 3) professional presentation including format, grammar, and overall appearance.

Additional Notes

The Official Version of the Course Outline

If there is a discrepancy between the hard copy outline (*i.e.*, if students were provided with a hard copy at the first class) and the outline posted on ACE, the outline on ACE will be deemed the official version. Outlines on ACE may change as instructors develop a course, but they become final as of the first class meeting for the term.

Accommodations for Students with Disabilities

The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.

Concerns About the Course or Instructor (Informal Stage)

We in the Psychology Department take great pride in the high quality of our program and our instructors. Though infrequent, we know that students occasionally find themselves in situations of conflict with their instructors over course policies or grade assessments. If such a conflict arises, the Associate Chair for Undergraduate Affairs (Dr. Colin Ellard) is available for consultation and to mediate a resolution between the student and instructor. Dr. Ellard's contact information is as follows:

Email: cellard@uwaterloo.ca
Ph 519-888- 4567 ext 36852

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 and 71 below for further details.

Academic Integrity, Academic Offenses, Grievance, and Appeals

To protect course integrity, as well as to provide appropriate guidance to students, course outlines in the Faculty of Arts must include the following note on avoidance of academic offenses:

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check <http://www.uwaterloo.ca/academicintegrity/> for more informaton.]

Discipline: A student is expected to know what constitutes academic integrity [check <http://www.uwaterloo.ca/academicintegrity/>], to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about 'rules' for group work/collaboration should seek guidance from the course instructor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 - Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm) - Student Discipline, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70](http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm) - Student Petitions and Grievances, Section 4, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read [Policy 72](http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm) - Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>

Academic Integrity website (Arts): http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Academic Integrity Office (UW): <http://uwaterloo.ca/academicintegrity/>