

INDUSTRIAL / ORGANIZATIONAL PSYCHOLOGY

<i>Instructor:</i>	Richard Ennis
<i>Class Meetings:</i>	Monday, 6:30 - 9:20, DC 1351
<i>Office Hours:</i>	Monday, 1:00 - 2:30
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<i>Phone:</i>	888-4567 ext 35333
<i>Required Text:</i>	Johns, G. & Saks, A. M. (2008). <u>Organizational behaviour: Understanding and managing life at work</u> (7 th Ed.). Toronto: Pearson Education Canada.
<i>Course Website:</i>	http://uwace.uwaterloo.ca
<i>Teaching Assistants:</i>	To be announced

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>
Integrative Case 1	Sep 22	10%
Integrative Case 2	Oct 6	10%
Midterm Exam	Oct 20	30%
Integrative Case 3	Nov 24	10%
Final Exam	TBA	40%
Research participation		4% (bonus)

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

The exams will consist of multiple-choice, short-answer, and written questions. The multiple-choice items will primarily focus on textbook material while the short-answer and written items will require a synthesis of lecture and textbook material. The midterm exam will be held during class time (7:00-8:30 pm) on Monday, October 20 and will cover chapters 1 to 6 in the textbook and lecture material up to and including the class of October 6. The final exam will be 2 hours and will cover lecture material from the entire course and chapters 7 to 13 in the textbook. See the "Overview of Exams" for more details.

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 exam date is Friday, October 24, 9:00-10:30 am. 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.

COURSE SCHEDULE

Date	Topic	Readings
Sep 8	Introduction to I/O psychology	Chpt 1
Sep 15	Personality & Learning	Chpt 2
Sep 22	Perceptions, impressions, job satisfaction <i>Integrative Case 1 due</i>	Chpts 3 & 4
Sep 29	Motivation	Chpts 5 & 6
Oct 6	Motivation <i>Integrative Case 2 due</i>	Chpts 5 & 6
Oct 13	<i>Thanksgiving: No class</i>	
Oct 20	Midterm Exam 7:00-8:30 (see overview of exams)	
Oct 27	Group dynamics & Leadership	Chpt 7 & 9
Nov 3	Social influence & Communication	Chpt 8 & 10
Nov 10	Social influence & Communication	Chpt 8 & 10
Nov 17	Decision making	Chpt 11
Nov 24	Power & politics <i>Integrative Case 3 due</i>	Chpt 12
Dec 1	Conflict & stress	Chpt 13
<i>Final Exam Period: December 5 - 19</i>		

OVERVIEW OF EXAMS

TOPIC & READINGS	Midterm		Final	
	Multiple Choice	Written Questions	Multiple Choice	Written Questions
Introduction Chpt 1	2	?		?
Personality & Learning Chpt 2	3	?		?
Perceptions & Job Satisfaction Chpt 3 & 4	5	?		?
Motivation Chpt 5 & 6	5	?		?
Group Dynamics & Leadership Chpt 7 & 9			6	?
Social Influence & Communication Chpt 8 & 10			5	?
Decision Making Chpt 11			3	?
Power & Politics Chpt 12			3	?
Conflict & Stress Chpt 13			3	?
TOTAL ITEMS	15	3	20	4
VALUE OF EACH ITEM	1	5	1	5
TOTAL VALUE	15	15	20	20
DATE	Oct 20		Dec 5-19	
TIME	7:00 - 8:30		TBA	
DURATION	90 minutes		2 hours	

The deferred exam date is Friday, October 24, 9:00-10:30 am.

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 Ace Technology at the end of chapter 1 of the text (p. 33). Complete the case questions according to the following schedule:

<u>Date</u>	<u>Page(s)</u>	<u>Questions</u>	<u>Value</u>
Sep 22	33-36	2, 3, 4, 5	10%
Oct 6	222	1, 2, 3, 4, 6	10%
Nov 24	478	2, 3, 4, 5, 6	10%

Deadlines and Late Submissions

Each assignment is due at the start of class (i.e., 6:30 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 9 on a submission and it is two days late, then you will receive a grade of 7.

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 10%; and
- 3) professional presentation including format, grammar, and overall appearance.

Participation in Psychology Research: Guidelines for Psychology 338, Fall 2008

Experiential learning is considered an integral part of the undergraduate program in Psychology. Participation in research is one example of this. A number of undergraduate courses have been expanded to include opportunities for Psychology students to volunteer as research participants enabling them to learn first-hand about psychology research and related concepts. Many students report that participation in research is both an educational and interesting experience.

Student participants may earn up to 4 percentage points towards their final mark in Psychology 338 by participating in Social or IO Psychology studies conducted by students and faculty in the Department of Psychology. Participation is worth .5 participation credits (percentage points) for each half hour session. Researchers will record student's participation and will advise the course instructor of the total points earned by each student at the end of the term. Students who do not wish to participate in research may choose an alternative approach to earning the same number of points; this is explained below in "Alternative to participating in research".

Since experiential learning is highly valued in the Department of Psychology, students can earn a "bonus" of 4% by participating in these experiments (i.e., the maximum possible final grade is 104%).

Please note that all Psychology studies have undergone prior ethics review and clearance through the Office of Research Ethics.

Educational focus of participation in research

To maximize the educational benefits of participating in research, students will receive feedback information following their participation in each study detailing the following elements:

1. Purpose or objectives of the study
2. Dependent and independent variables
3. Expected results
4. References for at least two related research articles
5. Provisions to ensure confidentiality of data
6. Contact information of the researcher should the student have further questions about the study
7. Contact information for the Director of the Office of Research Ethics should the student wish to learn more about the general ethical issues surrounding research with human participants, or specific questions or concerns about the study in which sh/he participated.

How do I sign up?

Once you are registered in the course, you will get an account on SONA (our web-based Study Sign-Up system) at <http://uwaterloo.sona-systems.com> . User ID is your Quest ID (eg. j2smith), temporary password is your Student ID (eg 2001234). Log in to your account, read/acknowledge the ORE "Human Subjects/Privacy Policy" then complete a very brief (10 minute) "Prescreen" questionnaire to provide basic demographic info. You won't receive a credit for this and you may decline if you wish however *completing it will increase your eligibility for other studies*. Once you have completed (or declined) the Prescreen questionnaire you should

go to “My Profile” and enter your preferred (Alternate) email address. Then you can go to “Study Sign-Up” and select a Psych 338-eligible study that interests you and a day/time that fits your schedule. You’ll receive a confirmation email and a reminder the day before the study. Upon completion of the study you are granted your Study Credit and given feedback about the study hypothesis, design and predictions.

When should I sign up?

Right away, the sooner the better!!! The On-line study “Mass Testing Survey F08” (one full credit) will only be offered for a few weeks and you *should do this study as soon as possible*. Researchers often select participants based on their responses and doing this survey increases your eligibility for other studies. Note that you can only do this survey if you have completed the Prescreen questionnaire. Doing both Prescreen and Mass Testing Survey helps you (by providing more qualifying studies and it helps researchers (by identifying more qualified participants) so we would greatly appreciate it if you would do both.

Are there any restrictions to the studies I can sign up for?

Yes ... i) the study must be eligible for a credit in this class (as noted in the study description) ii) only 2 of your 4 credits can be for On-line studies and iii) you should try to spread your participation out over the term. The last day to participate for credit is December 1 but you can participate for pay until December 19.

Where can I get more information, instructions, help with login problems etc?

REG website: <http://www.arts.uwaterloo.ca/~regadmin/regparticipant>

REG Coordinator: regadmin@watarts.uwaterloo.ca

Alternative to participating in research

Students are not required to participate in research, and not all students wish to do so. As an alternative to participation in research, students may submit short reviews (1½ to 2 pages) of journal articles relevant to the course material. Each review article counts as one percentage point. You should contact your TA to get approval before writing the review. To receive credit, you must follow specific guidelines. The review must:

- θ **Be submitted before November 24. Late submissions will NOT be accepted under ANY circumstances.**
- θ **Be typed**
- θ **Fully identify the title, author(s), source and date of the article. A copy of the article must be attached.**
- θ **Identify the psychological concepts in the article and indicate the pages in the Myers textbook that are applicable. Critically evaluate the application or treatment of those concepts in the article. If inappropriate or incorrect, identify the error and its implications for the validity of the article. You may find, for example, misleading headings, faulty research procedures, alternative explanations that are ignored, failures to distinguish factual findings from opinions, faulty statements of cause-effect relations, errors in reasoning, etc. Provide examples whenever possible.**
- θ **Clearly evaluate the application or treatment of those concepts in the article.**
- θ **Keep a copy of your review in the unlikely event we misplace the original.**

Students may complete any combination of a) participation in research or b) article review up to a total of 4% points.

Additional Notes

Note 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.

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.

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 - Student Petitions and Grievances, Section 4, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

Discipline: A student is expected to know what constitutes academic integrity, 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 professor, 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 - Student Discipline, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.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 - Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>