

INDUSTRIAL / ORGANIZATIONAL PSYCHOLOGY

Instructor: Richard Ennis
Class Meetings: Tuesday & Thursday, 10:00 - 11:20, DC 1350
Office Hours: Thursday, 12:00 - 1:30 p.m.
Office: PAS 4037
e-mail: rennis@uwaterloo.ca
Phone: 519-888-4567 ext 35333

Required Text: Johns, G. & Saks, A. M. (2014). Organizational behaviour: Understanding and managing life at work (9th Ed.). Toronto: Pearson Education Canada.

Teaching Assistants: Noah Forrin n2forrin@uwaterloo.ca
Jane Klinger jklinger@uwaterloo.ca
Zhaleh Semnani-Azad zsemnani@uwaterloo.ca

Anti-requisites: AFM 280, MSCI 211, BUS 288W/388W, SCBUS 225 (You may not take Psych 338 if you have already taken any of these courses).

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 27	20%
Integrative Case 1	June 12	20%
Midterm Exam #2	June 24	20%
Integrative Case 2	Jul 17	20%
Midterm Exam #3	Jul 29	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 (10:00-10:45 am). On those dates, there will not be a lecture after the exam. The exams are not cumulative (i.e., each midterm will test material that was covered since the previous midterm).

Assignments: See "Integrative Case Study" on page 5 for complete details.

Research Participation: See “Research Experience Marks” on pages 7 and 8 for complete details. You may also refer to “Research Participation” in the Course Information menu.

Students requesting accommodation for course requirements (*assignments, midterm tests, final exams, etc.*) due to illness should do the following:

- seek medical treatment as soon as possible and obtain a completed uWaterloo Verification of Illness Form (VIF): <http://uwaterloo.ca/health-services/student-medical-clinic/services/verification-illness>
- submit that form to the instructor within 48 hours.
- (preferably) inform the instructor by the due date for the course requirement that you will be unable to meet the deadline and that documentation will be forthcoming.

In the case of a missed final exam, the instructor and student will negotiate an extension for the final exam which will typically be written as soon as possible, but no later than the next offering of the course.

In the case of a missed assignment deadline or midterm test, the instructor will either:

1. waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course, or
2. provide an extension.

In the case of bereavement, the instructor will provide similar accommodations to those for illness. Appropriate documentation to support the request will be required.

Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.

COURSE SCHEDULE

(Subject to Change)

Date	Topic	Readings
May 6 & 8	Introduction to I/O psychology	Chpt 1
May 13 & 15	Personality & Learning	Chpt 2
May 20 & 22	Perceptions, impressions, job satisfaction	Chpts 3 & 4
May 27	10:00-10:45: Midterm Exam #1 (Chpts 1, 2, 3, 4)	
May 29	Motivation	Chpts 5 & 6
June 3 & 5	Motivation	Chpts 5 & 6
June 10 & 12	Group dynamics & Leadership June 12: Integrative Case 1 due	Chpt 7 & 9
June 17 & 19	Group dynamics & Leadership	Chpt 7 & 9
June 24	10:00-10:45: Midterm Exam #2 (Chpts 5, 6, 7, 9)	
June 26 & July 3	Social influence & Culture	Chpt 8
July 8 & 10	Decision making	Chpt 11
July 15 & 17	Power & politics July 17: Integrative Case 2 due	Chpt 12
July 22 & 24	Conflict & stress	Chpt 13
July 29	10:00-10:45: Midterm Exam #3 (Chpts 8, 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 & Culture Chpt 8		12	
Decision Making Chpt 11		10	
Power & Politics Chpt 12		10	
Conflict & Stress Chpt 13			8

TOTAL ITEMS	40	40	40
VALUE OF EACH ITEM	1/2	1/2	1/2
TOTAL VALUE	20	20	20
DATE	May 27	Jun 24	Jul 29
TIME	10:00 am	10:00 am	10:00 am
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. 34). Complete the case questions according to the following schedule:

<u>Date</u>	<u>Page</u>	<u>Questions</u>	<u>Value</u>
Jun 9	225-226	3, 5, 7, 9	20%
Jul 7	489-490	4, 5, 6, 8	20%

Deadlines and Late Submissions

Each assignment is due at the start of class (i.e., 10:00 a.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 20%; and
- 3) professional presentation including format, grammar, and overall appearance.

Additional Notes

Cross-listed course:

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (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.

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.

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.

Other sources of information for students:

Academic Integrity website (Arts) Academic Integrity Office (uWaterloo)

Note for students with disabilities: The AccessAbility Services office, 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 AS office at the beginning of each academic term.

Research Experience Marks Information and Guidelines

Experiential learning is considered an integral part of the undergraduate program in Psychology. Research participation is one example of this, article review is another. A number of undergraduate courses have been expanded to include opportunities for Psychology students to earn grades while gaining research experience.

Since experiential learning is highly valued in the Department of Psychology, students may earn a **"bonus" grade of up to 4%** in this course through research experience. Course work will make up 100% of the final mark and a "bonus" of up to 4% may be earned and will be added to the final grade if/as needed to bring your final grade up to 100%.

The two options for earning research experience grades (participation in research and article review) are described below. Students may complete any combination of these options to earn research experience grades.

Option 1: Participation in Psychology Research

Research participation is coordinated by the Research Experiences Group (REG). Psychology students may volunteer as research participants in lab and/or online (web-based) studies conducted by students and faculty in the Department of Psychology. Participation enables students to learn first-hand about psychology research and related concepts. Many students report that participation in research is both an educational and interesting experience. Please be assured 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:

- Purpose or objectives of the study
- Dependent and independent variables
- Expected results
- References for at least two related research articles
- Provisions to ensure confidentiality of data
- Contact information of the researcher should the student have further questions about the study
- 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 s/he participated.

Participation in LAB studies is worth 0.5 participation credits (grade percentage points) for each 30-minutes of participation. Participation in ONLINE studies is worth .25 credits for each 15-minutes of participation. Researchers will record student's participation and will advise the course instructor of the total credits earned by each student at the end of the term.

How to participate?

Study scheduling, participation and grade assignment is managed using the SONA online system. All students enrolled in this course have been set up with a SONA account. You must get started early in the term.

[INSTRUCTIONS/DATES/DEADLINES: How to log in to Sona and sign up for studies](#)

*** Please do not ask the Course Instructor or REG Coordinator for information unless you have first thoroughly read the information provided on this website.***

More information about the REG program is available at:
[REG Participants' Homepage](#)

Option 2: Article Review as an alternative to participation in research

Students are not required to participate in research, and not all students wish to do so. As an alternative, students may opt to gain research experience by writing short reviews (1½ to 2 pages) of research articles relevant to the course. The course instructor will specify a suitable source of articles for this course (i.e., scientific journals, newspapers, magazines, other printed media). *You must contact your TA to get approval for the article you have chosen before writing the review.* Each review article counts as one percentage point. To receive credit, you must follow specific guidelines. The article review must:

- **Be submitted before the [last day of lectures](#). Late submissions will NOT be accepted under ANY circumstances.**
- Be typed
- Fully identify the title, author(s), source and date of the article. A copy of the article must be attached.
- Identify the psychological concepts in the article and indicate the pages in the 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.
- Clearly evaluate the application or treatment of those concepts in the article.
- Keep a copy of your review in the unlikely event we misplace the original.