PSY 404 501 – ORGANIZATIONAL PSYCHOLOGY
COURSE SYLLABUS: SPRING 2013

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   Mondays 3-4:30 McKinney
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COURSE INFORMATION

Materials – Text, Readings, Supplementary Readings


- Psychology (6th Edition)
- Stephen F. Davis & Joseph J. Palladino
- Pearson Education Inc.

Course Description

This course applies behavioral science knowledge to professional organizations. The goal of this course is to understand how businesses can be designed so that both efficiency and the quality of employee life are improved. Topics will include the history of Industrial/Organizational psychology, job analysis, psychological assessments, personnel decisions, training and development, organizational change, teamwork, motivation, leadership, and work stress and health.

This class will be a web-enhanced course – The assignments, exams, and some of the lectures for the course will be managed through the Texas A&M University-Commerce Learning Management System (LMS) eCollege.
COURSE REQUIREMENTS

Activities / Assessments

This course is made up of a series of assignments and assessments to assist you in achieving the course and module learning objectives. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc.

Online Class Discussions (4): 10 points each – Total 40 points (15% of total course grade)

Course Objective/Learning Outcome: The learner will understand and demonstrate the differences between rigorous, systematic thinking and uncritical thinking about social phenomena by examining issues and providing support for his/her position.

These online discussion topics will be added to the eCollege course shell on assigned Mondays and will remain open until the following Sunday. In order to encourage full class participation, students will be required to post at least 3 responses. The first of which must be posted by the first Wednesday following the discussion topic posting in order to give other students material to read and to post their feedbacks to. Starting on Thursday of the week discussion are due, students are required to return to the discussion forum and read other students’ initial postings to the topic and provide their feedbacks (at least 2). Discussion postings must be substantive and the student will not be given full credit, if it is apparent by the professor that students have not spent enough time or effort in writing the responses. For example, “I agree, you are absolutely right” does not constitute a substantive response. The initial response will be worth 5 points and each of the other 2 responses will be 2.5 points, making a total of 10 points for each class discussion topic (5 + 2.5 + 2.5 = 10). Students will not receive full points if all 3 postings are made on the same day.

Exams: 100 points each (60% of total course grade)

Course Objective/Learning Outcomes: The learner will demonstrate knowledge of the major concepts, models and issues of psychology, and an understanding of the methods social scientists use to explore social phenomena, such as observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, employment of mathematical analysis, and employment of interpretive analysis.

There will be a total of 4 closed book exams which will cover the required textbook readings and the content of the lectures. The Final Exam (Exam 4) will be given during the final exams week. Each exam, with the exception of the final, will only cover material since the previous exam. Students will have the opportunity to demonstrate mastery of the material by taking the first three exams and be exempt from having to take the fourth exam (Final Exam).

The exams are to be completed online during the dates posted and announced in the syllabus and class. Each exam is created from a question pool and each student will get a different set of 50 questions for each exam. The exams will be timed for 1 hour each and grades are made available to students following the submission of the exam. If you wish to review your answers, please make an appointment with the instructor to do so. If you lose Internet connectivity during the exam, log back in immediately and continue on with the exam. Save your answers often (every 5-10 minutes). If you experience any issues while taking the exam, you must contact the eCollege Helpdesk immediately so that your issue is documented with a helpdesk ticket number. Considerations regarding exam issues will be made by the instructor on an individual basis based on the documentation.
If a student chooses to take all 4 exams, the lowest exam grade will be dropped and replaced by the Final Exam grade. Exams may be rescheduled, without penalty, only when arrangements have been made in advance of the testing date. Students are expected to inform the instructor within the first week of class if they have conflicts with the exam dates. Make-ups will only be given in the case of verifiable medical or legal excuses. Verifiable means that written documentation is provided (e.g., signed doctors’ notes, court appearance tickets, and newspaper obituaries). The final decision concerning make-up exams rests with the instructor; I reserve the right to make the final decision on granting make-up exams. If no valid excuse (in the opinion of the professor) is presented the exam grade will be a zero.

Assessment Method: Multiple Choice

Article Review: 100 points total (15% of total course grade)

Course Objectives/Learning Outcome #3: The learner will demonstrate an understanding of the kinds of questions social scientists ask and how they go about answering these questions.

The purpose of the article review is to get students familiar with research and methodologies in social sciences in addition to becoming familiar with APA format when writing papers.

For this assignment students are required to find a Organizational Psychology related peer-reviewed, scientific journal article (newspaper or magazine articles are not acceptable) through the library website that interests you. Read the article and write a review about what you read. The journal article should not be more than 10 years old (2000 and newer).

The review must be in APA style format (An example is provided for in DocSharing of eCollege alongside a PowerPoint presentation that explains APA formatting). The reviews should be 2-4 pages in length not including the title page and references. Students are to cite the article that they reviewed in the reference section. No other citations are necessary. The following are subjects that need to be highlighted in the review:

What was the name of the article?
Who is (are) the author(s)?
When was the article published and by whom?
What was the article about?
What research methods were used in the research?
Who were the participants (Number/Gender/Setting/Duration of study?)
What was the research question for the study?
What were the findings?
What were the limitations to the study?
Did you think the study was done appropriately and what would you change about it?
What future question would you propose to continue the research?

Article review content will count for 75% of the paper grade
Professional presentation, grammar and spelling will count for 15% of the paper
APA format will count for 10% of the paper


**Attendance & Participation: 100 points total (10% of total course grade)**

Class attendance – No more than 2 absences (60 points)  
Class participation – Asking questions, commenting on issues, being visible in class (20 points)  
Online participation – Reading discussions, giving other students feedback and opinion (20 points)

**Extra Credit Opportunities:**

There will be a few extra credit opportunities during the semester (most in the form of research participation). Students may choose to participate in as many or as few as they choose. Once these opportunities have expired, there will not be any other extra credit opportunities given. Extra credit opportunities are considered those, which every person in the class has the same opportunity to participate in. They are not assigned to only 1 person, so that he or she may pass the class.

**Grading**

Grading in this class will include both points and percentages so that students can determine at any time in the class where they stand. The grade book will be available through eCollege and students may access it at anytime they wish.

Grades will be determined as follows:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Exams (4) Lowest grade dropped</td>
<td>60%</td>
</tr>
<tr>
<td>Article Review</td>
<td>15%</td>
</tr>
<tr>
<td>Discussions (4)</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Scale</th>
</tr>
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<tbody>
<tr>
<td>90-100</td>
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<tr>
<td>80-89</td>
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<tr>
<td>70-79</td>
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<tr>
<td>60-69</td>
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<tr>
<td>Below 60</td>
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**TECHNOLOGY REQUIREMENTS**

The following information has been provided to assist you in preparing to use technology in your web-enhanced course.

*The following technology is required to be successful in this course.*

*Internet connection – high speed recommended (not dial-up)*

*Word Processor (Microsoft Office Word – 2003 or 2007)*

*Access to University Library site*
Access to an Email

Additionally, the following hardware and software are necessary to use eCollege:

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, log in to eCollege, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

ACCESS AND NAVIGATION

Access and Log in Information

This course will be utilizing eCollege to enhance the learning experience, eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

COMMUNICATION AND SUPPORT

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Chat Support:** Click on ‘Live Support’ on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the ‘Help’ button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...).

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Policies

Attendance & Participation:
1. I consider class attendance and participation to be one of the most important, yet underrated elements of a student’s education. There are numerous elements that go into class participation:

   a. Good attendance (According to University rules, students may be dropped from the class for excessive unexcused absences. For this class that will be considered 4 unexcused absences.)
   b. Arriving to class on time and not packing up early.
   c. Somewhat frequent, and preferably intelligent, contributions to class discussion.
   d. Reading assigned work and course material (if any are assigned).
   e. Polite and civil interactions with all members of the class [“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct)].
   f. Turn off all cell phones and pagers. Students who fail to do so may be asked to leave the class.

Students are required to attend all class meetings or participate in online instruction, as offered by the instructor. Recovering missed lecture content or assignment information is the responsibility of the student. Office appointments will not be used to substitute for class attendance or online study. Fellow students may provide notes for recovery of missed information. Prior to class time, reading assignments must be completed and any other assignments must be submitted at the beginning of the class period. Participation in class activities, including discussion groups and in-class assignments, is a component of attendance. Failure to prepare and participate effectively will negatively impact the learning processes devised for the class. Ineffective participation on a consistent basis may result in instructor’s use of alternative instructional methods, such as pop-quizzes and reading reports, among others. “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment” (Student Guide Book, pp. 67-73).

**Lecture and readings:**
Material from course lectures will not always be found in your text. I plan on incorporating videos, class discussions and class activities into each lecture. Please note that all questions on the examinations will be taken from the text, as well as the classroom lectures, videos, and discussions. On average, you will be expected to read 1 chapter per week. It is advised that you do not wait until the night before the exam to start the reading material, that you stay on top of the readings, and you read the chapters before each class that has the corresponding lecture material.

If you would like to review an exam, come by my office during office hours or set up an appointment. If you are having problems in class, please come and talk to me immediately. I will be better able to help you if you come to me early. Please understand that you should not come to me at the end of the semester, unhappy with your grade, asking for a way to change it. Grades will not be changed.

**Late Assignments**
Assignments are due on specific dates, as assigned. Assignments will be accepted after the due date, however a 10 point deduction will be applied to assignments 1 day late, and an additional 5 points for each day thereafter. For example, if an assignment is due by 11:59 PM on Sunday in the drop box of eCollege and is not placed in the drop box until 12:15 AM on Monday, there will be a 10 point deduction; if the paper is turned in on Wednesday the paper will start to be graded with a grade of 80.
Withdrawal Policy

Every student has the right to drop the course without penalty until the drop-date. Students dropping the course during this period will be given a DP (drop while passing). A grade of DP is GPA neutral, but a grade of DF counts as an F on your transcript.

If you choose to stop attending class, you may be dropped from the course due to excessive absences. If you are not satisfied with your grade in the course and wish you to drop, it is YOUR responsibility to drop the course. Once a grade of DP or DF has been registered, I will not be able to change it.

A student may drop a course by logging into their myLEO account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the myLEO section of the Web page.

Student Conduct

All students are expected to conduct themselves in a professional manner at all times. You are adults and will be treated as such. Discriminatory, rude, and inappropriate language will not be tolerated in this class and students will be asked to leave or drop the class (these same rules apply for online discussions). If a student continues to act in the same manner during future classes, the instructor reserves the right to drop the student from the course.

Academic Integrity

Academic integrity is the pursuit of scholarly work free from fraud and deception and is an educational objective of this institution.

Texas A&M University-Commerce has explicit rules and regulations governing academic dishonesty and academic misconduct. As the University states, “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” These policies are stated in detail in the Student’s Guide Handbook. Each student is expected to read this document and abide by the contained policies. These university policies will be followed in this class. The minimum penalty for an act of academic dishonesty will be the assignment grade of 0 on the examination or homework assignment. The maximum penalty is expulsion from the University.

Texas A&M University-Commerce further does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

If you are unsure what constitutes plagiarism and how to avoid it. Visit the following websites:
http://www.plagiarism.org/
http://www.unc.edu/depts/wcweb/handouts/plagiarism.html
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

University Policies

Requests for Special Accommodations
Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. An individual instructor cannot decide to make accommodations for you without that Committee’s approval.

**ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**  
Texas A&M University-Commerce  
Gee Library 132  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
[StudentDisabilityServices@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)  
[Student Disability Resources & Services](#)
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14 (W1)</td>
<td></td>
<td>Class Introductions</td>
<td>Read Ch. 1</td>
</tr>
<tr>
<td>January 19 (W2)</td>
<td></td>
<td>MLK HOLIDAY NO CLASS</td>
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</tr>
<tr>
<td>January 28 (W3)</td>
<td>1</td>
<td>Chapter 1 – Introduction to I/O Psychology</td>
<td>Read Ch. 3</td>
</tr>
<tr>
<td>February 4 (W4)</td>
<td>3</td>
<td>Job Analysis</td>
<td>Read Ch. 4</td>
</tr>
<tr>
<td>February 11 (W5)</td>
<td>4</td>
<td>Performance Appraisal</td>
<td>Read Ch. 5</td>
</tr>
<tr>
<td>February 18 (Online) (W6)</td>
<td></td>
<td>Online Class Assignment No Face-to-face class</td>
<td>Discussion 1 Due</td>
</tr>
<tr>
<td>February 25 (W7)</td>
<td>5</td>
<td>Assessment Methods for Selection and Replacement</td>
<td>Review for Exam</td>
</tr>
<tr>
<td>March 4 (W8)</td>
<td>6</td>
<td>Selecting Employees</td>
<td>Read Ch. 7</td>
</tr>
<tr>
<td>March 11 (W9)</td>
<td></td>
<td>SPRING BREAK</td>
<td></td>
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<tr>
<td>March 18 (W10)</td>
<td>7</td>
<td>Training</td>
<td>Read Ch. 8</td>
</tr>
<tr>
<td>March 25 (W11)</td>
<td>8</td>
<td>Theories of Employee Motivation</td>
<td>Discussion 2 Due</td>
</tr>
<tr>
<td>April 1 (W12)</td>
<td>9</td>
<td>Feelings about Work</td>
<td>Read Ch. 9</td>
</tr>
<tr>
<td>April 8 (W13)</td>
<td>10</td>
<td>Productive and Counterproductive Employee Behavior</td>
<td>Discussion 3 Due</td>
</tr>
<tr>
<td>April 15 (W14)</td>
<td>11</td>
<td>Occupational Health Psychology</td>
<td>Read Ch. 13</td>
</tr>
<tr>
<td>April 22 (W15)</td>
<td>13</td>
<td>Leadership and Power in Organizations</td>
<td>Read Ch. 14</td>
</tr>
<tr>
<td>May 29(W16)</td>
<td>14</td>
<td>Organizational Development and Theory</td>
<td>Review for Exam</td>
</tr>
<tr>
<td>May 6 (W17)</td>
<td></td>
<td>FINALS WEEK – COMPREHENSIVE EXAM (IV)</td>
<td>Exam III (Ch. 10, 11, 13, 14)</td>
</tr>
</tbody>
</table>

Disclaimer: The instructor reserves the right to make changes to the schedule of the class. Any alterations will be announced in class, in eCollege or via email by the instructor. Students who do not attend class, check eCollege or their email assume responsibility for missing alterations to the course.