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**Organizational and Personnel  
Psychology**

Summer, 2014

Meets Tues 6 - 10:00 PM

In Til 230 & Online

Web site: <http://jraiello.webnode.com/>

Dr. John R. Aiello

Tillett 621, Tel: 848/445-2592

E-mail: [jraiello@rci.rutgers.edu](mailto:jraiello@rci.rutgers.edu)

Office Hrs: Tues. 5-6 & By Appointment

## Course Syllabus and Requirements

Required Text:

Riggio, R.E. (2013). *Introduction to Industrial/ Organizational Psychology, 6th edition*. Upper Saddle River, NJ: Pearson Prentice Hall.

Course Grading:

1/2 of your course grade will be determined by your performance on the 2 Quizzes (25 points each). The other 1/2 will be earned as a function of your individual and team reports and individual attendance/class participation/performance (50 points).

### Attendance/Class Participation:

Because this is a hybrid involvement learning course, lack of participation (including absence) deprives other students (especially those on your team) of your potential contributions. Points toward your final course grade will be awarded for each class period and outside meeting that you attend/participate with your group and for which you are prepared (1/2 the points if you are late or have to leave before the end of the Team meeting). The remaining portion of your grade will be generated by your active involvement in our sessions and your Team's presentations (especially the ones scheduled for 8/5).

### Optional Term Paper:

A typed paper of approximately 5-15 pages will be due in your drop box by **8/1**. The assignment will be to apply course concepts to the interactions of your team. Papers will be graded upon the ability to make **extensive** application of theories and concepts (i.e., to show how course concepts apply) to your group's interactions. Written instructions and guidance for writing the paper and keeping a journal are contained on our sakai site and will be further discussed in class. Keeping a course journal will greatly enhance your writing the paper. **Papers will not be accepted after 8/1.**

### Exams:

The quizzes will each consist of approximately 50 multiple choice questions drawn primarily from the textbook and my lectures/ our discussions.

### Bonus Points:

Bonus points toward the exams will be awarded as a result of your and your Team's activities and will be further described in class. There will be three types of bonus point assignments: Threaded Discussion Questions, Application Assignments, and individual/group opportunities. Threaded Discussion Questions will be posted on sakai following specific lectures. To get full credit for a TD Question you must answer the question posted for the week and

reply to the comments of **two other classmates** before the due date. The first TD (open 7/8) **is required**. The second type of bonus point activity is the Application Assignment. Application Assignments are questions that are meant to help you further apply course material to your group experience. To get full credit you must respond to the questions in paragraph form and directly relate the questions to your group/prior experience. TDs and Application Assignments will be due one week after they are assigned. The third type of bonus point assignment is individual/group opportunities. These will be presented and explained in class.

**Note:** While it is encouraged to include examples from outside of class for your application assignment, you **MUST** include examples from your class group work.

**Additional Note:**

Assignments are to be completed prior to coming to the sessions for which they are listed. Feel free to read ahead in the text. Power Points are available for all chapters on sakai. Also, I have recorded Voice over Power Point lectures covering Chs. 8, 9, 10, 12, & 15 that are available on sakai.

**Schedule:**

**July 8 Intro to I/O, Methods, Job Analysis** Team/Org. Dialoguing Chaps 1, 2, 3 Read : Assignment of Journal, Developing the Reflective Skills,& Tips for Writing the Paper

**July 15 Leadership, Group Processes** 2 Team Bonus Pt. Acts. Ch. 12, 13 and Read:Situational Leadership and Group Development  
Due: *Journal 1, Thr. Disc. 1, & App. Assmt. 1*  
Optional Bonus: *SIOP Site, I/O Article Reflection*

**July 22 Commun. At Work, Selection** Triad Commun. Act. Ch. 11, 4, 5  
Due: *J # 2, 50 Questions, Act. 12-1, Task 1*  
Optional Bonus: *App. Assmt. 2, P S Video (Aiello Clip), Read "Corner Office - Headhunting" and "How to get a job at Google"*

**Week of 7/22** Virtual Team Meeting Act. 4-2 & 4-4  
Due: *Act. 4-2, Task 1 and 4-4, Task 1*

**July 29 Quiz # 1, Motivation** Act.10-2 & 10-3,Act.10-2, Task 4 Pres. Read: Open Systems and Slade Plating Case, Ch. 6, 7, 8  
Due: *Chs. 1-5 & 11-13 for Quiz 1, Act. 10-2, Tasks 1 a-d & 3, Act. 10-3, Task 1, Js. 3 & 4, App. Assmt. 3*

**Week of July 29** Team meeting to prepare for Aug.5 major Presentation  
Due: *Act. 15-4, Task 1 a & b, Review your journal entries*  
Optional Bonus: *Optional Indiv. Paper (8/1)*

**Aug. 5 Team Presentations** Ch.9, 10, 15  
Due: *Js. 5 & 6, Pres. Outline & Power Points, Act. 15-4,*

**Schedule Continued:**

*Task 2, Act. 10-2, Task 3, Act 10-3, Task 2 & 3, Thr. Disc. 2*  
*Optional Bonus: Job Analysis Bonus Activity*

**Week of Aug. 5** Virtual Presentation Debriefing Meeting (including  
Act. 15-4, Task 2 "Feedback Session")

**Aug. 12** Final Course Feedback Team Meeting (Act. 15-5), **Quiz # 2**  
Due: *J # 7, Thr. Disc. 3, Virtual Debriefing Session Team*  
*Report, Ch. 6-10 & 15 for Quiz 2 (note Ch. 14 is not included).*