

Syllabus for **Organizational and Personnel Psychology** – Fall 2019

Psychology 01:830:373:03. Room 111, Pharmacy, Busch Campus

Class meeting times: Mondays and Thursdays, 12 –1:20 am

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Office hours: Walk-in hours: Tuesday mornings 10 am – 12 Noon, in my office, Room 227 Tillett Hall, other times by appointment.

TA: TBD

Please read the syllabus all the way to the end. It contains important information. Your continued enrollment in the course implies your understanding and acceptance of the syllabus. *Please note that three lectures will be delivered on-line* (see the syllabus for dates). That means that you do not have to attend class in the lecture hall on those days. You can listen to the lectures whenever you want; you can listen to these lectures more than once. Unlike our classes (which are 80 minutes long) the online lectures will be broken into several shorter segments.

The required text is *Industrial/Organizational Psychology: Understanding the Workplace* by Paul Levy, 5th Edition. Some outside readings will be posted. There are brief quizzes ON CANVAS for each topic that we cover. Your performance on these quizzes is PART OF YOUR GRADE. THE QUIZZES ON CANVAS ARE REQUIRED and there are deadlines associated with each quiz. Content in quizzes will be based on material that is in lecture OR is that is in the textbooks, or that is in the outside readings. Quiz and exam questions may be drawn from lecture, texts, and outside readings.

Required in-class quizzes. There will be in-class quizzes of 5 – 10 questions during all regularly scheduled classes, other than exams and online classes. Beginning September 23, these in-class quizzes count toward your grade. These require that you purchase the iClicker/REEF (also known as iClicker CLOUD) APP and download it to your phone, laptop, or tablet. *The physical iClicker devices WILL NOT WORK.* Prior to September 23, there will be in-class quizzes on the days that we meet, so that you can learn how to use the quiz App. These initial five quizzes will NOT count toward your grade, though they will appear in the App. At the end of the course, quizzes from the first three weeks will be omitted before I calculate your average.

If you want to do well in the course, it is important that you stay current with the readings and the quizzes.

There are three cumulative exams. Topic quizzes on Canvas should be completed as soon as we have covered a topic in class.

Exams	300 (0 – 100 points per exam)
Online quizzes	100 (this is based on your average percent correct, after the two lowest scores are dropped.)
In-class quizzes	100 (this is based on your average percent of available point earned, after the lowest four scores are dropped)

The schedule of classes and topics covered is appended to this syllabus.

Are there extra credit opportunities? Sometimes researchers (undergraduates, graduate students or faculty members) need to recruit subjects and I will grant **up to 10** points of extra credit for participating in research (no more than 5 points per study). **What if no one needs research subjects or I do not want to be a research subject?** If you are comfortable with public speaking, prepare a brief (5 slides max) presentation on a very recent journal article about some aspect of Organizational or Personnel Psychology. If you are very creative, shoot a short video about a recent research finding. Schedule with me to share your work with the class. OR Write a 5 page paper, based on three recent journal articles relevant to our course.

Grading standards may be lowered (curved) or exam scores may be curved, but the grading standards will not be made more difficult.

A = 450 or above

B = 400 – 449 (yes, I do give B+ grades, at the midpoint)

C = 350 – 399 (yes, I do give C+ grades, at the midpoint. I hope no one earns below a C)

Academic integrity: Sanctions for cheating in any form can result in failing the course or, for more severe violations, temporary or permanent separation from the university. Familiarize yourself with the university's policies on academic integrity by visiting the following website <http://academicintegrity.rutgers.edu/> and reading the material for students. I take violations of the academic integrity policies very seriously and have taken action and will take action against students who violate the policies. Keep in mind that cheating on an exam or a paper can completely derail your future plans and ambitions. A history of an academic integrity violation will keep you out of law school, medical school and most graduate programs.

If you are preparing a presentation for extra credit: Consult Don't Plagiarize: Document Your Research! For tips about how to take notes so that you don't plagiarize by accident.

http://www.libraries.rutgers.edu/avoid_plagiarism

<http://academicintegrity.rutgers.edu/resources-for-students>

Behavior in class: As adults, all students are expected to behave in a manner that is conducive to learning. However, should your behavior be perceived by me to be disruptive to fellow students in the class, I will ask you to leave the classroom, and if this occurs again, then you or any disruptive student may be judged unable to successfully complete the course with a passing grade. Your cell phone ringer should be set to vibrate, you should not be texting in class, and if you are using a laptop or tablet, it should be to take notes. You should not be having off-topic discussions with other students during class, playing games or watching videos. Really. Students who play games or watch videos distract the students who are sitting near them, reducing those other students' ability to pay attention and learn.

Attendance and Absences: Absences for religious observances and participation in university-sponsored events (such as varsity athletics or performance in a university-sponsored ensemble) will be excused and, if you have missed work because of such an absence, you will be permitted to make up missed work. Otherwise, you are expected to attend all classes unless you are ill. However, there are no explicit penalties for lack of attendance. You will not be excused from quizzes or exams that you miss without a valid excuse. If you are seriously ill or injured and miss two or more weeks of classes, you should notify your dean because that is likely to affect your grades and possibly your academic standing.

The university has implemented a system for student self-reporting of incidental absences. If you are going to be absent or have been absent, some professors expect you to report that through the system. I don't. A link to the Student Self-Reporting of Absences system is posted below. **I do not read these, but am required to include this information on the syllabus.**

<https://sims.rutgers.edu/ssra/>

Grades: I do not change grades unless a computational error has been made. Begging, crying, attempted bribes (really, students have tried that!) will not work. If you need a certain average to stay in the honors program, to keep a scholarship or financial aid, to make it into OCS, or just to keep your parents from nagging you, read any assignments **before** class every week, attend class regularly, participate, take the quizzes on time, and review frequently by testing your memory for the material. Elaborative encoding, elaborative rehearsal, and distributed review of course material will lead to greatly improved retention of the material and decent grades in this and almost every course.

Missed exams and conflicts: If you miss an exam, in general you get a zero. Don't miss exams. **BE ON TIME FOR EXAMS.** If you have an unavoidable conflict, for a religious observance, participation in a university-sponsored event, or a scheduled medical procedure, **let me know ahead of time.** In the case of extraordinary circumstances (hospitalization, death in the family) you will have to produce documentation; with acceptable documentation, we can make arrangements for a makeup. Many students claim that a

grandparent has died around the time of an exam. You will need to produce a legitimate obituary that lists you as a surviving grandchild in order for this excuse to be accepted.

Week	Day	Dates	Topics in <i>Organizational and Personnel Psychology</i> Room 111 Pharmacy, 12 – 1:20 MTh
1	Th	9/5/19	Chapters 1 and 2
2	M	9/9/19	Chapter 3 Job Analysis
2	Th	9/12/19	Ch 3 continued
3	M	9/16/19	Chapter 4 Criterion Measurement
3	Th	9/19/19	Ch 4 continued
4	M	9/23/19	Chapter 5 Performance Appraisal
4	Th	9/26/19	Ch 5 continued
5	M	9/30/19	Online lecture. Chapter 6 Predictors Class will not meet
5	Th	10/3/19	Ch 6 continued
6	M	10/7/19	Review Chapters 1 - 6
6	Th	10/10/19	Exam 1 Chapters 1 - 6
7	M	10/14/19	Online lecture. Chap. 7 Selection Decisions and Personnel Law - Class will not meet
7	Th	10/17/19	Ch 7 continued
8	M	10/21/19	Online lecture. Chapter 8 Training and Development - Class will not meet
8	Th	10/24/19	Ch 8 continued
9	M	10/28/19	Chapter 9 Motivation
9	Th	10/31/19	Ch 9 continued
10	M	11/4/19	Chapter 10 Job Attitudes: Antecedents and Consequences
10	Th	11/7/19	Ch 10 continued, Review
11	M	11/11/19	Exam 2, Chapters 1 – 10 (emphasis on 7 – 10)
11	Th	11/14/19	Chapter 11 Stress and Worker Well-Being
12	M	11/18/19	Chapter 11 continued
12	Th	11/21/19	Chapter 12 Group Processes and Work Teams
13	M	11/25/19	Chapter 13 Leadership
13	TUESDAY	11/26/19	CLASS MEETS; DESIGNATED AS THURSDAY
14	M	12/2/19	Chapter 13 continued
4	Th	12/5/19	Chapter 14 Organizational Theory and Development
15	M	12/9/19	Ch 14 continued Last Day of Class
15	Th	12/12/19	Other exams, study, sleep!

Special arrangements: If you are entitled to extended testing time or other testing accommodations, provide me with the documentation from the Office of Disability Services, and I will work with them to arrange alternate administration of your exams and online quizzes. Identify yourself early in the term. If you wait until just before an exam, there may be a considerable delay.

If things go horribly wrong in this course, other courses, or your life: the University has many resources to help you. The faculty and staff want you to thrive at the University and to succeed academically and socially. Ask for help as soon as you realize there is a problem. If you don't know what resources are available, I will refer you. It is important that you let your dean know if a serious problem arises – if a family member becomes critically ill, if you experience any serious health crisis, if you are the victim of a crime.... These stressors can affect your performance. Your dean will respect your confidentiality and contact your professors to ask for accommodations.

If you are a freshman or a transfer student: the transition to life at a large university is difficult for many students. You are not alone and there are resources to help you. Some of these are listed on the next page.

Student-Wellness Services:

[Just In Case Web App](#)

<http://codu.co/cee05e>

Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD.

Counseling, ADAP & Psychiatric Services (CAPS)

(848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901/ www.rhscaps.rutgers.edu/

CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professionals within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include: individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

Violence Prevention & Victim Assistance (VPVA)

(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 / www.vpva.rutgers.edu/

The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

Disability Services

(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue, Piscataway, NJ 08854 / <https://ods.rutgers.edu/>

The Office of Disability Services works with students with a documented disability to determine the eligibility of reasonable accommodations, facilitates and coordinates those accommodations when applicable, and lastly engages with the Rutgers community at large to provide and connect students to appropriate resources.

Scarlet Listeners

(732) 247-5555 / <http://www.scarletlisteners.com/>

Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space.

