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Organizational and Personnel
Psychology
Fall, 2021
Meets Tu & Th 1:00-2:20
via zoom

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Course Syllabus and Requirements

Required Text:

Riggio, R.E. (2018). *Introduction to Industrial/ Organizational Psychology. 7th edition*. Upper Saddle River, NJ: Pearson Prentice Hall. ISB 978-1-138-65532-4

Course Grading:

60% of your course grade will be determined by your performance on the 3 Quizzes (20 points each).
The other 40% will be earned as a function of your individual and team reports and individual class participation/performance (40 points).

Class Participation:

Because this is an 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 participate with your group and for which you are prepared. You will learn how to be an effective (virtual) Team member. The remaining portion of your grade will be generated by your active involvement in our sessions and your Team's presentations.

Optional Term Paper:

A typed paper of approximately 5-15 pages will be due in your drop box by **11/12**. **3** points above and beyond the 100% of course will be available for this assignment. 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 11/12.**

Quizzes:

Because of class size, the quizzes will each consist of approximately 50 multiple choice questions drawn primarily from the textbook and my lectures/ our discussions (see our sakai site for sample questions).

Bonus Points:

Bonus points toward the quizzes will be awarded as a result of your and your Team's activities and will be further described in class.

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.

<u>Session</u>	<u>Topic</u>	<u>Assignment</u>
Th 9/2	Overview of Syllabus, Sakai Site, ---- Zoom, Intro to I/O Psych; Getting <u>acquainted</u>	
T 9/7	Intro and Overview continued	

Th 9/9	Methods of I/O; Review "Assmt of Journal" & Present and Future of I/O Psych	Ch. 1, 2; Review www.SIOP.org ; "Devel. Reflective Skills"	Roots of I/O;
T 9/14	Activity 2-1 Org. Dialoguing <u>Team assignment</u>	Ch. 1; Personal Space video; Harpers Magazine article	
Th 9/16	Activity 1-2 and Activity 2-3	Prepare Act. 1-2, Task 1 ;	Group 2-3 Report;
T 9/21	Leadership	Ch. 13; Prepare Sit.Leadership <i>In sakai Resources</i> ;	
Th 9/23	Group Process	Read Group Development in Sakai Resources	
T 9/28	Group/Team Processes	(Online lecture to be viewed In place of class) ; Read Ch. 12;	
Th 9/30	Job Analysis; Communication Ch. 11	Ch. 3; Corner Office Reading;	
Tu 10/5	Communication: Act. 12-1	Ch. 11; Prepare Act. 12-1 , Task 1; 50 questions ; Bring notes to class. "Most inappropriate" Review for Quiz # 1	
Th 10/7	Quiz #1	Ch.1,2,3,11,12,& 13, Sit.L, Group Dev.,Corner Office,Sun- day(Goog),Most Inap.,Pers. Sp. video (emphasized)	
T 10/12	Employee Screening and Selection Indiv. Difs.& Assessment	Ch.4 & 5; Complete 5 Factor Scale (bring to class) http://www.personal.psu.edu/j5j/IPIP	
Th 10/14	Selection; Evaluating Perform.	Ch. 6; "Harpers article"	
T 10/19	Training & Development	Ch. 7; View "Divided Class" at: http://www.pbs.org/wgbh/pages/frontline/shows/divided/ .	
Th 10/21	Activity 4-4	Prepare Act. 4-4, Task 1	
T 10/26	Motivation	Ch. 8; Read Open Systems ; (online lecture on sakai to be viewed before 10/26)	
Th 10/28	Motiv.; Review for Quiz # 2		
	<u>Session</u>	<u>Topic</u>	<u>Assignment</u>
T 11/2	Quiz #2	Ch. 4, 5, 6, 7, & 8,	"Class Divided," 5 Factor, Open Sys., Harpers article,

(emphasized).

- Th 11/4 Positive and Negative Employee Attitudes; Job Satisfaction, Stress (Psych of Technology) Ch. 9 & 10; Read, watch (online recorded lectures on Sakai to be viewed before next class)
- T 11/9 **Karen Leary** Role Play Read **Karen Leary Case**, Prepare Case Notes
- Th 11/11 Perception: Team Activity (**Dan Dunwoody**), **Act. 11-1**; Influence, Power & Politics Prepare **Act. 11-1**, Task 1; Ch. 14; (online lecture to be viewed before class) **Begin prep. for Presentation**
- T 11/16 Org. Structure, Culture, and Develop.; Review for Quiz # 3 Ch. 15 (online lecture to be viewed before class)
- Th 11/18 **Quiz #3** **Ch. 9, 10, 14, & 15, Leary and Dunwoody Cases, Perception (emphasized)**
- T 11/23 **Activity 15-4** (Team Meeting for Pres.) Prepare **Act. 15-4, Task 1** and **Team Presentation**
Read **Tips for Successful Pres.**
- Team Meeting Preparation Rehearse, rehearse, rehearse
Continued during this week
Arrange outside meeting!!
- Th 11/25 **Have a Great Thanksgiving!** Yum!
- T 11/30 1) Team Presentations Teams 1, 2, & 3 **All Teams must submit Act. 15-4 (Team Climate Attribute Scale), Overview, & Overheads/Slides by 11/29**
- Th 12/2 2) Team Presentations Teams 4, 5, & 6
- T 12/7 Presentation **Debriefing And Feedback** Session Conduct Act. 15-4, Task Feedback session and discuss what improvements would have enhanced your Team Presentation?
- Th 12/9 **Future of Work, Careers, and the field of I/O Psychology** Meeting. There is no Final Exam. Final Class

Additional notes and resources:

Academic Integrity Policy:

<http://academicintegrity.rutgers.edu/academic-integrity-policy/>

Violations include: cheating, fabrication, plagiarism, denying others access to information or material, and facilitating violations of academic integrity. aid on (this) (exam, submission, paper).

The Sakai honor pledge check box:

Honor Pledge: I have neither given nor received aid on this Assignment/Exam.

(You must respond to submit your assignment.)

Self-Reporting Absence Application:

Students are expected to attend all classes; if you expect to miss one or two classes, please use the University absence reporting website <https://sims.rutgers.edu/ssra/> to indicate the date and reason for your absence. An email is automatically sent to me.

Please note: **My policy** for missed Team meetings is that no participation credits are earned. If, however, you send your assignment submission to me and your Teammates **prior** to the meeting, half credit will be provided. Under extraordinary circumstances (documenting required), advance permission may allow a quiz to be taken prior to the next class period.

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 professional 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 RUSA (The Rutgers University Student Assembly urges that this information be included at the end of every syllabus)

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/>

Rutgers University welcomes **students with disabilities** into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation:

<https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.