SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
PSYC 320-WS1 – Introduction to Industrial/Organizational Psychology
Course Syllabus – Winter 2022

COURSE INFORMATION

Course Number:	PSYC 320-WS1
Credit Hours:	3 credit hours
Class Meeting Dates:	12/19/2022—1/8/2023
Class Meeting Times:	Online Asynchronous on Blackboard
Instructor:	Amy Quarton, M.A.
Office Hours:	Wednesdays from 10 AM to 11 AM and M-F by appointment
Office Location:	Zoom
E-mail:	aquarto@siue.edu
Prerequisites:	Undergraduate level PSYC 111 Minimum Grade of D
Required Textbook:	*Work in the 21st Century: An Introduction to Industrial and Organizational Psychology* (4th Edition) by Landy and Conte (2013)

COURSE DESCRIPTION

Industrial-organizational (I-O) psychology is the scientific study of the workplace. Psychological knowledge and methodology are used to study relevant business issues including but not limited to employee and organizational assessment, selection, training, performance, development, behavior, satisfaction, leadership, and work-life balance. I/O psychology utilizes scientific rigor to maximize the economic and psychological well-being of employees and their organizations. This course combines lecture and hands-on experiences to gain a sophisticated understanding of the theories and research that guide I/O practice, and practical knowledge of how I/O activities are conducted. This course concentrates heavily on the science and practice of I/O for human resource activities, but some time will be devoted to issues of organizational psychology.

COURSE LEARNING OUTCOMES

When you have completed this course, you should be able to do the following:
1. Identify the type of work performed by industrial/organizational psychologists.
2. Interpret foundational knowledge on major theories, principles, and practices of I/O psychology.
3. Utilize the principles of I/O psychology to understand your organizational experiences.
4. Critically assess the social and legal contexts for all personnel decisions.
5. Interpret and apply knowledge on stress management, employee well-being, work/family conflict, and environmental influences on workplace psychological health.
6. Demonstrate improvement of critical and reflective thinking skills.
7. Effectively communicate your ideas using peer-reviewed evidence.

REQUIRED TEXTBOOK

Landy, F. J., & Conte, J. M. (2013). *Work in the 21st Century: An Introduction to Industrial and Organizational Psychology* (4th Ed.). Hoboken, New Jersey: John Wiley & Sons, Inc.

Undergraduate students can rent textbooks from SIUE. Please visit the Textbook Services website for more information. Look for this option: *"Off-Campus Classes have special instructions, click here for these."* Note that it may take up to 2 weeks to ship the textbook to your address.

REQUIRED TECHNOLOGY

Students in an online course need access to:
- A computer with internet access and an updated internet browser,
- Their SIUE e-mail and Blackboard accounts,
- Microsoft Office 365 (Word and PowerPoint), and
- Zoom video conferencing technology.

Students in an online course should be able to:
- Use a word processor to compose assignments and communicate with others in class,
- Attach files to emails or course areas, and
- Navigate websites and course materials.

POINT SYSTEM FOR LEARNING ASSIGNMENTS

Your final letter grade will be determined by the following assignments.

Learning Assignments	Course Outcomes	Points	% of Final Grade
1. Class Discussions (10 @ 20 points each)	1-6	200	40.8
2. Quizzes (14 @ 10 points each)	1-6	140	28.6
3. Project	1-6	150	30.6
3a. Part 1		*50*	
3b. Part 2		*50*	
3c. Part 3		*50*	
TOTAL POINTS		**490**	**100**

OVERVIEW OF LEARNING ASSIGNMENTS

Discussions
Throughout this 3-week course, you will participate in 10 of the 11 available discussions. These discussions require you to incorporate course content, think critically about the content, and

consider alternative viewpoints and explanations. They will also help you stay connected to your peers and the instructor in an asynchronous course like this one. For each discussion, post your initial response and comment on at least two of your classmates' posts before 11:59 PM CST on the due date listed in the Course Calendar. The initial post should demonstrate your understanding of essential concepts and your ability to apply them correctly to real-life experiences. Your peer comments and any replies should also demonstrate your group facilitation skills. For detailed instructions, see the "About this Course" page on Blackboard.

Quizzes

After reading each of the assigned chapters and reviewing the lecture material, you will take an online quiz to assesses your understanding of the material. Each quiz contains 10 multiple-choice and true/false questions. You will have 60 minutes to complete each quiz, and you must complete the quiz once you start it. After the timer ends, your answers will be submitted automatically. Complete each quiz before 11:59 PM CST on the due date listed in the Course Calendar.

Project

This project requires you to apply your newly formed knowledge of I/O psychology by independently completing a project in 3 parts. Each part provides an opportunity for you to gain knowledge and develop skills that are relevant to the work of an I/O psychologist, including problem identification and analysis, review of the literature, and evaluation. For detailed instructions, see the "About this Course" page on Blackboard.

- **Part 1** will involve describing an organization and clearly **defining** a problem within the organization.
- **Part 2** will consist of you **researching** the problem and how it has been examined and addressed in the past.
- **Part 3** will focus on the **design** of a half-day training program intended to correct the problem, informed from your review of the literature, and the **evaluation** of your training program's effectiveness.

GRADING DISTRIBUTION

Grade		%	Points	Description
A	=	90—100	441.0—490.0	Excellent
B	=	80—89	392.0—440.9	Good
C	=	70—79	343.0—391.9	Satisfactory
D	=	60—69	294.0—342.9	Poor
F	=	0—59	0—293.9	Failure

COURSE EXPECTATIONS

- **Invest** an adequate amount of time. According to the university, you should spend 2 hours *outside* of class for every 1 hour *in* class (http://www.siue.edu/policies/1i4.shtml). Each week, you would normally spend 2.5 hours in class, which means that you would need to invest at least 5 hours outside of class for a total of 7.5 hours each week. Because 1 week equals 1 day in this 3-week course, this means 7.5 hours each DAY.
- **Check** your university e-mail and Blackboard several times each week. Look for new announcements and feedback on your assignments.
- **Be authentic** and submit your own work. If you reference external sources, cite them using the guidelines published by the American Psychological Association (APA) and provide a list of references at the end of your response, report, or post.
- **Contact me** if you have any questions. You can e-mail me, visit me during my office hours via Zoom, or message me through the "Course Questions" discussion board.
- **Contact help@siue.edu** with your questions related to Blackboard and other technical difficulties. If technical problems prevent you from accessing course materials or submitting assignments, let your instructor know.

EXPECTATIONS FOR ONLINE BEHAVIOR

- **Reflect** before you post an emotional response and reread what you have written to be sure it is professional. Communicate as if your comments are printed in a newspaper.
- **Communicate** effectively. Do not use all caps or multiple punctuation marks (!!!, ???, etc.). Be sure to define or explain acronyms, jargon, or uncommon terms so everyone can understand and participate in the discussion.
- **Foster** community. Share your ideas and contribute to ongoing discussions. Make comments that add to, not detract from, a positive learning environment for the course.
- **Be positive**. Challenge ideas and the course content but do so in positive ways. It's fine to disagree, but when done politely you stimulate and encourage helpful discussion, and you maintain positive relationships with fellow students.
- **Focus** on the topic. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, start a new thread.

GRADING POLICIES

To complete the course assessments, follow the policies outlined below.
- Grades will not be curved or rounded. You begin the course with zero points and earn every point to reach your goal.
- Submit all assignments on Blackboard. The instructor cannot accept assignments submitted through email.
- Submit your assignments before 11:59 PM CST on the due date listed in the calendar.
  - With an approved extension, you will forfeit 25% of the total possible points *each* day the assignment is late. Extensions can only be granted *before* the due date.

- o   Without an approved extension, the instructor will not accept late work.
  - o   No assignments will be accepted after the course ends.
- Adhere to SIUE's Student Code of Conduct as outlined at https://www.siue.edu/policies/3c1.shtml.
- Submissions that contain plagiarized material will receive a zero, and those that include an abundance of spelling and grammatical errors will be graded down.
- Discuss any grading discrepancies via e-mail within 48 hours of receiving your grade on the assignment. Outline why and how your work warrants a better grade. Keep in mind, however, that a petition does not guarantee point adjustments.

COURSE CONTENT AND CALENDAR

The table below includes a tentative course schedule. The instructor reserves to right to alter it to improve the quality of learning or to accommodate unforeseen events. The instructor will announce any changes to the calendar via e-mail and Blackboard announcements.

Day	Dates	Topic	Tasks for the Week
1	12/19	Overview of Industrial and Organizational Psychology	• Review "About This Course" page • Read Chapter 1 • Review Lecture 1 slides and videos • Post and Comment on Discussion Board 1 • Submit Quiz 1
2	12/20	Methods and Statistics	• Read Chapter 2 • Review Lecture 2 slides and videos • Post and Comment on Discussion Board 2 • Submit Quiz 2
3	12/21	Individual Differences and Assessment	• Read Chapter 3 • Review Lecture 3 slides and videos • Post and Comment on Discussion Board 3 • Submit Quiz 3
4 & 5	12/22 & 12/23	Job Analysis and Job Performance	• Read Chapter 4 • Review Lecture 4 slides and videos • Submit Quiz 4 • **Submit Part 1 of Project**
6	12/26	Performance Measurement	• Read Chapter 5 • Review Lecture 5 slides and videos • Post and Comment on Discussion Board 4 • Submit Quiz 5
7	12/27	Staffing Decisions	• Read Chapter 6 • Review Lecture 6 slides and videos • Post and Comment on Discussion Board 5 • Submit Quiz 6

8	12/28	Training and Development	• Read Chapter 7 • Review Lecture 7 slides and videos • Post and Comment on Discussion Board 6 • Submit Quiz 7
9 & 10	12/29 & 12/30	Motivation	• Read Chapter 8 • Review Lecture 8 slides and videos • Submit Quiz 8 • **Submit Part 2 of Project**
11	1/2	Work Attitudes and Emotions	• Read Chapter 9 • Review Lecture 9 slides and videos • Post and Comment on Discussion Board 7 • Submit Quiz 9
12	1/3	Job Stress	• Read Chapter 10 • Review Lecture 10 slides and videos • Post and Comment on Discussion Board 8 • Submit Quiz 10
13	1/4	Workplace Diversity	• Read Chapter 11 • Review Lecture 11 slides and videos • Post and Comment on Discussion Board 9 • Submit Quiz 11
14	1/5	Teams	• Read Chapter 13 • Read Page & Donelan's (2003) Team-Building Tools for Students • Review Lecture 12 slides and videos • Post and Comment on Discussion Board 10 • Submit Quiz 12
15	1/6	Leadership	• Read Chapter 12 • Review Lecture 13 slides and videos • Submit Quiz 13
16	1/7	Organizations	• Read Chapter 14 • Review Lecture 14 slides and videos • Submit Quiz 14 • **Submit Part 3 of Project**

COURSE RESOURCES

Use the following websites to help you format your assignments in this course using APA style.

- List of APA style topics: https://apastyle.apa.org/style-grammar-guidelines
- Student sample paper: https://apastyle.apa.org/style-grammar-guidelines/paper-format/student-paper.docx
- Annotated student sample paper: https://apastyle.apa.org/style-grammar-guidelines/paper-format/student-annotated.pdf

- Purdue University's self-help tool:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

PSYCHOLOGY DEPARTMENT POLICIES

The Psychology Department's Policy on Plagiarism
Plagiarism includes presenting someone else's words without quotation marks (even if you cite the source), presenting someone else's ideas without citing that source, or presenting one's own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (http://www.siue.edu/policies/3c2.shtml). University policy states that "Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost." (http://www.siue.edu/policies/1i6.shtml). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To ensure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at http://www.siue.edu/education/psychology/plagiarism.shtml.

Services for Students Needing Accommodations
It is the policy and practice of Southern Illinois University Edwardsville to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content or the use of non-captioned videos—please contact Accessible Campus Community and Equitable Student Support (ACCESS) as soon as possible. In order to properly determine reasonable accommodations, students must register with ACCESS either online at siue.edu/access or in person in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling 618-650-3726. If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

The Psychology Department's Policy on Incomplete Grades
It is the student's responsibility to officially withdraw from a course by the dates set by the University if the student is not intending to complete the course. Students who do not withdraw and have not completed the course will receive an F. Only under special circumstances a faculty member may agree to give a student an Incomplete (INC) grade in

order to allow the student to complete the remaining work for the course no later than the end of the following semester. An INC is never automatic but must be approved by the professor. If a professor agrees to give a student an INC grade, the professor and the student will fill out a form (Memorandum of Incomplete Grade) indicating why an INC is being given. One copy of the completed form will be given to the student, one copy will be given to the professor, and the Department of Psychology secretary will keep one copy. If the work is not completed by the time specified on the Memorandum of Incomplete Grade form, the grade will be changed from INC to F.

The Psychology Department's Writing Policy
As a student in this course, you will be expected to display university-level writing, which includes completing course assignments that meet the following basic writing criteria. Specifically, all written assignments completed for this course should include:
- clear transitions from sentence to sentence and idea to idea (e.g., paper is organized/flows well);
- verb tense consistency;
- clear and unambiguous sentences and ideas;
- writing that is free of typos, spelling errors, and major grammatical errors;
- properly formatted citations and references (if relevant).

This is by no means an exhaustive list of basic writing skills, but it will give you an idea of what we are looking for in our papers. If you feel you need help with your writing, you are encouraged to seek assistance from the writing center on campus (http://www.siue.edu/is/writing) or utilize one of the many online resources they have identified to help students (http://www.siue.edu/is/writing/resources.shtml). If your graded written assignments fail to meet the basic writing requirements listed above (and any others found to be appropriate by your instructor), the instructor will stop the grading process and return the paper to you (see below for the specific policy for this class). The penalty for unacceptable writing in this class is as follows: You will have one week to revise and resubmit your paper through Blackboard, and you will lose 10 points from the final grade.

SIUE Statement on Diversity
All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.

SIUE Nondiscrimination Policy
Southern Illinois University Edwardsville (SIUE) is a public comprehensive University committed to creating and maintaining a diverse community in which students, faculty, and staff can learn and work together in an environment free of discrimination and free from any form of illegal harassment. Such actions violate the dignity of the individual and the integrity of the University as an institution of learning. SIUE prohibits discrimination against employees, applicants for

employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status. Discrimination in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination.

SIUE Psychology Department Twitter
By following our department's Twitter page (@SIUEpsychology) you will be able to get announcements, find out what is happening in the department, and learn more about recent psychology news. Also, this is also a great way to stay connected with the Department of Psychology after you graduate from SIUE.

Other Resources
- Lovejoy Library
  - 618-650-4636
  - http://www.siue.edu/lovejoylibrary/
- Computer Labs
  - http://www.siue.edu/its/labsclassrooms/
- Technology Support
  - Lovejoy Library Room 0005
  - 618-650-5500
  - help@siue.edu
- Writing Center
  - MUC –Student Success Center 1254
  - 618-650-2045
  - http://www.siue.edu/lss/writing/index.shtml

COVID-19 PANDEMIC POLICIES RELATED TO CLASSROOM INSTRUCTION

Health and Safety
The measures outlined below are required and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University's *Student Code of Conduct*.
The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here: https://www.siue.edu/policies/Covid.shtml

Classrooms, Labs, Studios, and Other Academic Spaces
While in the classroom, lab, studio, or other academic spaces, students (regardless of vaccination status) shall wear face coverings that fully cover the nose and mouth and practice physical distancing measures to the extent practicable based on the specific classroom capacity and pedagogy. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face covering will be reminded of their obligation to comply with SIUE's *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and myaccess@siue.edu).

General Health Measures
At all times, students should engage in recommended health and safety measures, which include:
- Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842. More information on reporting procedures is available here.
- Frequent washing or disinfecting of hands.
- Physical distancing.
- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain physical distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.
- If present, adhere to directional signs and traffic flow patterns in buildings and offices. In many spaces, doors for entering and exiting buildings are designated.

Academic Integrity
Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: https://www.siue.edu/policies/3c2.shtml.

Recordings of Class Content
Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness or quarantine. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: https://www.siue.edu/policies/3c1.shtml.

Potential for Changes in Course Schedule or Modality
As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.

Services for Students Needing Accommodations
Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. Students who believe they have a diagnosis, but do not have documentation, should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling 618-650-3726. If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

Diversity and Inclusion
SIUE is committed to respecting everyone's dignity at all times. In order to learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and social justice, where racism, sexism, classism, ableism, heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code.
The Hub https://www.siue.edu/csdi is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Ms. Jamie Ball, Director in the Office of Equal Opportunity, Access and Title IX Coordination at (618) 650-2333 or jball@siue.edu. There is also an online form for reporting bias incidents at
https://cm.maxient.com/reportingform.php?SIUEdwardsville&layout_id=10.

ADDITIONAL SUPPORT

Academic and Other Student Services

As an enrolled SIUE student, you have a variety of support available to you, including:

- Lovejoy Library Resources
- Academic Success Sessions
- Tutoring Resource Center
- The Writing Center
- Academic Advising
- Financial Aid
- Campus Events
- Counseling Services

If you find that you need additional support, please reach out to me and let me know.

Cougar Care

Dealing with the fast-paced life of a college student can be challenging, and I always support a student's decisions to prioritize mental health. Students have access to counseling services on campus (Student Success Center, 0222). Make an appointment by visiting cougarcare.siue.edu or by calling 618-650-2842.

Student Success Coaches

Student success coaches work across campus to serve the SIUE student population with the tools and resources to adjust to and meet the demands of the college experience. Success coaches provide direct services such as time management support and referrals to campus resources. If you find yourself in need of academic or personal support, or in a situation that is preventing you from being successful in the classroom, please utilize Starfish to connect with a coach as soon as possible. The sooner you engage, the sooner you can access the information or tools you need that may help you get back on track.

Technical Support

Since this is an online course, you are expected to have reliable Internet access on a regular basis. It is your responsibility to address any computer problems that might occur. Such problems are not an excuse for delays in meeting expectations or for missing course deadlines.

Contact ITS at 618-650-5500 or at help@siue.edu with any technical concerns. You can also check the functionality of University systems, including Blackboard, at the ITS System Status page, or search the ITS Knowledge Base for various how-to and troubleshooting guides.

Tips for taking online assessments:

- Set up a wired (Ethernet) Internet connection on your computer
- Do not use a mobile device, such as a phone or tablet
- Read the instructions and directions carefully
- Be prepared to complete the assessment in the allotted time