

Psyc 321	Industrial & Organizational Psychology		Fall 2021
Instructor:	Derek Chapman, Ph.D.	Lecture Location:	Zoom Synchronous
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Office Hours:	hours posted on D2L		

Course Description

Industrial & Organizational Psychology covers a wide variety of topics related to understanding behavior in the workplace. Students will become familiar with some of the research and theory related to diverse topics in this field including Personnel Selection, Performance Appraisal, Job Attitudes, Leadership, and Organizational Culture. Students will have the opportunity to examine their own personality and values and see how they can be aligned to organizational requirements. The goals of the course include becoming familiar with some of the major theories and empirical findings in the field of I/O Psychology and providing students with developmental feedback on how their personality and values can influence their experiences, attitudes and performance in the workplace.

Course Learning Outcomes

The Department of Psychology is committed to student knowledge and skill development. The table below lists the key learning outcomes for this course, the program-learning outcomes they facilitate (see psyc.ucalgary.ca/undergraduate/program-learning-outcomes), and the expected level of achievement.

Course Learning Outcomes	Assessment Methods	PLO(s)	Level(s)
Explain the history and origins of industrial and organizational psychology within the context of psychology in general as well as research in business schools	MC	1	I
Identify legal issues related to assessing individuals for employment	MC	6,8	I
Explain how to develop performance evaluations that are accurate and perceived to be fair by employees	MC	1,2,	I
Recognize common methodological issues related to conducting research in a work setting	MC	2,3,5	I
Explain individual and situational factors that determine employee attitudes and behaviours	MC, Assignment	1,2,7	I
Interpret basic personality and values feedback to assess employee fit for organizational employment	Assignment	4,5,7	I
Recognize the influence of corporate culture on employee attitudes and behaviours	MC, Assignment	1,2,7	I

Notes. PLOs = Program-Learning Outcomes: 1 = demonstrate knowledge of psychological sciences, 2 = think critically and solve problems, 3 = conduct research and analyze data, 4 = communicate effectively, 5 = demonstrate

information literacy, 6 = understand and implement ethical principles, 7 = apply psychological knowledge and skills,

8 = Demonstrate multicultural competence and awareness of issues related to equity, diversity,* and inclusion.

Level of PLO achievement facilitated by this course: I = introductory, C = competency, A = advanced.

Acknowledgments and Respect for Diversity

Our classrooms view diversity of identity as a strength and resource. Your experiences and different perspectives are encouraged and add to a rich learning environment that fosters critical thought through respectful discussion and inclusion. The Department of Psychology would also like to acknowledge the traditional territories of the people of the Treaty 7 region in southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Region III.

Course Format

This is a synchronous online course. Lectures will also be recorded and posted to D2L

Prerequisites

Psyc 200 – Principles of Psychology and PSYC 201-Principles of Psychology II

Required Text

No Text is required for the course.

Assessment Methods

Students in this course will be evaluated by completing three midterm exams and a short take home exercise. Exams in this course are closed book. The use of resources, including class notes, the textbook, online resources, and calculators is prohibited during the exams in this course. Students may not communicate with others about course material or the exam either in person or electronically during exams.

- Midterm I will be held Oct 12th and is worth 35% of the final grade. The exam will be multiple choice and cover the lecture and reading material for the first four weeks of class
- Midterm II will be held Nov 16 th and is worth 35% of the final grade. The exam will be multiple choice and cover the lecture and reading material following midterm I only.
- Midterm III will be held on Dec 7th and is worth 15% of the final grade. . The exam will be multiple choice and cover the lecture and reading material following midterm 2 only.

These midterms have a normal completion time of 50 minutes. However, due to the potential for technology issues with this format, 75 minutes will be allowed for completion of the exam. Exams will be made available for a 24 hour window beginning at 9 a.m. on the scheduled day for writing.

Students will complete an online assignment assessing their personality, workplace values and their perceptions of an organization's culture. A short 3 page report on this exercise will be worth 15% of the

final grade. This exercise must be completed by October 28th at noon and submitted through D2L. Instructions will be posted on D2L. Without instructor approval, late submissions will not be accepted.

Department of Psychology Criteria for Letter Grades

Psychology professors use the following criteria when assigning letter grades:

A+ grade: *Exceptional Performance*. An A+ grade indicates near perfect performance on multiple choice and short answer exams. For research papers/essays/course projects/presentations, an A+ grade is awarded for exceptional work deserving of special recognition and is therefore not a common grade.

A, A- Range: *Excellent Performance*. Superior understanding of course material. Written work is very strong in terms of critical and original thinking, content, organization, and the expression of ideas, and demonstrates student's thorough knowledge of subject matter.

B Range: *Good Performance*. Above average understanding of course material. Written work shows evidence of critical thinking and attention to organization and editing but could be improved in form and/or content.

C Range: *Satisfactory Performance*. Adequate understanding of course material. Knowledge of basic concepts and terminology is demonstrated. Written work is satisfactory and meets essential requirements but could be improved significantly in form and content. Note: All prerequisites for courses offered by the Faculty of Arts must be met with a minimum grade of C-.

D range: *Marginally meets standards*. Minimal understanding of subject matter. Written work is marginally acceptable and meets basic requirements but requires substantial improvements in form and content. Student has not mastered course material at a level sufficient for advancement into more senior courses in the same or related subjects.

F grade: *Course standards not met*. Inadequate understanding of subject matter. Written work does not meet basic requirements. Student has not demonstrated knowledge of course material at a level sufficient for course credit.

Grading Scale

A+	96-100%	B+	80-84%	C+	67-71%	D+	54-58%
A	90-95%	B	76-79%	C	63-66%	D	50-53%
A-	85-89%	B-	72-75%	C-	59-62%	F	0-49%

As stated in the University Calendar, it is at the instructor's discretion to round off either upward or downward to determine a final grade when the average of term work and final examinations is between two letter grades.

In this course there will be no rounding up of final grades, especially in light of the opportunities students have to increase their final grade via research participation.

Tentative Lecture Schedule

Date	Topic/Activity/Readings/Due Date (revise and add columns & rows as necessary)
T Sep 7	First day of lectures- Introduction/ History of I/O Psychology
R Sep 9	Research Methods in Organizations
T Sep 14	Legal Issues in Personnel Selection
R Sep 16	Legal issues cont'd Last day to drop a class without financial penalty
F Sep 17	Last day to add or swap a course
T Sep 21	Performance Appraisal
R Sep 23	Performance Appraisal
F Sep 24	Fee payment deadline for Fall Term full and half courses.
T Sep 28	Recruiting- Attracting applicants to organizations I
R Sep 30	Recruiting- Attracting applicants to organizations I
T Oct 5	Personnel selection Take home exercise survey portion to do at home (nothing is handed in at this point)
R Oct 7	Personnel selection II
M Oct 11	Thanksgiving Day, University closed (except Taylor Family Digital Library, Law, Medical, Gallagher and Business Libraries). No lectures.
T Oct 12	Midterm I See D2L for midterm Instructions
R Oct 14	Organizational Culture and Image Take home exercise Part 2 (nothing is handed in at this point)
T Oct 19	Person Organization Fit I
R Oct 21	P-O Fit II
T Oct 26	Job Attitudes I
R Oct 28	Job Attitudes II Written exercise due.
T Nov 2	Motivation in the workplace I
R Nov 4	Motivation in the workplace II
Nov 7-13	Term Break No Classes
W Nov 11	Remembrance Day (Observed). University Closed (except Taylor Family Digital Library, Law, Medical, Gallagher and Business Libraries). No lectures.
T Nov 16	Midterm II See D2L for midterm Instructions
R Nov 18	Power Politics and Counterproductive Behaviour
T Nov 23	Enron Case Study
R Nov 25	Leadership I
T Nov 30	Leadership II
R Dec 2	Teams and Teamwork
T Dec 7	Midterm III See D2L for midterm Instructions
W Dec 8	Fall Term Lectures End. Last day to withdraw with permission from Fall Term half courses.
Dec 11-22	Fall Final Exam Period

Course Credits for Research Participation (Max 2% of final grade)

Students are eligible to participate in Departmentally approved research and earn credits toward their final grades. **A maximum of two credits (2%) per course, including this course, may be applied to the student's final grade. Students earn 0.5% (0.5 credits) for each full 30 minutes of participation.** The demand for timeslots may exceed the supply in a given term. Thus, students are not guaranteed that

there will be enough studies available to them to meet their credit requirements. Students should seek studies early in the term and should frequently check for open timeslots. Students can create an account and participate in Departmentally approved research studies at <http://ucalgary.sona-systems.com>. The last day to participate in studies and to assign or reassign earned credits to courses is **Wednesday, December 8, 2021**.

Supporting Documentation

Students may be asked to provide supporting documentation for an exemption/special request. This may include, but is not limited to, a prolonged absence from a course where participation is required, a missed course assessment, a deferred examination, or an appeal. Students are encouraged to submit documentation that will support their situation. Supporting documentation may be dependent on the reason noted in their personal statement/explanation provided to explain their situation. This could be medical certificate/documentation, references, police reports, invitation letter, or a statutory declaration, etc. The decision to provide supporting documentation that best suits the situation is at the discretion of the student. Students cannot be required to provide specific supporting documentation, such as a medical note.

Students can make a Statutory Declaration as their supporting documentation (available at ucalgary.ca/registrar). This requires students to make a declaration in the presence of a Commissioner for Oaths. It demonstrates the importance of honest and accurate information provided and is a legally binding declaration. Several registered Commissioners for Oaths are available to students at no charge, on campus, please see ucalgary.ca/registrar.

Falsification of any supporting documentation will be taken very seriously and may result in disciplinary action through the Academic Discipline regulations or the Student Non-Academic Misconduct policy.

Absence From A Test/Exam

Makeup tests/exams are **NOT** an option without the approval of the instructor. Students who miss a test/exam have up to 48 hours to contact the instructor to ask for a makeup test/exam. It's the instructor's discretion if they will allow a make-up exam. Students who do not schedule a makeup test/exam with the instructor within this 48-hour period forfeit the right to a makeup test/exam. At the instructor's discretion, a makeup test/exam may differ significantly (in form and/or content) from a regularly scheduled test/exam. **Once approved by the instructor a makeup test/exam must be written within 2 weeks of the missed test/exam on a day/time scheduled by the instructor. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam** <https://www.ucalgary.ca/registrar/exams/deferred-exams>.

Travel During Exams

Consistent with University regulations, students are expected to be available to write scheduled exams at any time during the official December and April examination periods. Requests to write a make-up exam because of conflicting travel plans (e.g., flight bookings) will NOT be considered by the department. Students are advised to wait until the final examination schedule is posted before making

any travel arrangements. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam <https://www.ucalgary.ca/registrar/exams/deferred-exams>. Students with an exceptional extenuating circumstance (e.g., a family emergency) should contact the Department of Psychology (psyugrd@ucalgary.ca).

Reappraisal of Graded Term Work <http://www.ucalgary.ca/pubs/calendar/current/i-2.html>

Reappraisal of Final Grade <http://www.ucalgary.ca/pubs/calendar/current/i-3.html>

Academic Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure>.

Academic Misconduct

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Instructor Intellectual Property

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Copyright Legislation

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Freedom OF Information and Protection of Privacy

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary

Student Support and Resources

<https://www.ucalgary.ca/registrar/registration/course-outlines>

Important Dates

The last day to drop this course with no "W" notation and **still receive a tuition fee refund is Thursday, September 16, 2021**. Last day add/swap a course is **Friday, September 17, 2021**. The last day to withdraw from this course is **Wednesday, December 8, 2021**.

<https://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html>