

PSYC 4230
Psychology of the Workplace
Spring 2008 Tuesday/Thursday 11:00-12:15

Instructor: Liz Scharlau

Classroom: Room 505, Journalism

Office: 301D, Psychology Building

Office Hours: By Appointment

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Teaching Assistant: Ashley Morrison

Lab classroom: Room 207, Student Learning Center

Lab Hours: Thursday 2:00 – 3:15

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Text & Other Course Materials

- Levy, P. E. (2006). **Second Edition.** *Industrial/Organizational Psychology: Understanding the Workplace.* Boston: Houghton Mifflin.
- All other course materials can be found on WebCT. You must have a UGA MyID to access WebCT.

Objectives

To introduce the student to a survey of major topics in industrial/organizational psychology, with emphasis on the psychology of the workplace applied to business, industry, and government.

Policies

Tests: Multiple choice and true-false formats will be used. *The tests are NOT cumulative and the final will NOT be comprehensive.* Tests will cover material discussed in class (including web links) as well as lab readings and lectures, which are not identical material. If you must miss an exam, get approval in advance. Exams will be given during class periods, on the scheduled dates.

Attendance: Attendance will not be taken in the lecture; however students are strongly advised to attend regularly. Lab attendance is required and will be formally recorded, since participation is necessary to complete lab assignments.

Pop Quizzes: Pop quizzes will be used in order to ensure student comprehension throughout the semester. Thus, students are expected to keep up with class readings and come to class prepared.

Grading: The course's final grade will be computed in the following manner:

Test 1 = 23% (92 points)

Test 2 = 23% (92 points)

Test 3 = 23% (92 points)

Quizzes = 6% (24 points)

Lab = 25% (100 points) – Detailed break-down of lab assignments found on lab syllabus

Grading Scale: The final letter grade will be assigned based on the plus/minus system outlined below.

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D	65-69
F	64 and below

Lab: The primary objective of the lab section is to complement lectures by providing a forum for discussion and practice of practical issues related to the topics discussed in class, with emphasis on the application to business, industry, and government. Lab readings will illustrate problems and issues relevant to Industrial-Organizational psychology with the goal of providing valuable practice in thinking critically about the literature you read. Lab projects/assignments will provide students with applied experiences that complement the course content. Please refer to Lab syllabus for more details.

Academic Honesty: Any form of academic dishonesty, be it plagiarism or cheating, will not be tolerated. It is your responsibility to familiarize yourself with and abide by the Academic Honesty guidelines set forth in the UGA handbook:

(www.uga.edu/ovpi/academic_honesty/academic_honesty.htm).

All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work. Academic honesty is especially important in a course involving the writing of a paper. Be sure to use quotations and citations as necessary; your APA Manual can help you with this. (If you do not have an APA manual, there are copies in the library or you can make arrangements to meet me in my office and borrow my copy.) Work previously completed for another course may not be submitted, nor may work completed in this course be used for a future course. All work is expected to be your own. If I have reason to suspect you of plagiarism or any other prohibited conduct listed in Section 5 of this policy, you will be reported to the Office of the Vice President for Instruction and appropriate action will be taken.

Disabilities: If any student has circumstances that require special attention or accommodation for this class, please contact me privately before it is needed.

Using WebCT: All major assignments and many class-related websites are posted on WebCT for your convenience. Please visit the site: <https://webct.uga.edu> to Login to myWebCT.

Your UGA MyID username and password should be used to access your WebCT account. If you do not have a UGA MyID username and password, you must obtain one immediately.

(Instructions for obtaining a MyID username and password are included on the WebCT homepage listed above.)

Calendar of Events

<u>Week</u>	<u>Date</u>	<u>Topic</u>	<u>Goals for This Week/Assignments Due</u>
1	1/8	Introduction to and History of I/O Psychology	<ul style="list-style-type: none"> • Read Chapter 1 • See WebCT for Class and Lab Readings
2	1/15	Research in Organizations	<ul style="list-style-type: none"> • Read Chapter 2 • See WebCT for Class and Lab Readings
3	1/22	Job Analysis	<ul style="list-style-type: none"> • Read Chapter 3 • See WebCT for Class and Lab Readings
4	1/29	Recruitment, Selection, and Predictors	<ul style="list-style-type: none"> • Read Chapter 6 • Read Chapter 7 (pp. 178-198) • See WebCT for Class and Lab Readings
5	2/5	Performance	<ul style="list-style-type: none"> • Read Chapters 4 and 5 • See WebCT for Class and Lab Readings
6	2/12	Test 1 Diversity and the Law	<ul style="list-style-type: none"> • TEST 1 (Tuesday, 2/12): Covers material from weeks 1-5 • Read Chapter 7 (pp. 198-213) • See WebCT for Class and Lab Readings

7	2/19	Training and Development and Motivation	<ul style="list-style-type: none"> • Read Chapter 8 • See WebCT for Class and Lab Readings
8	2/26	Motivation and Job Satisfaction	<ul style="list-style-type: none"> • Read Chapters 9 and 10 • See WebCT for Class and Lab Readings
9	3/4	Job Satisfaction Test 2	<ul style="list-style-type: none"> • TEST 2 (Thursday, 3/6): Covers material from weeks 6-9
10	3/11	Spring Break!!!	
11	3/18	Leadership	<ul style="list-style-type: none"> • Read Chapter 13 • See WebCT for Class and Lab Readings
12	3/25	Group Processes and Work Teams	<ul style="list-style-type: none"> • Read Chapter 12 • See WebCT for Class and Lab Readings
13	4/1	Stress and Worker Well-Being and Organizational Structure and Culture	<ul style="list-style-type: none"> • Read Chapter 11 • See WebCT for Class and Lab Readings
14	4/8	Organizational Theory and Development	<ul style="list-style-type: none"> • Read Chapter 14 • See WebCT for Class and Lab Readings

15	4/15	Wrap up and Review	
16	4/22	OD Presentations in Class Tuesday and Thursday	
17	4/29	Test 3	Test 3 during Final Exam Period (Thursday 5/1 at 12:00 pm): Covers material from weeks 11-15 No Class Tuesday (Reading Day)

*This syllabus is tentative: I hereby reserve the right to make minor changes as necessary. I will notify the class of changes as promptly as possible.