PSYCH 334: INDUSTRIAL PSYCHOLOGY

Spring 2005
Tues & Thursday: 3: 3:00-4:15, St. Joseph's, Rm 221, 3 Credits, 28 meetings + final.

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Office Hours: Tues: 10:00-11:00; Prefer meetings arranged by appointment.

Graduate Assistant: Taylor Anderson, Anderstj@notes.udayton.edu , St Joe’s, Rm 313, 229-2175,

TEXTS:

RESERVED READINGS:
Available through E-Reserve for Psy 334. E-reserve also contains a sample of a quality mini report.

COURSE DESCRIPTION:
Introduction to modern efforts to improve human performance in industrial organizations and society, selection and placement of employees, morale, training and incentives. This course is part of the Business Professionals in a Global Society cluster, during this course we will discuss topics such as the global society, economic interdependence, cultural diversity, ethical and cultural norms.

OBJECTIVES:
1. Provide a general overview of the area and an introduction to the industrial/organizational psychology literature.
2. Allow you to explore and apply some of the principles we will learn by examining the "business" literature.
3. Provide you with some "hands-on experiences" through a modified case study approach. This will require your assimilation of class and text materials and, your active participation in the discussion process.
4. Introduce you to course related material available on the Internet. Familiarity with the Internet will be essential in your professional life. We will also use the web for exams and assignments.
POLICY:
1. Honor Code applies. Submission of copied work is a violation and will result in a grade of zero. The University's policy on academic dishonesty will be enforced. Don't plagiarize, give credit where it is due.
2. Knowledge of the assigned readings is presumed. I will assume that you have read and are prepared to discuss the assigned readings on the date assigned. We will all learn by interactive participation.
3. Assignments are due on the date assigned and, unless otherwise indicated, are to be turned in during class. Assignments sent by email are not accepted, unless email usage was specified as part of the assignment. Assignments are to be typed unless otherwise noted. Assignments received late lose 20% of the grade and must be submitted before the next class. If there is a legitimate reason why an assignment will be late, let me know in advance. Failure to plan is not a legitimate reason.
4. Sharing material: I will share my reference material with you; I need the material returned for use by myself and other students. Failure to return the material to me prior to April 25th (the next to last class) will result in an incomplete until the material is returned. A two letter reduction will be applied to your final grade if the material is not returned or replaced by May 4th 2005.
5. Advise me of conflicts, problems, etc. as soon as they arise. Addressing these concerns early will prevent molehills from turning into mountains. Communication helps us to solve problems; the sooner you tell me about them, the sooner they will be resolved. If I am not available, my trusty phone answering system or E-MAIL will record your message, be sure to indicate how I can contact you. If the problem is significant and can't wait, call me at home.
6. Attendance: Try not to miss any classes. If you must miss a class, arrange for a classmate to collect handouts, assignment materials, etc. for you. Also arrange to have your assignments turned in if you cannot attend. It is particularly critical that you attend classes during which the procedures for future assignments (e.g. appraisals, white collar crime, pay equity) are discussed.

ASSIGMENTS:

1. SELECTED READINGS/EXERCISES* I will provide 4 journal/news articles or exercises. These are worth 25 points each. I will also present you with some real world situations and ask for your advice as the "consultant " or the "manager". Two of the selected readings (25 pts each) are Changing Nature of Work (Response form available on E-reserve) and Land’s End Case Study (complete question form to be provided in class).

2. CASE-IN-POINT, RESPONSES, Mini-READINGS:
Each chapter had a Case-in-Point section, with questions. We will discuss the questions in class and I will collect your written responses. Your response must refer to material in the chapter. During the term, ~5 of these assignments will be graded (15 points each). Assignments are to completed in a typed format and submitted in class. Email submissions are not accepted. Come to class prepared to discuss the case in point. The first Case-in –Point assignment will not be graded, but I will return it to you with my comments. Thus you will know what is expected. Note that not all Case-in-Point submissions will be graded, but missing a submission will cost 10 points. I may supplement this with 1-2 mini-readings/responses for your review. These would be worth 15-30 points each.

3. EXTRA CREDIT.
1) If a particularly relevant presentation or project is scheduled on campus this semester, your attendance and a report on the lecture will allow you to earn up to 25 points. I will provide details of acceptable opportunities in class.
2) The Stander symposium on April 6th will provide opportunities for extra credit. Details will be provided in class.
4. RELATED FINDINGS Mini-Papers: Due Mar 7th & April 27th

Write a mini-paper (at least 3 pages, maximum of 5 pages + a reference page) regarding an industrial/organizational psychology related issue which you have uncovered in the "business" literature (Forbes, Business Week, Fortune, Wall Street Journal, NY Times, Dayton Daily News, etc). Articles must be substantive, do not submit “shallow, edutainment” articles from places like CNN, FOX, ABC and similar sources. My objective is to make you aware of industrial/organizational psychology issues in the day-to-day business world and their relationship to the material contained in our text.

- Articles taken from textbooks, readings, journals, etc. will NOT be accepted. See me well before the due dates if you are not sure of the appropriateness of your selection.
- The link between the material that you present and our course material must be clearly established (cite at least: three different pages, preferably from different areas of our text) and two QUALITY journal articles for the first mini-paper, three journal articles are required for the second mini-paper).
- A clipping or a copy of the source material must be stapled to the back of your mini-paper.
- Provide complete references for all your material except the text (journal name/source/URL, date, pages, etc)
- Your mini-paper should provide not only a detailed description of the issue, but also possible solutions/insights. References should provide data that you included in your mini-paper.
- Mini-papers may be submitted any time during the semester, but no later than the due dates FYI: Early selection of an article that attracts your interest usually results in a better quality product.
- I will provide a check list describing how I will evaluate the paper.
- Peer review is strongly encouraged.

6. GRADING

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<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>Pay Equity paper</td>
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<td>CEO Comparisons</td>
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<td>White-collar crime</td>
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<td>Exam 1</td>
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<td>Exam 2</td>
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<td>Performance Appraisal</td>
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<td>Case in Point Reports/readings</td>
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<td>5@15 pts each</td>
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<td>Exam 3 (Final)</td>
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<tr>
<td>Related Findings Mini – Paper (#1)</td>
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<td>Related Findings Mini – Paper (#2)</td>
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<td>Selected Readings/exercises</td>
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Extra Credit:
- Guest Lecturer Report 25 pts
- Stander Symposium Report 25 pts

Letter grade conversion:
- A: > 966
- A-: 933-965
- B+: 901-932
- B: 866-900
- B-: 833-865
- C+: 801-832
- C: 766-800, C-: 733-765,D: 700-733,F: < 700

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MISCELLANEOUS NOTICES:

1. Learning should be exciting and challenging. Learning requires work. I will attempt to provide you some of the excitement and challenges; I hope you will add to the excitement and provide challenges. We will all work together and learn from each other. Plan on sharing some of your experiences in the working world.

2. Since I make heavy use of PowerPoint, I will provide you with a copy of most of the PowerPoint viewgraphs that I use in class.

3. Knowledge of the terms, "jargon", and language used in a particular area is a characteristic of a person knowledgeable in that area. You are strongly encouraged to attend to the key terms provided in each chapter. In addition, knowledge of these terms will be needed for successful completion of your examinations and assignments.

4. During the course of the term, we will perform a variety of "interesting" exercises in areas such as performance appraisals and sexual harassment, in addition to our visit to an industrial site.

5. COURSE RELATED WWW SITES: These WWW sites will be of interest to you and lead you to other sites and sources of information. Note: http:// precedes all of these addresses, but not all sites use WWW.

- Society of Industrial Organizational Psychologists - www.siop.org
- American Psychological Association - www.apa.org
- American Psychological Society http://www.psychologicalscience.org/
- Human Factors and Ergonomics Society - www.hfes.org

USGOVT Agencies:
- Overall: www.firstgov.gov
- Department of Labor - www.dol.gov
- National Institute of Occupational Safety and Health: www.cdc.gov/niosh/homepage.html
- Census Bureau - www.census.gov

Others:
- AFL-CIO - www.aflcio.org
- Management Library (list of WWW sites) www.mapnp.org/library/trng_dev/trng_dev.htm

Paper Related Literature Searches:
- Ohio Link thru UD Library
- Specific databases include: Academic Search Premier, Business Source Premier, Lexis-Nexis (Academic, Business) and PsycINFO

Writing Style Material:

Best Source for APA or MLA
http://www.docstyles.com

How to reference electronic sources:
For some examples see:
http://owl.english.purdue.edu/handouts/research/r_apa.html
http://www.apastyle.org/elecref.html
http://www.beadsland.com/weapas

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6) Assignments which require more than one page to complete **MUST be stapled** (no paper clips, no dog ears). Don’t risk losing points for an incomplete assignment. I have learned that pages get separated. If a staple isn’t long enough use a binder clip.

7). Examinations will be true-false, multiple choice, fill-in-the-blank and short essay. Key Terms are particularly important. A list of “Terms to Know” will be provided before each exam. Questions may be based on material discussed in class such as: Case-in-Point, You Be The Consultant, etc., as well as readings and handouts. At least one examination will require use of the WWW.

**PSYCH 334: INDUSTRIAL PSYCHOLOGY**  
**COURSE SCHEDULE- Spring 2005**  
(Subject to Revision)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
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<tbody>
<tr>
<td>Jan 5-31</td>
<td>Preface</td>
<td>CH 1-2, Appendix I</td>
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<tr>
<td></td>
<td>What do IO psychologists do?</td>
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<td>Part 1: Introduction</td>
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<td>Jan 5-31</td>
<td>Changing Nature of Work</td>
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<td>17 Jan</td>
<td>Martin Luther King Day: No Class</td>
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<td>2 Feb</td>
<td><strong>Exam</strong>, Our introduction, Ch 1 &amp; 2 of text, web assignment</td>
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<td>2 Feb-30 Mar</td>
<td>Appraisal Form Development Process</td>
<td>CH 3 &amp; 4</td>
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<td></td>
<td>Part II continued</td>
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<td>Part III Individual in the organization</td>
<td>CH 5-7</td>
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<td>28 Feb</td>
<td><strong>Final Appraisal Form Due</strong></td>
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<td>7 Mar</td>
<td><strong>First Mini-paper due</strong></td>
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<td>16 March</td>
<td><strong>Exam</strong>, Part II continued, &amp; parts of Part III</td>
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<td>19 Mar- 28 Mar</td>
<td>Easter Recess</td>
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<td>30 Mar-28 April</td>
<td>We will selectively cover some of these chapters:</td>
<td>CH 8-11, CH 12-14, CH 15-16</td>
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<td></td>
<td>Part IV: Group Processes</td>
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<td>Part V: Influencing Others (selected portions)</td>
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<td></td>
<td>Part VI: Organizational Processes (selected portions)</td>
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<td>6 April</td>
<td>Stander Symposium (Extra Credit Opportunity)</td>
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<td>25 April</td>
<td>Pay Equity Paper due, be prepared to discuss your findings in class.</td>
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<td>27 April</td>
<td><strong>Wrap-up Class</strong></td>
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<td>Class evaluation</td>
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<td><strong>Second Mini-paper due, Land’s End review due</strong></td>
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<td>Review &amp; Critique (my form distributed)</td>
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<td>May 5</td>
<td><strong>Final Exam</strong>: (2:00- 3:50) Coverage will be announced, from Parts IV, V, VI and other readings.</td>
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