



COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the course to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. Login and participate in your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

If you cannot perform these six expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.

Course No. & Title: *PSYC 309 , Industrial/Organizational Psychology*

Semester and Term: Summer 2014

Day and Dates: 5/12/2014 – 7/5/2014

Time: Online

Campus Location: Distant Learning

Course Description: Application of psychological principles to industry, business, transportation, communications, institutions, and consumer behavior.

Prerequisite Course: PSYC 103

Course Code: HS-PE, LA, PSY-PE, SsC

Instructor & contact information: Patty Sawyer

Email: psawyer@bridgeport.edu

Required Textbook:

Psychology And Work Today, Duane Schultz & Sydney Ellen Schultz,
Tenth Edition, 2010, Prentice Hall/Pearson Publishers, ISBN 978-0205683581

Learning Outcomes:

Upon completion of this course, the student should be able to:

- Describe preparations for a career in industrial/organizational psychology.
- Describe specializations in organizational psychology.
- Summarize motivation and leadership.
- Summarize techniques for employee selection.
- Describe procedures for training and development.

Attendance Policy

You are required to log on a minimum of three days weekly and perform the tasks and assignments according to the syllabus.

Each late assignment will lose one letter grade for each day the assignment is late beginning on the first day after the deadline.

Credit will not be given for late postings. In order to receive credit all postings must be completed by Sunday 11:59pm EST.

Evaluation

1. First Assignment Prior to the First Class: 10%

You are to write a two page paper on *"The Effectiveness of Employee Performance Appraisals"*.

Research this topic using many sources such as your textbook, journals, and web to assist you in writing your paper. Use APA documentation for writing papers and sources used. **Submit your paper to me via the link in First Assignment.**

Date due by: Wednesday, 5/14/2014

Please note: I cannot open up any WPS (word perfect) documents. Save your paper in RTF (rich text format).

2. Research Paper: 10%

You are to write an 8 page double spaced research paper on a topic related to Industrial/Organizational Psychology. You are to use a minimum of four references. The cover page and reference/end note page does not include the 8 pages.

Your research paper must be cited using APA documentation. Use correct grammar, punctuation and full sentences. Put your best effort into it as this will count for a good part of your final grade.

Your research paper is Due by: Sunday, 6/22/2014 11:59pm EST.

Submit your research paper to me via the link in Week 6 Assignments – Research Paper.

2. Weekly Discussion Board 40%

Each week you are required to answer the discussion board questions listed in the discussion board. In addition to your own answer, you must respond to at least two other postings in order to receive full credit. You will be graded on how completely you answer the assigned discussion question and by the quality of your responses to the other postings. You are to conduct research on the question using your textbook, periodicals, journals, web, etc. List your sources after your response. You are to first answer the weekly discussion questions by Thursday 11:59pm and then respond to two student posts each week. Use many sources when conducting research and list your sources after each answer. When responding to student posts you are to support your opinions with research and list your sources after each response. You are required to log on at least three days weekly to read, conduct research and respond to postings. Each week the discussion board will be available Monday 1:00 am EST to the following Sunday 11:59pm EST. No late postings will be accepted.

Discussion Grading Rubric

Listed below is the Rubric will be used to grade the weekly discussions.

Discussion Grading Rubric	Points
Provided complete details & explanations in an organized manner using complete sentences for the Discussion Questions addressed in the discussion assignment. Researched each question using many sources. Complied with all Discussion Board requirements per syllabus. Answered the discussion board questions by Thursday. Logged onto the discussion board a minimum of three days a week to read and	10

post.	
Provided details & explanations in an organized manner using complete sentences for the Discussion Question. Complied with most weekly requirements per syllabus.	8
Details & explanations were very limited but writing was organized for some of the discussion question. Did not comply fully with Discussion Board requirements per syllabus	5
Details & explanations were very limited with no organization. Did not comply with discussion board requirements per syllabus.	0

3. Two Exams 40%

1. **Mid-Term – (20%)** The exam will be posted with instructions in Week 4 Assignments. The exam will be a series of essay questions. (Chapter’s 1 – 7) **Due by: Sunday, 6/8/2014 11:59pm EST. Submit your exam to me via the link in Week 4 Assignments – Exam 1.** Send as “one attachment” only. Make sure to save your exam in RTF.

2. **Final Examination - (20%)** The final examination will be posted in Week 8 Assignments. The exam will be a series of essay questions (Chapter’s 8 - 14). Make sure to save your work in RTF. **Due by: Wednesday, 7/2/2014 6:00pm EST. Submit your exam to me via the link in Week 8 Assignments – Exam 2.** Send as “one attachment” only. Make sure to save your exam in RTF.

Topic Outline

The Practice of Industrial-Organizational Psychology

- Principles, Practices, and Problems
- Techniques, Tools, and Tactics

The Development of Human Resources

- Employee Selection Principles and Techniques
- Psychological Testing
- Performance Appraisal
- Training and Development

Organizational Psychology

- Leadership
- Motivation, Job Satisfaction, and Job Involvement
- The Organization of the Organization

Characteristics of the Workplace

- Working Conditions
- Employee Safety and Health Issues
- Stress in the Workplace

Engineering Psychology

- The Development of Engineering Psychology

Consumer Psychology

- The Scope of Consumer Psychology

Helpful Hints

1. Don't fall behind – the most important factor for achieving success in this course is to follow the Learning Units closely, and complete your assignments correctly and on time.
2. Share your opinions – the Discussion Board is largely based on your application to the Industrial/Organizational Psychology principles you will learn. While the actual principles and theories are based on research, your answers to the questions are based on your personal application of these principles and theories.
3. Ask questions – if you are having trouble understanding any parts of this course, let me know as soon as possible. I will gladly answer any questions you have about the course materials, lessons, resources and the assignments. So if you have a question, please ask!
4. Please put your name on all assignments.

***Industrial/Organizational Psychology
Course Schedule***

Week 1		
5/12 – 5/18	Principles, Practices, and Problems Techniques, Tools, and Tactics	Chapter 1 Chapter 2
Week 2		
5/19 – 5/25	Employee Selection Principles and Techniques Psychological Testing	Chapter 3 Chapter 4
Week 3		
5/26 – 6/1	Performance Appraisal Training and Development	Chapter 5 Chapter 6
Week 4		
6/2 – 6/8	Leadership	Chapter 7

Examination 1 (Ch's 1 - 7) Due by: Sunday, 6/8/2014 11:59pm EST

Week 5		
6/9 – 6/15	Motivation, Job Satisfaction, & Job Involvement The Organization of the Organization	Chapter 8 Chapter 9
Week 6		
6/16 – 6/22	Working Conditions Employee Safety and Health Issues	Chapter 10 Chapter 11

Research Paper Due by: Sunday, 6/22/2014 11:59pm EST

Week 7		
6/23 – 6/29	Stress in the Workplace Engineering Psychology	Chapter 12 Chapter 13

Week 8

Examination #2 Due by: Wednesday, 7/2/2014 6:00pm EST**Letter Grading Scale:**

% of Points Earned	Letter Grade	% of Points Earned	Letter Grade
100-94	A	76-74	C
93-90	A-	73-70	C-
89-87	B+	69-67	D+
86-84	B	66-64	D
83-80	B-	63-60	D-
79-77	C+	Below 60	F

ACADEMIC POLICIES**Attendance Policy**

Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

IMPORTANT:

- Missing one class session will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- Missing two or more class sessions will be cause for a failing grade.
- Note: For 15-week courses; missing two class sessions will result in a letter grade drop and three or more will cause a failing grade.

Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage:

<http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/>.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

Cell Phones

Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty

The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:
http://www.indiana.edu/~istd/plagiarism_test.html

Ethics Statement of Confidentiality

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: <http://www.bridgeport.edu/pages/2209.asp> The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account

Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: <http://www.bridgeport.edu/ubnet> - Click on "New UBNet Account" and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: <http://www.bridgeport.edu/email> and click on "forwards" at the top of the page. Follow the directions to forward email messages to your other account.

Learning Management System (LMS) - Canvas

For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.

Canvas Tutorial For Students: <https://bridgeport.instructure.com/courses/985903>

For assistance contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu
<https://bridgeport.instructure.com/courses/829447/>

Accessing Your Grades & Schedule Online

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library

Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

Using Computers

Open access computer labs are available at three locations:

- Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: <http://www.bridgeport.edu/library>.
- Stamford – Room D; Check open hours at: <http://www.bridgeport.edu/stamford>
- Waterbury – Computer Lab; Check open hours at: <http://www.bridgeport.edu/waterbury>

Course Cancellations

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

IMPORTANT CONTACT INFORMATION

Office	Telephone	Email
Bridgeport Campus Security	(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	(203) 576-4692	bursar@bridgeport.edu
Cashier	(203) 576-4682	cashier@bridgeport.edu
Financial Aid	(203) 576-4568	sfs@bridgeport.edu
Registrar	(203) 576-4635	registrar@bridgeport.edu
Emergency Notification Phone	(203) 576-4159	
IDEAL Office	(203) 576-4800	idealinfo@bridgeport.edu

CAMPUS CONTACT INFORMATION

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue Bridgeport, CT 06604	(203) 576-4800	idealinfo@bridgeport.edu
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu
Waterbury	84 Progress Lane Waterbury, CT 06705	(203) 573-8501	ubwaterbury@bridgeport.edu

Directions to IDEAL Campus locations	http://www.bridgeport.edu/pages/2260.asp
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To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is 001416.
Federal Student Aid Information: 1-800-433-3243