

Proposal Title: PSY 4060 – Introduction to Industrial-Organizational Psychology

Proposed Change: Change prerequisites.

Proposed Catalog Description:

Introduction to the study of organizations with emphasis upon personnel selection, criteria, and training. Special consideration of work motivation, job satisfaction, and the role of the organization in behavior. Every semester. Prerequisite: ~~Introductory statistics course~~ 6 hours of Psychology or department head approval.

Rationale: Aligns prerequisites with the Advanced Electives category of the revised curriculum structure in which PSY 4060 will reside.

Primary Instructor: Dr. Brian O'Leary

Impact on other departments: None

PSY 4060 Sample Syllabus follows.

15-083 (p)

PSY 4060 – Introduction to Industrial Organizational Psychology**FA2014****PSY 4060****CRN 42368****Course:** Introduction to Industrial/Organizational Psychology**Credit Hours:** 3**Faculty:** Dr. Brian J. O’Leary**Email Address:** boleary@utc.edu**Office:** Holt 350 I**Office Hours:** All day, every day**Office Phone:** (423) 425-4283**Days/Time and Location:** TTH, 9:25-10:40, Grote 103

PLEASE READ THIS ENTIRE DOCUMENT! A COPY OF IT IS ALWAYS AVAILABLE ON BLACKBOARD. IT IS YOUR RESPONSIBILITY TO KNOW COURSE REQUIREMENTS, ASSIGNMENTS AND DUE DATES. I WILL NOTIFY YOU OF ANY CHANGES.

Accommodation Statement

If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall.

Communication

All communication for this class will be through Blackboard and UTC email. To enhance student services, the University will use your UTC email address (firstname-lastname@mocs.utc.edu) for all communications. (See <http://www.utc.edu> to log in.) Please check your UTC email on a regular basis. If you have problems with accessing your email account, contact the Help Desk at 423-425-2678.

I’m here every day and you are welcome to stop by my office if you have questions.

Counseling Center Statement

If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 423-425-4438.

Catalog Description

Introduction to the study of organizations with emphasis upon personnel selection, criteria, and training. Special consideration of work motivation, job satisfaction, and the role of the organization in behavior. Every semester. Prerequisite: 6 hours of Psychology or department head approval.

Prerequisite

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Overview

This is an introductory course in Industrial and Organizational (I-O) Psychology. The purpose of this course is to survey a variety of human resources-related issues and challenges faced in today's complex business environment. The course covers the history and development of I-O, and provides an overview of topics such as psychological assessment, job analysis, selection, training, and performance appraisal, by applying the scientist-practitioner model. The course addresses skills needed to be an I-O psychologist in a for-profit or not-for-profit organization. Students are encouraged to apply I-O principles and research to real world issues.

Course Format

This course focuses on the interdependence of theory, analysis, and practice in the study of I-O psychology. In addition to discovering what the discipline of I-O entails, you will be encouraged to apply and/or translate I-O theories into current real world issues and applications. This course will use a combination of learning methods, including lectures, topic/case discussion, writing assignments, web-based assignments, and a variety of in-class exercises to help you understand I-O-related issues. All course materials will be available on Blackboard (www.utc.edu/learn/)

While the basic format of the course will not change during the semester, this course is a work in progress. As such, I may incorporate additional class activities and readings to supplement or replace those on the syllabus.

Student Learning Outcomes

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

- Understand what I-O psychology is and how it applies to the workplace.
- Understand and apply concepts related to human resource management (e.g., recruitment, selection, evaluation, training).
- Understand the role of personality in organizations at all levels of analysis.
- Demonstrate critical thinking by carefully examining the methodology and results of empirical research on psychology in the workplace.
- Understand, evaluate and apply psychological theories and research related to, and research problems faced by employees and organizations.
- Perform a job analysis.
- Recognize and understand the complexity of cultural diversity in organizations.
- Understand the role of justice in organizational performance.

Course Materials

The following are required for class:

Psychology Applied to Work, (10th Edition) by Paul M. Muchinsky (2011).

There is also a companion website to the book that includes notes, flashcards, class exercises and other useful information at www.psychologyappliedtowork.com. You must first register to gain access to the site and obtain homework assignments.

Other required readings will be distributed in class, or be available on the Blackboard website at <http://www.utc.edu/learn/>.

Course Requirements and Grading Scale

Requirements	Percent
Exam 1	20%
Exam 2	20%
Final Exam/ Graduate Paper	30%
Job Analysis Project	20%
Homework & Participation	10%
Total	100%

You can also earn up to 3 additional points for participation in research studies.

Grading Scale

Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or less

Please note that grades will be rounded to the *nearest* whole percentage. An 89.4 is a B despite its proximity to an A, a 79.4 is a C, etc. There will be plenty of opportunities to improve your grade throughout the semester.

1. **Exams.** There will be three, semi-cumulative exams. The primary content for each test will be the 4 to 5 chapters and associated material reviewed between each test. However, there are certain concepts that I believe should be retained throughout the semester that may appear in subsequent tests. Each exam will consist of multiple choice, matching and short answer questions. They will cover topics in *all required readings* (Muchinsky text *and* assigned articles), as well as material presented in class. Make-up exams will be allowed only when arrangements have been made *prior* to the regularly scheduled exam date. If you have any special needs with regards to taking the exam, please see me *immediately*.

2. **Job Analysis Project (20%).** A job analysis is a procedure for identifying and defining the tasks performed and qualifications for a given job. Each student will develop an analysis of a job that interests her or him. Students will develop a job analysis interview, interview one (1) incumbent in the chosen job to gather information about the selected job and prepare a project summary report. The project summary report will include detailed descriptions of the procedures used for the project and propose what you believe to be the best job analysis strategy to complete the job analysis for the specific job you chose. Two websites that will be of help for this project are the Dictionary of Occupational Titles (<http://www.oalj.dol.gov/libdot.htm>) and O*NET (<http://online.onetcenter.org>). The text of your paper (NOT including title page, table of contents, references, or appendices) should be a minimum of *6 full double-spaced pages*, with 1” margins all around, using 12 pt., **Times New Roman** font.

The name of the incumbent that you will interview is due (in writing) on **September 16, 2014**. The *completed project* is due on **November 11, 2014** at the beginning of class. **LATE PROJECTS WILL NOT BE ACCEPTED** (that means a 0 for 20% of your grade). It is also not optional – if you don’t turn it in, you will **FAIL** the course.

Specific details for this project appear at the end of this syllabus!

3. **Homework.** There will be several homework and in-class assignments throughout the semester. They will be graded with either a check or a check minus. Homework assignments from the Muchinsky Study Guide, that is available under the **Study Guide** tab in UTC Learn, will *always* be the “3. Exercise” unless otherwise noted in the syllabus. A check minus indicates that the assignment is inadequate and must be corrected and resubmitted to receive credit. The assignments will be worth a total of 10% of your final grade.
4. **Extra Credit** You may receive a **maximum** of 3 extra credit points (Note: these are *percentage* points) using either of the following methods alone or in any combination. These points will be added *after* your final grade is calculated to comply with IRB policy

Participation in a Psychology Department Sponsored Research Study. Depending upon availability, you may have the option of earning up to 3 research points as extra credit (1 point per hour). Research participation will give you an opportunity to experience course concepts first-hand. As in other fields of scientific study, research pertaining to organizational behavior supplies a knowledge base that practitioners can draw upon in real situations to help them understand, predict, and control behavior effectively. Participation in research will help you to understand where the research comes from and what it involves. It can also help you to gain greater insight into your own feelings, perceptions, and behavior. Your participation in these research studies is completely voluntary. Most studies will be registered in the SONA system. **Instructions for creating your SONA account are available under the “SONA” tab in UTC Learn.**

Review an approved empirical (i.e., a study with numbers) research article. You may also receive extra credit by writing a 2-3 page summary of **approved** journal articles. The list of approved journals follows:

Academy of Management Journal
Administrative Science Quarterly
Journal of Applied Psychology
Journal of Management
Organizational Behavior and Human Decision Processes
Journal of Personality and Social Psychology
Personality and Social Psychology Bulletin
Personnel Psychology
Research in Organizational Behavior

You may earn a maximum of 1 point per review; however, the number of points you earn is dependent upon the

quality of the review. Your review should include: (1) the study hypothesis or hypotheses, (2) the participants, (3) the experimental methods, (4) the results, (5) how these findings could be used at work, (6) how this study was relevant to the class, and (7) your reactions to the paper.

Attendance

Attendance is required! If you must miss class, please contact me prior to class by phone or e-mail. Missing my class to study for another course is *not* an acceptable excuse. You are responsible for all material covered in classes that you do not attend. Three *unexcused* absences will result in a full grade reduction in your final grade.

Code of Academic Integrity

All students are expected to adhere to the letter and spirit of the University of Tennessee at Chattanooga Code of Academic Integrity (see below). Any violation of the honors code for any assignments or examinations may result in receiving zero points for the assignment, or a failing grade for the class. Cheating of any kind will not be tolerated. This includes plagiarism, that is, the use of the ideas or words of another without providing appropriate credit. At this point in your academic career, you should know what plagiarism is; if you don't know – ASK! However, ignorance of what constitutes cheating is not an acceptable excuse.

Honor Code Pledge (From the UTC Student Handbook)

I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to insure that the Honor Code is upheld by others and the I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

Statement On Personal Responsibility

It is *my* responsibility to provide you with an *environment* within which you can learn the principles of I-O psychology. However, it is *your* personal responsibility to learn in this course. To learn, it is your responsibility to come to class prepared to contribute to the educational process. Should you run into difficulties, please come to me as early as possible. I will work with you to develop a solution. **DO NOT** come to class the day an assignment is due and tell me you didn't understand what you were supposed to do.

Schedule and Assignments

8/19 – Introductions and Overview of Course (WK 1)

8/21 – Chapter 1 – The Historical Background of I/O Psychology

Taylor (1911)

In-class Assignment: Muchinsky Study Guide Exercise Chapter 1

8/26 – Chapter 1 – The Historical Background of I/O Psychology (WK 2)

8/28 – Chapter 2 – Research Methods in I/O Psychology

Brief (2000)

Homework: Muchinsky Study Guide Exercise Chapter 2

9/2 – Chapter 2 – Research Methods in I/O Psychology (WK 3)

9/4 – Chapter 3 – Criteria: Standards for Decision Making

Job Analysis – Overview of the PAQ

Gatewood & Feild (1998)

9/9 – Chapter 3 – Criteria: Standards for Decision Making (WK 4)

9/11 – Chapter 4 – Predictors: Psychological Assessment

Murray (1998)

Homework: Muchinsky Study Guide Exercise Chapter 4

9/16 – Chapter 4 – Predictors: Psychological Assessment s (WK 5)

Name of Job Analysis job incumbent due in writing at the beginning of class

9/18 – Exam #1 – Chapters 1-4

9/23 – Chapter 5 – Personnel Decisions (WK 6)

9/25 – Chapter 5 – Personnel Decisions

Homework: Muchinsky Study Guide Exercise Chapter 5

9/30 – Chapter 6 – Training and Development (WK 7)

10/2 – Chapter 6 – Training and Development

Homework: Muchinsky Study Guide Exercise Chapter 6

10/7 – Chapter 7 – Performance Appraisal (WK 8)

10/9 – Chapter 7 – Performance Appraisal

In-class Exercise – Muchinsky Study Guide Exercise Chapter 7

10/14 – Chapter 8 – Organizations and Organizational Change (WK 9)

Homework: Muchinsky Study Guide Exercise Chapter 8

10/16 – Chapter 9 – Teams and Teamwork

Diversity Overview

Ilgen, Hollenbeck, Johnson, & Jundt (2005)

In-class Exercise – Exercise 9

10/21 – **FALL BREAK! NO CLASS! (WK 10)**

10/23 – Exam #2 – Chapters 5-9

10/28 – Chapter 10 – Organizational Attitudes and Behavior (WK11)

10/30 – Chapter 10 – Organizational Attitudes and Behavior

11/4 – Chapter 11 – Occupational Health (WK12)

Homework: Muchinsky Study Guide Exercise Chapter 11

11/6 – Chapter 12 – Work Motivation

Homework: Muchinsky Study Guide Exercise Chapter 12

11/11 – Chapter 12 – Work Motivation (WK14)

JOB ANALYSIS PROJECT DUE at beginning of class!!!

11/13 – Chapter 13 – Leadership

11/18 – Chapter 13 – Leadership (WK15)

Chin (2010)

11/20 – Chapter 14 – Union/Management Relations

11/25 – Exam #3 – Chapters 10-14 (WK 16)

References for Supplemental Readings

- Brief, A. P. (2000). Still servants of power. *Journal of Management Inquiry*, 9, 342-351.
- Chin, J. L. (2010). Introduction to the special issue on diversity and leadership. *American Psychologist*, 65(3), 150-156.
- Gatewood, R. D., & Feild, H. S. (1998). *Human Resource Selection*, 282-291. Fort Worth: Dryden Press.
- Ilgen, D. R., Hollenbeck, J. R., Johnson, M., & Jundt, D. (2005). Teams in organizations: From Input-Process-Output models to IMOI models. *Annual Review of Psychology*, 56, 517-43.
- Murray, D. W. (1998). The war against testing. *Commentary*, 106, 34 (4).
- Taylor, F. W. (1911/1998). *The principles of scientific management* (2nd ed.). Engineering & Management.

PSY 4060 – Introduction to Industrial/Organizational Psychology
Job Analysis Project
(20% of your grade)
Fall 2014

A job analysis is a procedure for identifying and defining the tasks performed and qualifications for a given job. Each student will develop an analysis of a job that interests her or him (having no interest in any job is not an excuse for not completing this project!).

Students will develop a job analysis interview, interview one (1) incumbent in the chosen job to gather information about the selected job and prepare a *Project Summary Report* (see below).

The *Project Summary Report* will include detailed descriptions of the procedures used for the project and propose what you believe to be the best job analysis strategy to complete the job analysis for the specific job you chose. Two websites that will be of help for this project are O*NET (<http://online.onetcenter.org>) and the Dictionary of Occupational Titles (<http://www.oalj.dol.gov/libdot.htm>). O*NET replaced the DOT and is more current. The Blackboard website also has additional reference materials under the *Job Analysis* tab.

JOB ANALYSIS PROCEDURE

Research your chosen job (using O*NET and any existing job descriptions) and then develop a structured interview specific to that job (refer to Muchinsky pp. 114-115). When you have developed the interview, meet with a current job incumbent (i.e., a person holding the job that you are analyzing) and conduct the interview. Record the interview content (to be included as Appendix B of your paper) and prepare the *Project Summary Report*.

FORMAT FOR THE PROJECT SUMMARY REPORT

- **Title Page (Does not count in page total)**

Your name
Title of the job you are analyzing
PSY 4060 Job Analysis Project
Instructor: Dr. Brian J. O'Leary

- **Table of contents (Does not count in page total)**
- **Content of Paper (minimum of 6 *full* pages - that means the body of the paper should be a minimum of 6 full pages with at least one line on the 7th page)**

1. Introduction

- a) General paragraph describing the job, why you chose this particular job and some information about the job incumbent, including educational background and work experience both in the current position and previous jobs.
- b) Include the O*NET number and job title closest to the job you chose (there may be more than one job title in O*NET that relates to your chosen job).
- c) This section should include a brief summary of the current job description (ask the incumbent if a written job description exists) and key KSAOs as identified through O*NET.

2. Interview Results and Comparative Analysis

- a) A *summary and analysis* of the structured interview you conducted with the job incumbent.
 1. This should include a summary of when, where and how the interview was conducted and any problems you may have encountered.
 2. A comparative analysis of the O*NET job analysis with the results of your interview focuses on how the results of your structured interview were similar to and/or different than the key KSAO's identified through the O*NET job analysis and description. **DO NOT** include the questions and answers from your interview in this section – the text of your interview will be included in Appendix B.

3. *Job Analysis Proposal (Read Carefully! Lots of students mess this part up....)*

a) Prepare a proposal for a thorough job analysis

1. Describe in sufficient detail and discuss what other procedures you might have used had you been doing this job for real – specifically, be sure to discuss, in detail, *task-oriented* and *worker-oriented* job analysis *procedures* and a *linkage analysis* (Muchinsky, pp. 68-69).
2. Discuss how you would combine the information from the task vs. worker-oriented *job analysis procedures* in the linkage analysis.

4. *Draw Conclusions About the KSAOs Necessary to Successfully Perform the Job*

a) Provide your thoughts regarding the underlying KSAOs necessary to successfully perform the job

b) This conclusion should incorporate information from your interview, the O*NET Job Analysis, and any other research and material that you have included in your paper.

• **Reference List (Does *not* count in page total)**

1. Prepare references to all citations following APA (6th ed.) guidelines

• **Appendices (Does *not* count in page total)**

Appendix A: Complete Summary version of job description from O*NET (e.g., <http://www.onetonline.org/link/summary/25-1066.00>).

Appendix B: The complete text of your structured interview

- This should be a verbatim record of your conversation with the job incumbent
 - Include your questions
 - Include respondent answers
- Include contact information for your job incumbent, including name, work phone or e-mail address, and company name.
- Also, include how many years the employee has been in the present position.

Appendix C: A complete job description for the position that includes a summary/overview statement based on the results of your job analysis.

This project is worth 20% of your final grade, so plan your time accordingly. You must submit the name of your job incumbent to me in writing by the beginning of class on **February 3, 2014**. This will account for 3% of your grade on this assignment. Your completed reports are due on **March 31, 2014**. **No late assignments will be accepted; you will receive zero points for a late assignment.**

Your job analysis narrative should be between **6 and 8 full pages of written text (that means the body of the paper should be a minimum of 6 full pages with at least one line on the 7th page), *not including*** attachments and the interview transcript. The narrative should *summarize* the job analysis process. It *should not* include the text of your interview (that is included in App. B) or have direct quotes from ONET. It should tell a story of what you did and what you found....

Further, your paper should be prepared in APA format (6th Edition of the Publication Manual). If you are not familiar with this publication style, you can consult <http://owl.english.purdue.edu/owl/resource/560/01/> or <http://psychology.vanguard.edu/wp-content/uploads/2013/02/apastyleessentials.pdf> for a summary of the style with respect to citations, references, title pages, etc.

Your paper is expected to be **spell-checked**, be grammatically correct, typed in **12 point, Times New Roman font**, **double spaced**, have **1" margins all around**, and be printed in **black ink**. Any paper that does not conform to these specifications will receive a reduced grade.

I expect a well-written paper that reflects preparation and reflection on the topic. If you have difficulty with writing, prepare a draft early (at least two weeks before the due date) so that I can review it and make recommendations for changes. You may also want to avail yourself of the services of the UTC Writing Center (Holt 119).