

# Industrial Psychology

Fall 2011

PSY 353 HLSB 366

MWF 11:30-12:20am

Joseph A. Allen, Ph.D.

## Course Description

PSY 353. Industrial Psychology. Prerequisite: PSY 111. *Certified Writing Course*.

This course provides an overview of industrial (personnel) and organizational psychology with a focus on the major topics within industrial psychology. Topics include methodology, employee selection, performance appraisal, organizational attitudes and behavior, motivation, and leadership.

## Learning Objectives

Upon completion of this course, you should be able to:

1. understand the history and development of I/O Psychology
2. understand and be familiar with the major methods used in I/O Psychology
3. understand basic psychometric properties of assessments
4. know the different techniques for personnel selection and their relative effectiveness across organizational settings
5. understand current performance management systems and how they function within organizations
6. understand the importance of organizational attitudes and their relationship to performance/behavior in organizations
7. develop a working knowledge of different work motivation strategies (e.g. development of employee engagement)
8. learn what makes an effective leader in organizations and understand how to incorporate good leader behaviors in various settings

**REQUIRED TEXTBOOK**      *Fundamentals of Human Resource Management* by Noe, Hollenbeck, Gerhart, and Write. McGraw-Hill, fourth edition, 2011.

**FACULTY INFORMATION**      Joseph A. Allen  
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**OFFICE**                      HLSB 318

**SCHEDULED OFFICE HOURS**      8am-9am M, 3pm-4pm WF and by appointment

**TAs**      Elizabeth Timberlake, [elizabethtimberlake@creighton.edu](mailto:elizabethtimberlake@creighton.edu)

**TA OFFICE HOURS**      MWF 2:00pm - 3:00pm in room 327 HLSB

## Course Requirements

*Examinations.* Four exams will be given during this course on the dates listed in this syllabus. Each of the four exams consists of 50 multiple-choice questions and will be worth 100 points. Your Final Exam (Exam #4) also consists of 50 multiple-choice questions over new material and is worth 100

points. Make-up exams will be given only with my prior approval (see class policies).

*Writing Assignments.* Psychology 353 is classified as a certified writing course for the Creighton College of Arts and Sciences. There is a set of standards that must be followed when developing writings assignments for this course. There are two writing assignments for this class: 1) an annotated bibliography and 2) a literature review and “state of the field” paper. Both writing assignments will be on a topic of your choice. You may select a topic from any subject covered in the textbook. If you have interest in a topic that is not covered in the book, please contact me for approval. They are both due on the dates specified by the tentative schedule below.

The first writing assignment is an annotated bibliography. An annotated bibliography consists of three elements: APA style reference, the article abstract, and a paragraph of thoughts concerning key elements of the article. You are to read and review 10 articles on the topic you have chosen and provide these elements for each article. All articles must be published since 2000 and be peer-reviewed empirical research. Instruction will be provided by a library research specialist concerning how to go about finding articles for this assignment. A sample annotated bibliography will be provided as a template for this assignment.

The second writing assignment is a 7 to 8 page literature review following standard APA style formatting/referencing. The goal of this paper is to present the current “state of the field” concerning your chosen topic. Using your annotated bibliography, you will review and synthesize the articles you read and provide guidance for future research and practice on that topic in I/O Psychology. The grade for this assignment is primarily based on your ability to concisely review the literature and the degree to which you provide critical and plausible future research options in that area. Your review should not be simply a cut and paste hodge-podge from your annotated bibliography. This paper must follow APA style format/referencing, be double spaced, Times New Roman style font, 12 point font, and be no longer than 10 pages all inclusive. The grade for this assignment occurs in two steps. First, I will grade the initial submission and return it to you for a rewrite/revision. The initial submission is 50% of the grade. Second, I will grade the revised version of the paper which is worth the remaining 50% of the grade. Further details on this paper are discussed in class during the designated time (see tentative schedule below).

*Attendance/Participation.* Regular attendance and participation is expected. Class material will be included in the exams. In my experience, students who do not attend my classes do more poorly on exams/assignments and therefore earn lower grades in the course. However, I do not record class attendance.

<b>Grading Points</b>	<b>Percent of Grade</b>	<b>Grading Scale</b>	
1. Exam #1 = 100 points	16.6%	A	90-100%
2. Exam #2 = 100 points	16.6%	B+	87-89%
3. Exam #3 = 100 points	16.6%	B	80-86%
4. Exam #4 = 100 points	16.6%	C+	77-79%
5. Annotated Bibliography = 100 points	16.6%	C	70-76%
6. Research Paper = 100 points	16.6%	D	60-69%
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Total of 600 possible points.

**Academic Honesty**

Cheating by using other’s work, or allow others to use your work, is expressly forbidden. As stated in

the Bulletin, Creighton’s Policy on Academic Honesty does not allow “unauthorized collaboration or use of external information during examinations, plagiarizing or representing another’s ideas as one’s own...falsely obtaining, distributing, using, or receiving test materials,” etc. Cheating during an exam or on a paper will result in an “F” (0 points) for the assignment, and may result in an “F” for the class. Cheating will also result in a formal report being filed with the university. Please see the college procedures at: <http://puffin.creighton.edu/ccas/policies/acadhonesty.html>

**Additional Information and Class Policies**

- Read quickly before and extensively after class. Read all material at least twice.
- Should you miss a class due to illness, employment responsibilities, personal or family emergency, business or athletic team travel, you are responsible for getting missed notes from a classmate. Insert classmate emails here: \_\_\_\_\_, \_\_\_\_\_.
- Arrive to class ON-TIME and prepared.
- If you are having any problems at all, PLEASE go to the office hours (both instructor and TA hours).
- No electronic devices (e.g. cell phones, laptops, MP3/Ipod players, etc.) on during class-time without permission from the instructor.
- *The cookie rule:* If your cell phone rings or you are caught texting during class, you are responsible for bringing cookies for the whole class the next time we meet! They are expected to be edible and preferably homemade.

**Final Note**

The schedule (below) and procedures (above) in this course are subject to change in the event of extenuating circumstances. If I need to cancel a class for a personal reason, I will send an email to your creighton.edu account and post a sign on the classroom door. If the weather is very bad, please call 280-5800 or watch the news to see if the university is open or closed. Please contact me if you need special consideration with regard to course deadline for serious illness or personal reasons. Such exceptions are extremely rare and appropriate documentation may be required (e.g. physician’s note).

In the event of disruption of normal classroom activities due to some emergency (e.g. flue outbreak, etc.), the format for this course may be modified to enable completion of the course. In that even, you will be provided an addendum to this syllabus that will supersede this version.

Also, if distressing personal issues arise over the course of the semester. Full-time Creighton students are eligible for free services at the university counseling center. (phone 280-2735).

<b>Fall 2011 CLASS - TENTATIVE SCHEDULE</b>
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<b>Date</b>	<b>Topic/Task</b>	<b>Readings</b>
8/24	Welcome and Introduction	
8/26	History of I/O Psychology	Riggio Chapter 1
8/29	Research Methods	Riggio Chapter 2
8/31	Research Methods	Riggio Chapter 2
9/2	Equal Employment Opportunity	Chapter 3
9/5	<b>Labor Day – NO CLASS</b>	
9/7	Library Research Instruction (Annotated Bibliography)	

9/9	Equal Employment Opportunity	Chapter 3
9/12	Equal Employment Opportunity	Chapter 3
9/14	<b>Writing Assignment Topic Selection</b>	
9/16	Analyzing Work and Job Design	Chapter 4
9/19	Analyzing Work and Job Design	Chapter 4
9/21	Review for Exam 1	
9/23	<b>Exam 1</b>	
9/26	Recruiting	Chapter 5
9/28	Recruiting	Chapter 5
9/30	Selection/Placement	Chapter 6
10/3	Selection/Placement	Chapter 6
10/5	Training	Chapter 7
10/7	Training	Chapter 7
10/10	Review for Exam 2	
10/12	<b>Exam 2</b>	
10/14	<b>Annotated Bibliography Due</b>	
10/17-10/21	<b>Fall Break – NO CLASS</b>	
10/24	Employee Performance	Chapter 8
10/26	Employee Performance	Chapter 8
10/28	“State of the Field” Assignment (Synthesis)	
10/31	Developing Employees	Chapter 9
11/2	Developing Employees	Chapter 9
11/4	“State of the Field” Assignment (Research Directions)	
11/7	Separating and Retaining	Chapter 10
11/9	Separating and Retaining	Chapter 10
11/11	Review for Exam 3	
11/14	<b>Exam 3</b>	
11/16	Labor Relations	Chapter 14
11/18	Labor Relations	Chapter 14
11/21	<b>“State of the Field” Paper Draft Due</b>	
11/22-11/25	<b>Thanksgiving Break – NO CLASS</b>	
11/28	Globalization	Chapter 15
11/30	Globalization	Chapter 15
12/2	High Performance Organizations	Chapter 16
12/5	High Performance Organizations	Chapter 16
12/7	<b>“State of the Field” Final Paper Due</b>	
12/9	Review for Exam 4	
12/??	<b>Exam #4</b>	