

**Mary Baldwin University**  
**PSYC 245L – Industrial/Organizational Psychology (ONLINE)**  
**Summer 2018**

**Instructor's Name:** Dr. Chandra Mason  
**Phone number:** 240.338.4079 (cell) - Seven days a week, but please no calls before 10 am or after 9pm  
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**REQUIRED TEXT**

Muchinsky, P.M., & Culbertson, S.S. (2015). *Psychology applied to work* (11<sup>th</sup> Edition). Hypergraphic Press. ISBN # 978-0-974-93450-1

In addition to ordering through the bookstore, the hardback version of this text can be ordered at: <http://store-arwuo.mybigcommerce.com/11th-edition-psychology-applied-to-work-hardback/>. (An **e-text version** is also available at: <http://www.lybrary.com/psychology-applied-to-work-11th-edition-p-731695.html>.)

**COURSE DESCRIPTION**

In this course, through readings, small projects, case studies, and discussion boards, you will explore the major principles, theories and concepts in Industrial/Organizational Psychology including motivation, job satisfaction and values, groups in organizations, decision-making, leadership, job analysis and evaluation, and models and methods of employee selection.

**COURSE REQUIREMENTS**

1. **Reading checks.** Short, **timed** reading checks for **each** chapter that is assigned will be administered through Blackboard. For example, if 2 chapters are assigned for a given week, there will be 2 reading checks.

You may start a reading check at any time, but once you start it, you must complete it at that time. You cannot stop and come back to finish later. You will have approximately 1 minute per question to complete each reading check (e.g., you would have 10 minutes to complete a reading check that consists of 10 questions).

Please note: The purposes of the reading checks are 1) to help **you** monitor your mastery of the course material; and 2) to help **you** to stay on schedule. Therefore, **READING CHECKS WILL EXPIRE** after 11:59 pm Sunday night. For example, the reading checks for Chapters 1 & 2 (the assigned reading for the week beginning Monday, May 28<sup>th</sup>) will be available until 11:59 pm on Sunday, June 3<sup>rd</sup>. You may work ahead, but you cannot fall behind the course schedule.

To give you a chance to familiarize yourself with the reading check procedure, the first reading check for Chapter 1 is **REQUIRED** but as long as you complete it, you will receive full credit for it, regardless of your actual score. In addition, your **3** lowest reading check grades will be dropped.

2. **Discussion Board participation.** Throughout the semester, at the beginning of the week, I will start a discussion board “thread” pertaining to the topic of that week. Everyone is required to contribute at least **once per discussion thread**. **HOWEVER, sometimes I might require more than one contribution; I will include the participation requirements at the beginning of each discussion board.** Participation also will be graded on substance and depth. In other words, simply stating “I agree” to someone else’s contribution is not sufficient. I will monitor these discussions closely for violations of discussion board etiquette to ensure a safe, respectful online space for class members. A good rule of thumb is “don’t submit anything that you wouldn’t say to someone’s face.” If I deem a response inappropriate (e.g., rude, disrespectful), I will issue a public warning. If you receive 3 warnings, I will have no choice but to remove you from the discussion forum and you will receive whatever grade you have earned up to that point on the discussion board course requirement. (FYI: I have yet to issue a single warning!)
3. **Midterm.** A timed, closed-notes, closed-book, multiple-choice, online exam will be administered during the week of 7/2. You can take it at any point once it is available, but it will expire at 11:59 pm on Sunday, July 8<sup>th</sup>, so you must have it completed by then. Like the reading checks, once you begin the midterm, you must complete it in one session. You cannot start it and come back to it at some later point to finish it – **so don’t start it until you are ready to take it!** You will have enough time to spend about a minute and a half per item. For example, for a 50-item test, you will have 75 minutes to complete it.
4. **Small projects.** Small projects (e.g., activities, exercises, case studies) have been designed to demonstrate the major concepts covered in this course. Small project assignments will be available on Blackboard and will be due by 11:59pm on Sunday of the week that it is assigned. **All small project work must be submitted via Blackboard.**
5. **Final Exam.** A **cumulative, closed-notes, closed-text, ONLINE** multiple-choice final exam will be available on Blackboard and will expire at 11:59 pm on Sunday, August 19<sup>th</sup>.

In sum, the weekly pace for the course is as follows:

By Sunday of each week at 11:59 pm, you should have:

1. completed the reading assignment
2. completed the reading checks that correspond to the reading assignment
3. participated in any discussion board that is available
4. completed any small project assignment that is due
5. taken any test (i.e., midterm exam, final exam) that is due.

SUMMARY OF COURSE REQUIREMENTS

<b>Reading Checks</b>	<b>10%</b>
<b>Discussion Board</b>	<b>20%</b>
<b>Small projects</b>	<b>25%</b>
<b>Midterm</b>	<b>20%</b>
<b>Final Exam</b>	<b>25%</b>
<b>Total</b>	<b>100%</b>

GRADING SCALE

A	92.5% or above	B+	86.5 - 89.4%	C+	76.5-79.4%	D+	66.5 - 69.4%	F	59.4% or below
A-	89.5 - 92.4%	B	82.5 – 86.4%	C	72.5 – 76.4%	D	62.5 - 66.4%		
		B-	79.5 – 82.4%	C-	69.5-72.4%	D-	59.5-62.4%		

COURSE SCHEDULE

<u>Week Beginning</u>	Topic(s)	Chapters
5/28	Welcome to class; History of & Research Methods in I/O Psychology	1 & 2
6/4	Decision making	3 & 5
6/11	Psychological Assessments	4
6/18	Organizational Learning	6
6/25	Performance Management	7
<b>7/2</b>	<b>Midterm (Expires 11:59 pm 7/8)</b>	Chapters 1-7
7/9	Organizations & Organizational Change	8
7/16	Teams & Teamwork	9
7/23	Affect, attitudes & behavior at work; Work Motivation	10 & 12
7/30	Workplace psychological health	11
8/6	Leadership	13
8/13	<b>Final Exam (Expires 11:59 pm 8/19)</b>	<b>Chapters 1-13</b>

## OTHER COURSE POLICIES

**Alternate UNTIMED testing option.** For any reason, you may opt to take the **midterm and/or the final exam** in an UNTIMED format. This will require you to make arrangements at a regional center (e.g., Roanoke, Charlottesville), a testing center, or with me on the main campus in Staunton. If you would like to use this option, you must let me know at least 2 weeks in advance of the date that you wish to take the midterm/final exam.

**Late work.** All work is due by 11:59 pm on the Sunday of the week that the work is assigned. With the exception of small projects, if reading checks/tests/discussions expire before you have had a chance to complete them, you will receive a zero for that requirement. However, if you let me know that you are having a problem meeting the deadline **BEFORE** the assignment expires, I will be happy to work with you.

Late small project work will be penalized 5% for each 24-hour period past the due date.

**Special Needs.** Students with exceptionalities, such as needing extra time for assessments, should let me know as soon as possible to discuss accommodations. (Please note: official documentation on record will be required.)

**Honor Code.** All students must conduct themselves and all work must be completed in compliance with the Mary Baldwin Honor Code. Under no circumstance are reading checks, the midterm or the final exam to be discussed (in any format) with anyone other than me until **after** the deadline for each has passed and until **after** all parties have submitted the work.

**Extensions.** Permission for course extensions will be granted for extenuating circumstances. However, at least one-half of the course work (everything up to and including the midterm) must be completed by August 12th. Extension forms are due to your advisor by August 17<sup>th</sup>, so you must have completed the minimum amount of work and received permission from me for an extension before 8/17 to give you time to complete and submit the ET form to your advisor by the 8/17 deadline. For more important course-related deadlines (e.g., add/drop, P/NC deadline), please consult the academic calendar:

[https://mymbu.marybaldwin.edu/ICS/icsfs/MBU\\_17-18\\_O\\_A\\_Calendar.pdf?target=4e30516e-2ec6-4a86-ad39-ce54f666c639](https://mymbu.marybaldwin.edu/ICS/icsfs/MBU_17-18_O_A_Calendar.pdf?target=4e30516e-2ec6-4a86-ad39-ce54f666c639)