



PSYC 5800 Industrial/Organizational Psychology
Moody Air Force Base
Fall 2006

Description: This course offers a systematic study of the application of psychological methods and principles in business and industry. The emphasis is on issues of research, personnel selection and training, motivation, leadership, job satisfaction, and organizational issues. Other work-related topics may also be covered.

Paul E. Spector, [*Industrial And Organizational Psychology: Research And Practice*](#), 4th Edition, ©2006. ISBN: 0-471-69099-6 J. W. Wiley (Publisher's web site: <http://he-cda.wiley.com/WileyCDA/>)

Instructor: Gerald A. "Jerry" Merwin Jr., Ph.D. <gamerwin@valdosta.edu> ([Link to contact information.](#))

Web Site: <http://www.valdosta.edu/mpa/classes/psyc5800/>

Office Hours: For the OMA Section of the class - Tuesdays 3:00-5:30 p.m.; For the OMB Section of the class - Wednesdays 3:00-5:30 p.m. (the weeks of classes at Moody Air Force Base). Arrange other appointment times directly with the instructor.

Objectives: Upon completion of the course, students will be able to demonstrate their familiarity with and understanding of the following areas:

- Research as it is conducted in workplace organizations
- Personnel selection, job analysis, recruitment
- Performance appraisal
- Employee training and development
- Employee motivation
- Job satisfaction and working conditions
- Organizational behavior
- Human factors and safety

Attendance Policy: Students are allowed one excused absence per course. A second absence requires proof of emergency, sickness, TAD orders, etc. If a student misses more than two classes, a W or an F will be assigned for the course.

ADA: Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). Students requesting classroom accommodations or modifications because of a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (voice) and 219-1348 (tty). Learn more on the VSU web site at: <http://www.valdosta.edu/ssp/> You may also reach them via email at access@valdosta.edu. Also, please discuss this via email with your instructor(s) at the start of each class.

Assignments

Case Study Project: Each student will complete a series of exercises to simulate activities that are typical of an industrial/organizational psychologist. The project involves doing a job analysis and using the information to approximate the development and application of human resource functions. The project is specifically intended for students to develop **new documents from scratch. No "existing" documents should be submitted** (unless there are some rare exceptions that are cleared with professor beforehand). **All students will submit only documents developed by the student for this course with no content from any other source unless clearly documented.** Any other approach that involves copying information from existing documents or other sources will be considered plagiarism and dealt with accordingly. The penalty for plagiarism in this course will be at the minimum failure on the assignment. Depending on the extent of the infraction, the penalty might be failure in the course.

Each exercise will be completed and turned in separately. After review by the instructor the project may be returned for revisions by the student. The exercises listed below will be graded individually and averaged together for one grade that will be counted the same as a test grade. In addition to the text and lecture, students will have to rely on some outside sources to complete these assignments. Five points will be deducted for each day an assignment is late. Assignments are listed below and due dates will be given in class.

1. Job Analysis (Specify behaviors, skills, knowledge and abilities from the job analysis.)
2. Performance Appraisal Instrument (Use the Behaviorally Anchored Rating Scale* Method from the text)
3. Selection Instrument (Specify methods for the various types of behaviors, skills, knowledge and abilities from the job analysis.)
4. Training Program (Specify methods for the various types of behaviors, skills, knowledge and abilities from the job analysis.)
5. Structured Job Interview Form (Based on behaviors, skills, knowledge and abilities from the job analysis.)

Please follow the Project Submission guidelines below. Any project document that does not meet those requirements will be returned for correction. **The acceptance date will be based on the final submission after these corrections are made.** Points will be deducted for each day late, even if the initial submission is within the assignment due date, if the submission guidelines are not followed. In other words, the assignment will be counted as late if the revisions are completed after the due date and points will be deducted from the due date.

* See the section in the book on this topic for an example. (Note the page number will vary depending on the edition of the textbook. Ask the instructor if you are not clear on this procedure.)

Presentations: Students will prepare and present two presentations for this course. One will be a chapter or part of a chapter from the textbook. The other will be a summary and overview of the job analysis project.

Participation: Students are expected to take part in class discussions and participate in critiques of projects. Attendance is required for this to take place, so attendance is a prerequisite for the participation grade. If a student misses class without an excused absence, the participation for that class will be deducted from the total. Although a student might not contribute to every class discussion, the grade will be based on regular contributions. At least one contribution weekly is expected. Questions will count as participation because they are often valuable in helping everyone learn more about the topic from the answer to the question.

Examinations: Three or four tests (including the Final) will be administered. The material for each test will come from lectures, the text, and other reading assignments. All material to be tested may not be covered in class. In the case of material that is not covered in class, students will need to read the chapters and focus on the key terms and issues. The Final will not be cumulative and will be weighted equally with the other tests (all tests will be weighted equally).

Project Submission: All project files and assignments will be submitted using your VSU E-Mail account. Send the files as attachments to E-mail and formatted as outlined below unless another format is negotiated with the instructor. These files will follow the formatting and **file naming conventions** listed and explained below:

- **Text documents** will be formatted as either Microsoft Word or Adobe Acrobat *(PDF) documents.
- **Data files** (if needed) will be Excel files (for spreadsheet data) or Access files (if a database is required).
- **Presentations** (if needed) will be PowerPoint files.
- **Homework & Take-Home Test File Names:** for the chapter assignments, use "chapter1.doc" as the file name; for the project assignments, use the task name such as "job_analysis.doc" for the file name.
- **Ownership of files:** to indicate your ownership of submissions, use your first and last names with either a dot *(.) or underscore *(_) between the parts. For example: gerald_merwin_chapter1.doc and gerald_merwin_job_analysis.doc
- **Course Codes in Subject Line:** to associate your submissions with our course to aid in filtering of E-mail, use the PSYC 5800 in the subject line of all messages sent to the instructor.
- **Questions:** Please ask questions if any part of this information is unclear.

Class Policies

Plagiarism: Please read the information on the MPA web site regarding [plagiarism](#). **The plagiarism policy applies to all written work. This includes any projects submitted, any papers, any discussion threads, and the presentations (whether in PowerPoint or any other format).** See notes on the "[Assignments](#)" page for details on how the plagiarism policy applies to the class projects. Please let the instructor know if you have any questions and we will discuss the topic further in class. (Anyone who has not yet signed a form indicating your understanding and agreement can go here: [Plagiarism Form for Student Signature.doc](#) if you need the form.)

Evaluation: Participants will be evaluated based on their performance of the following requirements with values listed:

Examinations	20%
Case Study Project (Includes Job Analysis, Performance Appraisal, Selection Instrument, Training Program, Interview Outline, etc.)	50%
Project Summary Presentation	10%
Chapter Presentation	10%
In-Class Participation	10%
Total	100%

See the "[Assignments](#)" page for details on the components above.

Group Projects: It is possible that the chapter presentation will be done through a group project. Students who wish to work together in groups can negotiate that with the instructor. If a student is working in a group on the presentation, there is **a requirement that all group members take part in creating and delivering the presentation to the class.**

Style Guidelines: Although no research paper is required for this course, it is possible that some aspect of the case study assignment or tests will require a written submission with references. Participants should use either APSA or APA style manuals for any written submissions (as needed). Get the [MS Word APA Template](#) (right-click and "Save Target As" to get file) and see "[APA Format Handout](#)" (PDF* file) or consult Dr. Argyle's APSA Handout on the [MPA Resources](#) page.

Communication:

- E-mail is our preferred method of communication between class meetings. Students should use either WebCT or the VSU email account to send and receive messages. Use the following email address if you are using the VSU email rather than the WebCT email: gamerwin@valdosta.edu.
- I will generally respond to any e-mail within one to two working days. Likewise, I ask that you check your email daily and respond in a timely manner if a response is requested or warranted.
- If the email communication fails or some emergency comes up it is OK to contact the teacher by telephone. The best number is my cell number: (229) 221-2891 and voice mail is available in case I cannot answer. I will return calls if needed.

If you have problems with WebCT, VSU E-Mail or web access: If you need assistance with any VSU Internet issues and/or support getting your VSU E-mail set up, please contact the [VSU Information Technology Help Desk](#): Phone: 229-245-4357 or visit them in Odum Library (near the Circulation Desk location).

Attendance: Participants are expected to attend all class sessions and to be on time. Participants are permitted one professional-related absence with prior approval and/or one health-related absence. Documentation may be required. Each additional absence will require a make-up assignment or result in the loss of 15% on the final grade. Please be clear that it is the participant's responsibility to keep up with the work required even if they are absent from class. Contact the instructor if you have any problems. It is acceptable to get help from the instructor, but you must ask!

Course Schedule

Many assignments can be completed online (outside of the regular class meetings) and submitted through email. Regular contact should be maintained with instructor.

Week 1 October 26-31, 2006	Overview of the syllabus, course requirements, projects, evaluation methods, etc. Ch. 1. Introduction Ch. 2. Research Methods in I/O Psychology Ch. 3. Job Analysis
Week 2 November 2-7, 2006	Ch. 4. Performance Appraisal Ch. 5. Assessment Methods for Selection and Placement. Ch. 6. Selecting Employees Ch. 7. Training Ch. 8. Theories of Employee Motivation
Week 3 November 9-14, 2006	Ch. 9. Feelings About Work Ch. 10. Productive and Counterproductive Employee Behavior Ch. 11. Occupational Health Psychology
Week 4 November 16-21, 2006	Ch. 12. Work Groups and Work Teams Ch. 13. Leaderships and Power in Organizations Ch. 14. Organizational Development and Theory
Week 5 November 28-30, 2006	Presentations on job analysis projects and all assignments and projects are due.

Please note: All work must be completed before the end of the term. Any work not turned in by the last class will be graded as a "0" averaged in to the overall grade.