

**PSY 261-F**  
**INTRODUCTION TO INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY**  
Fall 2007  
MWF 1:25-2:15 PM in FHF 536

**Instructor:**

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Office Hours: FHF472 Tuesday & Thursday 3:30-5:00, Wednesday 2:30-5:30,  
or by appointment

**Teaching Assistant:**

Jennifer Nam, Office: FHF 439

**Required Textbook:** Landy, F. J. , & Conte, J. M. (2007). *Work in the 21<sup>st</sup> century: An introduction to industrial and organizational psychology (2<sup>nd</sup> ed.)*. Malden, MA: Blackwell Publishing.

**Optional Supplemental Text:** Kuther, T. L. (2005). *Your career in psychology: Industrial/organizational psychology*. Belmont, CA: Wadsworth/Thomson.

**Class:**

Class typically will be lecture-discussion format, but may be supplemented by occasional structured activities or films. Not all of the material covered in the text will be covered in class and not all the material covered in class will be in the text. However, all the material in the text, unless otherwise stated, and all the material covered in class, unless otherwise stated, may appear on the exams. Thus, careful study of both the reading and the class notes is necessary to obtain a good grade.

Hopefully you will find the class interesting and enjoyable. Discussion or questions relevant to the material being presented at the time are always welcome during class. It is hoped that everyone will participate openly and freely in class.

**Class Behavior:** Appropriate decorum as well as respect for the person, ideas, and opinions of others is always expected. It is expected that you will not disrupt the class through late arrival, early departure, or inappropriate class behavior. You are expected to remain in the classroom for the entire class. Cell phones, etc. should be turned off. You may neither make nor receive calls during class.

**Honor Code:** Academic honesty and following both the spirit and the letter of the honor code is always expected for all tests, papers, and assignments.

**Attendance:** Attendance is expected for all classes and may be taken occasionally. Failure to attend class, however, does not lower the course grade directly. On the other hand, extra credit is given for participation in some activities in class and you will not receive this extra credit if you are absent. If you do miss a class, you will be expected to obtain handouts, notes, change in assignments, etc. from your classmates and **not** from the instructor.

**Grading:** There will be 4 tests. Each test will be 1/4 of your course grade. The tests will not be cumulative. Tests are a combination of short-answer and multiple-choice questions. Missing a test will result in a grade of zero for that test.

Final course grading will be: A+ = 98 or more, A = 91.0- 97.9, A- = 89.50-90.9, B+ = 88.0-89.49, B = 81.0-87.9, B- = 79.5-80.9, C+ = 78-79.49, C = 71-77.9, C- = 69.50-70.9, D+ = 68-69.49, D = 61-67.9, D- = 59.50-60.9, F = less than 59.50. These numbers are absolute cut-offs; there will be no rounding up (e.g., an average of 89.49999 is a B+ not an A-). There also will be NO curving of the course grades.

Please remember that as university students you are responsible for all the assigned work in this course, for its quality and timeliness. Grades are based on what the student can demonstrate she or he has accomplished on the tests and extra credit. They are not based on effort or adversity or “need”. Grades are not subject to negotiation.

**Make-up Tests:** If you miss a test for ANY reason, you will receive a zero out of one hundred points (0%) on that test. Make-up tests generally will NOT be allowed. Make-up tests are allowed only if (a) the absence is due to an extreme, unexpected, and very well documented emergency (Note: birthdays, vacations, weddings, etc are NOT excused absences) and the make-up test is taken within one week of returning to classes, or (b) the absence is due to religious holidays or mandatory participation in an official University of Miami function and the make-up test is scheduled at least one week before the regular test and taken before the regular test.

**Extra Credit and Writing Credit:** Class activities will provide a small amount of extra credit that will be added to the final course average. In addition, a completely optional paper may be done for extra credit and writing credit. This totally optional paper involves summarizing and integrating four research journal articles. Students who achieve an A on this optional paper will receive 6 extra credit points added to the final course average, a B will receive 3 extra credit points. Students who achieve a C, D, or F will NOT receive any extra credit. Students who achieve an A, B, or C on this optional paper will receive writing credit. Students who achieve a D or an F will NOT receive any writing credit.

Students who choose to do this paper will be expected to demonstrate a complete grasp of the material they cover. To obtain an A, the content and writing should be of the same quality as generally shown by first year graduate students in the UM Department of Psychology. Quotations or close paraphrasing without proper citation constitutes plagiarism and is NOT acceptable and will result in a grade of F for the paper and for the course and probably will be reported to the honor council as an honor code violation. Language use as well as content contributes to the grade. The standard is that the language use and thought processes displayed will be those of someone who has graduated from a superior university. Typos and errors in grammar, punctuation, spelling, vocabulary and syntax will greatly reduce the grade and can by themselves result in an F. → There are many very specific requirements for this completely optional paper. These requirements are on blackboard. The requirements should be read carefully and followed exactly if you intend to do this totally optional writing/extra credit paper. The honor code applies to the writing/extra credit paper.

**Proposed Class Schedule** \*

<u>Date</u>	<u>Textbook Chapter/module</u>	<u>Topic</u>
8/22, 24	1	Introduction
8/27, 29	2.1-2.3	Research and Statistics
8/30	3.1-3.2	Individual Differences
9/3	Labor Day [No Class ☹]	
9/5	3.1-3.2	Individual Differences
9/7	Last day to drop a course without a W	
9/7, 10, 12	4.3-4.5	Job Analysis
9/14, 17, 19	2.4, 3.3-3.5	Selection of Employees
<b>9/21</b>	<b>1-3, 4.3-4.5 (+ notes) FIRST TEST</b>	
9/24, 26, 28	4.1, 4.2, 5	Performance Measurement and Evaluation
10/1, 3	7	Training and Development
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<b>Friday, October 5--Summary, references &amp; article abstracts are due for the optional extra/writing credit. (See blackboard for requirements)</b>		
10/5, 8, 10	6	Staffing Decisions
<b>10/12</b>	<b>4.1, 4.2, 5, 6, 7 (+ notes) SECOND TEST</b>	
10/15, 17	8	Motivations to Work
10/19	FALL RECESS! [No Class ☹]	
10/22, 24	9	Work Attitudes and Emotions
10/25	Last day to drop a course with a W	
10/26, 29, 31	11, 10.4	Fairness & Violence at Work
<b>11/2</b>	<b>8, 9, 10.4, 11 (+ notes) THIRD TEST</b>	
11/5, 7, 9	13	Group Dynamics and Teams

\* Changes may be made in the class schedule during the course. Any changes will be announced in class. It is the student's responsibility to be aware of all such changes.

**Proposed Class Schedule** \*

<u>Date</u>	<u>Textbook Chapter/module</u>	<u>Topic</u>
11/12,14,16	12	Leadership

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**Friday, November 16 Optional Writing Credit Paper Due** (See blackboard for requirements)

11/19	14	Organizational Structure, Culture, and Development
11/21, 23	Thanksgiving!	[No Class ☹]
11/26,28,30	14	Organizational Structure, Culture, and Development

**Monday, 12/10 2:50-4:15 Final Exam/Fourth Test (chapters 12 thru 14 & notes)**

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