

File

FURMAN UNIVERSITY
Arts and Sciences Division
Continuing Education Department
Course Syllabus
Spring Term 2007

Course: PSYCHOLOGY 35
WED 6:00 – 9:00; University Center Greenville
Semester Credit Hours: 3.0
Course Title: Industrial Psychology

Instructor's Name: Frank Provenzano, Ph.D.
Office Hours: Wed 5:00 – 6:00
By appointment
Office Location: UCG, Furman Office
Office Phone Number: (864)250-8622
Fax Number: 250-8580
E-Mail Address: frank.provenzano@gvltec.edu

In general, it is always best to send me an email if you need to contact me outside of class or outside of office hours. I, probably like you, check my email regularly. Since I am an adjunct instructor, leaving messages with the department secretary is not efficient. If you must telephone me then use the 250-8622 number. It is also best to make a specific appointment to see me even if you want to meet during office hours. You can set those appointments just before or after class. Please do not telephone me at home.

Prerequisite: Introductory Psychology or permission from the Instructor

Course Description: A study of the nature and development of the discipline of Industrial/Organizational Psychology (I/O). This course will examine work behavior, factors which effect work behavior, and theories that try to explain the nature of human work behavior. Psychological principles will be applied to the worker and the work environment.

Required Text: Riggio, R.E. Introduction to Industrial/Organizational Psychology, 4th Edition. Prentice Hall, New Jersey, 2003 (ISBN: 0130482358)

Course Goals:

Upon completion of the course, the student is expected to:

1. To understand the multiple factors impacting human work behavior
2. To understand how this knowledge can be applied to improve human work behavior.
3. To appreciate the multidisciplinary nature of I/O Psychology
4. To understand the special research strategies involved in I/O Psychology
5. Develop the ability to recognize and deal with common problems in the workplace
6. Develop an understanding of skills and factors necessary for success in the workplace
7. Appreciate the importance of human relations and communication to success in the work place

Un-measurable (but important) objectives:

1. To become more aware of the reasons for your own behavior and the behavior of others.
2. To stimulate your own thinking about some controversial issues in psychology, and encourage further exploration of psychological issues through outside reading.

Attendance: Class attendance is necessary to receive maximum benefits from the educational program and to have successful academic performance. It is the student's responsibility to attend class and be punctual. If you miss a class, you will be responsible for any announcements or material covered. – In other words, you need to check; the instructor will not follow behind you. If you miss more than 10% of the classes for any reason, there will be a conference with the instructor to determine whether you should proceed with the course or whether you should withdraw.

Every student is expected to be present when an announced examination is given. If you know in advance that you will not be present (e.g. out of town business), your instructor will give you the exam BEFORE YOU LEAVE. If you are sick or otherwise indisposed, you must notify your instructor or the secretary in the University Transfer Building prior to the time of the examination in order to be eligible for a makeup exam.

Format: The class will be primarily lecture and discussion. There will be occasional videotapes presented.

Examinations and Grades:

There will be four examinations given during the semester. These exams will be a combination of multiple choice and short answer questions. Each exam is worth 20% of your final grade. The exams are not cumulative. The last exam will be given during final exam schedule but will not be cumulative. Given the nature of the class, the exams will be at the beginning of the evening and a lecture will follow the exam.

The remaining 20% of your grade will come from unannounced "pop" quizzes and homework that may be assigned. There will be at least 5 quizzes and I will drop your lowest grade. **THERE WILL BE NO MAKEUP QUIZZES.** There will be three homework assignments which will require you to apply material studied to your own work situation. Homework is to be turned in promptly at the next class or will be penalized one letter grade for each day late. The three homework grades will be of equal value to a quiz grade. The 4 quizzes and the homework will be equal to a test grade. Your final grade will then be determined by 4 tests (20% each and 4 quizzes+homework for 20%).

Each student will be given the grade which he or she earns (i.e. there does not have to be a certain percentage of A's, B's, etc.) Each objective question on every examination (including "pop tests" and the final) will count 1 point. Subjective questions may count more. At the end of the term, I shall simply add up each student's total points for the term and assign grades accordingly. While the following percentages are not sacrosanct, they can serve as useful guidelines in determining your grade at any given time during the term.

GRADING:

The following scale will be applied:

A+ = 100, 99	A = 98-93	A- = 92-90
B+ = 89, 88	B = 87-83	B- = 82-80
C+ = 79, 78	C = 77-73	C- = 72-70
D+ = 69, 68	D = 67-63	D- = 62- 60
F = 59 or less		

ACADEMIC HONESTY: All forms of cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Any student involved in any of these activities will, at a minimum, receive a grade of "0" for that portion of the course. This grade will be computed in the final course grade. Any student who is suspended or expelled due to an act of academic dishonesty will have the right of due process. (*see Student Handbook*)

Cheating is defined to include the following:

1. copying from another student's test paper
2. using unauthorized materials during a test
3. collaborating with another person during a test without permission
4. knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test
5. bribing any other person to obtain tests or information about tests
6. substituting for another student or permitting any other person to substitute for oneself

Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work for credit.

Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit.

ELECTRONIC DEVICES: Devices such as beepers/pagers and personal cellular phones are permitted on campus but must not be activated in classrooms.

STUDENT CONDUCT: See Student Handbook. Class discussions relevant to the course are encouraged; however, students must respect the freedom of the instructor to teach and the rights of other students to learn. Disruptive behavior is unacceptable; this includes persistent tardiness, rudeness, irrelevant class interruptions, etc.

ACCOMMODATION OF SPECIAL NEEDS BASED ON DISABILITY: Any student who requests accommodation of special needs because of disability must present documentation to verify his/her disability. Documentation must be obtained from Ms. Susan Clark at extension 2322. Accommodation will be determined by the student and instructor, following documentation, on a confidential basis and in a manner that is consistent with the objectives, outcomes, and academic quality of the course.

NOTE:

To maintain the best possible learning environment in this class, each student is invited to contact me immediately if problems related to teaching and learning occur. I am available during my office hours. If these times are inconvenient for you, please speak with me before or after class to arrange an appointment. Your comments, including concerns about my teaching, will be addressed in a serious, professional manner. Students' views help me to judge whether I am meeting your educational needs. If, for any reason, you do not want to share concerns with me or you are dissatisfied with my response, see the following individuals:

Department Contact: 294-3215	Dr. John Batson	Office: Johns 206B	Phone:
Dean: 294-2155	Brad Bechtold	Office: Hipp 101	Phone:

Course Schedule:

<u>DATE</u>	<u>TOPIC</u>	<u>CHAPTER</u>
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Jan 10	Introduction to Course Review of Psychological Principles Definitions Research Methods	1 2
Jan 17	Personnel Issues: Job Analysis Employee Selection	3 4
Jan 24	Personnel Issues: Performance Appraisal Training	5 6
Jan 31	Exam 1 Motivation	1,2,3,4,5,6 7
Feb 07	Job Satisfaction and Dissatisfaction	8,9
Feb 14	Communication	10
Feb 21	Communication	10
Feb 28	Exam 2 Group Process	7,8,9,10 11
March 8	Leadership	12
March 7	Leadership Influence	12 13
March 14	Power and Politics	13
March 21	Exam 3 Organizational Structure	11,12,13 14
March 28	Organizational Culture	14
April 11	Human Factors	15, handout
April 18	Review	
April 25	Last Exam	14,15,Handout

The instructor reserves the right to modify this syllabus because of conditions beyond the control of the instructor, or when the instructor deems changes to be in the interest of the academic program. If any changes are made, students will be informed at the earliest possible opportunity.