Instructor: Steve Seidel, Ph.D.
Office: BH 314
Phone: 825-2619
Email: steve.seidel@tamucc.edu
Office hours: TBD
Class meetings: Online

Course Description
This course will provide an introduction to Industrial and Organizational Psychology, a scientific discipline that studies human behavior in the workplace. Topics will include the history of Industrial/Organizational Psychology, job analysis, psychological assessments, personnel decisions, training and development, organizational change, teamwork, motivation, leadership and work stress and health.

Student Learning Objectives:
After completing this course, students will be able to:
- Identify the theories and vocabulary of Industrial/Organizational Psychology.
- Accurately describe and illustrate the different methodologies that Industrial/Organizational Psychologists use to answer empirical questions.
- Apply principles of Industrial/Organizational Psychology to solve problems in business settings.

Course Text:

Course Information: Online Nature of the Course
Overview
This course will be held entirely online through the Blackboard class system at TAMUCC. There will be no classes or tests at any physical location on campus. All lectures will be available through the course web page posted on Blackboard and all graded work will be submitted through the systems that exist on Blackboard. Each assignment will tell you the Blackboard method it uses for submission.

Since this course is completely online, you will need to make sure that you have consistent access to the Internet throughout the duration of the course. Additionally, a high speed Internet connection is required for this course; this is especially important for quizzes and the final exam because these assessments are timed. High-speed connections will minimize the loading times between test questions and therefore maximize the amount of time you have to actually answer the questions.

Course Management System: Blackboard
This course is entirely online and will use the Blackboard platform. You are expected to have reliable and dedicated internet access which enables you to view electronic resources, participate in discussions, and complete online exams. Blackboard will also be used for posting important class documents including
information about tests, supplemental readings, announcements, homework, and project assignments. It is your responsibility to check Blackboard regularly to ensure completion of all required coursework. If there are issues within your Blackboard course, please contact me first, as typically the instructor is the only one who can make changes/fix issues within a course. If you are having technical difficulties, please contact the IT Help Desk or your ISP.

If you are unfamiliar with the Blackboard system, you will find information and helpful links to get you started when you click on “Start Here” in the left column of Blackboard.

For technical assistance contact the IT Help Desk:

- phone: (361) 825-2692 (local); (866) 353-2491 (toll free)
- email: computer.helpline@tamucc.edu

Tutorials and guidance are available on the following websites:

- Island Online: https://iol.tamucc.edu/
- IT website: http://it.tamucc.edu/
- Help and Resources in this course menu (to the left)

If you haven't already prepared your computer for Blackboard, access Blackboard Technical Requirements and follow the directions.

To learn how to use the Blackboard tools available in this course, visit the Blackboard Learn On Demand Learning Center for Students at http://ondemand.blackboard.com/students.htm. In addition, workshop schedules on how to use Blackboard tools as well as many other helpful resources are available at https://iol.tamucc.edu/student_resources.html. Blackboard tutorials are on the left hand menu in your Blackboard classes or at http://ondemand.blackboard.com/students.htm.

In the event of a campus evacuation, your instructors will make every effort to continue offering your course. Should such an event occur, go to the https://iol.tamucc.edu/StudentCampusClosure.html for more information.

**Correspondence.**

I am committed to making myself available to answer questions, discuss concerns, and to provide/accept feedback concerning course content, exams, or anything else. The best way to reach me is by email at steven.seidel@tamucc.edu. I check my email frequently (less often on the weekends) and will do my best to respond to your messages quickly. I also encourage you to visit during my office hours if you are on campus or call me at (361) 825-2619. I am always willing to set up alternative meeting times with me if this works better for you. Remember that should you begin to struggle in this course, it is always better to talk to me about it sooner rather than later.

**COURSE EVALUATION**

**Readings**

You are required to read assigned chapters from the text before engaging in chapter assignments or discussions. Your textbook also has online resources available and I encourage you to utilize this interactive program. Resources include quizzes, self-assessments, and other activities to help you maximize learning.
While these supplemental activities will not be graded, they will help you to understand material and increase your overall mastery in the class.

You may also be assigned additional readings throughout the semester. Instructions on accessing assigned readings will be posted on Blackboard. These supplemental readings are designed to broaden your understanding of the subject material.

**Exams (55% of final grade)**
Exams will be taken online and cover the textbook chapters and class discussions from the preceding section (see class schedule). The testing window will be open for 24 hours on exam days. More information about accessing online tests will be provided in class announcements and within the Syllabus and Information section of the course. There will be 3 tests (the Final Exam will be the 3rd exam and will cover all material presented covered after the 2nd exam date). Exams will be multiple choice and may include some short answer or fill-in-the-blank items. If you are unable to complete tests online, contact the instructor in advance to make alternate arrangements. Exams in this course will be online. All students are required to use the Respondus Lockdown Browser to access exams in this course. Students may also be required to utilize Respondus Monitor for some or all of the course exams. This program uses a webcam and video technology to prevent cheating during online exams. Use of the Monitor feature requires a small fee to utilize. Students are responsible for downloading the program, ensuring appropriate equipment to utilize this service, and paying any associated fees prior to the testing window.

**Missed Exams**
If an occasion presents itself in which you feel it is necessary to miss an exam, you should explain the reason behind your intent to me PRIOR to the time of the exam or class. Late notification is unacceptable and will result in a score of 0 on the exam. Exceptions to this are extreme emergencies or valid and DOCUMENTED medical excuses.

**Class Assignments (22% of final grade)**
You will be required to complete graded assignments for each chapter. These activities will be collected and scored. A total of 100 points (22% of total grade) will be devoted to these activities. The purpose of the assignments are to assist you with mastering chapter material. All assignments must be submitted prior to deadlines. No late assignments will be accepted and no makeup assignments will be allowed.

**Review Assignments (not graded)** – On posted exam review days, you will be provided with a review assignment designed to help you prepare for each exam. These reviews are not collected or scored by the instructor. They will, however, be very helpful in getting ready for each exam.

**Discussion Participation (11% of final grade)**
There will be 4 discussion assignments throughout the course. Your participation in these discussions will be monitored and scored. For full participation credit, you be expected to follow the instructions for each discussion forum prompt. Posts or responses will be scored based on the degree to which they contribute to the overall discussion using a 3 point scale (3 = significant contribution, 2 = moderate contribution, 1 = low contribution, 0 = no post or response). In general, if asked to post comments, comments should be between 150-250 words to gain full credit. Discussion participation will be worth a total of 50 points toward your final grade.
GRADING

Your grade will be determined by your ability to score points which hopefully reflect your mastery of the assigned material and concepts. The approximate concentration of points is given below.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>3 Exams (100 pts each)</td>
<td>300 points (67%)</td>
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<tr>
<td>Class Assignments</td>
<td>100 points (22%)</td>
</tr>
<tr>
<td>Class Participation (through discussions)</td>
<td>50 points (11%)</td>
</tr>
<tr>
<td>Total</td>
<td>450 points (100%)</td>
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Grading for the above objective scale will be: 405 points (90%) and up will be an “A”; 360 points (80%) – 404 points will be a “B”; 315 points (70%) – 359 points will be a “C”; 270 points (60%) – 314 points will be a “D”; less than 270 points will be an “F”.

***The instructor reserves the right to raise (but not lower) any student’s grade based on the student’s quality of class participation and improvement throughout the course.

VERY IMPORTANT – Late Work/Missed Exams No late assignments will be accepted. Emergency situations which require you to miss an exam/deadline must be discussed with me in advance or as soon as they arise.

Classroom Expectations

Students are expected to actively participate in all class activities. This means that, not only are you expected to contribute to class discussions and activities, but your comments, questions, and contributions should indicate that you have read the assigned material and are prepared to contribute to class meetings.

We are all adults and it is expected that we will treat other students and the instructor with respect. During discussions, feel free to express your disagreement with ideas but refrain from criticizing or belittling anyone (including researchers, authors, etc.) with whom you disagree.

Using Resources Outside of Class

There are a number of resources available to you outside of class and I strongly encourage you to contact me if you have any questions, difficulties, comments, or simply want feedback. I want you to succeed in this class.

I encourage you to set up study groups or work with a partner whenever appropriate. Discussing the textbook material together and talking about what we are doing in class can be a great way to test your ability to express the ideas you are developing.

You are also strongly encouraged to make use of the Center for Academic Student Achievement (CASA). CASA offers a variety of services including tutoring, writing assistance, and mentors. The personnel in the center are a great resource to help you with various aspects of academic and college life. You can access their website for additional information at http://casa.tamu.edu/.

The Counseling Center can help you to better understand and address factors which may interfere with your academic success. Counseling can help to increase self-awareness, improve self-confidence, strengthen
coping skills, and teach you more effective strategies for all aspects of your life. Counselors can also help you to improving study skills, reduce text anxiety, strengthen time management skills, and improve problem solving skills. They are located in the Driftwood Building and you can access their website at http://counseling.tamucc.edu/

Disabilities Accommodations
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Academic Advising
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

Dropping a Class
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. The last day to drop a class for Summer I 2019 is June 21.

Grade Appeals
As stated in University Procedure 13.02.99.C2.03, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.
Classroom/professional behavior
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Academic Honesty/Plagiarism
Definition: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. Plagiarism is a violation academic expectations, but it is sometimes difficult to understand what plagiarism actually is. Often, students commit unintentional plagiarism (not citing sources properly, for example), because they are unaware of the standards that apply. Plagiarism includes:
• Using the work of another as your own,
• Downloading or purchasing ready-made essays off the web and using them as your own,
• Using resource materials without correct documentation,
• Using the organization or language of a source without using quote marks and proper citation.
• Turning in a researched project without citing sources in an appropriate documentation style.
When you are confused about citation of quotes or ideas, please visit the Writing Center or me to get help. Information on MLA documentation rules and APA documentation rules is available at Purdue University’s OWL: http://owl.english.purdue.edu/, and from our local Writing Center at CASA.
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a score of 0 on the assignment or test.
Statement of Academic Continuity
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi, this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>6/03</td>
<td>Unit 1: Introduction and History</td>
<td>Reading: pages 1-34 Assignment 1: Due 6/4 Discussion 1: Posts Due 6/7</td>
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<tr>
<td>6/04</td>
<td>Unit 2: Job Analysis</td>
<td>Reading: pages 35-76 Assignment 2: Due 6/5 Discussion 2: Posts due by 6/14</td>
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<tr>
<td>6/05</td>
<td>Unit 3: Legal Issues in Employee Selection</td>
<td>Reading: pages 77-116 Assignment 3: Due 6/6 Discussion 2: Posts due by 6/14</td>
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<tr>
<td>6/06</td>
<td>Unit 4: Recruiting and Interviewing</td>
<td>Reading: pages 117-158 Assignment 4: Due 6/9 Discussion 2: Posts due by 6/14</td>
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<tr>
<td>6/10</td>
<td>Unit 5: References and Testing</td>
<td>Reading: pages 159-200 Assignment 5: Due 6/11 Discussion 2: Posts due by 6/14</td>
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<tr>
<td>6/11</td>
<td>Unit 6: Selection Techniques and Decisions</td>
<td>Reading: pages 201-232 Assignment 6: Due 6/12 Discussion 3: Posts due by 6/14</td>
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<td>6/12</td>
<td>Review for Exam 1</td>
<td>Review Assignment 1 (not graded) Discussion 2: Posts due by 6/14</td>
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<tr>
<td>6/13</td>
<td>Exam 1: Chapters 1-6</td>
<td>Review Assignment 1 (not graded) Discussion 2: Posts due by 6/14</td>
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<td>6/17</td>
<td>Unit 7: Performance Evaluation</td>
<td>Reading: pages 233-282 Assignment 7: Due 6/18 Discussion 3: Due 6/21</td>
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<td>6/18</td>
<td>Unit 8: Training Systems</td>
<td>Reading: pages 283-320 Assignment 8: Due 6/19 Discussion 3: Due 6/21</td>
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<td>6/19</td>
<td>Unit 9: Employee Motivation</td>
<td>Reading: pages 321-356 Assignment 9: Due 6/20</td>
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<td>6/20</td>
<td>Unit 10: Employee Satisfaction and Commitment</td>
<td>Reading: pages 357-394 Assignment 10: Due 6/23</td>
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<td>6/21</td>
<td>Last Day to Drop a Class</td>
<td>Review Assignment 2 (not graded) Discussion 3: Posts due by 6/21</td>
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<tr>
<td>6/24</td>
<td>Review for Exam 2</td>
<td>Review Assignment 2 (not graded) Discussion 3: Posts due by 6/21</td>
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<tr>
<td>6/25</td>
<td>Exam 2: Chapters 7-10</td>
<td>Review Assignment 2 (not graded) Discussion 3: Posts due by 6/21</td>
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<tr>
<td>6/26</td>
<td>Unit 11: Organizational Communication</td>
<td>Reading: pages 395-428 Assignment 11: Due 6/27 Discussion 4: Due 7/3</td>
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<td>6/27</td>
<td>Unit 12: Leadership</td>
<td>Reading: pages 429-462 Assignment 12: Due 6/30 Discussion 4: Due 7/3</td>
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<td>7/1</td>
<td>Unit 13: Group Behavior</td>
<td>Reading: pages 463-502 Assignment 13: Due 7/2 Discussion 4: Due 7/3</td>
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<td>7/2</td>
<td>Unit 14: Organizational Development</td>
<td>Reading: pages 503-540</td>
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<td>Assignment 14: Due 7/3</td>
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<td>7/3</td>
<td>Review for Exam 3</td>
<td>Review Assignment 3 (not graded)</td>
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<tr>
<td>7/4</td>
<td>Holiday</td>
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<tr>
<td>7/5</td>
<td>Exam 3 (Chapters 11-15)</td>
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Note: The Instructor reserves the right to alter the above schedule at any time during the course.