

# PSYC 3302 Business Psychology

Spring 2022

## Instructor Information

---

### Instructor

Nicolette P. Hass, Ph.D.

### Campus Office Number

Life Science Building Room 308

### Office Telephone Number

(817) 272-5480

### Email Address

[nphass@uta.edu](mailto:nphass@uta.edu) (The best way to contact me is by email)

### Faculty Profile

<https://mentis.uta.edu/explore/profile/nicolette-hass>

### Office Hours

Wednesday 12:30 p.m. to 2:30 p.m. or by appointment (Teams only; no face-to-face office hours). Please email me to schedule your Teams office hours session.

## Course Information

---

### Section Information

PSYC 3302-001

### Time and Place of Class Meetings

Tuesday/Thursday from 3:30 p.m. to 4:50 p.m. Class will start on Tuesday, January 18, 2022. According to the recent update from University administration, we will hold class meetings online via Microsoft Teams through the first week of February. Starting Tuesday, February 8, classes will be held in Life Science Building, room LS 100 (pending further University updates).

### Description of Course Content

Industrial and Organizational (I/O) psychology (aka business psychology) focuses on the intersection between psychological theories/concepts and practical business applications. I/O psychologists are dedicated to improving the work environment for employees and ensuring businesses are productive. This course will introduce students to a wide range of I/O psychology concepts and topics such as employee selection, training, employee attitudes, leadership, and group processes.

### Student Learning Outcomes

Each week will be devoted to a particular topic. Successful completion of this course will require students to (a) learn and become familiar with each topic's basic concepts, (b) learn and understand how to apply those concepts in the workplace, and (c) develop and refine the knowledge and skills to assist organizations in functioning more effectively. Specific learning outcomes include:

1. Describe the basic theories of I/O psychology.
2. Identify the theoretical approaches related to the major topic areas.
3. Identify the techniques and methods used by I/O psychologists.
4. Give examples of, describe, and explain the connections among the various topics.
5. Gain experience presenting and discussing material.
6. Translate technical information and psychological principles into useable applications for practitioners.

## Required Textbooks and Other Course Materials

- Riggio, R.E. (2018). Introduction to Industrial/Organizational Psychology (7<sup>th</sup> edition). New York: Routledge. ISBN 978-1-138-65532-4 (hardback); ISBN 978-1-315-62058-9 (ebook)
- Additional readings, as required.

## Technology Requirements

- Computer or laptop with microphone and webcam
- Canvas
- Microsoft Teams

Live lectures will take place in Microsoft Teams through the first week of February. It is recommended to [download Teams](#) and join with the program rather than join via browser. To join a Teams meeting, view these [Join a Meeting Instructions](#). Other tutorials you may find helpful:

- [Using video in Microsoft Teams](#)
- [Change your video background](#)
- [Share content](#)
- [Raise your hand](#)
- [Manage audio settings](#)

Please consider a test run of your audio and video capabilities. **You must have your video turned on during class.**

## Descriptions of Major Assignments

**Exams:** There will be two required essay exams this semester: one midterm and one final. Each exam is worth 25% of your final grade. Exam length will be commensurate with the time allotment (i.e., the final exam will be longer than the midterm). Coming to class, reading the textbook, and completing the in-class assignments will greatly contribute to your successful exam performance.

Both exams will be taken in class and will be in open book, open notes format (see below regarding **plagiarism**). Essay questions will assess your knowledge of broad I/O topics, allowing you to demonstrate not only your understanding of the material but also your ability to synthesize and integrate information. This is meant to help you to best learn about I/O and how the topics work together. Students will refrain from using direct quotes in their answers. Direct quotes do not reflect your understanding of the material. Points will be deducted for not following these instructions.

A blue book may be provided in which to write your essay answers depending on class technological capabilities. An official UT Arlington picture I.D. may be required.

**Please do not be late to class on exam day. You will not be allowed to take the exam if someone has already submitted their exam prior to your arrival.**

Make-up exams will **only** be given to students with University-approved excuses (see [Authorized Absences](#)) or with an instructor-approved excused absence. Instructor-approved excused absences include **extraordinary events** such as a death in the family, personal illness or injury accident, COVID-related issues, incarceration or military deployment to active duty. Unexcused absences are too numerous to list but examples include sleeping late, traffic jams, parking issues, flat tires, traffic stops, weddings, bachelor/bachelorette parties, vacations, forgetfulness, time management problems, procrastination, non-emergency appointments, childcare issues, missed airline flights, family engagements, etc. **Official written documentation** which substantiates an extraordinary event as noted above must be submitted to Dr. Hass. If you fail to provide official written documentation, you forfeit the opportunity for a make-up exam.

If an exam is canceled due to inclement weather or other unexpected reasons, it will take place on the subsequent scheduled class time and at the same place as originally scheduled.

**Unit Progress Checks:** Unit progress checks (UPCs) address the application of I/O. Applying the materials covered in class to real world situations will enable you to understand the usefulness of the I/O discipline.

There will be seven (7) in-class UPCs given throughout the semester. Each UPC will be uniquely structured and will emphasize important I/O themes, ideas, and/or concepts. UPCs will be open book and open notes (see below regarding **plagiarism**). Students will refrain from using direct quotes in their answers. Direct quotes do not reflect your understanding of the material. Points will be deducted for not following these instructions.

A full class period will be devoted to the completion of all UPC assignments. This will allow time for **completion** and **discussion**, and grading will be based on both components. Your total UPC grade will be determined by averaging the seven UPC percentage scores.

A UPC makeup day is scheduled for Dec. 3rd when you will be allowed to make up any ONE missed UPC without a grade penalty. If you miss a UPC during the semester, and you do not attend on Dec. 3rd, you will miss your makeup opportunity, thus receiving zero points for the missed assignment. If you miss more than one UPC assignment, you will receive zero points for each missed assignment.

**Plagiarism Tutorial:** Given that exams and UPC assignments will be open book and open notes, it is imperative that students are clear about and understand the importance of academic integrity. Therefore, all students must complete UTA's online plagiarism tutorial: <https://library.uta.edu/plagiarism/index.php> (even if you have completed it in another course). The tutorial does a good job clarifying and providing examples of what is and what is not considered plagiarism.

Furthermore, you must **complete and pass** the quiz at the end of the tutorial (continuing to use the Library site, not Canvas). Once you submit the quiz, please click on the "Send email" option and complete the form so that your results are documented. The results should be emailed to [nphass@uta.edu](mailto:nphass@uta.edu) **on or before class on Thursday, Jan. 20, 2022**. **No credit will be given unless I receive your results.** Please note, you will not receive points for the successful completion of the tutorial; however, **failure to complete the tutorial by the deadline will result in an automatic reduction of 5 points on the first exam for every day the tutorial is late (including weekends).**

If you still are unsure or have additional questions once you complete the tutorial, please ask me. Otherwise, I will assume that you fully understand and know how to avoid plagiarism. UTA's Office of Community Standards has tools and resources to help you stay on the right path and avoid issues with academic integrity. Visit [go.uta.edu/honor-code](http://go.uta.edu/honor-code) to read the Honor Code and take the pledge. Mavericks don't take shortcuts. Take the pledge!

### Extra Credit

Formal and informal extra credit assignments will be offered during the semester. Points earned from all extra credit will be applied to the lowest exam grade.

- *Formal Extra Credit:* It is your responsibility to inform me on or before **March 22, 2022** in writing via email (preferred) or during office hours or by appointment of your desire to complete a formal extra credit assignment. Do not ask before, during, or after class; do not inform me via phone. Only by informing me via email or during office hours or by appointment will formal extra credit be assigned. Formal extra credit will not be available past **March 22**. No exceptions.
- *Informal Extra Credit:* Opportunities may be offered throughout the semester and will be announced as information becomes available.

### **Grading Information**

---

Grades will be computed as follows:

- |                                |                    |
|--------------------------------|--------------------|
| • UPC score (average of seven) | 50% of final grade |
| • Midterm exam                 | 25% of final grade |
| • Final exam                   | 25% of final grade |

The course grades will be assigned as follows:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. Students may at any time during office hours or by appointment throughout the semester confer with the instructor about his/her grades and class progress.

### **Expectations for Out-of-Class Study**

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities such as reading required materials, preparing for exams, etc.

### **Grade Grievances**

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog (see [Graduate Grading Policies](#); [Student Complaints](#)). The Psychology Department website provides a [form](#) for students to submit a grievance. Please use the form to properly route your issue.

### **Attendance**

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. This course consists of many in-class assignments. Therefore, coming to class prepared will result in you performing much better than if you miss class or come unprepared. You will maximize your learning experience by coming to class ready to participate.

Although attendance is expected and highly recommended, attendance is not part of the grading system. Therefore, as the instructor of this section, I do not require you to inform me about your absence(s). Importantly, however, if you do miss class, it is your responsibility to obtain the missed materials and/or notes (i.e., do not email me requesting notes or asking if you missed "anything important"). Attendance may be periodically monitored for administrative purposes.

While UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

The instructor reserves the right to deny entrance into the class if students are late. The instructor also reserves the right to remove any student who disrupts the learning process.

### **Course Schedule**

---

A detailed course schedule is provided at the end of this document.

### **Additional Course Information**

---

#### **Communication**

When communicating with faculty members and other professionals, all students are expected to communicate in a professional and formal manner regardless of the media (phone, email, face-to-face, etc.).

This includes addressing one's audience using his/her proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings and an appropriate tone. Communications deemed inappropriate will not receive a response.

### **Electronic Mail**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <https://oit.uta.edu/services/email/>

This instructor will use your UT Arlington student email account for official communication regarding this course. Class announcements will also be posted on the Canvas system. I will respond to emails and other messages within 24-48 hours, except for weekends and holidays. My expectation is that you will also respond promptly to my emails.

### **Institution Information**

---

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page (<https://resources.uta.edu/provost/course-related-info/institutional-policies.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

### **Face Covering Policy**

*While the use of face coverings on campus is no longer mandatory, all students and instructional staff are strongly encouraged to wear face coverings while they are on campus. This is particularly true inside buildings and within classrooms and labs where social distancing is not possible due to limited space. If a student needs accommodations to ensure social distancing in the classroom due to being at high risk they are encouraged to work directly with the Student Access and Resource Center to assist in these accommodations. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center's front desk or in their department.*

### **Academic Success Center**

The Academic Success Center (ASC) includes a variety of resources and services to help you maximize your learning and succeed as a student at the University of Texas at Arlington. ASC services include supplemental instruction, peer-led team learning, tutoring, mentoring and TRIO SSS. Academic Success Center services are provided at no additional cost to UTA students. For additional information visit [Academic Success Center](#).

### **Library Information**

---

Nicole Spoor is the librarian assigned specifically to assist students and faculty in the Psychology department. She can be reached at [della.spoor@uta.edu](mailto:della.spoor@uta.edu). You will find useful research information for psychology at <http://libguides.uta.edu/psychology>.

### **Research or General Library Help**

Resources

- [Library Tutorials](http://library.uta.edu/how-to) (library.uta.edu/how-to)

- [Subject and Course Research Guides](http://libguides.uta.edu) (libguides.uta.edu)
- [Librarians by Subject](http://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
- [A to Z List of Library Databases](http://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves) (https://uta.summon.serialssolutions.com/#!/course\_reserves)
- [Study Room Reservations](http://openroom.uta.edu/) (openroom.uta.edu/)

## Emergency Information

---

### Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (using a non-campus phone), **2-3003** (using a campus phone). You may also dial 911. The non-emergency number is 817-272-3381.

### Exit Procedures

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, which is located directly outside of the classroom. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

## PSYC 3302-001 Business Psychology

### Course Outline Spring 2022

*As the instructor of this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled.*

Date	Topic	Chapter
Jan. 18 (online)	Orientation and Syllabus Introduction: Definitions and History	1
Jan. 20 (online)	UPC #1	
Jan. 25-27 (online)	Job Analysis: Understanding Work and Work Tasks	3
Feb. 1-3 (online)	Employee Recruitment, Selection, and Placement	4
Feb. 8	UPC #2	
Feb. 10-15	Methods for Assessing and Selecting Employees	5
Feb. 17	UPC #3	
Feb. 22	Evaluating Employee Performance	6
Feb. 24- Mar. 1	Employee Training and Development	7
Mar. 3	UPC #4	
<b>Mar. 8</b>	<b>Optional – Exam review session</b>	
<b>Mar. 10</b>	<b>MIDTERM EXAM</b>	<b>1, 3, 4, 5, 6, 7</b>
<b>Mar. 14-18</b>	<b>No Class - Spring Vacation</b>	
Mar. 22-24	Motivation	8
Mar. 29	UPC #5	
Mar. 31-Apr. 5	Positive Employee Attitudes and Behaviors	9
Apr. 7	Communication in the Workplace	11
Apr. 12	UPC #6	
Apr. 14-19	Groups Processes in Work Organizations	12
Apr. 21-26	Leadership	13
Apr. 28	UPC #7	
<b>May 3</b>	<b>UPC Make Up Day</b>	
<b>May 5</b> <b>2:00-4:30PM</b>	<b>FINAL EXAM</b> <a href="https://www.uta.edu/records/calendars/files/Spring-2022-Final-Exam-Dates.pdf">https://www.uta.edu/records/calendars/files/Spring-2022-Final-Exam-Dates.pdf</a>	<b>8, 9, 11, 12, 13,</b>