

PSYC 381: Psychology of Work Behavior

Fall, 2007

Thursday • 5:00 p.m. - 8:00 p.m. • RU 113

Dr. Mike Aamodt

| Office | Email and Course Web | Office Hours |
|-------------------------------|---|---|
| Russell 238 (540) 831-5513 | maamodt@radford.edu http://mamodt.asp.radford.edu/PSYC381.HTM | Wednesday 4:00 – 4:45 Thursday 2:00 – 4:45 Friday 1:00 – 2:00 |

Course Objectives: By the end of the semester, you should be able to:

- Conduct a job analysis and write a job description
- Understand how to make legal employment decisions
- Select the right method to recruit and select employees
- Conduct a structured employment interview
- Perform a legal and effective performance appraisal review
- Motivate employees and increase their job satisfaction
- Communicate more effectively with coworkers, superiors, and subordinates
- More effectively handle organizational change

| Course Schedule | |
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| Date | Activity |
| August 23 | Topic: Introduction to the class and careers in I/O psychology |
| | Reading assignment: Chapter 1 |
| August 30 | Lecture Topic: Writing a Job Description |
| | Reading Assignment: Chapter 2 |
| | Exercises: Out of class (2.2 due September 7) In class (2.1, 2.3) |
| Sept 6 | Topic: Legal issues |
| | Reading Assignment: Chapter 3 |
| | Exercises: In class (3.1, 3.2, 3.3, 3.4, 3.5) |
| Sept 13 | Topic: Legal issues |
| | Reading Assignment: Chapter 3 |
| | Exercises: In class (3.6, 3.7, 3.8) |
| Sept 20 Sept 27 (no class) Oct 4 Oct 11 | Topic: Recruitment & Structured Interviews |
| | Reading Assignment: Chapter 4 |
| | Exercises: Out of class (4.1, 4.2, 4.3, 4.8, 4.10), In class (4.4, 4.5, 4.6, 4.7, 4.11) |
| Oct 18 | Topic: Employee Selection |
| | Reading Assignment: Chapter 5 |
| | www.queendom.com/tests (take a few tests on this website) |
| | www.quincyweb.net/quincy/psychology.html (take a few tests on this website) |
| Oct 25 | Exercises: Out of class (5.2, 5.4, 5.5, 5.6) In class (5.7) |
| | Topic: Performance Appraisal |
| | Reading Assignment: Chapter 7 |

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| | Exercises: Out of Class (7.1, 7.2, 7.3) In class (7.4, 7.5, 7.6) |
| Nov 1 | Topic: Training |
| | Reading Assignment: Chapter 8 |
| | Exercises: In class (8.2, 8.3, 8.4) |
| Nov 8 | Topic: Motivation and Satisfaction |
| | Reading Assignment: Chapters 9 & 10 |
| | Exercises: Out of class (9.1, 9.2, 9.3, 10.1, 10.2, 10.3, 10.4, 10.6) |
| Nov 15 | Topic: Organizational Communication |
| | Reading Assignment: Chapter 11 |
| | Exercises: Out of class (11.1, 11.2, 11.3, 11.5, 11.6, 11.7, 11.8) |
| Nov 22 | *** Thanksgiving Break *** |
| Nov 29 | Topic: Leadership and Group Behavior |
| | Reading: Chapters 12 & 13 |
| | Exercises: Out of class (12.1, 12.2, 13.1, 13.2) |
| Dec 6 | Topic: Organizational Development |
| | Reading: Chapter 14 |
| | Out of class (14.1 & 14.2) |
| Dec 11 | *** Class Case Study 5:30 *** |

Texts

Aamodt, M. G. (2007). *Industrial/Organizational Psychology: An Applied Approach* (5th ed.) Belmont, CA: Wadsworth Publishing. (ISBN 0-495-09306-8)

Aamodt, M. G. (2007). *I/O Psychology in Action*. Belmont, CA: Wadsworth Publishing. (ISBN 0-495-13032-x).

Course Information

Grading Policy: Your final grade in this class will consist of:

Attendance (70): 14 class periods, each worth 5 points (no excused absences)

Weekly quizzes (90): 10 quizzes worth 10 points each (you can drop your lowest quiz)

Out of class assignments (100)

The grading scale is: A = 234 points, B = 208 points, C = 182 points, D = 156 points, F = less than 156 points

Projects: Out-of-class projects must be completed prior to the start of the class listed on the syllabus and must be brought to class on that date. To complete the in-class projects, you must remember to bring your text and workbook to class. You must complete the projects yourself: using another student's work is a violation of the honor code.

Web Readings: Web readings might be assigned for some of the class meetings. These readings will be

discussed in class. Be sure to print these readings or take extensive notes on the readings that you can bring to class. These will help you during class discussion and are needed to receive credit.

Notes: Copies of the PowerPoint slides used in lecture can be printed from the course website. Be sure to print these and bring them to class. If you don't know how to do this, be sure to ask me during the first class meeting.

Extra Credit: Throughout the semester, you may be asked to complete a variety of tests used in a research project as well as participate in research experiments. You will receive one point for each test completed and one point for participating in a research project outside of class. Five extra-credit points is the maximum that can be earned.

IMPORTANT WEB LINKS

Course Website

<http://maamodt.asp.radford.edu/PSYC381.htm>

Practice quizzes and study materials for the book

www.thomsonedu.com/psychology/aamodt

Case studies

[http://maamodt.asp.radford.edu/Aamodt\(5th\)/HomePage\(5th\).htm](http://maamodt.asp.radford.edu/Aamodt(5th)/HomePage(5th).htm)

| Class Attendance & Quiz Points | | | |
|---|--------------------------|--------------------|----------------|
| Class Date | Attendance Points | Quiz Points | Chapter |
| August 23 | | | 1 |
| August 30 | | | 2 |
| September 6 | | | 3 |
| September 13 | | | |
| September 20 | | | 4 |
| September 27 | Library Day | | |
| October 4 | | | |
| October 11 | | | |
| October 18 | | | 5 |
| October 25 | | | 7 |
| November 1 | | | 8 |
| November 8 | | | 9 & 10 |
| November 15 | | | 11 |
| November 22 | Fall Break | | |
| November 29 | | | 12 & 13 |
| December 6 | | | 14 |
| December 11 | | | |
| | | | |
| TOTAL | | | |

Out of Class Assignments

| Assignment | Due Date | Points Possible | Points Received |
|--------------------------------------|--------------|-----------------|-----------------|
| 2.2: Job Description | September 6 | 15 | |
| 4.1: Reading help-wanted ads | September 20 | 4 | |
| 4.2: Writing help-wanted ads | September 20 | 2 | |
| 4.3: Point of purchase recruitment | September 20 | 2 | |
| 4.8: Finding career resources | October 11 | 2 | |
| 4.10: Resume | October 11 | 10 | |
| 5.2: Cognitive ability tests | October 11 | 1 | |
| 5.4: Personality inventories | October 11 | 1 | |
| 5.5: Interest inventories | October 11 | 1 | |
| 5.6: Integrity testing | October 11 | 1 | |
| 7.1: 360-degree feedback | October 18 | 2 | |
| 7.2: Creating performance dimensions | October 18 | 2 | |
| 7.3: Paired-comparison technique | October 18 | 2 | |
| 9.1: Focused free write | November 8 | 2 | |
| 9.2: Self-esteem inventory | November 8 | 2 | |
| 9.3: Intrinsic motivation inventory | November 8 | 2 | |
| 10.1: Focused free write | November 8 | 3 | |
| 10.2: Stability of job satisfaction | November 8 | 2 | |
| 10.3: Core self-evaluation | November 8 | 2 | |
| 10.4: Life satisfaction | November 8 | 2 | |
| 10.6: Absenteeism | November 8 | 3 | |
| 11.1: Focused free write | November 15 | 3 | |
| 11.2: Horizontal communication | November 15 | 3 | |
| 11.3: Nonverbal communication | November 15 | 3 | |
| 11.5: Your listening style | November 15 | 3 | |
| 11.6: Listening styles | November 15 | 3 | |
| 11.7: Listening quiz | November 15 | 2 | |
| 11.8: Readability | November 15 | 2 | |
| 12.1: Thinking about leadership | November 29 | 3 | |
| 12.2: Your leadership style | November 29 | 3 | |
| 13.1: Focused free write | November 29 | 3 | |
| 13.2: Increasing group membership | November 29 | 3 | |
| 14.1: Sacred cow hunts | December 6 | 3 | |
| 14.2: Acceptance of change | December 6 | 3 | |
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| TOTAL | | 100 | |