

PSYC 381: Psychology of Work Behavior

Fall, 2008

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://maamodt.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	
Date	Activity
Sept 04	Topic: Introduction to the class and careers in I/O psychology Reading assignment: Chapter 1
Sept 11	Lecture Topic: Writing a Job Description Reading Assignment: Chapter 2 Exercises: Out of class (2.2 due September 6) In class (2.1, 2.3)
Sept 18	Topic: Legal issues Reading Assignment: Chapter 3 Exercises: In class (3.1, 3.2, 3.3, 3.4, 3.5)
Sept 25	Topic: Legal issues Reading Assignment: Chapter 3 Exercises: In class (3.6, 3.7, 3.8)
Oct 02 Oct 09 – WR 221 Oct 16 (no class)	Topic: Recruitment & Structured Interviews & Resume Writing 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 23	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) Exercises: Out of class (5.2, 5.4, 5.5, 5.6) In class (5.7)
Oct 30	Topic: Performance Appraisal Reading Assignment: Chapter 7 Exercises: Out of Class (7.1, 7.2, 7.3) In class (7.4, 7.5, 7.6)
Nov 06	Topic: Training

	Reading Assignment: Chapter 8
	Exercises: In class (8.2, 8.3, 8.4)
Nov 13	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 20	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 27	*** Thanksgiving Break ***
Dec 04	Topic: Leadership and Group Behavior
	Reading: Chapters 12 & 13
	Exercises: Out of class (12.1, 12.2, 13.1, 13.2)
Dec 11	Topic: Organizational Development
	Reading: Chapter 14
	Out of class (14.1 & 14.2)
Dec 18	*** Class Case Study/Final Exam 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
September 4			1
September 11			2
September 18			3
September 25			
October 02			4
October 09			
October 16	Library Day		
October 23			5
October 30			7
November 06			8
November 13			9 & 10
November 20			11
November 27	Fall Break		
December 04			12 & 13
December 11			14
December 16			
TOTAL			

Out of Class Assignments

Assignment	Due Date	Points Possible	Points Received
2.2: Job Description	September 18	15	
4.1: Reading help-wanted ads	October 2	4	
4.2: Writing help-wanted ads	October 2	2	
4.3: Point of purchase recruitment	October 2	2	
4.8: Finding career resources	October 2	2	
4.10: Resume	October 23	10	
5.2: Cognitive ability tests	October 23	1	
5.4: Personality inventories	October 23	1	
5.5: Interest inventories	October 23	1	
5.6: Integrity testing	October 23	1	
7.1: 360-degree feedback	October 30	2	
7.2: Creating performance dimensions	October 30	2	
7.3: Paired-comparison technique	October 30	2	
9.1: Focused free write	November 13	2	
9.2: Self-esteem inventory	November 13	2	
9.3: Intrinsic motivation inventory	November 13	2	
10.1: Focused free write	November 13	3	
10.2: Stability of job satisfaction	November 13	2	
10.3: Core self-evaluation	November 13	2	
10.4: Life satisfaction	November 13	2	
10.6: Absenteeism	November 13	3	
11.1: Focused free write	November 20	3	
11.2: Horizontal communication	November 20	3	
11.3: Nonverbal communication	November 20	3	
11.5: Your listening style	November 20	3	
11.6: Listening styles	November 20	3	
11.7: Listening quiz	November 20	2	
11.8: Readability	November 20	2	
12.1: Thinking about leadership	December 04	3	
12.2: Your leadership style	December 04	3	
13.1: Focused free write	December 04	3	
13.2: Increasing group membership	December 04	3	
14.1: Sacred cow hunts	December 11	3	
14.2: Acceptance of change	December 11	3	
TOTAL		100	