



BS Psychology Program

COURSE SYLLABUS

Course Title:	Industrial Psychology	School Year:	2011-2012
Course Abbreviation:	PSY 213	Semester:	1st semester
No. Of Units:	3	Prerequisite Course/s:	Psy 208- Psychometrics Lec. Psy 208L–Psychometrics Lab.

Course Facilitator:	Cecille Ann C. Pilapil	Class Schedule:	
Office:	Department of Psychology	Room Assignment:	
Contact No:	4061611 loc. 8325	Consultation Schedule:	
E-mail:	cecilleannpilapil@yahoo.com	Consultation Room:	Department of Psychology; College of Science

COURSE DESCRIPTION:

A branch of Psychology that deals mainly with the principles and theories of Psychology as applied to business and industry. Topics important to Industrial-Organizational Psychology will be covered including personnel selection, employee testing, job analysis, performance appraisals, leadership, employee motivation and job satisfaction

COURSE OBJECTIVES:

Learning Objectives:	<p>At the end of the semester, the students will be able to:</p> <ol style="list-style-type: none"> 1. Explain and evaluate the theories, research, and practices within the field of Industrial-Organizational psychology. 2. Demonstrate how the theories and research in Industrial-Organizational Psychology can be applied to help solve work-related problems; and 3. Discuss the complex issues facing Industrial-Organizational Psychology today and how these issues affect workers, organizations, and society.
Value Objectives:	<p>At the end of the semester, the students will be able to:</p> <ol style="list-style-type: none"> 1. Appreciate the

GRADUATE ATTRIBUTES:

COLLEGE OF SCIENCE GRADUATE ATTRIBUTES	LEVEL OF FOCUS <small>(3=Major, 2=Minor, 1=Minimal, 0=No Focus)</small>	ACTIVITIES / ASSESSMENT
1. Functional body of knowledge and skills	3	<u>Activities:</u> Lecture, Class and Group Discussion, Research Work, Case studies <u>Assessment:</u> Quizzes, Oral Recitations, Major Examination
2. Information literacy	3	<u>Activities:</u> Lecture, Class and Group Discussion, Research Work, Case studies <u>Assessment:</u> Graded Group and Individual Presentation, Quizzes, Oral Recitations, Major Examination
3. Preparedness for life-long learning	2	<u>Activities:</u> Reflection papers, Lecture, Research Work, Group and Individual Presentation, Movie Critiques <u>Assessment:</u> Reflection Paper
4. Logical, critical and creative problem solving skills	3	<u>Activities:</u> Group work, Recitation <u>Assessment:</u> Quizzes, Oral Recitations, Major Examination
5. Communication abilities	3	<u>Activities:</u> Class and Group Discussion <u>Assessment:</u> Quizzes, Oral Recitations, Major Examination
6. Teamwork and collaborative skills	3	<u>Activities:</u> Class and Group Discussion, Group and Individual Presentation on an Assigned Topic <u>Assessment:</u> Quizzes, Oral Recitations, Major Examination
7. Commitment to Christian values	2	<u>Activities:</u> Lecture, Class and Group Discussion, Research Work <u>Assessment:</u> Oral Recitations
8. Awareness to national concerns and cultural diversity	2	<u>Activities:</u> Research Works and Case studies <u>Assessment:</u> : Quizzes, Oral Recitations, Major Examination

COURSE ORGANIZATION:

Unit	Specific Objective/s	CONTENT OUTLINE / CRITICAL ACTIVITY	Activity / Media	No. of Hours
1	a. Describe Industrial-Organizational (I-O) psychology, what I-O psychologists do, and where they work. b. Outline the scope and history of I-O psychology. c. Understand how I-O psychologists conduct research. d. Identify the major areas of I-O psychology. e. Explain the contemporary challenges facing I-O psychologists. f. Know what they can do with an I-O major. g. Describe the problems faced by I-O psychologists.	INTRODUCTION A. Nature and Scope of I-O Psychology B. Historical Development of I-O psychology C. Contemporary Challenges for I-O Psychology D. Problems Involved in I-O Psychology	Lecture/ recitation/ powerpoint presentation	6

2	<p>a. Understand the requirements, limitations, and methods of psychological research.</p> <p>b. Explain the experimental method, how to design an experiment, and how to select participants in research.</p> <p>c. Explain the use of naturalistic observation, polls, and surveys to collect data.</p>	<p>II. RESEARCH METHODS CRITICAL TO I-O PSYCHOLOGY</p> <p>A. Experimental Method B. Naturalistic Observation Method C. Survey Method D. Virtual Laboratories</p>	<p>Class discussion/ recitation/ powerpoint presentation</p>	2
3	<p>a. Explain the recruitment process and the importance of recruiter characteristics, campus recruiting, and realistic job previews.</p> <p>b. Understand the selection process and the critical contribution of job and worker analyses.</p> <p>c. Explain the legal and regulatory aspects of fair employment practices, including how to determine adverse impact, what are discriminatory questions, and reverse discrimination.</p> <p>d. Define job analysis, what it's used for, and how it is conducted.</p> <p>e. Compare and contrast four major techniques for employee selection: biographical information, interviews, references and letters of recommendation, and assessment centers.</p>	<p>III. EMPLOYEE SELECTION</p> <p>A. Recruitment Process B. Selection Process C. Job Analysis D. Biographical Information E. Interviews F. References and Recommendation Letters G. Assessment Centers</p>	<p>Class discussion/ recitation/ powerpoint presentation</p>	6
4	<p>a. Explain the principles of psychological testing.</p> <p>b. Describe the implications of fair employment practices.</p> <p>c. Present an overview of a sample testing program.</p> <p>d. Describe the administrative implications of the different types of psychological tests.</p> <p>e. Identify seven types of psychological tests used in the workplace.</p> <p>f. Understand the limitations of psychological testing.</p>	<p>IV. EMPLOYMENT TESTING</p> <p>A. Principles of Psychological Testing (REVIEW) B. Administering Psychological Tests C. Types of Psychological Tests</p>	<p>Class discussion/ recitation/ powerpoint presentation</p>	3
5	<p>1. Define performance appraisal and specify the HR functions affected by it.</p> <p>2. Describe how to ensure appraisal systems are in compliance with EEOC</p>	<p>V. PERFORMANCE APPRAISAL</p> <p>A. Nature of Performance Appraisal B. Performance Appraisal</p>	<p>Class discussion/ recitation/</p>	6

	<p>guidelines.</p> <ol style="list-style-type: none"> Understand the nature of opposition to appraisal systems from labor unions, employees, and managers. Explain and provide examples of the two approaches to measuring performance. Identify the techniques used to evaluate managerial performance. Describe and control for sources of rater error. Understand how to improve the effectiveness of performance appraisal systems and how to best conduct the post-appraisal interview. 	<p>Methods</p> <ol style="list-style-type: none"> Objective Method Judgmental Method Bias in Performance Appraisals Postappraisal Interview 	<p>movie critique/ powerpoint presentation</p>	
6	<ol style="list-style-type: none"> Explain the approaches, theories, and styles of leadership. Understand the role of power and expectations in leadership. Describe the functions of leadership. Identify the characteristics of successful and unsuccessful leaders. Describe the characteristics of successful management teams. Understand and explain the problems of leaders in general as well as those of women and minorities in management. 	<p>VI. LEADERSHIP</p> <ol style="list-style-type: none"> Approaches to Leadership Theories of Leadership Styles of Leadership The Role of Power Functions of Leadership Problems of Leadership 	<p>Class discussion/ recitation/ movie critique/ powerpoint presentation</p> <p>Groupwork and reflection paper</p>	6
7	<ol style="list-style-type: none"> Explain the content theories of motivation, including achievement, needs hierarchy, motivator-hygiene, and job-characteristics theories. Explain the process theories of motivation, including expectancy, equity, and goal-setting theories. Understand job satisfaction, its measurement, its relationship to job performance, and the mediating effect of personal characteristics. Describe the personal impact of job loss. Apply motivation theories to predict the effect of pay equity issues, merit pay, and wage-incentive systems. Compare and contrast job involvement and job commitment. 	<p>VII. MOTIVATION, JOB SATISFACTION AND JOB INVOLVEMENT</p> <ol style="list-style-type: none"> Content Theories of Motivation Process Theories of Motivation Nature and Scope of Job Satisfaction Perceived Equity Pay and Merit Pay Job Involvement and Organizational Commitment 	<p>Class discussion/ recitation/ powerpoint presentation</p>	3

8	<ol style="list-style-type: none"> 1. Identify what factors are considered to be key elements of physical working conditions. 2. Describe the focus of evolutionary psychology. 3. Explain how light, glare, noise, and color affect employees in the workplace. 4. Describe how temporal working conditions affect worker satisfaction, productivity, and absenteeism. 5. Explain how social-psychological working conditions relate to the design of the job and its effects on employees. 6. List the advantages and disadvantages of telecommuting. 	VIII. WORKING CONDITIONS A. Physical Working Conditions B. Work Schedules C. Psychological and Social Issues	Class discussion/ recitation/ powerpoint presentation	4
9	<ol style="list-style-type: none"> 1. Describe the physiological effects of stress. 2. Identify the contribution of individual differences in stress responses. 3. Understand the nature of work-family conflict. 4. Identify the causes and effects of stress in the workplace. 5. Describe the various approaches to treatment of stress in the workplace. 	IX. STRESS IN THE WORKPLACE	Class discussion/ recitation/ movie critique/ powerpoint presentation	3
10	<ol style="list-style-type: none"> 1. Define ergonomics and describe its role and function in the workplace. 2. Outline the history and scope of engineering psychology. 3. Explain the relationship of displays, controls, and the human operator in a person-machine system. 4. Describe the major considerations involved in the design of a workspace. 5. Contrast the advantages and disadvantages of auditory and visual presentation of information. 6. Define telematics and its importance to engineering psychology. 7. Describe the use of human factors in everyday life, with examples. 8. Understand and explain the factors that should be considered in the design of a computer work station. 	X. ENGINEERING PSYCHOLOGY	Class discussion/ recitation/ movie critique/ powerpoint presentation	6
11	<ol style="list-style-type: none"> 1. Describe the scope of consumer psychology, what consumer psychologists do, and where they work. 2. Describe the research methods used by consumer psychologists. 3. Describe the nature and scope of advertising. 4. Explain the relationship between 	XI. CONSUMER PSYCHOLOGY	Class discussion/ recitation/ powerpoint presentation	6

	consumer behavior and motivation.			
		XI. LABOR CODE OF THE PHILIPPINES A. Preliminary Title B. Book One: Pre-Employment C. Book Two: Human Resources Development Program		6
			Total No. of Hours	54

COURSE REFERENCES:

Textbook / Learning Materials	Schultz, D. P. and Schultz, S. E. (2006). Psychology and Work Today: An Introduction to Industrial and Organizational Psychology (9 th ed.). New Jersey: Pearson Education, Inc.
References	<p>Aamodt, M. G. (2007). Industrial/Organizational Psychology: An Applied Approach (5th ed.). California: Wadsworth Publishing, Inc.</p> <p>Muchinsky, P. (2006). Psychology Applied to Work (8th ed.). California: Wadsworth Publishing, Inc.</p> <p>Riggio, R. E. (2008). Introduction to Industrial-Organizational Psychology (5th ed.). New Jersey: Prentice Hall.</p> <p>Spector, P. E. (2006). Industrial Organizational Psychology: Research and Practice (4th ed.). New York: John Wiley & Sons.</p>

COURSE POLICIES:

- Attendance will be checked every class meeting. Absences will be considered excused if the student will present an excused letter approved by the Dean and/or the student will present a medical certificate noted by a representative of Health Service
- Textbook must be brought every class time.
- In the set-up and pack-up of AV equipment, the class president must create an assignment of pairs before and after the class.
- Accumulated absences of eleven (11) hours shall be given a final grade of FA or failure due to absences
- Since all quizzes are announced, giving of special exams shall be the sole discretion of the Professor
- Major examinations are departmentalized. The schedule shall be set by the Dean's Office. A no permit, no exam policy shall be implemented. Special preliminary or final examinations shall be scheduled with the Professor
- Deadlines for projects, assignments and research works shall be set by the Professor. Late submission shall have a deduction of five (5) points
- All students are required to read the chapter before the discussion of the related topics. Likewise, participation in classroom discussion and activities is highly encouraged
- Other reading assignments shall be added during the semester
- Students with course concerns are encouraged to visit the Professor during her consultation hours or can contact me through the class president
- APA format is the style guide used by Department of Psychology. Thus, all requirements to be

submitted should follow this format

- For group projects or requirements, students are required to communicate regularly with the other members of the group. In cases where there is conflict between/among members of the group, the group should counsel the member/s to find out the source of the problem/conflict. If this cannot be resolved, the group can elevate the matter to the Professor.

Grading System:

Preliminary and Pre-Final Grade:

60% = Class Standing: Oral Recitations, Quizzes, Graded Group and Individual Presentations, Assignments, Research Works, Reflection Paper, Classroom Participation, Case Analysis/ Studies

40% = Preliminary/Final Departmental Examinations

Average Grade:

Ave. Grade = $\frac{\text{Preliminary Grade} + \text{Pre-Final Grade}}{2}$

Final Grade:

Average Grade = Transmuted Grade in Percentage = Final Grade in Points

Ex. 70 = 75% = 3.00