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**Professor:**

Shari Schwartz (email): [sharischwartz@ufl.edu](mailto:sharischwartz@ufl.edu)

**Virtual Office Hours (via Zoom):**

Mondays: 1:00 pm – 3:00 pm

**Course Purpose:** The purpose of this course is to introduce you to the psychology subdiscipline of industrial-organizational psychology or, as I like to call it, “psychology of the workplace.” We will cover content areas that constitute the ‘I’ (industrial), versus the ‘O’ (organizational), from the perspective of the scientist-practitioner model. That is, you will learn the science behind the practical application of psychology to people and processes frequently found in workplace environments.

**Course Learning Outcomes**

1. Examine the influence that human behavior, cognition, and emotion has on productivity in the workplace
2. Distinguish the fundamental principles, theories, and research methods of I-O psychology from other areas of psychology
3. Evaluate the history and major theoretical perspectives underlying the discipline of I-O psychology
4. Apply I-O psychology concepts and theories to real world workplace settings
5. Identify specific skills, competencies, and qualifications needed for various careers

**Required Text:**

Levy, P. E. (2020). *Industrial organizational psychology: Understanding the workplace*, 6<sup>th</sup> ed. New York: Worth. ISBN:9781319269982 (ebook)

**Course Requirements and Expectations:** Keeping up with this online course is your responsibility as the student. You can expect this class to be demanding but hopefully personally and intellectually fulfilling. The course requires you to read, think, write, and apply what you are learning. Class lectures, assignments, and additional required readings are only accessible through the course website. Assignments must be submitted electronically through the course website as well. I will **NOT** accept your assignments via email. In anticipation of technical difficulties, make sure you turn in assignments early and double check that they have uploaded. If you experience technical difficulties, you must contact (call or chat; not email) the UF help desk immediately to explain to them your technical difficulty (and send me your case number via Canvas Inbox). I must have the case number for follow up.

All posted deadlines are in Eastern Standard Time (EST).

- 1) Extensions or make-ups will not be given to students based on technical difficulties on any course material. This includes **but is not limited to**:
  - a. Forgetting to hit the “submit” button on any of the course material.
  - b. Accidentally not including all required files **or** uploading the wrong file.
- 2) Do not wait until the last minute to complete course materials as this is an online course and things happen.
- 3) Students are responsible for all content of course announcements posted on Canvas. Thus, you must check Canvas daily to avoid missing any course announcements.
- 4) For course assignments, it is **your** responsibility to make sure that the correct file is uploaded and that all the files needed for the assignment are uploaded and in the correct format. Failure to do so will have an adverse effect on your grade so please pay close attention to this when submitting your work.
- 5) It is **your** responsibility to make sure that you and your presentation is audible and visible on all video assignments.
- 6) We may communicate with you via Canvas Inbox thus you are responsible to check your Canvas Inbox every 24 hours.

The instructor and TA(s) are here to help you learn. Make use of office hours and Canvas Inbox to communicate with me and the graduate TA(s). Online office hours are held via Zoom and are posted in Course Announcements. For questions sent through Canvas Inbox, the TA(s) and/or I will typically reply within 48 hours of receiving the email during a normal week. Please allow more time for emails sent on official holidays, Fridays, or over the weekend. All interactions with instructors and class members are expected to be professional and appropriate.

**NO MAKE-UPS WILL BE GIVEN ON ANY MATERIAL FOR THIS COURSE**, except for university excused absences with adequate documentation (i.e. doctor’s note). Documentation must be provided at least 7 hours before the course material is due unless there are extenuating, verifiable circumstances.

**Late Work.** All class work must be turned in on time in the manner outlined in the assignment instructions. Failure to do so will result in a zero on that assignment. Therefore, it is critical that you start your work early in the week each week as waiting until the end of the week may cause you to miss deadlines and thus have an adverse effect on your grade.

## **Course Structure**

**Activities/Discussions (40% of overall grade):** There will be seven (7) activities/discussions throughout the semester. Only six (6) of these will count toward your final grade, as I will drop the lowest of your activity/discussion grades. These will vary in topic, format, and specific requirements. The discussion activities are designed to be interactive to get you thinking critically about industrial/organization psychology. For each activity, you will be provided with detailed instructions, and each will be distributed through the discussion boards in our Canvas classroom.

**Applied Project Presentation (20% of overall grade):** For this project, you will

complete Holland’s Vocational Interests measure, find your occupational “types,” identify career possibilities, choose a job that is right for you and conduct a job analysis. You will then create a video presentation covering specific elements available in the assignment instructions. The goal of the applied project is to assess your learning of specific industrial and organizational concepts throughout the course. Detailed instructions are provided in our Canvas Classroom.

**Exams (40% of overall grade):** There will be four (4) exams throughout the course based on the textbook readings. Only three (3) of these will count toward your final grade, as I will drop your lowest exam grade. Exams will be timed and administered via Honorlock on Canvas. Each exam will consist of a combination of multiple choice, short answer, fill-in-the-blank, or true-false questions. These must be taken during the week in which they are open as there are no makeups for exams.

**Turnitin.com:** Turnitin.com is a plagiarism detection service available to the faculty at UF. The website searches your work for instances of plagiarism (from previously turned in papers, internet resources and publications). Students who plagiarize may receive a “zero” (E) for the entire course. Please make sure you read the sections on plagiarism in your Student Handbook and the APA manual. It is your responsibility to understand what constitutes plagiarism. Any misunderstandings on your part may not be used as excuses. I submit all your work through Turnitin.com.

## Grading

Your final grade will be calculated by your performance on your discussion board assignments, your quizzes, and your written assignments. Letter grades will be assigned according to the grading scale below. I do not round up grades under any circumstances.

Activities/Discussions – **40% of overall grade**  
Applied Project Presentation – **20% of overall grade**  
Exams – **40% of overall grade**  
Total: **100%**

A	=	94 – 100%	C-	=	70 – 72.9%
A-	=	90 – 93.9%	D+	=	67 – 69.9%
B+	=	87 – 89.9%	D	=	64- 66.9%
B	=	84 – 86.9 %	D-	=	60 – 62.9%
B-	=	80 – 82.9 %	E	=	0 – 59.9%
C+	=	77 – 79.9 %			
C	=	74 – 76.9%			

**Grade Dispute Policy:** It is your responsibility to stay on top of your grades in the course. As such, you will have three days (3) after a course material grade has posted to dispute the grade. Please note that the three-day timeframe includes weekends and holidays and will not be extended for any reason. The exception to this policy is the last exam grade because there will

not be enough time to complete disputes and turn grades in by the university-imposed deadlines. Disputes will not be accepted after the last day of classes. If you wish to dispute a grade, you must write two paragraphs in your message to me. One paragraph must be devoted to explaining the dispute and the second paragraph must provide a thorough explanation as to why your work is correct. This must include references to the course material for each aspect of the work you are disputing (for a total of two paragraphs). Then send a private message to me with this information via Canvas Inbox.

**Academic Misconduct:** Cheating is defined in the UF Handbook, and it is the student's responsibility to be familiar with its many forms (including plagiarism). If a student is caught cheating, the first offense will result in a zero for that exam or assignment and a record of the event will be placed in a temporary file with the Office of Student Affairs. The second offense will result in an 'E' for the course, and the student will go before the Honor Court. As a result of completing registration at UF, every student has agreed to the following statement: *I understand that UF expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.*" So...don't cheat.

**Disabled Student Policy:** The university provides accommodations to students with disabilities that may affect the ability to participate in activities or to meet course requirements. If you are a student with a disability and would like to request disability-related accommodations, please contact the Disability Resource Center (and me) as early in the semester as possible. The DRC is located in 001 Building 0020 (Reid Hall). Their phone number is 352-392-8565. Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting [disability.ufl.edu/students/get-started](http://disability.ufl.edu/students/get-started). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester. *Be sure to contact me as soon as possible and be assured these conversations will be held in strict confidence.*

**U Matter, We Care:** Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

**Course Evaluations:** Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available

at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

**Canvas:** This entire course is administered via the Canvas platform (<http://lss.at.ufl.edu>; click “**Canvas Login**”). Each student must become familiar with this software and ***check the course website on a regular basis*** because important class updates and announcements will be posted online. You are responsible for the content all class announcements made through Canvas.

**PSY 4930 I/O Psychology  
Fall 24 Class Schedule**

<b>Class Date</b>	<b>Topic</b>	<b>Canvas</b>	
August 22 – Sept 1	Course Introduction/What is I/O Psychology?	Complete Module 1	
Week of September 2	I/O Psychology Research Methods	Complete Module 2	
Week of September 9	Job Analysis <b>Exam 1</b>	Complete Module 3	
Week of September 16	Criterion Measurement	Complete Module 4	
Week of September 23	Performance Appraisal <b>Exam 2</b>	Complete Module 5	
Week of September 30	Personnel Selection/Legal Issues	Complete Module 6	
Week of October 7	<b>Applied Project Presentation Due</b>	Complete Module 7	
Week of October 14	Training and Development	Complete Module 8	
Week of October 21	Motivation <b>Exam 3 this week</b>	Complete Module 9	
Week of October 28	Job Attitudes	Complete Module 10	
Week of November 4	Worker Stress	Complete Module 11	
Week of November 11	Teams and Group Processes	Complete Module 12	
Week of November 18	Leadership	Complete Module 13	
Week of November 25	<b>HAPPY THANKSGIVING!</b>		
Week of December 2	<b>Exam 4 this week – Class ends on December 4</b>		
Week of December 9	<b>FINAL EXAMS DEC 7-13</b>		