



NEW YORK CITY COLLEGE OF TECHNOLOGY
 The City University of New York
 School of Arts & Sciences
 Department of Social Science

Gregory I. Mack, Ph.D.
 Adjunct Assistant Professor, Psychology
 Phone: 718.260.5080
 Email: GMack@citytech.cuny.edu
 Office: Namm 600
 Office hours: by appointment

Personnel and Organizational Psychology Syllabus

Course title: Personnel and Organizational Psychology
 Course code: PSY 2404
 Section: D918
 Class Number 32515
 Class hours/credits: 3 class hours, 3 credits
 Tue/Thurs 4:00PM -5:15PM
 Class room: Howard 112
 Prerequisite: PSY 1101
 Requirement Designation: Flexible Core

CATALOG DESCRIPTION: "Theory and techniques of personnel problems in industry and business. Dynamics of individual and group behavior in work situations; selection, evaluation methods; interviewing, and leadership development. The psychological implications of mechanization and automation are considered."

COURSE DESCRIPTION: Students will demonstrate a familiarity with psychological testing, performance appraisal, training and development, work teams, organizational development, and methodology and statistical logic as relevant to industrial/organizational behavior. Other topics include worker motivation, leadership, and group and organizational dynamics, affirmative action, sexual harassment, downsizing, mergers and acquisitions, stress in the workplace, union/management relations, and a variety of work-related ethical and mental health concerns.

REQUIRED TEXTBOOK:
 Industrial/Organizational Psychology, 5th edition (2017) by Paul Levy.

COURSE INTENDED LEARNING OUTCOMES/ASSESSMENT METHODS

LEARNING OUTCOMES	ASSESSMENT METHODS*
Demonstrate a knowledge of how psychological principles are applied to the world of work Including theoretical perspectives, history and current knowledge.	This will be assessed by a variety of methods including objective or subjective exam items; oral or written presentations; and assignments.

Demonstrate an understanding of the different research methods and research components (e.g., variables) that psychologists use in industrial and organizational psychology.	Exams, assignments, and discussions will serve as tools for students to identify and apply research methods concepts used in the field.
Describe/define the elements of Job and Task Analyses.	This will be assessed by objective or subjective exam items and an assignment.
Describe types of performance appraisal tools and advantages/disadvantages of each.	Objective exam items and an assignment will be administered to evaluate proficiency.
Describe assessment methods for selection and placement and legal contexts.	Discussion and an assignment will be administered to evaluate proficiency.
Describe various types of training programs and be able to identify which might be best for various job types.	Objective or subjective exam items; oral or written presentation; assignment
Demonstrate knowledge of the various leadership theories and styles.	This will be assessed by an assignment where students evaluate leadership styles of public figures. Additionally, there will be objective items on exams or quizzes.
Describe core elements of work motivation and attitudes.	This will be assessed by objective or subjective exam items and an assignment.

GENERAL EDUCATION LEARNING OUTCOMES/ASSESSMENT METHODS

LEARNING OUTCOMES	ASSESSMENT
KNOWLEDGE: To develop an introductory understanding of Industrial/Organizational Psychology concepts, topics and theories of how to address Industrial/Organizational Psychology problems.	Quiz on basic concepts; multiple choice and short essay questions on exams.
SKILLS: Develop and apply the tools of Industrial/Organizational Psychology analysis to critically question, analyze, and discuss problems and issues; Develop and strengthen the ability to discuss concepts and thoughts in writing	Completion of three short assignments structured to focus on a current Industrial/Organizational Psychology problem or issue; students analyze, evaluate and consider policy options to address.
INTEGRATION: Apply the tools of Industrial/Organizational Psychology analysis and the perspective to the understanding of other disciplines.	Short essay assignments; short answer questions on midterm and final exams.
VALUES, ETHICS, AND RELATIONSHIPS: Develop and understanding of and ability to apply diverse perspectives to the understanding of Industrial/Organizational Psychology issues; work creatively with others in group problem solving; develop a respect for diverse viewpoints; apply the skills and concepts covered in the course to the analysis of related issues and concepts across other disciplines.	Weekly in-class group discussions and assignments

CAPSTONE COURSE STATEMENT:

This course fulfills the LAA/LAS Associate Capstone requirement, though it can also be taken for other requirements and electives. The City Tech LAA/LAS Associate Capstone is designed for students entering

their second year in the program. LAA/LAS Associate Capstone courses are meant to prepare students to continue their studies in a bachelor's degree, third-year, or junior, level. In addition, Associate Capstone courses are meant to help students develop an awareness of the importance of knowledge, values and skills developed in general education courses; and to integrate this knowledge, these values and these skills into their advanced academic study and professional careers. Please ask the instructor if you have any questions about what the LAA/LAS Associate Capstone requirement entails.

EXAMS/ ASSIGNMENTS/RESEARCH PROJECT

Exams. Two exams and a cumulative final exam will be given this semester. Each exam will cover the assigned readings, lectures, and demonstrations. Make-up exams will only be given with an excused absence.

Assignments. Four brief HW assignments will be assigned this semester. Detailed information regarding the assignments and format will be distributed during the semester. The assignments must be handed in on their respective due dates.

Research Project. The research translation project requires that you (a) identify at least two recently-published research studies on a topic that is relevant to the course, (b) describe (translate) the content of those studies in a paper written for a professional audience, and (c) discuss the applied implications of those studies. The paper must convey useful, detailed, and understandable information about recent research in I-O Psychology, and must be written in a way that is understandable to a well-educated but non-technical professional reader (e.g., a human resources manager who has never taken a course in psychology!). You have the option of doing it either by yourself (i.e., as an individual contributor) or as part of a 5-person team. A component of your grade is the class presentation. Note that the project is presented here as if it were an employee work assignment, with you - and everyone else in the class - being new employees of a hypothetical company called City Technical International.

ALL RESEARCH PROJECT TOPICS MUST BE PREAPPROVED BY THE PROFESSOR!

Item	Points per	Total Points	Weight
2 Exams	100	200	33.3%
Final Exam	200	200	33.3%
HW Assignments	25	100	16.7%
Research Project/Presentation	100	100	16.7%
Total		600	100%

GRADING.

Your final grade will be determined by summing the points earned for the exams, the four assignments, and the research project:

New York City College of Technology's official grading scale will be used: 93-100% (A), 90-92.9% (A-), 87-89.9% (B+), 83-86.9% (B), 80-82.9% (B-), 77-79.9% (C+), 70-76.9% (C), 60-69.9% (D), 59.9% and below (F).

NYCCT ACADEMIC INTEGRITY POLICY STATEMENT:

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and

is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Reasonable accommodations will be made for students with documented disabilities. If you have specific physical, psychiatric or learning disabilities and require accommodations, please let me know as soon as possible, but definitely before the date of the first quiz, so that your learning needs may be appropriately met. If you have not already done so, you will need to provide documentation of your disability to the Center for Student Accessibility, which is located in A-237 in the Atrium Building.

COLLEGE POLICY ON ABSENCE/LATENESS

A student may be absent without penalty for 10% of the number of scheduled class meetings during the semester as follows:

Class Meets	Allowable Absence
1 time/week	2 classes
2 times/week	3 classes
3 times/week	4 classes

Excessive Absence

If a student's class absences exceed the limit established for a given course or component, the instructor will alert the student that their grade may be negatively affected. If the student stops coming to class without officially withdrawing a grade of "WU" may be assigned. If a student remains officially registered for a course and **never** attends that course, a final grade of "*WN" will be assigned. If the student withdraws officially from the course, he/she will be assigned a grade in accordance with the existing withdrawal policy of the College.

Appeals

A student wishing to appeal the excessive absence status and the impending grade should request a meeting with the chairperson of the department in which the course is offered. The chairperson will consult with the instructor to render a decision. A student wishing to appeal a "WU" grade may do so through the Committee on Course and Standards.

Lateness

It is the responsibility of the instructor to keep a record of lateness and to inform each class orally and in writing of the lateness policy during the first two weeks of class meetings of each semester.

Psy2404 Tentative Course Schedule

Introduction to Personnel and Organizational Psychology	8/29	Introduction to I/O Psychology
Chapter 1. Introduction: Definitions and History	8/31	a. What is Industrial/Organizational Psychology? b. The Science and Practice of Industrial/Organizational Psychology c. The Roots and Early History of Industrial/Organizational Psychology d. Industrial/Organizational Psychology Today and in the Future
Chapter 2. Research Methods in Industrial/Organizational Psychology	9/5	a. Social Scientific Research Methods b. Major Research Designs c. Measurement of Variables

		d. Statistics e. Interpreting and Using Research
Chapter 2. Research Methods in Industrial/ Organizational Psychology	9/7	a. Social Scientific Research Methods b. Major Research Designs c. Measurement of Variables d. Statistics e. Interpreting and Using Research Results
Part II: Industrial Psychology Chapter 3. Job Analysis	9/12	a. Job Analysis Methods b. Job Analysis and the ADA c. Job Evaluation and Comparable Worth
Chapter 3. Job Analysis	9/14	[Continued]
Chapter 4. Criterion Measurement	9/19 (Thurs)*	a. Defining Criteria b. The Criterion Problem c. Distinctions Among Performance Criteria d. Performance and Disability
Chapter 5. Performance Appraisal	9/26	a. Uses of Performance Appraisal b. The Role of I/O Psychology in Performance Appraisal c. Sources of Performance Ratings d. Rating Formats, Errors, Considerations e. Contemporary Performance Appraisal Research f. Legal Issues in Performance Appraisal
Chapter 5. Performance Appraisal Chapter 6. Predictors **Research Project Topics due**	9/28	[Continued] All sections
Chapter 6. Predictors	10/3	All sections
Chapter 7. Selection Decisions and Personnel Law	10/5	All sections
Chapter 7. Selection Decisions and Personnel Law	10/10	[Continued]
Chapter 8. Training and Development	10/12	All sections
Exam 1	10/17	Exam 1
Part III: Organizational Psychology Chapter 9. Motivation	10/19	All sections
Chapter 9. Motivation	10/24	[Continued]
Chapter 10. Job Attitudes: Antecedents and Consequences	10/26	All sections
Chapter 10. Job Attitudes: Antecedents and Consequences	10/31	[Continued]

Chapter 11. Stress and Worker Well-being	11/2	All sections
Chapter 11. Stress and Worker Well-being	11/7	[Continued]
Chapter 12. Group Processes and Work Teams	11/9	All sections
Chapter 12. Group Processes and Work Teams	11/14	[Continued]
Exam 2	11/16	Exam 2
Chapter 13. Leadership	11/28	All sections
Chapter 14 Organizational Theory and Development	11/30	All sections
Group Presentations	12/5	Groups 1, 2,
Group Presentations	12/7	Groups 3, 4,
Group Presentations	12/12	Groups 5, 6
Final Exam Week	12/14 to 12/19	Finals