

VALENCIA COLLEGE

PSYCHOLOGY IN BUSINESS AND INDUSTRY
INP 1301, CRN 11064 Fall 2021
August 23- December 12, 2021
Online



Instructor: Stephanie Figueroa

Contact info: sfigueroa59@mail.valenciacollege.edu
407-299-5000 Psychology Department to leave a message only

You may contact me at any time if you have any questions or concerns regarding the class.

Please use the Canvas e-mail system as your primary method of contact. You are responsible to check the Canvas email system regularly. This is how we will communicate as part of the online classroom. If you prefer or require face to face contact, please schedule a time with me by e-mailing me for an appointment.

If by chance the Canvas system is down, unavailable, or you do not get a response within 48 hours you may also try my Valencia e-mail or personal email above. Remember the personal email is not considered official communication. If your message is urgent, please forward it to both emails or contact me at the above number.

If by chance you come across technical difficulties and need Canvas support, the following outlets are available for help:

- Guides, FAQs, and chat options: <http://blogs.valenciacollege.edu/canvas/home/canvas-support/>
- By Phone: 407-582-5600
- By Email: onlinehelp@valenciacollege.edu

What is Industrial Organizational Psychology?

Defined:

- Introduction to psychology of human behavior as applied to business and industry. Designed to study psychological factors involved in work situations, including leadership, motivation, communication, morale, organizational structure, personnel selection, training, appraisal, and consumer problems.

Objectives:

- **Provide you with a basic understanding of the history of issues in the work place.**
- **Provide an introduction to the main theories and topics associated with I/O Psychology.**
- **Provide you with an understanding of the complexity of work place issues.**
- **Application of the information learned from this course in real life work situations.**

Prerequisites: none

Credit Hours: 3

Course Text :

**Effective Human Relations: Interpersonal and Organizational Applications, 13th Edition
ISBN-13: 978-1305576162**

Grades will be calculated on the following measures:

20 % Discussion/Attendance

Each week you will be required to read the assigned materials, post 1 reply to the discussion prompt by 11:59 pm on Wednesday and respond to 3 of your classmates by 11:59 pm on Saturdays. Replies to the discussion prompts must be meaningful and include proper support for your reasoning. Replies to classmates should also show depth and meaning. To ensure we are all getting feedback from our peers, if a post already has 3 replies, try and move on to another student post to reply to so that all students get a chance for review.

60% Section Exams

- There will be 6 section exams spread throughout the semester. Each will be worth 10%, totaling up to 60% of your final grade. The layout of the test will be comprised of multiple choice and true/false questions.

20% Individual assignments

There will be two individual assignments due this term. Each will be worth 10%, totaling up to 20% of your final grade. The assignments you will complete are designed to apply the information you have learned during your time in the course to real life situations. Specific guidelines, directions, and rubrics relating to these application assignments will be available on the course website.

Evaluation Process:

Grades will be assigned to completed work within 24-48 hours unless noted ahead of time.

Exams will give an immediate grade and access to all questions and their correct answers will be available for your review after the due date has passed. If you wish immediate clarification, I would be happy to reply to your questions via email before then.

For discussions and assignments, rubrics will be completed for your review when returning your grades to you, including comments for feedback as needed. Any suggested changes for assignments will be made if turned in prior to the due date so that students can receive proper feedback and adjust their work accordingly up until the time the assignment is due. This is designed to help students achieve the highest score possible and ensure that you have attained the level of understanding expected for the assigned activities.

For students seeking to find their current average and calculate their estimated final grades (“What if scores”) please see the following link as it will guide you in a step by step fashion on how to do so within Canvas: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-approximate-my-assignment-scores-using-the-What-If/ta-p/481>

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60% = F

Important Dates for Students- Fall 2021

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|--|--|
| Class Start Date | August 23 |
| No Show Reporting Period | September 1-10 |
| Withdrawal Deadline for “W” grade | October 29 |
| Day and Evening Classes End | December 12 |
| Final Exams | December 6-12 |
| Final Grades Available in Atlas | December 14 |
| Credit Classes Do Not Meet | August 17-20 September 6 November 11 November 24-28 December 22- January 2 |

Course Schedule

| Week Ending | Activity |
|--------------------|--|
| August 28 | Introduction Discussion Orientation Module |
| September 4 | Read Chapters 1-3 Exam 1 Discussion A |
| September 11 | Exam 1 Exam 1 Discussion B |
| September 18 | Read Chapters 4-6 Exam 2 Discussion A |
| September 25 | Exam 2 Exam 2 Discussion B |
| October 2 | Read Chapters 7-9 Exam 3 Discussion A |
| October 9 | Exam 3 Exam 3 Discussion B |
| October 16 | Assignment 1 (builds from Exam 1 materials) Exam 3 Discussion C |
| October 23 | Read Chapters 10-12 Exam 4 Discussion A |
| October 30 | Exam 4 Exam 4 Discussion B |
| November 6 | Read Chapters 13-15 Exam 5 Discussion A |
| November 13 | Exam 5 Exam 5 Discussion B |
| November 20 | Read Chapters 16-17 Exam 6 Discussion A |
| November 27 | No work due- Thanksgiving Week! |
| December 4 | Exam 6 Exam 6 Discussion B Student Assessment on Instruction |
| December 11 | Assignment 2 (builds from Exam 5 materials) Exam 6 Discussion C |

Attendance/ Withdrawal Policy:

Regularity in online attendance is vital to academic success. Students are expected to sign on each week and complete all required discussion information in order to receive full attendance scores. This means that not only are you expected to sign on, but also answer discussion questions, read other student responses, and respond to them to receive a full attendance grade for that week.

Please make sure to log in during the first week of the course and complete the Academically Related Attendance Activity (discussion posting). If you do not, you will be withdrawn from the class as a "no show" and you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

If you plan to withdraw from the course after the no show period, it will be your responsibility to go through the withdraw process. Note: A portion of your final grade will be based on attendance.

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of October 29 will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." For a complete policy and procedure overview on Valencia Policy 4-07 please go to:

<https://valenciacollege.edu/about/general-counsel/policy/documents/volume4/4-07-academic-progress-course-attendance-and-grades-and-withdrawals.pdf>

Makeup Policy for Exams and All Other Assignments:

For the academic success of students in this course, all work must be completed on or before dates assigned. Please notify me ahead of schedule if you are to be out for a planned absence or extended period so we can plan accordingly. Any other make up assignments or quizzes are only available via the explicit consent of the instructor if they meet the criteria for documented emergencies per Valencia College Policy.

Student Conduct and Academic Honesty: Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct

Exams and homework are considered individual effort; any submissions that are too similar for coincidence will receive no credit.

- Students are responsible for preparing each week by reading pre-assigned readings and completing assignments.
- Students may collaborate on design and project issues. This does NOT include duplication of programs or designs. Collaboration should be used to find bugs in programs or to solve program syntax and general structure problems. Copying, regardless of the number of editor changes, renaming, and/or retyping is considered cheating, and a student's inability to describe the function of a submitted assignment will be considered evidence of cheating. All students involved in incidents of cheating will be given a zero ('0') for that assignment/quiz/exam/project without regard to who did the original work or who may have benefited.
- The instructor's phone and email are provided for emergency situations, such as missing an exam, and brief questions about specific assignments. Messages should consist of your name, your class and class time, and a brief message. Due to the problem of "phone tag", student phone calls will normally not be returned. Emails with specific questions will be answered as soon as possible, usually within 24 hours. Students who need more than a brief response should arrange a meeting with the instructor. Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct.
- By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the class rests with the faculty. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook

Valencia Student Core Competencies:

- **THINK** clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating symbolic works and truth claims.
- **VALUE** make reasoned judgments and responsible commitments.
- **COMMUNICATE** by reading, listening, writing and speaking effectively.
- **ACT** purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

Copyright Policy:

To avoid copyright infringement, any materials produced specifically for this class can **ONLY** be used during this term for this class.

Third Party Software & FERPA Policy:

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the Family Educational Rights and Privacy Act (FERPA), including third party tools and services used in this course.

Privacy policies for the tools used in this course are listed below and at the point of use.

- **FERPA:** <https://valenciacollege.edu/about/ferpa/>
- **Valencia College privacy policy:** <https://valenciacollege.edu/about/privacy/>
- **Canvas privacy policy:** <https://www.instructure.com/policies/privacy?newhome=canvas>
- **YouTube Privacy Policy:** <https://www.youtube.com/howyoutubeworks/user-settings/privacy/>
- **Google Privacy Policy:** <https://policies.google.com/privacy>

Students with Disabilities:

If you are a student with a disability who qualifies for academic accommodations, please provide the notification from the Office for Students with Disabilities (OSD) so we can discuss your specific need, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. To locate your campus disability office, please go to the following link: www.valenciacollege.edu/osd

Valencia I.D. Cards:

Please make sure to have your Valencia ID card. Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory to obtain these services so please make sure you are prepared ahead of time.

Disclaimer Statement:

This outline may be altered, at the instructor's discretion during the term. It is the responsibility of the student to make any adjustments as announced.