**PSYCHOLOGY IN BUSINESS AND INDUSTRY  
INP 1301, CRN 11066 Fall 2020  
October 16- December 13, 2020  
Online**

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**Instructor:                  Stephanie Grimes**

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**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.**

**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 workplace.**
* **Introduce the main theories and topics associated with I/O Psychology.**
* **Provide you with an understanding of the complexity of workplace 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 response to a discussion question each week, read 5 other responses, and respond to 3 of your classmates. The due date will be 11:59 pm on Saturdays.  
  
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. They will be designed for the students to apply the information from the course to their own lives and learn from them. Specific guidelines and directions relating to these application assignments will be available on the website.**

**90 – 100% = A**

**80 – 89% = B**

**70 – 79% = C**

**60 – 69% = D**

**Below 60% = F**

**Important Dates for Students- Fall 2020**

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| --- | --- |
| **Class Start Date** | October 16 |
| **No Show Reporting Period** | October 24 - November 2 |
| **Withdrawal Deadline for “W” grade** | November 20 |
| **Day and Evening Classes End** | December 13 |
| **Final Exams** | December 13 |
| **Final Grades Available in Atlas** | December 15 |
| **Credit Classes Do Not Meet** | November 11 November 25 - November 29 December 23- January 3 |

**Course Schedule**

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| **Week Ending** | **Activity** | **Assignment Due** |
| October 24 | Discussion, Read Chapters 1-3, Exam 1 |  |
| October 31 | Discussion, Read Chapters 4-6, Exam 2 |  |
| November 7 | Discussion, Read Chapters 7-9 | Assignment 1 due |
| November 14 | Discussion,  Exam 3 |  |
| November 21 | Discussion, Read Chapters 10-12, Exam 4 |  |
| November 28 | Discussion, Read Chapters 13-15, Exam 5 |  |
| December 5 | Discussion, Read Chapters 16-17 | Assignment 2 due |
| December 12 | Discussion, Exam 6 |  |

**Makeup Policy for Examinations and All Other Assignments:  
  
All tests must be taken on or before dates assigned. No makeup tests or quizzes are available without the explicit consent of the instructor, which will only be granted in cases of documented emergencies per Valencia College Policy.**

**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 in order to receive a full attendance grade for that week. Some information presented online may not be in the textbook and may be covered on a test/exam.  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 November 20 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:**[**http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75Links to an external site.**](http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75)**.**

**Student Conduct and Academic Honesty:**

* **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**.

**Students with Disabilities:  
Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, 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  
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 in order to obtain these services.**

**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.**