

Organizational Psychology

PSY 342

Fall 2013

Instructor: Olga Yarova; MA
Office: AUCA; Psychology Department
Pre-requisites: Introduction to Psychology PSY 101 or PSY 102
Meeting times: Wednesday 14.10, Thursday, 14.10
Credit hours: 3
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Textbook:

Riggio, Ronald (1999). *Introduction to industrial/organizational psychology*

I. Recommended readings

Aamodt, Michael G (1999). *Applied industrial / organizational psychology*

Robbins, Stephen (2000). *Essentials of organizational behavior*

Kreitner, Robert (2001). *Organizational behavior*

Cook, Curtis W. (2001). *Management and organizational behavior*

Handbook of industrial and organizational psychology (1983)

Spector, Paul E. (2006). *Industrial and organizational psychology research and practice*

Silverthorne, Colin P. (2005). *Organizational psychology in cross-cultural perspective*

Beatty, R. (1994). *Interviewing and selecting high performers every manager's guide to effective interviewing techniques*

II. Course Objectives

- To give students a broad knowledge on topics Organizational Psychologists study, their research methods and theories, as well as real-world application;
- To develop some practical skills that might be helpful in students' future work settings like conducting job analysis, analyzing research data, developing performance appraisal forms etc.
- To give experience in discussing and presenting material in class;
- To develop students' critical and material. integration skills;
- To enhance students analytical and writing skills.

III. Course requirements

A. Attendance (20 points)

The attendance is mandatory, and will be marked. Please try not to be late. If you are late more than 15 minutes it automatically will be counted as an absence. Unjustified absences (without supporting documents) negatively affect your final grade or can lead to the withdrawal from the course.

B. Participation (20 points)

An important requirement is your active participation in class discussions. Strong participation can be built only on the bases of devoted preparation for the class. Please, be prepared for each class having read the required reading assignments as your 'to the point' participation would significantly increase your final grade.

C. Presentation of a mini project (30 points)

On the e-course you can find a list of presentation topics. Some of them are more theoretical and should be presented individually. Others are more practical assignments which may be performed by two students and then

be presented in class. You can also offer your topic of presentation if the list does not have a particular presentation theme for certain classes.

D. Assignment 1. YOUR PERSONAL CV (20 points). For this assignment you will compile your personal CV which is an in-depth document that contains very detailed information about your achievements, professional experience, education, as well as any other accomplishments like publications, awards, honors etc.

E. Assignment 2. Reflection paper on the film “Office space” (30 points). Guidelines will be posted on the e-course.

F. Final and Midterm Exams (50 points+50 points)

There will be two exams in this course: midterm and final. I will give you a set of questions few weeks before the exam. During the exam you will receive multiple-choice questions and short-answer essay questions based on the study guide received previously. The final exam is not going to be cumulative: it will cover only the second part of the course.

IV. Grading (total 2200 points)

- Attendance (20 points)
- Participation in discussions (20 points)
- Presentation of mini project (30 points)
- Your personal CV (20 points)
- Reflection on film (30 points)
- Mid-term in-class exam (50 points)
- Final in-class exam (50 points)

A	96-100%	B-	76-80 %	D+	56-60 %
A-	91-95 %	C+	71-75 %	D	51-55 %
B+	86-90 %	C	66-70 %	D-	46-50 %
B	81-85 %	C-	61-65 %	F	0-45 %

V. Academic Integrity and Ethic Issues

- **Cheating policy.** If a student noticed at submitting someone else’s work and presented it as his/her own, copied answers from other exam papers or plagiarized from a published article or book, it would automatically imply “F” and notification of University Administration regardless of previous accomplishments and general standing in the class.
- **Privacy and confidentiality.** During our discussions we will share our personal experience with each other. To make yourself comfortable in sharing this personal information be respectful and avoid divulging information that is “too personal”.
- **Rule of a raised hand.** When several people speak at the same time it becomes impossible for the other students to have equal access to the discussion.
- **Respect your colleagues’ opinion.**
- **No talking.** Speaking to your neighbors and commenting while instructor or your colleagues are speaking is disrespectful. If you missed something, let us know and the speaker will repeat.
- **Your cell phones should be turned off or stay in silence mode during the class.**

Class Schedule

Date	Topic	Reading	Presentation
Sep. 4	Course introduction		
Sep. 5 (lecture) Sep. 11 (seminar)	Introduction to OP	Riggio, chapter 1	
Sep. 12 (lecture) Sep. 18 (seminar)	Research methods in OP	Riggio, chapter 2	
Sep. 19 (lecture) Sep. 25 (seminar)	Job Analysis	Riggio, chapter 3	
Sep. 26 (lecture) Oct. 2 (seminar)	Selecting Employees 1	Riggio, chapter 4	
Oct. 3 (lecture) Oct. 9 (seminar)	Selecting Employees 2	Riggio, chapter 4	
Oct. 10 (lecture) Oct. 16 (no class) Oct. 17 (seminar)	Performance Appraisal	Riggio, chapter 5	
Oct. 23	Midterm exam		
Oct. 24 (lecture) Oct. 30 (seminar)	Organizational Learning	Riggio, chapter 6	
Oct. 31 (lecture) Nov. 13 (seminar)	Organizational attitudes and behavior	Riggio, chapter 8	
Nov. 14 (lecture) Nov. 20 (seminar)	Work Motivation	Riggio, chapter 7	
Nov 21 (lecture) Nov 27 (seminar)	Teams and Teamwork	Riggio, chapter 11	
Nov 28 (lecture) Dec. 4 (seminar)	Leadership	Riggio, chapter 12	
Dec. 5 (lecture) Dec. 11 (seminar)	Organizational culture	Riggio, chapter 14	
Dec. 12 (lecture+seminar)	Stress and Occupational Health	Riggio, chapter 9	
December 19	Final Exam		