

PSY 6450, Psychology of Work, CRN 40574  
Fall 2017 Course Syllabus and Calendar

*Instructor Information*

Instructor: Dr. Alyce M. Dickinson                      Office: 3744 Wood Hall  
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Office Phone: 269-387-4473 (to leave messages)  
Web site: alycedickinson.com (note that I use my web site rather than e-learning)

*Course Materials*

Aamodt, M. G. (2016). **Chapters 1, 7, and 9: Industrial/Organizational Psychology: An applied approach (8<sup>th</sup> ed.)**. Belmont, CA: Wadsworth Cengage Learning.

Course pack that can be purchased at mycoursepack.com (it cannot be obtained through WMU's bookstore)

*General Course Description*

This course examines human behavior in organizations from a behavioral psychology perspective. The course has two main objectives: (a) To acquaint students with evidence-based performance improvement techniques and their applications, and (b) to teach students how to analyze them from a behavioral perspective. Topics include: the history of organizational behavior management and industrial/organizational psychology, performance assessment and measurement, task clarification, feedback, motivation, goal-setting, rewards and monetary incentives, interventions in human service settings (which have some unique challenges), and job satisfaction. Students entering the course are expected to have a thorough understanding of the basic principles of operant and respondent conditioning.

*General Course Format*

For the most part, there will be two classes and then an essay examination. There are a few exceptions to the general format, however. The course calendar is at the end of the syllabus.

*Web Site for Lecture Power Point Presentations*

My web site address is: alycedickinson.com. I use ppt presentations for each lecture and I will post them on the web page before the first lecture of each unit.

*Course Grades*

Your grade will be based on the number of points that you accumulate on the unit exams. Points cannot be earned by doing alternative or extra activities. There will be 8 units and thus 8 exams. The total number of possible points is thus 280.

Grades will be determined as follows:

	A	BA	B	CB	C	DC	D	E	
Percent		92	88	84	80	76	72	68	<68*
Points	258	246	235	224	213	202	190	<190*	

\* "<" means less than

Psychology graduate students must obtain at least a "B" in order to receive credit for the course.

### *Time Requirements for the Course*

In order to get a grade of B or higher in this course, you will generally have to spend about 8-10 hours a week *outside* of class for each unit, although the time will vary depending upon your knowledge of behavioral psychology and your study skills.

### *Study Objectives*

There are study objectives for each unit. The unit assignment is listed at the top of the study objectives for each unit.

Only the text material specified in the objectives will be covered on the exams. The exams will be based on all of the study objectives, whether or not I cover them in lecture. You should keep all of the study objectives so that you can refer to them later in the course. If you take the make-up exams, you will have to restudy some of the objectives. You will receive a set of study objectives for the two make-up exams. The objectives will consist selected objectives from previous units.

### *Exams*

Exams will consist of essay questions (i.e., fill-in-the-blank, short essay, listing information). They will be based on the study objectives and any supplemental material that I present in lecture. If you miss the lecture you are still responsible for the lecture material. I will not review the material or record the lecture for you if you miss it - it is your responsibility to obtain this material from another student. Therefore, you should get the notes from someone.

### *Exam Regrade Policy*

After exams have been graded, returned and discussed in class, you may submit your exam to me for regrading if you believe that it was not graded accurately or if you have any questions with respect to why points were taken off and the reasons were not discussed when the exams were handed back. I have attached a regrade request form. Regrade requests must be submitted in writing and within one week after the exams have been returned. When submitting a regrade request, you should attach your set of exam questions and your own exam answers. The request should state the reasons why more points should be awarded for a particular answer.

**NOTE: REGRADE REQUESTS MUST BE MADE IN WRITING, NOT VOCALLY AND WITHIN ONE WEEK AFTER I RETURN THE EXAMS**

To give adequate consideration to your request I need to review the test question, recall my original grading criteria and reevaluate your answer.

While I am on the topic, some students are afraid to submit regrade requests for fear I will look down upon them for "point grubbing" or complaining. That is not the case - I do make an occasional mistake. I can misinterpret what you have written, or I may not be able to decipher your handwriting. If you believe that I have not graded your exam accurately, I encourage you to resubmit it to me. If you submit too many regrade requests and abuse this system, I will let you know -- and then I will regrade all of your answers when you submit an exam for regrading and may deduct additional points if I feel I graded an item too leniently.

### *Make-up Exams*

If you miss an exam for any reason (illness, injury, car trouble, work, job interview, a conference, etc.), the missing exam score will turn into a zero if you do not take the scheduled make-up exams. Two make-up exams will be given to enable you to make up for two such absences; one each half of the semester. In other words, you may miss one exam each half of the semester without having it hurt your grade as long as you then take the scheduled make-up exams.

The first make-up exam will be given on Monday, 10/30. This exam will review material from Units 1-4. You will be given study objectives for this exam. The score you earn on this exam may be used to replace a missing exam score from Units 1-4. The second make-up exam will be given on Monday, December 11 during final exam week. It will review material from Units 5-8. The score you earn on this second make-up exam may be used to replace a missing exam score for Units 5-8.

If you do not miss any exams, the score you obtain on the first make-up exam may be used to replace the lowest score obtained on Units 1-4, and the score you obtain on the second make-up exam may be used to replace the lowest score on Units 5-8. If your make-up exam scores are lower than the scores of your units, the make-up exam scores will be discarded. In other words, the make-up exams cannot hurt your grade.

If you do not miss any exams the make-up exams are optional. If you are satisfied with the scores you have obtained on the unit exams, then you do not have to take the make-up exams.

### *Additional Make-up Exams*

As a rule, no make-up exams will be given in addition to the two that are scheduled. If there are special circumstances you may be able to take a special make-up exam but this will be completely at my discretion.

### *Attendance at Lectures*

Attendance at lectures is not required. However, if you miss a lecture you are responsible for the lecture material and any announcements regarding changes in the assignment, exam schedule, room change, etc.

### *Students with Disabilities*

If you have a documented disability and need reasonable accommodations, please contact me during the first week of classes so that I have time to ensure that your needs are met in a timely manner. Students with disabilities should contact the University's Disabled Student Services Office at beginning of the semester to inform them of the disability and obtain information about their services. Please see their web page: [wmich.edu/disabilityservices/](http://wmich.edu/disabilityservices/) According to university policy, in order for me to provide accommodations, I need authorization from the university.

### *WMU's Religious Observance Policy*

Per WMU's policy, students will be excused from class for the purpose of observing major religious holidays provided the student contacts me at least two weeks in advance to arrange for ways to complete the material/assignment/exam in the class.

### *Incompletes*

WMU's policy on incompletes states that: The student must be passing the course and have completed the majority of the course work to be eligible to receive an "I." The grade of "I" may not be given as a substitute for a failing grade. In keeping with the university's policy on incompletes, I will not give an incomplete as a substitute for a failing grade or for a grade below a B unless there are extenuating circumstances that meet my approval.

### *Late/Hardship Withdrawals*

Faculty cannot approve these withdrawals. Students initiate a petition for a hardship withdrawal by contacting the Office of the Ombudsman: [wmich.edu/ombudsman/](http://wmich.edu/ombudsman/) A Hardship Panel will determine if a hardship exists and whether a withdrawal is warranted. The decision of the panel is final and not subject to appeal. Please see the ombudsman's web site for what is and is not considered to be a "hardship."

### *Cell Phones, Pagers, Tablets, Computers, etc.*

Cell phones and pagers, etc. must be turned off during all classes, both lecture days and exam days (that means no texting). ***On exam days, they must be completely out of sight, not just turned off.*** If I discover that a cell phone is turned on during the exam, I will consider it academic dishonesty and follow the steps outlined in the next section.

Tablets and computers are perfectly OK to bring to lectures, as long as you use them for the purpose of this class (no emailing or surfing).

### *Academic Dishonesty*

If I have evidence of any form of academic dishonesty, I will charge the student with violating the Academic Honesty Policy of the University in a report to the Office of Student Conduct (OSC). A student charged with a violation is given an opportunity to defend himself or herself before a committee formed by the OSC. If a student is found responsible, I will give the student an E in the class. Students cannot appeal this grade.

Cheating consists of, but is not limited to, copying from another student's exam paper, from "crib sheets," from notes, from books, from cell phones, or from any other material on which course information has been written, turning in another person's work as you own, or "multiple submission" - that is, submitting substantial portions of the same work for credit in more than one course without authorization (See the Graduate College Catalog for detailed definitions of offenses that constitute academic dishonesty).

### *Emergency Class Cancellation*

In the event that classes are officially canceled (due to a snow storm, for example), the following schedule will automatically be in effect:

1. If an exam day is canceled, the exam will be administered on the first day that classes resume. For example, if a Monday exam day is canceled, the exam will be given on the following Wednesday. If Wednesday is also canceled, the exam will be given the following Monday.
2. If a lecture or discussion day is canceled, the exam will be given as scheduled on the first day that classes resume. For example, if an exam is scheduled on Monday, and the preceding Wednesday lecture is canceled, the exam will be given as scheduled on Monday. If an exercise was due on the day that was canceled, it will be due on the test day.

### *Complaints and Problems*

Students often don't know who to contact if they have a complaint or problem about a class. The recommended steps are:

1. Contact the instructor. In this class, obviously that would be me.  
If my explanation or resolution (or lack thereof) is not acceptable then move to the next step.
2. Contact either the chair of the department or the WMU Ombudsman.  
The chair of our department is Dr. Stephanie Peterson, 387-4479.  
If you are reluctant to contact the chair, contact the ombudsman's office, 387-0718. The ombudsman's web site is: [wmich.edu/ombudsman](http://wmich.edu/ombudsman)  
If the issue is still not resolved to your satisfaction, these individuals will tell you what your next options are.

Students are protected against retribution for seeking this type of assistance.

**Note:** If students have concerns or complaints about unfair discrimination or sexual harassment, they should contact WMU's Office of Institutional Equity *directly*.

The phone number is 387-6316 and the web site is: [wmich.edu/oie](http://wmich.edu/oie)

**COURSE CALENDAR**  
 Note: L = lecture and E = exam

Monday

09/11 L1

09/18 L2: Performance measurement,  
assessment, & task clarification

09/25 E2

10/02 L3: Work motivation

10/09 L4: Indirect acting contingencies  
& Feedback

10/16 E4

10/23 L5  
ME1 study objectives handed out

10/30 ME1 over Units 1-4

Wednesday

9/06 First Class: OBM & I/O PSY

09/13 E1

09/20 L2

09/27 L3: Work Motivation

10/04 E3

10/11 L4

10/18 L5: Feedback, cont. &  
Goal-setting

10/25 E5

11/01 L6: Pay for Performance

**LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY: MONDAY, 11/06**

11/06 L6

11/13 L7: Interventions in human service settings

11/20 E7

11/27 L8: Hawthorne studies, Job satisfaction,  
& intrinsic motivation

12/04 E8

11/08 E6

11/15 L7

11/22 No class: Thanksgiving

11/29 L8

12/06 Return of E8  
ME2 study objectives handed out

**ME2: MONDAY, DECEMBER 11, 5:00 – 7:00 PM**

REGRADE REQUEST FORM  
Dr. A. Dickinson

Student Name: \_\_\_\_\_ Course #: \_\_\_\_\_ Exam Number: \_\_\_\_\_

Attach:

1. The exam questions
2. Your answers

Where to return the request:

1. Hand it to me in class or
2. Put in my faculty mailbox in Wood Hall

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EXAM ITEM NUMBER      REASON FOR THE REGRADE REQUEST