

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**  
**PSYC 474-D01 – Organizational Psychology**  
**Course Syllabus – Spring 2024**

**COURSE INFORMATION**

---

Course Number:	PSYC 474-D01
Credit Hours:	3 credit hours
Class Meeting Dates:	1/8/2024—3/1/2024
Class Meeting Times:	Online Asynchronous on Blackboard
Instructor:	Amy Quarton, M.A.
Office Hours:	Wednesdays from 9:00 AM to 10:00 AM and by appointment
Office Location:	<u>Zoom</u>
E-mail:	<u><a href="mailto:aquarto@siue.edu">aquarto@siue.edu</a></u>
Prerequisites:	Undergraduate level PSYC 111 Minimum Grade of D
Required Textbook:	<i>Organizational Behavior</i> (19th edition) by S.P. Robbins and T.P. Judge

**COURSE DESCRIPTION**

---

This course will provide an introduction to Organizational Psychology as a scientific discipline that studies human behavior in the workplace. This course will provide a scientist-practitioner view of the discipline. Through the lectures, class activities, and discussions students will learn theories on human behavior at work and how they relate to diversity, work teams, culture and more in organizations.

**COURSE LEARNING OUTCOMES**

---

*When you have completed this course, you should be able to:*

1. Define organizational behavior,
2. Define the major concepts of organizational psychology,
3. Describe the research methods used to study organizational behavior,
4. Analyze the major theories of organizational psychology,
5. Explain the situational factors that impact organizational behavior,
6. Apply organizational psychology to human behavior in the workplace, and
7. Describe the evidence-based strategies used to manage organizational behavior,
8. Incorporate evidence from the peer-reviewed literature to support your ideas.

**REQUIRED TEXTBOOK**

---

Robbins, S. P., & Judge, T. P. (2022). *Organizational behavior* (19th ed.). Upper Saddle River, NJ: Pearson Publishing.

Undergraduate students can rent textbook from SIUE. Please visit the Textbook Service website for more information. For off-campus classes, the textbook may be shipped to you. Look for the option “Off-Campus Classes have special instructions, click here for these.” Note: shipping time may take up to two weeks.

## REQUIRED TECHNOLOGY

---

Students in an online course need access to:

- A computer with internet access and an updated internet browser,
- Their SIUE e-mail and Blackboard accounts,
- [Microsoft Office 365 \(Word and PowerPoint\), and](#)
- [Zoom video conferencing technology.](#)

Students in an online course should be able to:

- Use a word processor to compose assignments and communicate with others in class,
- Attach files to emails or course areas, and
- Navigate websites and course materials.

## POINT SYSTEM FOR LEARNING ASSIGNMENTS

---

Your final letter grade will be determined by the following assignments.

Learning Assignments	Course Outcomes	Points	% of Final Grade
1. Class Discussions (8 @ 20 points each)	1-11	160	44.4
2. Quizzes (8 @ 20 points each)	1-9	160	44.4
3. Self-Reflections (8 @ 5 points each)	1-11	40	11.1
<b>TOTAL POINTS</b>		<b>360</b>	<b>100</b>

## OVERVIEW OF LEARNING ASSESSMENTS

---

### Class Discussions

Throughout this 8-week course, you will participate in 8 online discussions that require you to incorporate course content, think critically about the content, and consider alternative viewpoints and explanations. These discussions will also help you stay connected to your peers and the instructor in an asynchronous course like this one.

For each discussion, you will post your initial response before Wednesday at 11:59 PM. Then, after reading your peers’ posts, you will select two and post a thoughtful comment on each one before Friday at 11:59 PM. Finally, you will respond to your classmates’ questions and comments on your initial post before Sunday at 11:59 PM. The initial post should demonstrate

your understanding of essential concepts and your ability to apply them correctly to real-life experiences. Your peer comments and replies should demonstrate your group facilitation skills. You can find detailed instructions and grading rubrics for the discussions on Blackboard on the “About This Course” page. Note that you will access to these assignments 4 days after they are due.

### Quizzes

After reading each of the assigned chapters and reviewing the lecture material, you will take a quiz to assess your understanding of the material. There are a total of 8 quizzes in this course. Each quiz contains 20 multiple-choice and true/false questions. You will have 60 minutes to complete each quiz, and you must complete the quiz once you start it. Questions will be presented all at once, and you will be able to review of all your answers before you submit them. After the timer ends, your answers will be submitted automatically. Complete each quiz before 11:59 PM CST on the due date listed in the Course Calendar; late quizzes will not be accepted. Note that after the due date passes, you will lose access to the quizzes and gain access to the correct answers.

### Self-Reflections

At the end of each week, you will reflect on what you learned and summarize your thoughts in paragraph form. You can find detailed instructions and grading rubrics for these assignments on Blackboard on the “About This Course” page. Complete the self-reflections before Sunday evenings at 11:59 PM CST each week. Note that you will access to these assignments 4 days after they are due.

## GRADING DISTRIBUTION

---

Grade	%	Points	Description
A	= 90—100	324.0—360.0	Excellent
B	= 80—89	288.0—323.9	Good
C	= 70—79	252.0—287.9	Satisfactory
D	= 60—69	216.0—251.9	Poor
F	= 0—59	0—215.9	Failure

## COURSE EXPECTATIONS

---

- **Invest** an adequate amount of time. According to the university, you should spend 2 hours *outside* of class for every 1 hour *in* class (<http://www.siue.edu/policies/1i4.shtml>). Each week, you would normally spend 2.5 hours in class, which means that you would need to invest at least 5 hours outside of class for a total of 7.5 hours each week. Because 2 weeks equals 1 week in this 8-week course, this means 15 hours per week.

- **To stay on schedule**, work through each day's folder on the day it is assigned (instead of the day it is due).
- **Check** your university e-mail and Blackboard several times each week. Look for new announcements and feedback on your assignments.
- **Be authentic** and submit your own work. If you reference external sources, cite them using the guidelines published by the American Psychological Association (APA) and provide a list of references at the end of your response, report, or post.
- **Contact me** if you have any questions. You can e-mail me, visit me during my office hours via Zoom, or message me through the "Course Questions" discussion board.
- **Contact [help@siue.edu](mailto:help@siue.edu)** with your questions related to Blackboard and other technical difficulties. If technical problems prevent you from accessing course materials or submitting assignments, let your instructor know.

### EXPECTATIONS FOR ONLINE BEHAVIOR

---

- **Reflect** before you post an emotional response and reread what you have written to be sure it is professional. Communicate as if your comments are printed in a newspaper.
- **Communicate** effectively. Do not use all caps or multiple punctuation marks (!!!, ???, etc.). Be sure to define or explain acronyms, jargon or uncommon terms so everyone can understand and participate in the discussion.
- **Foster** community. Share your ideas and contribute to ongoing discussions. Make comments that add to, not detract from, a positive learning environment for the course.
- **Be positive**. Challenge ideas and the course content, but do so in positive ways. It's fine to disagree, but when done politely you stimulate and encourage helpful discussion, and you maintain positive relationships with fellow students.
- **Focus** on the topic. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, start a new thread.

### GRADING POLICIES

---

To complete the course assessments, follow the policies outlined below.

- Grades will not be curved or rounded. You begin the course with zero points and earn every point to reach your goal.
- Submit all assignments on Blackboard. The instructor cannot accept assignments submitted through email.
- Submit your assignments before 11:59 PM CST on the due date listed in the syllabus calendar.
  - For an assignment submitted after the due date (excluding quizzes, which cannot be submitted late), you will forfeit 25% of the total possible points *each* day the assignment is late.
  - Under no circumstances will late assignments be accepted after the course ends.
- Adhere to SIUE's Student Code of Conduct as outlined at <https://www.siue.edu/policies/3c1.shtml>.

- Submissions that contain plagiarized material will receive a zero, and those that include an abundance of spelling and grammatical errors will be graded down.

## **COURSE CONTENT AND CALENDAR**

The table below includes a tentative course schedule. The instructor reserves the right to alter it to improve the quality of learning or to accommodate unforeseen events. The instructor will announce any changes to the calendar via e-mail and Blackboard announcements.

<b>Week</b>	<b>Topic</b>	<b>Tasks for the Week*</b>
<b>1</b>	Overview of Organizational Behavior; Diversity in the Workplace	<ul style="list-style-type: none"> <li>• <b>Review “About This Course” page (Sunday)</b></li> <li>• Read Chapters 1 and 2</li> <li>• Review Lectures 1 and 2</li> <li>• <b>Post (Wednesday), Comment (Friday), and Reply (Sunday) on Discussion 1</b></li> <li>• <b>Submit Quiz 1 (Sunday)</b></li> </ul>
<b>2</b>	Job Attitudes and Emotions	<ul style="list-style-type: none"> <li>• Read Chapters 3 and 4</li> <li>• Review Lectures 3 and 4</li> <li>• <b>Post (Wednesday), Comment (Friday), and Reply (Sunday) on Discussion 2</b></li> <li>• <b>Submit Quiz 2 (Sunday)</b></li> </ul>
<b>3</b>	Personality and Values; Decision Making in Organizations	<ul style="list-style-type: none"> <li>• Read Chapters 5 and 6</li> <li>• Review Lectures 5 and 6</li> <li>• <b>Post (Wednesday), Comment (Friday), and Reply (Sunday) on Discussion 3</b></li> <li>• <b>Submit Quiz 3 (Sunday)</b></li> </ul>
<b>4</b>	Motivation Parts 1 and 2; Organizational Change	<ul style="list-style-type: none"> <li>• Read Chapters 7, 8, and 18</li> <li>• Review Lectures 7, 8, and 9</li> <li>• <b>Post (Wednesday), Comment (Friday), and Reply (Sunday) on Discussion 4</b></li> <li>• <b>Submit Quiz 4 (Sunday)</b></li> </ul>
<b>5</b>	Group and Team Dynamics	<ul style="list-style-type: none"> <li>• Read Chapters 9 and 10</li> <li>• Review Lectures 10 and 11</li> <li>• <b>Post (Wednesday), Comment (Friday), and Reply (Sunday) on Discussion 5</b></li> <li>• <b>Submit Quiz 5 (Sunday)</b></li> </ul>
<b>6</b>	Communication and Leadership	<ul style="list-style-type: none"> <li>• Read Chapters 11 and 12</li> <li>• Review Lectures 12 and 13</li> <li>• <b>Post (Wednesday), Comment (Friday), and Reply (Sunday) on Discussion 6</b></li> <li>• <b>Submit Quiz 6 (Sunday)</b></li> </ul>

<b>7</b>	Power and Influence; Conflict in Organizations	<ul style="list-style-type: none"> <li>• Read Chapters 13 and 14</li> <li>• Review Lectures 14 and 15</li> <li>• <b>Post (Wednesday), Comment (Friday), and Reply (Sunday) on Discussion 7</b></li> <li>• <b>Submit Quiz 7 (Sunday)</b></li> </ul>
<b>8</b>	Organizational Structure and Culture	<ul style="list-style-type: none"> <li>• Read Chapters 15 and 16</li> <li>• Review Lectures 16 and 17</li> <li>• <b>Post (Wednesday), Comment (Friday), and Reply (Friday) on Discussion 8</b></li> <li>• <b>Submit Quiz 8 (Friday)</b></li> </ul>

\* All assignments must be submitted by 11:59 PM on the due date.

## PSYCHOLOGY DEPARTMENT POLICIES

---

### The Psychology Department's Policy on Plagiarism

Plagiarism includes presenting someone else's words without quotation marks (even if you cite the source), presenting someone else's ideas without citing that source, or presenting one's own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (<http://www.siu.edu/policies/3c2.shtml>). University policy states that "Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost." (<http://www.siu.edu/policies/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To ensure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at <http://www.siu.edu/education/psychology/plagiarism.shtml>.

### Services for Students Needing Accommodations

It is the policy and practice of Southern Illinois University Edwardsville to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content or the use of non-captioned videos—please contact Accessible Campus Community and Equitable Student Support (ACCESS) as soon as possible. In order to properly determine reasonable accommodations, students must register with ACCESS either online at [siue.edu/access](http://siue.edu/access) or in person in the Student Success Center, Room 1203. You can also reach the office by emailing us at [myaccess@siue.edu](mailto:myaccess@siue.edu) or by calling 618-650-3726. If you feel

you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

### **The Psychology Department's Policy on Incomplete Grades**

It is the student's responsibility to officially withdraw from a course by the dates set by the University if the student is not intending to complete the course. Students who do not withdraw and have not completed the course will receive an F. Only under special circumstances a faculty member may agree to give a student an Incomplete (INC) grade in order to allow the student to complete the remaining work for the course no later than the end of the following semester. An INC is never automatic but must be approved by the professor. If a professor agrees to give a student an INC grade, the professor and the student will fill out a form (Memorandum of Incomplete Grade) indicating why an INC is being given. One copy of the completed form will be given to the student, one copy will be given to the professor, and the Department of Psychology secretary will keep one copy. If the work is not completed by the time specified on the Memorandum of Incomplete Grade form, the grade will be changed from INC to F.

### **The Psychology Department's Writing Policy**

As a student in this course, you will be expected to display university-level writing, which includes completing course assignments that meet the following basic writing criteria. Specifically, all written assignments completed for this course should include:

- clear transitions from sentence to sentence and idea to idea (e.g., paper is organized/flows well);
- verb tense consistency;
- clear and unambiguous sentences and ideas;
- writing that is free of typos, spelling errors, and major grammatical errors;
- properly formatted citations and references (if relevant).

This is by no means an exhaustive list of basic writing skills, but it will give you an idea of what we are looking for in our papers. If you feel you need help with your writing, you are encouraged to seek assistance from the writing center on campus (<http://www.siu.edu/is/writing>) or utilize one of the many online resources they have identified to help students (<http://www.siu.edu/is/writing/resources.shtml>). If your graded written assignments fail to meet the basic writing requirements listed above (and any others found to be appropriate by your instructor), the instructor will stop the grading process and return the paper to you (see below for the specific policy for this class). The penalty for unacceptable writing in this class is as follows: You will have one week to revise and resubmit your paper through Blackboard, and you will lose 10 points from the final grade.

### **SIUE Statement on Diversity**

All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable

climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.

### **SIUE Nondiscrimination Policy**

Southern Illinois University Edwardsville (SIUE) is a public comprehensive University committed to creating and maintaining a diverse community in which students, faculty, and staff can learn and work together in an environment free of discrimination and free from any form of illegal harassment. Such actions violate the dignity of the individual and the integrity of the University as an institution of learning. SIUE prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status. Discrimination in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination.

### **SIUE Psychology Department Twitter**

By following our department's Twitter page (@SIUEpsychology) you will be able to get announcements, find out what is happening in the department, and learn more about recent psychology news. Also, this is also a great way to stay connected with the Department of Psychology after you graduate from SIUE.

### **Other Resources**

- Lovejoy Library
  - 618-650-4636
  - <http://www.siue.edu/lovejoylibrary/>
- Computer Labs
  - <http://www.siue.edu/its/labsclassrooms/>
- Technology Support
  - Lovejoy Library Room 0005
  - 618-650-5500
  - [help@siue.edu](mailto:help@siue.edu)
- Writing Center
  - MUC –Student Success Center 1254
  - 618-650-2045
  - <http://www.siue.edu/lss/writing/index.shtml>

---

## **COVID-19 PANDEMIC POLICIES RELATED TO CLASSROOM INSTRUCTION**

### **Health and Safety**

The measures outlined below are required and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University's *Student Code of Conduct*.



The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here: <https://www.siu.edu/policies/Covid.shtml>

### **Classrooms, Labs, Studios, and Other Academic Spaces**

While in the classroom, lab, studio, or other academic spaces, students (regardless of vaccination status) shall wear face coverings that fully cover the nose and mouth and practice physical distancing measures to the extent practicable based on the specific classroom capacity and pedagogy. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face covering will be reminded of their obligation to comply with SIUE's *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and [myaccess@siue.edu](mailto:myaccess@siue.edu)).

### **General Health Measures**

At all times, students should engage in recommended health and safety measures, which include:

- Conducting a daily health assessment. If you have [COVID-19 symptoms](#), but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at [cougarcare@siue.edu](mailto:cougarcare@siue.edu) or 618-650-2842. More information on reporting procedures is available [here](#).
- Frequent washing or disinfecting of hands.
- Physical distancing.
- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain physical distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and

research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.

- If present, adhere to directional signs and traffic flow patterns in buildings and offices. In many spaces, doors for entering and exiting buildings are designated.

### **Academic Integrity**

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siu.edu/policies/3c2.shtml>.

### **Recordings of Class Content**

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness or quarantine. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: <https://www.siu.edu/policies/3c1.shtml>.

### **Potential for Changes in Course Schedule or Modality**

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.

### **Services for Students Needing Accommodations**

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. Students who believe they have a diagnosis, but do not have documentation, should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1203. You can also reach the office by emailing us at [myaccess@siue.edu](mailto:myaccess@siue.edu) or by calling [618-650-3726](tel:618-650-3726). If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

### **Diversity and Inclusion**

SIUE is committed to respecting everyone's dignity at all times. In order to learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and social justice, where racism, sexism, classism,

ableism, heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code.

The Hub <https://www.siu.edu/csdi> is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Ms. Jamie Ball, Director in the Office of Equal Opportunity, Access and Title IX Coordination at (618) 650-2333 or [jball@siue.edu](mailto:jball@siue.edu). There is also an online form for reporting bias incidents at [https://cm.maxient.com/reportingform.php?SIUEdwardsville&layout\\_id=10](https://cm.maxient.com/reportingform.php?SIUEdwardsville&layout_id=10).

## **ADDITIONAL SUPPORT**

---

### **Academic and Other Student Services**

As an enrolled SIUE student, you have a variety of support available to you, including:

- [Lovejoy Library Resources](#)
- [Academic Success Sessions](#)
- [Tutoring Resource Center](#)
- [The Writing Center](#)
- [Academic Advising](#)
- [Financial Aid](#)
- [Campus Events](#)
- [Counseling Services](#)

If you find that you need additional support, please reach out to me and let me know.

### **Cougar Care**

Dealing with the fast-paced life of a college student can be challenging, and I always support a student's decisions to prioritize mental health. Students have access to counseling services on campus (Student Success Center, 0222). Make an appointment by visiting [cougarcare.siu.edu](http://cougarcare.siu.edu) or by calling [618-650-2842](tel:618-650-2842).

### **Student Success Coaches**

[Student success coaches](#) work across campus to serve the SIUE student population with the tools and resources to adjust to and meet the demands of the college experience. Success coaches provide direct services such as time management support and referrals to campus resources. If you find yourself in need of academic or personal support, or in a situation that is preventing you from being successful in the classroom, please utilize [Starfish](#) to connect with a coach as soon as possible. The sooner you engage, the sooner you can access the information or tools you need that may help you get back on track.

### **Technical Support**

Since this is an online course, you are expected to have reliable Internet access on a regular basis. It is your responsibility to address any computer problems that might occur. Such problems are not an excuse for delays in meeting expectations or for missing course deadlines.

Contact ITS at [618-650-5500](tel:618-650-5500) or at [help@siue.edu](mailto:help@siue.edu) with any technical concerns. You can also check the functionality of University systems, including Blackboard, at the [ITS System Status page](#), or search the [ITS Knowledge Base](#) for various how-to and troubleshooting guides.

Tips for taking online assessments:

- Set up a wired (Ethernet) Internet connection on your computer
- Do not use a mobile device, such as a phone or tablet
- Read the instructions and directions carefully
- Be prepared to complete the assessment in the allotted time