

PSYC 2302.wb Applied Psychology Fall, 2011

Instructor: Ms. Terri Pease

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Office hours by appointment only

Course Overview:

Applied Psychology presents a wide array of interpersonal challenges relating to the workplace. Critical workplace competencies include leadership, negotiation skills, team building, cohesiveness and communication. A major focus is in analyzing the interrelationships of organizational behavior across the spectrum from similarities to differences. Personal qualities that reinforce job success such as responsibility, socialability, self-management and workplace ethics are presented in practical, job-related situations to enhance the student's future as an effective and valued employee. (SCANS: 1, 2, 5, 6, 7, 9, 10)

This section is a Tegrity course. Brief lectures accompany each chapter and can be accessed by clicking on the Tegrity button.

Text:

Lamberton, Lowell and Minor-Evans, Leslie. Human Relations: Strategies for Success, 4th ed. New York: McGraw-Hill Irwin, 2010. Available in the OC Bookstore and from on-line booksellers. Be sure to buy the 4th ed.

Course Objectives:

After completing this course, the student will; 1) Better understand human relationships and how they affect the working environment. 2) Understand the roles of self-esteem and self-awareness in human relationships and in the workplace. 3) Identify characteristics of effective leaders. 4) Understand how the attitudes of workers and managers enhance or detract from the workplace experience. 5) Develop an understanding of effective and ineffective styles of communication. 6) Develop an awareness of how cultural backgrounds can impact business relations. 7) Better understand the impact of diversity in the workplace. 8) Develop tools for dealing with interpersonal conflict and stress. 9) Understand the roles of personal and business ethics in the workplace and in human relations.

#### Course Requirements:

#### Blackboard

Your success in this web-based course requires that you stay current with the reading and discussion board and complete unit tests when they are available. This class meets only online and you need to be familiar with the use of Blackboard. If you're not, please contact the Student Learning Center at 335-6673 - they offer tutorials in Bb and other student-related issues early each semester.

#### Communication

We will primarily communicate through emails, announcements and the discussion board. If you don't have an OC student email account, set one up by following the instructions at "Student Email" on the OC homepage at [www.odessa.edu](http://www.odessa.edu). Once you have this account, check it frequently - it is the major means of communication between student and instructor.

If your computer goes down, or Bb kicks you off, or some other problem occurs while you are taking a unit test, you should email me at [tpease@odessa.edu](mailto:tpease@odessa.edu) as soon as you can. I monitor the testing progress when tests are opened and I will correct whatever Bb problem I can when I get your email. If it's something I can't fix on the spot, or if I am totally out of reach, I will attend to the problem on Monday. I will let you know if I am going to be completely unavailable over a test weekend. Please do not call the Testing Center if you are having problems and can't reach me. The Testing Center staff does not have access to my Bb account and cannot help you with Bb related problems.

## Class Discussion

This will come from a variety of questions and statements and your responses to them. I will post two discussion points by 8 am on Monday of each week, beginning the second week of class. You will respond to each of the discussion points and at least once to something that a classmate has posted - a total of 3 postings each week. When you respond to a classmate, use that person's name - it is much easier for me to follow discussions.

I monitor these discussions, often on a daily basis, and these are the ground rules:

- Use standard English in your posts - not texting shortcuts.
- No profanity! And no warnings if you forget. You simply will not be able to post until you have a conference with me.
- If you disagree with something, don't be rude. Just state your disagreement and your reasons for it.
- There are no right and wrong answers. The discussion items ask you to reflect from your readings and your own experience.
- Everything on the discussion board is confidential. Share what you are comfortable sharing - it doesn't leave the discussion.
- I can create additional rules if I see a need.

Discussion will formally begin on the Monday of the second week of class - in Fall, 2011, that will be Monday, August 29. That gives late registrants a chance to join in. For the first week, (week of August 22) post a short bio of yourself as an introduction to everyone else.

Class discussion is only as good as it is relevant and timely. It's no good for you to post something that relates to what everyone else discussed last week! So, there are no late postings allowed. The week's discussion points will be available from 8 am on Monday until 11 pm the following Saturday when they disappear from your view.

## Tests

It should go without saying that any test you take for this class is to be taken alone, independently and without books or notes. But it's worth saying more than once:

Tests for this class are to be taken independently and without the use of the textbook or any notes.

You'll have 5 unit tests plus a syllabus test. The unit tests will consist of 30 items, each worth two points, for a total of 60 points per test. They will be available from 8 am on Friday until 8 pm on the following Sunday and are spaced about three weeks apart - each will cover three chapters. I will post a Reading and Study Points document on Assignments as you begin each unit. The intent of this document is to help you focus your reading and test preparation, so use it! It is not an assignment to be handed in for grading.

Tests will be timed at 40 minutes each. Bb shuts down when the clock runs out.

The syllabus test may be taken a total of 2 times and the highest score will be calculated into your semester grade. This is the only open source test you will take this semester. I suggest that you print a copy of this syllabus to use while you are taking the test. It is timed at 20 minutes and it must be completed by 8 pm September 3, 2011.

Tests for this class are to be taken independently and without the use of the textbook or any notes.

## Grading

I grade on a point system and on the flat. You will have a total maximum of 60 points for each unit test, 20 points for the syllabus test and 60 points for discussion for a total of 380 points. At the end of the semester, I will calculate your semester grade in this way;

90 - 100%	342-380 points	A
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80-89%	304-341 points	B
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70-79%	266-303 points	C
60-69%	228-265 points	D
>60%	0-227 points	F

Your unit tests are graded in the same manner, but on a different scale:

90-100%	54-60 points	A
80-89%	48-53 points	B
70-79%	42-47 points	C
60-69%	36-41 points	D
0-59%	0-35 points	F

Your discussion grade will be calculated the same way, but derived at differently, because it is a subjective grade. Minimal responses to the discussion points and a minimal response to a classmate is just that - minimal - and would deserve a grade of "C" - worth 45 points at the end of the semester. Some will respond with shared experiences and reasoned arguments for their viewpoints, earning 50 points. And a few individuals, if this semester is like past ones, will be fully engaged in the discussion, participating actively and with engagement week after week. Those few will end up with 60 points for discussion. And then, there will be some who are sporadic in entering discussion, or maybe never do it at all - they'll end up with points in the D or F range. Don't be one of those.....

## Absences

If you know in advance that you are not going to have an internet connection and will miss discussion or, worse, a unit test, LET ME KNOW!

If something unexpected (prolonged illness, family death) comes up, let me know as soon as you can.

In either case, we'll try to arrange an alternative for you, but I do need to know as soon as possible.

## Policy Statements

### Statement of Academic Dishonesty:

Ethics, Cheating and Plagiarism: Using someone else's ideas or phrasing and representing those as your own, either on purpose or through carelessness, is a serious offense known as plagiarism. "Ideas or phrasing" includes written or spoken material from whole papers and paragraphs to sentences and phrases, but it also includes statistics, lab results, art work, etc. - anything that is the work of another and not properly attributed to the other person, but passed off as your own work.

Cheating involves using the text or notes, or getting help from someone else, while you are taking tests in this class.

I do not tolerate cheating or plagiarizing in any form. If you are caught in this situation once, the grade for that item is "0"; if you are caught a second time, the grade for the class will be F.

See the OC Student Handbook section on "Scholastic Dishonesty" for the official position of Odessa College.

### Statement of Special Accommodations:

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access and participation in this or any other class at OC, please feel free to contact me or to call the Office of Disability Services at 336-6861.

#### Computer Emergencies:

Not having a working computer will not be considered an acceptable reason for not completing an assignment. As noted above, if you know that you will be away from an internet connection you must let me know in advance. In any case, you should identify another computer that you can use if yours crashes or you lose your internet connection. The Student Success Center (335-6673) on the first floor of the LRC has a computer lab for student use and the WI-FI JAVA (335-6891) coffee shop does as well. You can also access public use computers at the Ector County Public Library and the Odessa College Learning LRC (second floor) .

If the Bb server goes down for maintenance, the administrator posts announcements informing when the service will resume.