

**PSYC 334 (A01)**  
**Organisational Psychology**  
Summer 2023, CRN 31234

**Lecturer:** Ronald Porter, PhD (he/him/his)

**E-mail:** [ronaldporter@uvic.ca](mailto:ronaldporter@uvic.ca)

**Classroom:** Cornett B108

**Office Hours:** T & Th 10:30-12:00;  
or by appointment

**TA:** Erin Lowey

**Telephone:** 250.721.5087

**Office:** Cornett A214

**Class Time:** M, T, W, Th & F 08:30 - 10:20

**Pre-Requisites:** PSYC 100A & PSYC 100B

**Credits / Lecture Hours:** 1.5

**E-mail:** [elowey@uvic.ca](mailto:elowey@uvic.ca)

**Territory Acknowledgment:** We acknowledge and respect the lək'wəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt, and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

**Course description:** This course is designed to introduce students to the theories, methods, findings and applications of organisational psychology. This course focuses both on understanding the psychological bases of work behaviour and on the organisational practices used to create a good fit between people's characteristics and the demand of the workplace. Topics will include job analysis, personnel selection, placement, training, work motivation, job satisfaction, leadership, teams, organisational culture and work-life balance.

**Learning Outcomes:** Upon successful completion of the course students will be able to:

- Compare and contrast different theoretical perspectives in industrial - organisational psychology and be able to describe how these are applied to work problems in 'real life'.
- Evaluate recent research relating to work processes.
- Communicate orally, and in writing, their knowledge of theory, scientific methodology and practical applications in organisational psychology using appropriate technical terms.
- Analyse, interpret, evaluate and apply organisational psychology theories.

**Required Textbook:**

Michael, G. A. (2022). *Industrial/organizational psychology: An applied approach*. (9<sup>th</sup> ed.). North York, ON: Cengage Learning.

**Note: All previous editions of this text are suitable for this course.**

**Grades:**

A+	9	90-100%	B+	6	77-79%	C+	3	65-69%	F	0	<50%
A	8	85-89%	B	5	73-76%	C	2	60-64%			
A-	7	80-84%	B-	4	70-72%	D	1	50-59%			

**Assessment:**

Students who have completed the following elements will be considered to have completed the course:

Assignments	Course Grade Value	Due Date
Group Project	15%	Various
Case Study or Literature Review	25%	07 June 2023
Examinations (3 x 20%)	60%	Lecture Timetable

Failure to complete one or more of these elements will result in a grade of “N” regardless of the cumulative percentage of all other elements of the course. N is a failing grade and factors into GPA as a value of 0.

In accordance with the University’s policy on academic concessions, “A student who completes all course requirements is not eligible for an academic concession”. Consequently, students can only request deferrals for the completion of required course components and not for non-essential course components.

**Group Project (15%):** the project will be comprised of 3 components including a job analysis, person specification and selection process/interview questions. Each component will be worth 5%.

**Option 1: Case Study (2500-3000 words; 25%):** The purpose of the case study is for you and your group to analyse the scenario from an organisational psychology perspective: **explain why the issues you are covering in depth are problematic and suggest strategies to improve the situation. That is, your group will be functioning as an organisational consulting firm.** You and your group must justify your suggestions by presenting **supporting psychological theory(s) and evidence.** Remember any evidence provided should be examined critically. That is, use this evidence to explain **any potential support and drawbacks** to your suggestions. Ensure your group’s work is appropriately formatted, cited and referenced (i.e., APA, 7<sup>th</sup> ed.). More details to follow.

**Option 2: Literature Review (2500-3000 words: 25%):** For essay you may select any topic will fall under the broad umbrella of “How has the COVID-19 Pandemic affected the workplace?”. You can examine this topic from a number of perspectives (e.g., changes to the workspace/environment, recruiting, retention, motivation to work, or not work, etc.). This list is not exhaustive. I encourage you to run your essay topic idea by me before you get too far along. Ensure your work is appropriately formatted, cited and referenced (i.e., APA 7<sup>th</sup> ed., Student Paper). More details to follow.

**Brightspace Examinations: (20%):** 3 x examinations that will be comprised of multiple-choice questions (MCQ) and/or short answer questions. These quizzes will normally be given at the end of each major topic in the course.

**Late Submissions:**

The penalty for late submissions of the term paper is 25% per day up to a maximum of 100% (4 calendar days, after which a grade of **zero will be assessed (but the assignment must still be submitted).**

**Lecture Schedule**

Date	Topic	Chapter
May 15	Introduction to Organisational Psychology and Research Methods	1
May 16	What do I have to do...? Job Analysis	2
May 17	Person / Place Fit – Employee Selection	3
May 18	Recruiting and Interviewing	4
May 19	<b>Examination 1</b>	
May 22	<b>Victoria Day – No Classes</b>	
May 23	Staffing Decisions	5
May 24	Performance Appraisal... It's harder than you think.	6
May 25	Training & Development	7
May 26	Motivation to Work	9
May 29	<b>Examination 2</b>	
May 30	Attitudes & Job Satisfaction	10
May 31	Work Stress & Employee Behaviours	15
Jun 01	Communication in the Workplace	11
Jun 02	Groups & Teams	13
Jun 05	Leadership	12
Jun 06	Organisational Development	14
Jun 07	<b>Examination 3</b>	

Note: Schedule of topics may change with little notice.

**Add and drop dates for standard 2023 Summer Session courses**

Term	Start date	End date	Duration	100% fee reduction	Add deadline	50% fee reduction	Academic drop no fee reduction
4	May 15	Jun 7	24	May 18	May 18	May 23	May 30

## Other important Information

**Emailing the lecturer:** Use your UVic email address. The subject line should include the course number (PSYC 334) and a clear statement of purpose. Email represents formal correspondence; as such, you should use proper salutations and full sentences. If you have a specific question about the course material or assignment, please see me after class, during office hours or by appointment. Course assignments cannot be submitted by email.

**Attendance and Absences:** Medical documentation for short-term absences is **not required**.

**Attendance is important.** Students who cannot attend due to illness are asked to notify their instructors immediately. If illness, accident, or family affliction causes a student to miss the final examination or to fail to complete any assignment by the end of term students are required to submit a request for academic concession.

- Policies regarding undergraduate student academic concession and deferral are also detailed on the [Undergraduate Records](#). Students must submit a [Request for Academic Concession](#).

**Transcription & Captioning (for online/Zoom classes):** Auto-generated transcription is enabled in this course. Please be aware that automated transcription and captioning is at best 70-90% accurate and by nature include errors. This depends on the subject matter, speaker, audio quality, etc. Words prone to error include specialised terminology and proper names. Students are asked to refer to audio feed for clarification of any errors. If you find transcription or caption **that is offensive**, please contact your instructor and/or teaching assistant so they are aware. If you require captions as part of an academic accommodation, please contact CAL.

**Academic Integrity:** Students are required to abide by all academic regulations as set out in the University calendar, including standards of academic integrity. Violations of academic integrity (e.g., cheating and plagiarism) are considered serious and may result in significant penalties.

**Copyright ©:** All course content and materials made available by the instructors for educational purposes and for the exclusive use of students registered in their class<sup>[1]</sup>. The material is protected under copyright law, even if not marked with a ©. Any further use or distribution of the materials requires written permission from the instructor, except under fair dealing or another exception in the Copyright Act. **Violations may result in disciplinary action under the Resolution of Non-Academic Misconduct Allegations policy (AC1300).**

**Online Conduct:** The University of Victoria is committed to promoting critical academic discourse while providing a respectful and supportive learning environment. All members of the university community have the right to this experience and the responsibility to help create such an environment. The university will not tolerate racism, sexual violence, or any form of discrimination, bullying or harassment.

Please be advised that, by logging in UVic's learning systems or interacting with online resources, and course related communication platforms, you are engaging in a university activity.

All interactions within this environment are subject to the university expectations and policies. Any concerns about student conduct may be reviewed and responded to in accordance with the appropriate university policy.

To report concerns about online student conduct: [onlineconduct@uvic.ca](mailto:onlineconduct@uvic.ca)

## Sexualized Violence Prevention and Response at UVic

UVic takes sexualized violence seriously, and has raised the bar for what is considered acceptable behaviour. We encourage students to learn more about how the university defines sexualized violence and its overall approach by visiting [www.uvic.ca/svp](http://www.uvic.ca/svp). If you or someone you know has been impacted by sexualized violence and needs information, advice, and/or support please contact the sexualized violence resource office in Equity and Human Rights (EQHR). Whether or not you have been directly impacted, if you want to take part in the important prevention work taking place on campus, you can also reach out:

Where: Sexualized violence resource office in EQHR, Sedgewick C119

Phone: 250.721.8021

Email: [svpcoordinator@uvic.ca](mailto:svpcoordinator@uvic.ca)

Web: [www.uvic.ca/svp](http://www.uvic.ca/svp)

# UNIVERSITY OF VICTORIA

## Department of Psychology Important Course Policy Information Summer Session 2023

### **Accessible Learning**

The University of Victoria is committed to creating a learning experience that is as accessible as possible. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me. If you have a disability or chronic health condition, or think you may have a disability, you may also want to meet with an advisor at the [Centre for Accessible Learning](#) (CAL).

### **Attendance and Absences**

**Attendance is important.** Students are expected to attend all classes in which they are enrolled. Students may be assigned a final grade of N or debarred from writing final examinations if they fail to satisfy a minimum attendance requirement set by the instructor for lectures, laboratories, online course discussions or learning activities, tutorials, or other learning activities set out in the course outline.

Medical documentation for short-term absences is **not required** (approved by Senate). Students who cannot attend due to illness are asked to notify their instructors immediately. If illness, accident, or family affliction causes a student to miss the final exam or to fail to complete any required assignment/assessment by the end of the term students are required to submit a request for academic concession (see below).

### **Children and Pets**

If you need to bring your children or pet to class, please do not hesitate to do so. It is understood that sometimes this is necessary due to care circumstances. However, please aim to have minimal class disturbance so that student learning is not impacted.

### **Class Recording and Auto-Captioning Statement**

The instructor may record class sessions and those recordings may be made available to all students in the class via Brightspace. If you have questions or concerns regarding class recording and privacy please contact [privacyinfo@uvic.ca](mailto:privacyinfo@uvic.ca)

Auto-generated captioning may be enabled in this course. Auto-captioning is highly error-prone, especially for specialized terminology and proper names. Students are asked to refer to the audio feed for clarification of any errors. If you find captioning errors that are offensive, please contact your instructor and/or teaching assistant so that they are aware. If you require captions as part of an academic accommodation, please contact [CAL](#).

### **Commitment to Inclusivity, Diversity, and Respectful Environments in the Classroom and Online**

The University of Victoria is committed to providing a positive and supportive and safe learning and working environment for all its members. All members of the university community have the right to this experience and the responsibility to help *create* such an environment. The University will not tolerate racism, sexualized violence, or any form of discrimination, bullying, or harassment.

Please be advised that, by logging into UVic's learning systems or interacting with online resources and course-related communication platforms, you are engaging in a University activity.

All interactions within this environment are subject to the university expectations and policies. Any concerns about student conduct may be reviewed and responded to in accordance with the appropriate university policy.

To report concerns about online student conduct: [onlineconduct@uvic.ca](mailto:onlineconduct@uvic.ca)

## Copyright

All course content and materials are made available by instructors for educational purposes and for the exclusive use of students registered in their class<sup>1</sup>. The material is protected under copyright law, even if not marked with ©. Any further use or distribution of materials to others requires the written permission of the instructor, except under fair dealing or another exception in the Copyright Act. Violations may result in disciplinary action under the [Resolution of Non-Academic Misconduct Allegations policy \(AC1300\)](#) or the [Academic Integrity Policy](#), whichever is more appropriate for the situation.

## Course Experience Survey (CES)

I value your feedback on this course. Toward the end of term, you will have the opportunity to complete a confidential course experience survey (CES) regarding your learning experience. The survey is vital to providing feedback to the instructor regarding the course and their teaching, as well as to help the department improve the overall program for students in the future. When it is time for you to complete the survey, you will receive an email inviting you to do so. If you do not receive an email invitation, you can go directly to <http://ces.uvic.ca>. You will need to use your UVic NetLink ID to access the survey, which can be done on your laptop, tablet or mobile device. You will be reminded nearer the time, but please be thinking about this important activity, especially the following three questions, during the course.

1. What strengths did your instructor demonstrate that helped you learn in this course?
2. Please provide specific suggestions as to how the instructor could have helped you learn more effectively.
3. Please provide specific suggestions as to how this course could be improved.

## Disclaimer

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances.

## Grading

In classes that are based on a percentage grading scheme, the following [Undergraduate Grading Scale](#) is used

Grade	A+	A	A-	B+	B	B-	C+	C	D	F
Percentage	90-100	85-89	80-84	77-79	73-76	70-72	65-69	60-64	51-59	< 50
GP Value	9	8	7	6	5	4	3	2	1	0

Rounding is only applied to the final grade and is rounded up at the 0.5% level (e.g., 84.49% is round to 84% and 84.50% is rounded to 85%).

## Medical Documentation for absences

No medical documentation for short-term absences is required (Approved by Senate).

If you are seeking a Withdrawal Extenuating Circumstances or an Aegrotat grade, medical documentation may be required if relevant.

## Ombudsperson and Academic Concerns

From the course calendar...

*Depending on the nature of the academic matter of concern to the student, the order in which the student should normally try to resolve the matter is: first, the course instructor; second, the Chair of the department; third, the Dean of the faculty; and finally, the Senate.*

If you are having an academic concern or problem that cannot be resolved with your instructor or the Department Associate Chair, you may wish to consult with the Office of the Ombudsperson (<https://uvicombudsperson.ca>). Current contact information for the office can be found here <https://uvicombudsperson.ca/contact/>.

---

<sup>1</sup> Syllabi belong to the department through which the course is administered.

## Policy on Academic Integrity including Plagiarism and Cheating

The Department of Psychology fully endorses and intends to enforce rigorously the [Senate Policy on Academic Integrity](#). It is of utmost importance that students who do their work honestly be protected from those who do not. Because this policy is in place to ensure that students carry out and benefit from the learning activities assigned in each course, it is expected that students will cooperate in its implementation.

The offences defined by the policy can be summarized briefly as follows:

1. **Plagiarism.** You must make sure that the work you submit is your work and not someone else's. There are proper procedures for citing the works of others. The student is responsible for being aware of and using these procedures.
2. **Unauthorized Use of an Editor.** The use of an editor is prohibited unless the instructor grants explicit written authorization.
3. **Multiple Submission.** Only under exceptional circumstances may a work submitted to fulfill an academic requirement be used to satisfy another similar requirement. The student is responsible for clarifying this with the instructor(s) involved.
4. **Falsifying Materials Subject to Academic Evaluation.** This includes falsification of data, use of commercially prepared essays, using information from the Internet without proper citation, citing sources from which material is not actually obtained, etc.
5. **Cheating on Assignments, Tests, and Examinations.** You may not copy the work of others in or out of class; you may not give your work to others for the purpose of copying; you may not use unauthorized material or equipment during examinations or tests; and you may not impersonate or allow yourself to be impersonated by another at an examination. The Department of Psychology has a policy of not making old examinations available for study purposes. Therefore, use of old exams without the express written permission of the instructor constitutes cheating by the user, and abetting of cheating by the person who provided the exam.
6. **Aiding Others to Cheat.** It is a violation to help others or attempt to help others to engage in any of the conduct described above.

**The use of a generative artificial intelligence (AI) is strictly prohibited** in any submitted work (unless expressly endorsed by the instructor as part of an assignment). The Department reserves the right to use AI detectors.

Instructors are expected to make every effort to prevent cheating and plagiarism. This may include the assignment of seating for examinations, asking students to move during examinations, requests to see student identification cards, and other measures as appropriate. Instructors also have available to them a variety of tools and procedures to check for Internet and electronic media-based cheating. In instances of suspected or actual plagiarism or cheating, instructors, following prescribed procedures, are authorized to take steps consistent with the degree of the offence. These measures will range from a zero on the test or assignment or a failing grade for the course, probation within a program to temporary or even permanent suspension from the University.

Rights of Appeal are described in the Policy on Academic Integrity in the University calendar Summer 2023.

**The definitive source** for information on Academic Integrity is the University Calendar

**Other useful resources on Plagiarism and Cheating include:**

1. The Ombudsperson's office: <https://uvicombudsperson.ca/academic-integrity/>  
The [Office of the Ombudsperson](#) is an independent and impartial resource to assist with the fair resolution of student issues. A confidential consultation can help you understand your rights and responsibilities. The Ombudsperson can also clarify information, help navigate procedures, assist with problem-solving, facilitate communication, provide feedback on an appeal, investigate and make recommendations. Phone: 250-721-8357; Email: [ombuddy@uvic.ca](mailto:ombuddy@uvic.ca); Web: [uvicombudsperson.ca](http://uvicombudsperson.ca).
2. UVic Library Resources: <http://www.uvic.ca/library/research/citation/plagiarism/>
3. UVic Library Document on [Avoiding Plagiarism](#)



## Prerequisites

Students who remain in courses for which they do not have the prerequisites do so at their own risk. Students who complete courses without prerequisites ARE NOT exempt from having to complete the prerequisite course(s) if such courses are required for the degree program.

## Program Requirements

For more information see the [UVic Calendar](#).

## Registration Status

Students are responsible for verifying their registration status. Registration status may be verified using My Page, View Schedule. Course adds and drops will not be processed after the [deadlines](#) set out in the current UVic Calendar.

Students who do not attend classes must not assume that they have been dropped from a course by an academic unit or an instructor. Courses that are not formally dropped will be given a failing grade, students may be required to withdraw and will be required to pay the tuition fee for the course.

## Request for Academic Concessions: In the Event of Illness, Accident or Family Affliction

Request for Academic Concession form: <http://www.uvic.ca/registrar/assets/docs/record-forms/rac.pdf>

- **What to do if you miss the final exam scheduled during the formal exam period**  
Apply at Records Services for a “Request for Academic Concession”, normally within 10 working days of the date of the exam. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student’s academic record.
- **What to do if you miss an exam other than one scheduled during the formal exam period**  
Do not apply at Records Services for a “Request for Academic Concession”. Instead, contact your course instructor (or designated teaching assistant) to let them know why you missed the exam. Medical documentation is not required.
- **What to do if you require additional time to complete course requirements**  
Apply at Records Services for a “Request for Academic Concession”, normally within 10 working days of the end of the course. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation. Where a concession is not applied for or where such application is denied, an N grade will be entered on the student’s academic record if the missing work has been deemed required. Note, only required course components may be deferred.

## Research Participation Opportunities with the Department of Psychology

The Department of Psychology offers multiple opportunities to participate in research studies over the year. Students are encouraged to learn more about the field of psychology by volunteering in these studies. Information about studies can often be found posted on notice boards around the Department as well as through our Participant Pool webpage at <https://www.uvic.ca/socialsciences/psychology/research/participants/>.

## Student Support Services

[Learn Anywhere](#) is the student support portal for a full range of student academic and support services. Services include: [Centre for Academic Communication](#), [Math & Stats Assistance Centre](#), [Counselling Services](#), [Health Services](#), [Library](#), [Ombudsperson](#), and [Computer Help Desk](#)

## This classroom is a trans-inclusive space

Please indicate if you have a preferred name and pronoun that you’d like to be used in the classroom. Please e-mail your instructor or your TA if you would like to discuss the climate of this classroom for trans students. Gender neutral bathrooms are available at UVic.

## University of Victoria Students' Society (UVSS)

The [UVSS](#) is a social justice based non-profit run by students, for students and is entirely separate from UVic. As an undergrad student, you are already a member! We work on issues affecting students such as affordability, public transit, sexualized violence, sustainability, student employment, and much more. We fund clubs and course unions, and have several advocacy groups. We also have a Food Bank and Free Store, a Peer Support Centre, and run your health and dental plan. We are here to support you, so please reach out to us at [uvss.ca](mailto:uvss.ca)!

### Academic Important Dates

#### Summer session

Monday, May 15 <sup>th</sup>	May and May-June courses begin
Monday, May 22 <sup>nd</sup>	University closed (Victoria Day)
Wednesday, May 31 <sup>st</sup>	Fees deadlines for summer
Wednesday, June 7 <sup>th</sup>	May courses end
Thursday, June 8 <sup>th</sup>	June courses begin
Friday, June 30 <sup>th</sup>	May-June and June courses end
Monday, July 3 <sup>rd</sup>	University closed (Canada Day, July 1 <sup>st</sup> )
Wednesday, July 5 <sup>th</sup>	July and July-August courses begin
Saturday, July 15 <sup>th</sup>	Deadline to apply to graduate for Fall Convocation
Thursday, July 27 <sup>th</sup>	July courses end
Friday, July 28 <sup>th</sup>	August courses begin
Monday, August 7 <sup>th</sup>	University closed (British Columbia Day)
Monday, August 21 <sup>st</sup>	July-August and August courses end

### Add and drop dates for standard 2023 Summer Session courses

Term	Start Date	End Date	100% Fee Reduction	Add Deadline	50% Fee Reduction	Academic Drop no Fee Reduction
2	May 15	Jun 30	May 21	May 22	Jun 1	Jun 14
3	Jul 5	Aug 21	Jul 11	Jul 12	Jul 22	Aug 5
4	May 15	Jun 7	May 18	May 18	May 23	May 30
5	Jun 8	Jun 30	Jun 10	Jun 10	Jun 16	Jun 22
6	Jul 5	July 27	Jul 7	Jul 7	Jul 13	Jul 19
7	Jul 28	Aug 21	Jul 31	Jul 31	Aug 6	Aug 13

# BE WELL



A note to remind you to take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone.

## ***Social Life, Friends, & Community at UVic:***

Having a social network is an extremely important foundation for positive mental health. There are lots of benefits to joining clubs, course unions, intramurals and teams on campus.

<https://www.uvic.ca/undergraduate/housing-student-life/student-life/index.php>

## ***Counselling Services:***

The Student Wellness Centre can help you make the most of your university experience. They offer free professional, confidential, inclusive support to currently registered UVic students. <https://www.uvic.ca/student-wellness/contacts/student-wellness-team/index.php#ipn-counsellors>

## ***Health Services:***

The Student Wellness Centre also provides a full service primary health clinic for students. <https://www.uvic.ca/student-wellness/contacts/student-wellness-team/index.php#ipn-physicians>

## ***Centre for Accessible Learning:***

The CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations [www.uvic.ca/services/cal/](http://www.uvic.ca/services/cal/). The sooner you let us know your needs, the quicker we can assist you in achieving your learning goals in this course.

## ***Elders' Voices:***

The Office of Indigenous Academic and Community Engagement (IACE) has the privilege of assembling a group of Elders from local communities to guide students, staff, faculty and administration in Indigenous ways of knowing and being.

[www.uvic.ca/services/indigenous/students/programming/elders/](http://www.uvic.ca/services/indigenous/students/programming/elders/)

## ***Mental Health Supports and Services:***

Mental health supports and services are available to students from all areas of the UVic community: <https://www.uvic.ca/student-wellness/wellness-resources/mental-health/>