**Jubail University College**

**Department of Business Administration**

 **COURSE SYLLABUS - SEMESTER 331**

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| **Course Code & Number** |  **BUS 283** |
| **Course Title****Skill**  |  **Industrial Psychology** |
| **Instructor/Lecturer**  | Dr. Mercy Chaita – Assistant ProfessorSara Hasan Omar Al-Amoudi (Teaching Assistant) |
| **Office Location**  |  **Room 431-A** |
| **Office Hours**  | **Day** | **Period** |
| Saturday  | Period 1 to 8 |
| Sunday | Period 1 to 8 |
| Monday  | Period 1 to 8 |
| Tuesday  | Period 1 to 5 |
| Wednesday  | Period 1 to 8 |
| **Instructor’s Office Phone** | 03-3459000 Extension: 3386 |
| **Instructor’s Email**  | chaitav@ucj.edu.sa |
| **Website** | http://mjuc.weebly.com |
| **Section numbers** | **202**  |  |  |
| **Class hours** | **Day** | **Period** |
| Saturday |  |  |  |
| Sunday |  |  |  |
| Monday |  |  |  |
| Tuesday |  | 6, 7 and 8 |  |
| Wednesday  |  |  |  |
| **Prerequisites** | **None** |
| **Course Rationale** | Industrial and Organizational Psychology is the branch of Psychology that is involved with the study of behavior in work settings and the application of psychology principles to change work behavior. As an applied science subject, it has a further objective, to provide practical guidelines towards predicting and controlling behavior with a view to improving efficiency and human psychological welfare. |
| **Course Objectives** | At the end of this course, students will be able to:* comprehend theoretical concepts and enhance knowledge and understanding of human behavior in work settings
* apply psychology principles that are designed to change work behavior;

and thereby improve work environment, and the psychological conditions of the worker; |
| **Methods of Learning** | * Lectures
* Interdependent and private study
* Group Presentations
* Group Debates
* Company visits
* Research
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| **Required Textbook** | Ronald E. Riggio, 5th Ed, 2008 “Introduction to Industrial/Organizational Psychology”Prentice Hall. |
| **Supporting Materials** | * Module Syllabus
* Power Point Presentation
* Websites
* Journals
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| **Methods of assessment** | * Quizzes
* Assignment
* Midterm Exam
* Final Exam
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| **Grading Scheme** | **Quizzes** 20%  Quiz 1 - 10% Quiz 2 - 10%**Assignment**  20%  Assign 1 – 10 % Assign 2 – 10%**Midterm Exam** 20%**Final Exam** 40%**Total**  100% |

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| **Jubail University College Grading Scale** |
| **Total Points** | **Letter Grade** | **Percentage** | **Grade Point** |
|   | A+ | 95-100% | 4.0 |
|   | A | 90-<95% | 3.75 |
|   | B+ | 85-<90% | 3.5 |
|   | B | 80-<85% | 3.0 |
|   | C+ | 75-<80% | 2.5 |
|   | C | 70-<75% | 2.0 |
|   | D+ | 65-<70% | 1.5 |
|   | D | 60-<65% | 1.0 |
|   | F | 0-<60% | 0.0 |
|   | W | Withdrawal  | N/A |
|   | WP | Withdrawal while Pass  | N/A |
|   | WF | Withdrawal while Fail  | 0.0 |
|   | DN | Denial | 0.0 |
|   | I | Incomplete | N/A |
|   | P | Pass | N/A |

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| **Course Outline** |
| **Week** | **Topics & Activities** | **Chapters** | **Notes/Focus** |
| 1 | **Introduction**  | Chapter 1 | This is a broad overview of the early history of Industrial and Organizational Psychology and its development. |
| 2 | **Job Analysis**  | Chapter 3 | This topic introduces the systematic study of job analysis and how this relates to other personnel functions. |
| 3 | **Employee Selection**  | Chapter 4 | The strengths and weaknesses of the tools used in the selection process are examined. The guidance and regulations with regard to protection against discrimination in employment are also discussed. |

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| 4 | **Evaluating Employee Performance** | Chapter 5 | This chapter explains the purposes of performance appraisals. Various performance rating methods and their advantages and disadvantages are discussed. It also highlights problems and pitfalls involved in appraisals. |
| **Quiz 1** |  |
| 5 | **Employee Training & Development**   | Chapter 6 | This topic discusses types of training programs, needs and evaluation.  |
| 6 | **Motivation**  | Chapter 7 | This topic examines various theories of job motivation and their application. The relationship between motivation and work performance will be discussed. |
| 7 |  **Job Satisfaction & Positive Employee Attitudes & Behaviors** | Chapter 8 | This topic is about the relationship between job satisfaction and organizational commitment. In addition, factors that increase positive attitudes and behaviors will be discussed. |
| **Assignment 1: Presentations** |  |
| **Eid AL-ADHA Vacation (20/10/2012 - 31/10/2012)** |
| 8 | **Worker Stress & Negative Employee Attitudes & Behaviors** | Chapter 9 | This topic examines different sources of stress, measurement, mental and physical effects and coping strategies. |
| 9 | **Midterm** |  |  |
| 10 | **Group Processes in Work Organizations** | Chapter 11 | This lecture introduces central concepts of group dynamics in work settings including organizational socialization, group conformity, cohesiveness, conflicts, groupthink and polarization. |
| 11 | **Leadership**  | Chapter 12 | This topic covers different theories of leadership and discusses their merits and demerits in depth.  |
| **Quiz 2** |  |
| 12 | **Leadership** |  |  |
| 13 |  **Influence, Power, & Politics** | Chapter 13 | This topic discusses power as a major force in work organizations. It also discusses the impact of influence and organizational politics. |
| **Assignment 2 : Debate** |  |
| 14 - 15 | **Organizational Structure, Culture, and Development** | Chapter 14 | This topic focuses on the dimensions and structures of organizational structure and culture. Organizational development and techniques will be discussed as a core element of change in organizations. . |
| 16 |   |  | Revision |
| 17-18 |  |  | Final Examination |

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| **Jubail University College Policies** |
| **Attendance**  | 1. Attending at punctual time: Present otherwise the student is absent.2. Late attendance 0 − < 5 minutes: is late3. Late ≥ 5 minutes: is absentNotes:1. Every 3 late are counted as 1 absent
2. Every $\frac{3}{15}$ × total semester contact hours + 1 is DN
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| **Grading** | 1. Quality point: is the result of multiplying the credit hours by the grading points.
2. Semester GPA: is the result of dividing total quality points achieved in all courses at that semester by total graded credit hours of all courses in that semester.
3. Cumulative GPA in a semester: is the sum of total quality points achieved in all courses up to that semester divided by the total credit hours graded for all courses up to that semester
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| **Plagiarism & Cheating** | 1. Cheating is a serious offence and will be punished by the JUC. 2. Talking, looking at your colleagues’ exam papers or any other suspicious act is considered cheating during exam.3. Student will fail the subject if caught cheating. |