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**TOPICS**

**READING ASSIGNMENTS**

- **Introduction**
  - Chapter 1

- **Recruitment, Selection, & Placement**
  - Chapters 3, 4

- **Performance Appraisal**
  - Chapter 5

- **Program Evaluation**
  - Chapter 2

- **Training & Related Issues**
  - Chapters 6, 12
  - (Creativity, Stress Management)

- **Motivation, Job Satisfaction, and Organizational Development**
  - Chapters 8, 9

- **Leadership**
  - Chapter 7

- **Engineering Psychology**
  - Chapter 13

**EXAMS**

Four noncumulative exams will be given at approximately equal intervals throughout the semester. Tentative dates, subject to change, are July 9, July 16, July 24, and August 1. Exams are not intentionally comprehensive, but instead are intended to test only material covered since the previous exam.

Make-up exams will be administered on August 2. There will be no grade penalty on exams missed because of an excused absence (see “Attendance Policy” below). There will be a one letter grade penalty on exams missed because of unexcused absences.

**ATTENDANCE POLICY**

Students are allowed 3 unexcused absences (as defined below) in this class. Each additional unexcused absence beyond these 3 will result in a lowering of the course grade by one-half letter grade.
Students who miss the calling of the roll at the beginning of the class will be counted as absent for that day unless you alert me to your presence at the end of the class period to let me know you were only tardy. Each tardy counts as one-half an unexcused absence.

Absences are excused only under the following circumstances:
1. the student provides a written excuse from a medical practitioner stating that the student was unable to attend class on the day(s) of the absence;
2. the student provides a written excuse from a medical practitioner stating that the student’s dependent child was ill on the day(s) of the absence;
3. the student provides a written excuse from an official of Midwestern State University stating that the student was in attendance at a mandatory university function on the day(s) of the absence.

In order for an absence to be excused, the written excuse must be provided within one week of the absence. If this is not possible, the student must at least contact me with an explanation within one week of the absence.

Funerals, employment-related absences, illnesses not requiring medical attention, job interviews, family emergencies, automobile malfunctions, court appearances, etc. do not constitute excused absences. **Please reserve your 3 allowed absences to cover these situations.**

**GRADING**

Each exam will be scored on a percentage-correct scale as follows:
- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and lower

Course grades will be based on the average of grades earned on the four exams using the same grading scale shown above.

**DISABILITIES**

Individuals requiring special accommodations under the Americans with Disabilities Act should contact the Midwestern State University Office of Counseling and Disabilities Services.
ATTENDANCE POLICY

I have read and understand the attendance and plagiarism policies for PSYC 4113. I understand that it is my responsibility to keep track of my absences and tardies. I understand that I will not receive any “warning” that I have reached or exceeded the maximum number of allowed unexcused absences.

_________________________  ___________________
Signature                                                              Date

___________________________
Print Your Name Here

RELEASE TO POST GRADES

Students’ grades and attendance information are posted as a convenience to students. Some student, though, do not want to have this information posted. With my signature below I grant permission to Dr. Diekhoff to post my grades and attendance information by the last 4 digits of my MSU Campus Wide ID Number during the Summer II 2012 semester. I understand that my grades and attendance information will not be posted unless I sign this form.

_________________________  __________________
Signature                                                              Date

___________________________
Print Your Name Here