

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Thomas Mitchell	Phone: x5348
DEPARTMENT / DIVISION: Applied Behavioral Sciences		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
2, 4, 6, 7: The proposed changes consist of changes to the Course Title, Course Number, Prerequisite, and Course Description for PSYC 402 Industrial Psychology, to be consistent with course content and numbering system for new 4-year PSYC BA program. Numbering change is from PSYC 402 to PSYC 320.		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course ¹	NOP	a, c, e	AC
<input checked="" type="checkbox"/>	2. Course Title	NO		ABCD
	3. Course Credits	NO		ABCD
<input checked="" type="checkbox"/>	4. Course Number	NO		ABCD
	5. Course Level	NO		ABCD
<input checked="" type="checkbox"/>	6. Pre & Co-Requisite	NO		ABCD
<input checked="" type="checkbox"/>	7. Course Description	NOP		ABCD
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
	10. Program Requirements	NO	b, c, d, e	ABCDEF
	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
	12. Closed Site Program	NOT	e	ABCDHIK
	13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
	14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDEFHIL
	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
	18. Program Termination	NO, 10	d, e	ABCDEFGHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFGHJL
	20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)				
<input checked="" type="checkbox"/>	N. This Cover Sheet		Q. Full 5-page MHEC Proposal	
<input checked="" type="checkbox"/>	O. Summary Proposal		R. Financial Tables (MHEC)	
<input checked="" type="checkbox"/>	P. Course Definition Document		S. Contract	
			T. Other	


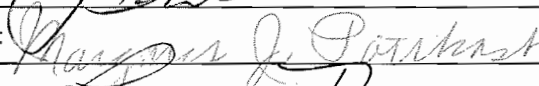
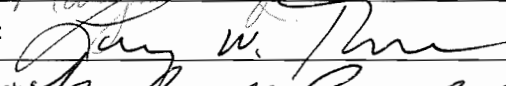
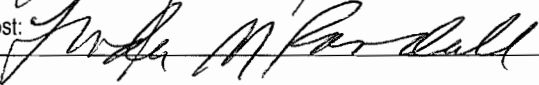
- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

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10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - proposed date after which no new students will be admitted into the program;
 - accommodation of currently enrolled students in the realization of their degree objectives;
 - treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - reallocation of funds from the budget of the affected program; and
 - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: 	1-24-07
B. Final faculty review body within each School	Chair: 	2-15-07
C. College Dean	Dean: 	2/19/07
D. Provost and Senior Vice President for Academic Affairs	Provost: 	2/28/07
E. Curriculum Review Committee (UFS subcommittee)	Chair:	
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Tom Mitchell	Phone: x5348
DEPARTMENT / DIVISION: Division of Applied Behavioral Sciences		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
2, 4, 6, 7: The proposed changes consist of changes to the Course Title, Course Number, Prerequisite, and Course Description for PSYC 402 Industrial Psychology, to be consistent with course content and numbering system for new 4-year PSYC BA program. Numbering change is from PSYC 402 to PSYC 320.		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

2 - Change course title to *Industrial and Organizational Psychology*.

4 -Change course number from PSYC 402 to PSYC 320.

6 - Change course prerequisites to

PSYC 100 or an equivalent introductory psychology course or permission of program director.

7 – Change course description to

Psychological principles and methods applied to problems commonly encountered in business and industry. Topics include personnel selection and evaluation, training and development, attitudes and motivation, leadership, group dynamics, organizational structure and climate, and job design and working conditions.

For new courses or changes in existing courses (needed by Registrar)

OLD Title: Industrial Psychology	Course # / HEGIS Code: PSYC 402	Credits: 3
NEW Title: Industrial and Organizational Psychology	Course # / HEGIS Code: PSYC 320	Credits: 3

O-2: Set forth the rationale for the proposal:

2 – New course title is more consistent with actual course content.

4 - Numbering change reflects reorganization of courses within new 4-year PSYC BA degree program. Industrial/Organizational Psychology will become a central component within our cluster of 3rd-year Applied Psychology coursework.

6 – Prerequisite change necessitated by previously approved renumbering of courses within new 4-year PSYC BA degree program.

7 – Original course description (emphasizing organizational issues) is inconsistent with course title (*Industrial Psychology*). New course description more accurately includes both industrial and organizational components of course.

Document P: Required Format for Course Definition Document

1. **Date Prepared:** 24 January 2007
2. **Prepared by:** Gunna (Janet) Yun
3. **Department:** Division of Applied Behavioral Sciences
4. **Course Number(s), including HEGIS code(s):** PSYC 320
5. **Course Title:** Industrial and Organizational Psychology
6. **Credit Hours:** 3
7. **Catalog Description (Paragraph should reflect general aims and nature of the course)**

Psychological principles and methods applied to problems commonly encountered in business and industry. Topics include personnel selection and evaluation, training and development, attitudes and motivation, leadership, group dynamics, organizational structure and climate, and job design and working conditions.

8. **Prerequisites:**

PSYC 100 or an equivalent introductory psychology course or permission of program director
9. **Faculty qualified to teach course:** Dr. Thomas Mitchell and Dr. Gunna Yun
10. **Course Type / Component (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, seminar, supervision, thesis research, workshop)**

Lecture/discussion
11. **Suggested approximate class size:** 25
12. **Content Outline**
 1. What is I/O Psychology?
 2. Criteria
 3. Job Analysis.
 4. Reliability & Validity
 5. Assessment tools
 6. Personnel Decisions
 7. Training and Development.

8. Performance Appraisal.
9. Teams and Teamwork
10. Leadership
11. Work Motivation
12. Organizational Attitudes and Behaviors
13. Occupational Health

13. Learning Goals

By the end of the course, students will be able to:

- Discuss theory and empirical research relevant to application of psychology in a work context.
- Demonstrate understanding and utilization of research results to areas (e.g., personnel selection, performance evaluation, employee training and development, and attitudes and motivation, and occupational health).
- Demonstrate critical thinking and writing/presentation skills regarding the psychology of leadership, training, and job analysis.
- Demonstrate understanding of assessment tools used to select employees and to evaluate their performance in organizations.
- Identify employees' attitudes and behaviors that contribute to the growth of an organization.
- Demonstrate understanding of organizational structure and climate.
- Discuss their own work experiences and applied issues that relate to the topics at hand.

14. Assessment Strategies

Exams and assignments will be designed to assess students' ability to understand and apply theories and research results to important areas such as leadership, training and job analysis. To complete these assignments successfully, students will be required to (1) use the APA-style writing, (2) write research reports, and (3) present results of job analysis project in a professional manner.

15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.)

Muchinsky, P. M. (2006). *Psychology applied to work* (8th ed.). Belmont, CA: Thompson Wadsworth.