



COLORADO STATE UNIVERSITY
— GLOBAL —

ORG303: APPLIED ORGANIZATIONAL PSYCHOLOGY

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Faculty Information: Faculty contact information and office hours can be found on the faculty profile page.

COURSE DESCRIPTION AND OUTCOMES

Course Description:

This course consists of a study of industrial/organizational psychology and its application in solving organizational problems and challenges. The course includes a balance between research, theory, and application. Topics include developing psychologically healthy and productive workplaces, addressing contemporary organizational challenges, and best practices related to employee management and development. Upon completing this course, students should be able to understand and explain industrial/organizational psychology applications in helping organizations fulfill their missions and objectives.

Course Overview:

In this course, students will read lectures, articles, and the course textbook to learn about organizational psychology principles and applications. They will also watch videos and complete activities to gain course content. Students will then assess their learning through quizzes, projects, papers, and exercises.

Course Learning Outcomes:

1. Examine concepts and theories associated with industrial and organizational psychology.
2. Evaluate the challenges and solutions related to the recruitment, selection, and training of employees.
3. Apply best practices to address organizational challenges including employee motivation, satisfaction, and retention.
4. Explain the process involved in job analysis and evaluation within an organization.
5. Formulate an analysis of an organizational problem and propose effective solutions.

PARTICIPATION & ATTENDANCE

Prompt and consistent attendance in your online courses is essential for your success at CSU Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

COURSE MATERIALS

Required:

Aamodt, M. (2015). *Industrial/organizational psychology: An applied approach* (8th ed.). Belmont, CA: Wadsworth. ISBN-13: 9781305118423

Suggested:

Aamodt, M. (2015). *I/O applications WB industrial/organizational psychology* (8th ed.). Belmont, CA: Wadsworth. ISBN13: 9781305500761

NOTE: All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

COURSE SCHEDULE

Due Dates

The Academic Week at CSU Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- **Opening Exercises:** Take the Opening Exercise before reading each week's content to see which areas you will need to focus on. You may take these exercises as many times as you need. The Opening Exercises will not affect your final grade.
- **Mastery Exercises:** Students may access and retake Mastery Exercises through the last day of class until they achieve the scores they desire.
- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.

WEEKLY READING AND ASSIGNMENT DETAILS

Module 1

Readings

- Chapters 1 & 2 in *Industrial/Organizational Psychology: An Applied Approach*
- De Fruyt, F., Wille, B., & John, O. P. (2015). Employability in the 21st century: Complex (interactive) problem solving and other essential skills. *Industrial and Organizational Psychology*, 8(2), 276-281. doi:<http://dx.doi.org/10.1017/iop.2015.33>
- Graen, G., & Grace, M. (2015). New talent strategy: Attract, process, educate, empower, engage, and retain the best. *SHR- SIOP science of HR white paper series*. Retrieved from http://www.siop.org/SIOP-SHRM/SHRM- SIOP_New_Talent_Strategy.pdf
- I-O a “hot job,” shows job increases through 2018, according to labor department. (2017). *Society for Industrial and Organizational Psychology*. Retrieved from <http://www.siop.org/Media/News/hotjob.aspx>
- Morelli, N., Illingworth, A. J., & Handler, C. (2015). Questions about I-O psychology's future. *Industrial and Organizational Psychology*, 8(2), 269-276.

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Portfolio Milestone (15 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Portfolio Project Milestone

Read the Portfolio Project requirements found in Week 8's Materials link and create a plan for completing it. Begin thinking about a topic for your project. The plan will include planned dates of completion for the outline, rough draft, final draft, and any other important milestones for the project. You will not need to submit each of these documents. The purpose of the plan is to be proactive in completing the Portfolio Project. Submit your plan in the Module 1 Portfolio Project discussion thread.

See the Module 1 Portfolio Project Milestone rubric for details on how you will be graded on this assignment.

Option #2: Portfolio Project Milestone

Read the Portfolio Project requirements found in Week 8 and create a plan for completing it. Begin thinking about a topic for your project. You may record an audio/video presentation using the Canvas tools.

The presentation will include planned dates of completion for the outline, rough draft, final draft, and any other important milestones for the project. The purpose of the plan is to be proactive in completing the Portfolio Project. Record your audio/video to the Module One Portfolio Project discussion thread.

See the Module 1 Portfolio Project Milestone Rubric for details on how you will be graded on this assignment. Please see the video tutorial below to see how to add audio or video to a discussion in Canvas.

Module 2

Readings

- Chapters 3 & 4 in *Industrial/Organizational Psychology: An Applied Approach*
- EEOC guidelines: http://www.eeoc.gov/policy/docs/factemployment_procedure_s.html
- Koivunen, T., Ylöstalo, H., & Otonkorpi-Lehtoranta, K. (2015). Informal practices of inequality in recruitment in Finland. *Nordic Journal of Working Life Studies*, 5(3), 3-21.
- myHRpro. An overview of the importance of preemployment testing [Video file]. (2013, Mar. 7). Retrieved from <http://www.youtube.com/watch?v=T8O4dAasEoA>
- Terziyan, V., & Kaikova, O. (2015). The 'magic square': A roadmap towards emotional business intelligence. *Journal of Decision Systems*, 24(3), 255-272.

Opening Exercise (0 points)

Discussion (25 points)

Critical Thinking (90 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Recruitment Case Study

Read the Recruitment at the Borgata Hotel Casino and Spa Applied Case Study in Chapter 4 of *Industrial/Organizational Psychology*. In a well-written paper, answer the following questions:

- What factors would affect not only the number of available applicants but also the quality?
- How would an effective leader handle the practical aspects of receiving and screening the 30,000 applicants? Justify your response with the required support as noted in the standards below.

Adhere to the following standards:

- The paper should be two to four pages in length.
- Review the grading rubric, which can be accessed on the Materials link for each week.
- Be sure to follow the CSU Global Guide to Writing and APA
- Your paper should include an introduction, a body with at least two fully developed paragraphs, and a conclusion.
- Support your interpretation with evidence from the book and at least two peer-reviewed journal articles from the library.

Option #2: Focus on Ethics

Read the Ethics of Recruiting and Hiring Based on Physical Appearance in Chapter 4 of *Industrial/Organizational Psychology*. In a well-written paper, answer the following questions:

- Does the reading present any potential ethical dilemmas of recruiting and hiring based on looks? If so, what are they?

- Is it ethical to take a less skilled applicant over a more skilled one just because one is more attractive than the other?
- It is fair or ethical for places like Borgata Casino and Spa to refuse employment to less-than-average looking employees?
- Is there a more ethical way to balance the rights of companies to have attractive people and the rights of people who are perceived as unattractive?
- Should states and cities make laws against discrimination of people based on their looks? Justify your response with the required support as noted in the standards below.

Adhere to the following standards:

- Your paper should be two to four pages in length.
- Review the grading rubric, which can be accessed on the Materials link for each week.
- Be sure to follow the CSU Global Guide to Writing and APA
- Your paper should include an introduction, a body with at least two fully developed paragraphs, and a conclusion.
- Support your interpretation with evidence from the book and at least two peer-reviewed journal articles from the library.

Mastery Exercise (10 points)

Portfolio Milestone (15 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Portfolio Project Milestone

Begin working on your Portfolio Project by looking at the organization and problem or challenge you will be addressing. Post the challenge to the Module 2 discussion board for the Portfolio Project.

See the Module 2 Portfolio Milestone Rubric for how you will be graded on this assignment.

Option #2: Portfolio Project Milestone

Read the Portfolio Project requirements found in Week 8 and create a plan for completing it. Begin thinking about a topic for your project. You may record an audio/video presentation using the Canvas tools.

The presentation will include planned dates of completion for the outline, rough draft, final draft, and any other important milestones for the project. The purpose of the plan is to be proactive in completing the Portfolio Project. Record your audio/video to the Module One Portfolio Project discussion thread.

See the Module 2 Portfolio Project Milestone Rubric for details on how you will be graded on this assignment. Please see the video tutorial below to see how to add audio or video to a discussion in Canvas

Module 3

Readings

- Chapters 5 & 6 in *Industrial/Organizational Psychology: An Applied Approach*
- Ali, A. (2015). Leadership assessment through 360 degree feedback system - An insight of prevailing concepts. *Global Management Journal for Academic & Corporate Studies*, 5(1), 22-30.

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (95 points)

Choose an assignment to complete this week. This week each assignment option has two parts.

For one of the two case studies presented, you will develop a written essay.

Then, you will develop a PowerPoint presentation **OR** you will record a brief (10-15 minute) audio or video presentation. The PowerPoint presentation **OR** the audio or video presentation (whichever you choose) should correspond to what you write in your paper.

Do not cover both case studies in your critical thinking assignment. Identify your assignment case study choice in the title of your submission.

Option #1: New London Case Study

Read the City of New London, Connecticut, Police Department in Chapter 5 of *Industrial/Organizational Psychology*.

Then, write a 2-4-page paper **and** select one of the two assignment options to accompany your paper:

- Develop a 5-7 slide PowerPoint presentation that corresponds to your paper
- **OR** upload a 10-15 minute audio or video presentation that corresponds to your paper, edit if needed.

Answer the following questions:

- Evaluate New London's reasoning about being "too bright."
- Critique the judge's decision that it was not discriminatory to not hire people who are highly intelligent.
- How would an ethical leader have determined the cognitive ability requirements for this job?

Adhere to the following standards:

- Your paper should be two to four pages in length, not including the title or reference pages.
- Review the grading rubric, which can be accessed on the Materials link for each week.
- Be sure to follow the CSU Global Guide to Writing and APA
- Your paper should include an introduction, a body with at least two fully developed paragraphs, and a conclusion.
- Support your interpretation with evidence from the book and at least two peer-reviewed journal articles from the library.

- Your PowerPoint presentation should be 5-7 slides and include a reference list and citations. See the Example PPT Presentation in the Online Research and Writing Lab **OR**
- Your audio or video presentation should be 10-15 minutes in length and be accompanied by speaker notes and a reference list of citations. Record your presentation with audio or video and upload to Canvas.

Option #2: Diversity Efforts

Read the Focus on Ethics: Diversity Efforts in Chapter 6 of Industrial/Organizational Psychology.

Then, write a 2-4-page paper and select one of the two assignment options to accompany your paper:

- Develop a 5-7 slide PowerPoint presentation that corresponds to your paper
- **OR** upload a 10-15 minute audio or video presentation that corresponds to your paper, edit if needed.

Answer the following questions:

- To increase diversity, it is often legal to consider race or gender as a factor in selecting employees. Although legal, is it ethical that race or gender be a factor in making an employment decision, or how much of a role should it play?
- Is it ethical to hire a person with a lower test score because he or she seems to be a better personality fit for an organization?
- If an I/O psychologist is employed by a company that appears to be discriminating against Hispanics, is it ethical for her to stay with the company? What ethical obligations does she have?

Adhere to the following standards:

- Your paper should be two to four pages in length, not including the title or reference pages.
- Review the grading rubric, which can be accessed on the Materials link for each week.
- Be sure to follow the CSU Global Guide to Writing and APA
- Your paper should include an introduction, a body with at least two fully developed paragraphs, and a conclusion.
- Support your interpretation with evidence from the book and at least two peer-reviewed journal articles from the library.
- Your PowerPoint presentation should be 5-7 slides and include a reference list and citations. See the Example PPT Presentation in the Online Research and Writing Lab **OR**
- Your audio or video presentation should be 10-15 minutes in length and be accompanied by speaker notes and a reference list of citations. Record your presentation with audio or video and upload to Canvas.

Module 4

Readings

- Chapter 7 & 8 in *Industrial/Organizational Psychology: An Applied Approach*
- Akhter, N., Raza, H., Ashraf, A., Ahmad, A., & Aslam, N. (2016). Impact of training and development, performance appraisal and reward system on job satisfaction. *International Review of Management and Business Research*, 5(2), 561-571.
- Arif, M., & Urooj, S. F. (2016). Impact of employees performance appraisal on job outcomes with

the moderation of distributive justice. *International Journal of Global Business*, 9(2), 30-51.

- Chen, F., Hsu, S., Hung, M., & Wu, Y. (2016). Application of the talent quality-management system to assess training effectiveness of enterprises. *International Journal of Organizational Innovation (Online)*, 8(3), 84-98.

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (90 points)

Choose an assignment to complete this week. This week each assignment option has two parts.

For one of the two case studies presented, you will develop a written essay.

Then you will develop a PowerPoint presentation **OR** you will record a brief (10-15 minute) audio or video presentation. The PowerPoint presentation **OR** the audio or video presentation (whichever you choose) should correspond to what you write in your paper.

Do not cover both case studies in your critical thinking assignment. Identify your assignment choice in the title of your submission.

Option #1: Ethics of At-Will Doctrine

Read the Focus on Ethics: The Ethics of the At-Will Doctrine in Chapter 7 of *Industrial/Organizational Psychology*.

Then, write a 2-4-page paper and select one of the two assignment options to accompany your paper:

- Develop a 5-7 slide PowerPoint presentation that corresponds to your paper
- **OR** upload a 10-15 minute audio or video presentation that corresponds to your paper, edit if needed.

Answer the following questions:

- What are other ethical dilemmas in the at-will doctrine?
- Which argument is credible: that of the doctrine's critics or its supporters?
- What limitations other than those outlined in the textbook should be imposed on the doctrine to make it more ethical and, therefore, fairer?
- Evaluate the fairness of different laws for public and private sector employees (at-will employment versus just cause standards of employment).

Adhere to the following standards:

- Your paper should be two to four pages in length, not including the title or reference pages.
- Review the grading rubric, which can be accessed on the **Materials** link for each week.
- Be sure to follow the CSU Global Guide to Writing and APA
- Your paper should include an introduction, a body with at least two fully developed paragraphs, and a conclusion.
- Support your interpretation with evidence from the book and at least two peer-reviewed journal articles from the library.

- Your PowerPoint presentation should be 5-7 slides and include a reference list and citations. See the Example PPT Presentation in the Online Research and Writing Lab OR
- Your audio or video presentation should be 10-15 minutes in length and be accompanied by speaker notes and a reference list of citations. Record your presentation with audio or video and upload to Canvas.

Option #2: Training Case Study

Read the On the Job: Applied Case Study: Training at Pal's Sudden Service in Chapter 8 of *Industrial/Organizational Psychology*.

Then, write a 2-4-page paper and select one of the two assignment options to accompany your paper:

- Develop a 5-7 slide PowerPoint presentation that corresponds to your paper
- **OR** upload a 10-15 minute audio or video presentation that corresponds to your paper, edit if needed.

For your paper: Imagine that you have been assigned to develop a proposal for a training program that would reduce the number of transaction errors. Develop the proposal and include a suggestion for an evaluation process to assess the validity of the training program.

Adhere to the following standards:

- Your paper should be two to four pages in length, not including the title or reference pages.
- Review the grading rubric, which can be accessed on the **Materials** link for each week.
- Be sure to follow the CSU Global Guide to Writing and APA
- Your paper should include an introduction, a body with at least two fully developed paragraphs, and a conclusion.
- Support your interpretation with evidence from the book and at least two peer-reviewed journal articles from the library.
- Your PowerPoint presentation should be 5-7 slides and include a reference list and citations. See the Example PPT Presentation in the Online Research and Writing Lab **OR**
- Your audio or video presentation should be 10-15 minutes in length and be accompanied by speaker notes and a reference list of citations. Record your presentation with audio or video and upload to Canvas.

Module 5

Readings

- Chapter 9 & 10 in *Industrial/Organizational Psychology: An Applied Approach*
- Kilber, J., Barclay, A., & Ohmer, D. (2014). Seven tips for managing generation Y. *Journal of Management Policy and Practice*, 15(4), 80-91.
- Rashid Gohar, F., Bashir, M., Abrar, M., & Asghar, F. (2015). Effect of psychological empowerment, distributive justice and job autonomy on organizational commitment. *International Journal of Information, Business & Management*, 7(1), 144-173

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (95 points)

Choose an assignment to complete this week. This week each assignment option has two parts.

For one of the two case studies presented, you will develop a written essay.

Then you will develop a PowerPoint presentation **OR** you will record a brief (10-15 minute) audio or video presentation. The PowerPoint presentation **OR** the audio or video presentation (whichever you choose) should correspond to what you write in your paper.

Do not cover both case studies in your critical thinking assignment. Identify your assignment choice in the title of your submission.

Option #1: Ethics of Motivation Strategies

Read the Focus on Ethics: Ethics of Motivation and Strategies in Chapter 9 of *Industrial/Organizational Psychology*.

Then, write a 2-4-page paper and select one of the two assignment options to accompany your paper:

- Develop a 5-7 slide PowerPoint presentation that corresponds to your paper
- **OR** upload a 10-15 minute audio or video presentation that corresponds to your paper, edit if needed.

Answer the following questions:

- Although there were some legal ramifications for what Hooters did, were the actions toward the waitresses also unethical?
- Were the waitresses lied to? If so, is lying to employees unethical?
- What about the motivating strategy of allowing employees to rip the shirts of other employees off? Is humiliating employees ethical?
- How is it ethical to promise money or other compensation to students for studying hard? What if the losing students actually studied harder than the winner, but the winner only did well because he/she happened to be brighter? How would giving that student the money be fair to the students who studied harder?
- The motivation techniques had the desired results by increasing sales or decreasing the use of paper, but how does that outweigh any negative consequences of such motivators?

Adhere to the following standards:

- Your paper should be two to four pages in length, not including the title or reference pages.
- Review the grading rubric, which can be accessed on the **Materials** link for each week.
- Be sure to follow the CSU Global Guide to Writing and APA
- Your paper should include an introduction, a body with at least two fully developed paragraphs, and a conclusion.
- Support your interpretation with evidence from the book and at least two peer-reviewed journal articles from the library.
- Your PowerPoint presentation should be 5-7 slides and include a reference list and citations. See the Example PPT Presentation in the Online Research and Writing Lab **OR**

- Your audio or video presentation should be 10-15 minutes in length and be accompanied by speaker notes and a reference list of citations. Record your presentation with audio or video and upload to Canvas.

Option #2: Turnover Case Study

Read On the Job: Applied Case Study: Reducing Turnover at Bubba Gump Shrimp Co. in Chapter 10 of *Industrial/Organizational Psychology*.

Then, write a 2-4-page paper and select one of the two assignment options to accompany your paper:

- Develop a 5-7 slide PowerPoint presentation that corresponds to your paper
- **OR** upload a 10-15 minute audio or video presentation that corresponds to your paper, edit if needed.

Answer the following questions:

- On the basis of what was learned in this chapter, what interventions could reduce management turnover? Justify your response with the required support as noted in the standards below.
- How would these interventions be different if leaders were trying to reduce non-managerial turnover? Justify your response with the required support as noted in the standards below.

Adhere to the following standards:

- Your paper should be two to four pages in length, not including the title or reference pages.
- Review the grading rubric, which can be accessed on the **Materials** link for each week.
- Be sure to follow the CSU Global Guide to Writing and APA
- Your paper should include an introduction, a body with at least two fully developed paragraphs, and a conclusion.
- Support your interpretation with evidence from the book and at least two peer-reviewed journal articles from the library.
- Your PowerPoint presentation should be 5-7 slides and include a reference list and citations. See the Example PPT Presentation in the Online Research and Writing Lab OR
- Your audio or video presentation should be 10-15 minutes in length and be accompanied by speaker notes and a reference list of citations. Record your presentation with audio or video and upload to Canvas.

Module 6

Readings

- Chapter 11 & 12 in *Industrial/Organizational Psychology: An Applied Approach*
- de Vries, R. E., Bakker-Pieper, A., & Oostenveld, W. (2010). Leadership = communication? The relations of leaders' communication styles with leadership styles, knowledge sharing and leadership outcomes. *Journal of Business and Psychology, 25*(3), 367-380.
- Ferrazzi, K. (2014). Managing yourself. *Harvard Business Review, 92*(12), 120-123.
- Ruben, B. D., & Gigliotti, R. A. (2016). Leadership as social influence: An expanded view of leadership communication theory and practice. *Journal of Leadership & Organizational Studies, 23*(4), 467-479.

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Module 7

Readings

- Chapter 13 & 14 in *Industrial/Organizational Psychology: An Applied Approach*
- Kaur, I., Shri, C., & Mital, K. M. (2016). Modelling enhancement of team emotional intelligence. *Vision, 20*(3), 184-198. doi:<http://dx.doi.org/10.1177/0972262916651532>
- Matthews, R., & McLees, J. (2015). Building effective projects teams and teamwork. *Journal of Information Technology and Economic Development, 6*(2), 20-30.

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Module 8

Readings

- Chapter 15 in *Industrial/Organizational Psychology: An Applied Approach*
- Omar, F. K., & Asif, I. F. (2016). Work life balance: A conceptual review. *Journal of Strategic Human Resource Management, 5*(2).

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Portfolio Project (320 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Problem Analysis Paper

For the final Portfolio Project, write a paper that includes an assessment and analysis of a psychology-related problem or challenge. Your paper should adhere to the following guidelines:

- This should be a challenge encountered in an organization in which you currently work or have previously worked.
- Develop a potential solution using concepts or strategies from the course textbook and additional scholarly sources from the CSU Global library.
- Provide sufficient detail when describing the problem, including the type of organization and division/department in which the problem occurred, as well as any other pertinent background factors.
- Write from a third-person perspective and with a professional-academic tone.

Portfolio milestones are due in the weeks in which they are assigned. Go to the module assignment page for full details:

- Module 1: Plan of Completion
- Module 2: Declare Portfolio Topic

Adhere to the following requirements for the paper:

- Follow the CSU Global Guide to Writing and APA
- Include at least five and not more than seven full pages.
- Use at least five sources, including at least two peer-reviewed scholarly journal articles.
- Have an introduction and strong thesis.
- Make use of support and examples supporting your thesis.
- Finish with a forceful conclusion reiterating your main idea.
- Demonstrate critical thinking.
- Be free of grammar and spelling errors.

Option #2: Problem Analysis Presentation

For the final Portfolio Project, create a presentation that includes an assessment and analysis of a psychology-related problem or challenge. Presentations may be created in a website, or in an application such as Prezi, VoiceThread, PowerPoint, or YouTube. Your presentation should adhere to the following guidelines:

- This should be a challenge encountered in an organization in which you currently work or have previously worked.
- Develop a potential solution using concepts or strategies from the course textbook and additional scholarly sources.
- Provide sufficient detail when describing the problem, including the type of organization and division/department in which the problem occurred, as well as any other pertinent background factors.
- If you choose this option, you must upload a video or presentation that corresponds to your slides.

Portfolio milestones are due in the weeks in which they are assigned. Go to the module assignment page for full details:

- Module 1: Plan of Completion
- Module 2: Declare Portfolio Topic

Follow the CSU Global Guide to Writing and APA

- Include between ten and fifteen paragraphs of information, either in text or audio narration.
- Include at least one image on each slide and a citation for each image used. Images may include portraits, images of documents important to the individual, and images of the country of location at the time.
- Include speaker notes or a voice recording covering each slide to further explain your bullets.
- Use at least five sources, including a scholarly journal article.
- Demonstrate critical thinking.
- Be free of grammar and spelling errors.
- Upload a video or audio presentation and 7-10 presentation slides.

COURSE POLICIES

Grading Scale	
A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

Graduate Course Grading	
20%	Discussion Participation
45%	Critical Thinking Assignments
35%	Final Portfolio Project
0%	Live Classroom

Undergraduate Course Grading	
0%	Opening Exercises
20%	Discussion Participation
37%	Critical Thinking Assignments
8%	Mastery Exercises
35%	Final Portfolio Project
0%	Live Classroom

IN-CLASSROOM POLICIES

For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU Global institutional policies.

Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see CSU Global Library page Citing & APA Resources, Avoiding Common Plagiarism Mistakes for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style

All students are expected to follow the CSU Global guidelines for citing in APA format (based on the APA style manual, 7th edition) for all assignments. For details on CSU Global APA style, please review the APA resources within the CSU Global Library under the Citing & APA Resources link. A link to this resource should be provided within most assignment descriptions in your course.

Disability Services Statement

CSU Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom. If you have concerns about something that has been said, please let your instructor know.