

**SYLLABUS**  
George Mason University

**PSYC 333-001** — Industrial and Organizational Psychology

Fall 2008

**DAYS OF WEEK:** Tuesday and Thursday    **TIME:** 10:30–11:45 AM    **LOCATION:** Robinson B 208

- Instructor**            Reeshad S. Dalal, Ph.D.  
Email: [rdalal@gmu.edu](mailto:rdalal@gmu.edu)  
Office: Room 3077, David King Hall  
Regular Office Hour: Tuesday, 1:30 PM – 2:30 PM  
Additional Office Hours: By appointment
- Webpage**                Blackboard Campus Edition 6 (CE6), at <http://courses.gmu.edu>
- Overview**                This course is a general survey of the fields of industrial and organizational psychology. However, a few topics are covered only briefly, others are omitted altogether, and yet others receive a disproportionately large amount of attention (as befits their importance).
- Attendance**              Although attendance is not required, it is strongly recommended. Material discussed only in class will form the basis for some exam questions.
- Notes**                    PowerPoint lecture outlines will be posted on the course webpage a few days ahead of the lectures. It is your responsibility to print them out ahead of class and to inform the instructor about technical problems with the webpage. The slides are to be considered as outlines only. *Anything the instructor says in class concerning the course material is “fair game” on exams.*
- Exams**                    There will be three exams. The format of these exams will ordinarily be multiple-choice (although the format for make-up exams may differ). *If you show up late for an exam, you will only be allowed to take the exam if nobody else has already finished the exam. Questions on exams will be based on the lectures (PowerPoint outlines plus the instructor’s verbal comments in class), text book (including sections not covered in the lecture), and assigned readings.* Further details will be provided closer to the exams.

**Assignments** Students who do not submit an assignment on time will receive a score of 0 (zero). However, each student's worst assignment grade will be dropped. With the exception of the one in-class assignment, assignments will be posted on Blackboard. The due date for each assignment will be mentioned on the assignment itself. Further details will be provided when each assignment is handed out.

**Make-ups** *At his discretion*, the instructor *may* allow make-ups for exams and assignments in the event of *documented* emergencies or illnesses/injuries. The instructor will be the sole arbiter of whether documentation is sufficient to warrant a make-up. Make-ups, if permitted, may differ from the original exam/assignment in terms of the number of questions asked and/or question format. It is your responsibility to contact the instructor if you miss an exam/assignment. You must contact the instructor within *one week* of the day on which you were absent in order to be able to make up the exam/assignment.

### Evaluation Standards

COMPONENT(S)	PROPORTION OF COURSE GRADE
Assignments (lowest dropped; rest equally-weighted)	24%
Exam 1	20%
Exam 2	27%
Exam 3	29%

GRADE	SCORE AS %
A+	100.00 – 96.67
A	96.66 – 93.33
A-	93.32 – 90.00
B+	89.99 – 86.67
B	86.66 – 83.33
B-	83.32 – 80.00
C+	79.99 – 76.67
C	76.66 – 73.33
C-	73.32 – 70.00
D	69.99 – 60.00
F	59.99 – 00.00

**Academic Integrity** Students are expected to adhere to the university's Honor Code (see <http://honorcode.gmu.edu> and <http://academicintegrity.gmu.edu>). Ignorance of the honor code is not an acceptable excuse. Consequences of academic dishonesty may include, but are not limited to, receiving a failing grade on the assignment/exam or the course as a whole.

<b>Students with Disabilities</b>	Students with disabilities who need academic accommodations should see the instructor and contact the Office of Disability Resources at 703-993-2474. All academic accommodations must be arranged through that office at the beginning of the semester.
<b>Student-Athletes</b>	At the beginning of the semester, student-athletes must provide the instructor with an official schedule of their activities for the entire semester. Failure to do so will preclude opportunities for any make-ups. Make-ups will generally not be allowed for events not documented on the official schedule. Make-ups for events documented on the official schedule may occur <i>prior to</i> the regularly-scheduled events.
<b>Non-native Speakers of English</b>	During an exam, any student—whether or not he or she is a native English speaker—may ask the instructor to explain the meaning of a word he or she does not understand. Assistance will be provided unless it would compromise the integrity of the exam question. Requests for additional accommodations due to language difficulties are unlikely to be granted. During exams, the use of dictionaries or other language aids (whether in paper or electronic form) is not permitted.
<b>Assigned Text</b>	Riggio, R. E. (2003). <i>Introduction to industrial/organizational psychology</i> (4th ed.). Upper Saddle River, NJ: Prentice Hall.
<b>Other Assigned Reading</b>	Smith, F. J. (1977). Work attitudes as predictors of attendance on a specific day. <i>Journal of Applied Psychology</i> , 62, 16-19.  This reading pertains to a particular assignment. A pdf version of the reading will be made available on Blackboard.
<b>Schedule</b>	The course schedule provided on the next page is to be considered a <i>guideline</i> , and is <i>highly</i> likely to change.

MONTH	DATE	DAY	MATERIAL TO BE COVERED
August	26	Tuesday	Syllabus + Other general comments + Chapter 1 (Introduction: Definitions and History)
	28	Thursday	Chapter 1 (Introduction: Definitions and History)
September	2	Tuesday	Chapter 2 (Research Methods)
	4	Thursday	Chapter 2 (Research Methods); <b>Assignment 1 handed out</b>
	9	Tuesday	Chapter 3 (Job Analysis); O*NET Demo
	11	Thursday	Chapter 3 (Job Analysis); <b>Assignment 2 handed out</b>
	16	Tuesday	<b>EXAM 1 (Chapters 1 – 3)</b>
	18	Thursday	Chapter 5 (Evaluating Employee Performance)
	23	Tuesday	Chapter 5 (Evaluating Employee Performance; cont.); <b>Assignment 3 handed out</b>
	25	Thursday	Chapter 4 (Employee Selection)
	30	Tuesday	Chapter 4 (Employee Selection)
	October	2	Thursday
7		Tuesday	Chapter 4 (Employee Selection); <b>Assignment 4 handed out</b>
9		Thursday	Chapter 6 (Employee Training and Development)
14		Tuesday	<b>No Class (Monday Classes Meet Today)</b>
16		Thursday	Chapter 6 (Employee Training and Development)
21		Tuesday	Chapter 7 (Motivation)
23		Thursday	Chapter 7 (Motivation)
28		Tuesday	Chapter 7 (Motivation)
30		Thursday	<b>EXAM 2 (Chapters 4 – 7)</b>
November		4	Tuesday
	6	Thursday	Chapter 8 (Job Satisfaction); <b>Assignment 5 handed out</b>
	11	Tuesday	Chapter 11 (Group Processes)
	13	Thursday	Chapter 11 (Group Processes); <b>Assignment 6 (in-class assignment)</b>
	18	Tuesday	Chapter 11 (Group Processes)
	20	Thursday	Chapter 12 (Leadership)
	25	Tuesday	Chapter 12 (Leadership); <b>Assignment 7 handed out</b>
	27	Thursday	<b>No Class (Thanksgiving Break)</b>
December	2	Tuesday	Portions of Chapters 10 (Communication) and 13 (Influence, Power, and Politics)
	4	Thursday	Chapter 14 (Organizational Structure, Culture, and Development)
	9	Tuesday	<b>Reading Day – No Class</b>
	11	Thursday	<b>EXAM 3, 10:30 AM – 1:15 PM (Chapters 8, 11, 12, 14, and portions of 10 &amp; 13)</b>

**Other important dates:**Last day to *add* a course: September 9Last day to *drop* a course: September 26

Selective withdrawal period: September 27 – October 24 (Please speak with an advisor first!)

*The instructor reserves the right to supersede anything in this syllabus with subsequent announcements (which may be verbal or on paper or on the course webpage).*