

SYLLABUS

PSYC 333-001 — Industrial and Organizational Psychology

Spring 2008

DAYS OF WEEK: Tuesday and Thursday TIME: 10:30 – 11:45 AM LOCATION: Krug Hall 5

- Instructor** Reeshad S. Dalal, PhD
Email: rdalal@gmu.edu
Office: Room 3077, David King Hall
Regular Office Hour: Thursday, 1:30 PM – 2:30 PM
Additional Office Hours: By appointment
- Webpage** On WebCT, at <http://webct41.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.
- 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. Further details will be provided on the dates of the assignments.

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. You will not be allowed to make up the first assignment you miss, because your lowest assignment score will be dropped during grading. To make up any subsequent missed assignments, you will need to provide documentation for both the first and second missed assignments.*

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://www.gmu.edu/catalog/apolicies>). 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.

Students with Disabilities	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.
Student-Athletes	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 exam or assignment.
Non-native Speakers of English	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.
Assigned Text	Riggio, R. E. (2003). <i>Introduction to industrial/organizational psychology</i> (4th ed.). Upper Saddle River, NJ: Prentice Hall.
Other Assigned Reading	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 WebCT.
Schedule	The course schedule provided on the next page is to be considered a <i>guideline</i> , and is <i>highly</i> subject to change.

MONTH	DATE	DAY	MATERIAL TO BE COVERED
January	22	Tuesday	Syllabus + Other general comments + Chapter 1 (Introduction: Definitions and History)
	24	Thursday	Chapter 1 (Introduction: Definitions and History)
	29	Tuesday	Chapter 2 (Research Methods)
	31	Thursday	Chapter 2 (Research Methods); Assignment 1 handed out
February	5	Tuesday	Chapter 3 (Job Analysis); O*NET Demo
	7	Thursday	Chapter 3 (Job Analysis); Assignment 2 handed out
	12	Tuesday	EXAM 1 (Chapters 1 – 3)
	14	Thursday	Chapter 5 (Evaluating Employee Performance)
	19	Tuesday	Chapter 5 (Evaluating Employee Performance; cont.); Assignment 3 handed out
	21	Thursday	Chapter 4 (Employee Selection)
	26	Tuesday	Chapter 4 (Employee Selection)
	28	Thursday	Chapter 4 (Employee Selection)
March	4	Tuesday	Chapter 4 (Employee Selection); Assignment 4 handed out
	6	Thursday	Chapter 6 (Employee Training and Development)
	11	Tuesday	Spring Break – No Class!
	13	Thursday	Spring Break – No Class!
	18	Tuesday	Chapter 6 (Employee Training and Development)
	20	Thursday	Chapter 7 (Motivation)
	25	Tuesday	Chapter 7 (Motivation)
	27	Thursday	EXAM 2 (Chapters 4 – 7)
April	1	Tuesday	Chapter 8 (Job Satisfaction)
	3	Thursday	Chapter 8 (Job Satisfaction); Assignment 5 handed out
	8	Tuesday	Chapter 11 (Group Processes)
	10	Thursday	Chapter 11 (Group Processes); Assignment 6 handed out
	15	Tuesday	Chapter 11 (Group Processes)
	17	Thursday	Chapter 12 (Leadership)
	22	Tuesday	Chapter 12 (Leadership); Assignment 7 handed out
	24	Thursday	Parts of Chapters 10 (Communication) and 13 (Influence, Power, and Politics)
	29	Tuesday	Chapter 14 (Organizational Structure, Culture, and Development)
May	1	Thursday	Chapter 14 (Organizational Structure, Culture, and Development)
	6	Tuesday	Reading Day – No Class
	8	Thursday	EXAM 3, 10:30 AM – 1:15 PM (Chapters 8, 11, 12, 14, and portions of 10 & 13)

Other important dates:

Last day to add a course: February 5

Last day to drop a course: February 22

Elective withdrawal period: February 23 – March 21 (Please speak with an advisor first!)

Note: 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).