

**PSYCHOLOGY 333, Introduction to Industrial/Organizational Psychology
Summer 2006, Monday to Thursday, 11:45 am - 1:50 pm, Enterprise Hall 276**

Instructor

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Course TextP. M. Muchinsky (2006), *Psychology Applied to Work* (8th Edition), Thompson Wadsworth.**Course Overview and Objectives**

This course examines the science, methods, and practice of Industrial/Organizational Psychology. The course consists of lectures, discussions, exams, and projects. The orientation of the course is a mix of theory and practice. The objective of the course is to survey theory and empirical research relevant to applications of psychology in a work context. My general approach will be to (a) review the theory relevant to a particular work problem or concern, (b) examine research results relevant to the topic and theory, and (c) when applicable, open the floor for discussion of your work experiences and applied issues that relate to the topic at hand.

The course is designed so that each of these topics will be covered in detail through lectures, projects, and assigned readings. However, the amount learned from the course ultimately depends on you and your preparation for this class. It is expected that you will have read the assigned material before coming to class.

Your Grade

There are a total of 500 points in this course. Those points are divided among the following projects/exams:

Course Points		My Points
Exam 1:	100	_____
Exam 2:	100	_____
Final Exam:	100	_____
Job Analysis Project:	100	_____
Presentation	100	_____
Total:	500	_____

Extra Credit

Students may participate in experiments for up to three (3) hours for extra credit. One point will be awarded per hour. Extra credit points will be added to your **final grade of the course**. To sign up to participate in an experiment, go to the following website: <http://www.experimetrix.com/GMU>.

Grading Scale

95 – 100% = A+	90 – 94.9% = A	85 – 89.9% = B+	80 – 84.9% = B
75 – 79.9% = C+	70 – 74.9% = C	65 – 69.9% = D+	60 – 64.9% = D
Below 59% = F			

Job Analysis Project

- This project will require interviewing a classmate, friend, or family member who has a full-time job.
- The write-up must include: description of the organization, description of employees interviewed, explanation of why those individuals were selected, the survey, the interview questions, description of information obtained from interviews.
- You must identify a *minimum* of 20 task statements and 20 KSAs. Projects will be evaluated on: organization, grammar, interviewee/organization information, and the quality of task statements and KSAs.
- Each student will make a one-hour presentation to the class. The presentation is worth 100 of the 200 possible points.

Exams: Exams will be composed of multiple-choice and short answer questions.

Make-Ups and Missed Deadlines

THERE ARE NO MAKE-UP EXAMS. It is extremely important for you to be present for the exams. However, if some extreme event requires you to miss an exam (for example, parent undergoing extensive surgery), you must talk to me about missing the exam **before** the scheduled exam date. If you do not meet with me before missing the exam, no make-up exam will be given. The only exception will be for a medical or family emergency, and you must have documented proof of the emergency (for example, doctor's note). Furthermore, you must inform me of the emergency within one week of the regular exam date. Note that all make-up exams will be essay format. Even with a valid excuse the make-up exam will be essay format.

Absolutely no deviations from this policy will be tolerated. Although this policy may seem tough, it is the only fair way to grade. Everybody will receive the same treatment, and there will be no exceptions. The reason you know exactly when projects are due is so that you can plan accordingly to be sure they are done on time.

I will not accept assignments late. All projects are due in class on the assigned date at the start of class. I will only accept paper copies of your project; do not email it to me. All projects should be printed, and stapled with your name on the front. **NO EXCEPTIONS!!** Note that computer problems are not valid excuses for late projects. This means that, if a project is not completed because a "computer crashed" the night before a project is due, it is still considered late and I will not accept it. You must plan ahead to make sure the assignments will be completed on time.

Course Notes

Lecture notes will be posted on the internet (<http://mason.gmu.edu/~gyun1/psyc333.html>) for you to print out and bring to class. I do this so we can spend more time discussing the class material and less time writing notes. **Note: not all the notes will be provided on the web.** The on-line notes do not replace the class and lecture material, and you cannot perform well in the class using only the on-line notes. Therefore, you must come to class to obtain the portions of the notes that are missing.

Course Policies

Academic Integrity: If you cheat on an examination or use someone else's words/ideas in a written assignment without giving them proper credit, you will automatically be assigned a grade of 0 for that exam or written assignment, and your case will be reported in writing to the department chairperson and to the Dean of Students, as outlined in the Academic Handbook. All references to Internet sites must be

accompanied by a complete URL citation. Pasting text directly from Internet sites into written assignments clearly is a form of plagiarism. Electronic search engines may be used periodically to guard against plagiarism. For more information see <http://www.gmu.edu/catalog/acadpol.html#Honor>.

Disability/Assistance: If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 703-993-2474. All academic accommodations must be arranged through that office.

The add and drop deadlines for classes: Last day to add – July 11th, Last day to drop – July 14th

COURSE SCHEDULE

Date	Topic	Chapter	Work Due
July 5 (Wed)	<ul style="list-style-type: none"> ▪ Review on syllabus* ▪ What is I/O Psychology? 	1	
July 7 (Thur)	<ul style="list-style-type: none"> ▪ History of I/O Psychology. ▪ Research Methods. 	2	
July 10 (Mon)	<ul style="list-style-type: none"> ▪ Criteria. ▪ Job Analysis. 	3	
July 11 (Tues)	<ul style="list-style-type: none"> ▪ Reliability & Validity. ▪ Assessment tools. 	4	
July 12 (Wed)	<ul style="list-style-type: none"> ▪ Personnel Decisions & Review 	5	
July 13 (Thur)	Exam 1	Ch 1 - 5	Exam I
July 17 (Mon)	<ul style="list-style-type: none"> ▪ Training and Development. 	6	
July 18 (Tues)	<ul style="list-style-type: none"> ▪ Performance Appraisal. 	7	
July 19 (Wed)	<ul style="list-style-type: none"> ▪ Organizational Change. 	8	
July 20 (Thur)	<ul style="list-style-type: none"> ▪ Teams and Teamwork. 	9	
July 24 (Mon)	Review		
July 25 (Tues)	Exam 2	Ch 6 - 9	Exam II
July 26 (Wed)	<ul style="list-style-type: none"> ▪ Organizational Attitudes and Behaviors. 	10	
July 27 (Thur)	<ul style="list-style-type: none"> ▪ Work Motivation. 	12	
July 31 (Mon)	<ul style="list-style-type: none"> ▪ Leadership. 	13	
Aug. 1 (Tues)	Job Analysis Project**		Presentations
Aug. 4 (Fri)	Final Exam (Friday, 11:45 a.m.-1:50 p.m)	Ch 10 - 13	FINAL EXAM

Note: Dates are subject to change if necessary. Any revisions to this syllabus will be announced during class time. It is your responsibility to make note of any changes to this syllabus.

* I will provide copies of this chapter on the first day of class. If you are not in class to get this reading, see one of your colleagues to make a copy of their chapter.

** Projects must be handed to me by the start of class. No exceptions. If you want to hand a project in early, either give it to me in class or come to my office and give it to me personally.