

Syllabus: Psychology 230
Industrial & Organizational Psychology
Fall 2000

Instructor: Dr. Lynn A. McFarland

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Office Hours: Tuesday 9:00 AM to 10:00 AM; Thursday 3:00 PM to 4:00 PM; or by appointment

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Class Hours: Tuesday and Thursday 10:30 AM to 11:45 AM

Room: B224 in Robinson Hall

Required Textbook: Muchinsky, P. M. (2000). Psychology applied to work. CA: Wadsworth.

Course Overview and Objectives

This is a course that examines the science, methods, and practice of Industrial/Organizational Psychology. The course consists of lectures, discussions, exams, and projects. The orientation of the course consists of a mix between 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) then provide at least one in-depth example of a research or consulting project in the given area.

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. Furthermore, the lectures will supplement the assigned readings with material not presented in the readings. Thus, class preparation involves reading all of the assignments and coming to all of the class lectures.

Exams and Projects

There will be three exams which will consist of multiple choice questions. Each exam will be worth 100 points. Note that exams will cover both readings and lecture material. In addition to these exams, there will be two graded projects (each worth 50 points). See last two pages of this syllabus for detailed descriptions of these projects.

Your final grade for the course is determined by applying the following formula:

$$\text{Course Grade} = (.25 * \text{Exam 1}) + (.25 * \text{Exam 2}) + (.25 * \text{Exam 3}) + (.25 * \text{Projects})$$

Course grades may be adjusted slightly at the discretion of the instructor to reflect noteworthy contribution (positive or negative) to the course through participation. Thus, class participation is strongly encouraged, and I am very interested in hearing your opinions of the various topics in the course. Of course, to be able to discuss the topics you must complete the assigned readings before the start of the class sessions.

Students can also earn up to 5 extra-credit points (1 point per hour of participation).

Missed Deadlines

All projects are due on the assigned date. Missed deadlines for assignments are looked upon with great disfavor. Missed deadlines with no advance notice will be looked on with very great disfavor. Five points will be subtracted for every day a project is late. 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. You must plan ahead to make sure the assignments will be completed on time.

It is extremely important for you to be present for the exams. 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 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.

Requests for Reconsidering a Grade

If you feel that a paper or other work you submitted was improperly evaluated, you can ask to have it reviewed and the grade reconsidered. To do this, prepare a typed statement (one or two paragraphs) explaining what you believe to be erroneous about the grade. While I am unreceptive to being asked to review work simply because a poor grade was received, I truly appreciate the opportunity to correct a mistake.

Course Schedule

Date	Topic	Chapters	Projects
August 29	Introduction to I/O Psychology/History	Chapter 1	
August 31	History/Research Methods	Chapters 1 and 2	
September 5	Research Methods	Chapter 2	
September 7	Performance Criteria/Job Analysis	Chapter 3	
September 12	Job Analysis	Chapter 3	
September 14	Job Analysis	Chapter 3	
September 19	Employee Selection: Predictors	Chapters 4	
September 21	Employee Selection: Predictors	Chapters 4	
September 26	Employee Selection: Legal Issues/Recruitment/Regression	Chapter 5	
September 28	Employee Selection: Validity/Test Utility	Chapter 5	
October 3	Employee Selection/Exam 1 Review	Chapter 5	
October 5	EXAM 1 (in class)		
October 12	Training	Chapter 6	
October 17	Training	Chapter 6	
October 19	Performance Appraisal	Chapter 7	Project 1 Due
October 24	Performance Appraisal	Chapter 7	
October 26	Organizational Psychology: Theories/Social Systems	Chapter 8	
October 31	Organizational Psychology/Teams	Character 8	
November 2	Organizational Attitudes and Behavior: Attitudes and Justice	Chapter 9	
November 7	Organizational Attitudes and Behavior	Chapter 9	
November 9	Work Stress/Exam 2 Review	Chapter 10	
November 14	EXAM 2 (in class)		
November 16	Work Motivation	Chapter 11	
November 21	Work Motivation	Chapter 11	
November 28	Leadership	Chapter 12	Project 2 Due
November 30	Job Design	Chapter 13	
December 5	Ergonomics and Work Conditions/Review for Final	Chapter 15	
December 7	Wrap up/Exam Review		

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 in this syllabus.

Project 1

You are a human resource (HR) consultant. You are currently working with a retail store that sells both men and women's professional clothing (e.g., suits, dresses, dress shoes, etc.). This retail store has asked you to develop a selection system to hire entry level salespeople. Explain how you would go about developing this selection system step by step. Be sure to include information on:

1. The kind of job analysis you will conduct and why.
2. What you hope to gain from doing the job analysis.
3. Why the job analysis is necessary.
4. How you will go about selecting tests to be used in the selection process (you do not need to indicate what tests you would choose, but you do need to explain how you will use the information from the job analysis to select the tests).
5. Explain how you will go about evaluating the tests you have chosen (i.e., determining the reliability and validity of the measures).
6. Explain why issues of validity and reliability are important considerations when developing a selection test or battery of tests.

This paper should be between 3 to 5 pages in length. It should be typed with 12 point font and double-spaced. Note that the length of the paper will not be considered when assigning a grade (that is, longer papers will not necessarily receive higher grades). The important thing is to include a clear description of how you will go about choosing tests to select for salespeople and how you will evaluate the quality of the test(s) and why.

Project 2

The purpose of this review paper is to introduce you to some of the basic research in the area of Industrial/Organizational Psychology. I am asking that you review one research paper on any of the topics addressed in this course written in one of the following journals since 1995:

- Journal of Applied Psychology
- Personnel Psychology
- Academy of Management Journal
- Organizational Behavior and Human Decision Processes

Write a two to four page review of this paper. The paper should be typed in 12 point font and double-spaced. This review should have at least the following elements:

1. Full citation to the article.
2. A brief description of the purpose of the article.
3. What the author found and how she/he interprets their findings.
4. How it relates to the course content covered in this class--does it add to your knowledge, contradict or support or add to what was said in class or in the textbook?
5. What you found confusing or did not understand about the article.

BE SURE TO ATTACH A COPY OF THE PAPER YOU REVIEWED TO YOUR PROJECT BEFORE HANDING IN THE PROJECT!!