**Psychology 333: Industrial/Organizational Psychology**

Summer, 2017

Instructor: Stephen J. Zaccaro

Office: DK 3066B; 993-1355

Office Hours: By appointment, through phone, Facetime, Skype, or in person at GMU

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**NOTE: This is entirely an online course. There are no required scheduled meeting times. Please review this syllabus carefully so that you understand course requirements and procedures.**

**Overview**: This course provides students with a survey of the methods, topics and practice of industrial and organizational psychology. The content of the course focuses on the application of psychological principles in the workplace. We will examine models, theories, and applications of work-related phenomena, grouped in two broad areas: personnel or industrial psychology and organizational psychology. Personnel psychology concerns increasing the fit between a person’s skills and abilities and job requirements; it includes topics such as job analysis, employee selection, and training. Organizational psychology concerns how the context of work influences worker beliefs, attitudes, motivation, and behavior. Topics in this area include job satisfaction and other work attitudes, work motivation, work team dynamics, leadership, and organizational change. After completing this course, you should be able to:

* Demonstrate understanding of the history and research methods of I/O psychology;
* Demonstrate understanding of major theories and research findings in I/O psychology;
* Use appropriate methods to apply I/O psychology concepts, terminology, principles, or theories to workplace environments; and
* Explain why I/O psychology is relevant to your life and career.

**Course Structure and Logistics:** This is entirely an online course. ***Please also note that this is also a compressed scheduled summer course, which means you will need to complete a lot of work in a short time frame.*** You will be responsible for reading the material and completing all assignments and exams. Please read this syllabus carefully. Final due dates for all exams and assignments are indicated later in this syllabus. To succeed in this class you will need to keep on the time line of the course and complete readings and assignments in a timely manner. Assignments and exams will be available early, but have hard deadlines. Late submissions will result in grade reductions. Also, you will need to be able to use Blackboard to take this course. If you are not familiar with Blackboard, there are courses through GMU ITU to help. The Blackboard site also offers help and access to training courses. You can access Blackboard at <https://mymasonportal.gmu.edu>. Throughout the semester, I will be available by appointment for meetings in my office or by phone or Skype/Facetime. If you have specific questions, please e-mail one of the following:

* 1. Computer logistics: ITU Support Center in Innovation Hall 233/703-993-8870/ [support@gmu.edu](mailto:support@gmu.edu)
  2. Blackboard: CLUB in JC 3rd floor/Click “? Help” at the top of blackboard/ [Coursesupport@gmu.edu/](mailto:Coursesupport@gmu.edu/) 703-993-3141
  3. Content: Prof. Zaccaro at [szaccaro@gmu.edu](mailto:szaccaro@gmu.edu).

**Grading**: Your grade in this class will be based on the following:

* ***Exams (50%)***: You will be given 3 online and timed midterm exams this semester; I will drop the lowest grade. The two counted midterm examinations will each be worth 15% of your grade. You will also be given a final examination that will be worth 20%. Because you can drop one exam, I do not allow make-ups for midterm exams. Make-ups for the final exam will be allowed only for documented emergencies.
* ***Application Project (30%)***: You will be required to complete a 6-7 page paper applying principles and ideas from the material in the book to a work problem. You will receive more details on this project, along with topics that you will be able to choose from in the first week of the summer course. While the paper will be due at the end of the course, you will be encouraged to begin it early to allow time for questions. The paper will be worth 30% of your grade.
* ***Discussion postings (20%)***: For 10 chapters (out of 12, ***not including chapter 1***) in the book you will be required to contribute to a discussion stream on Blackboard. You will be placed into a discussion group containing 5-6 students. You will be required to make four postings for each chapter, including (a) a reflective reaction to any aspect of the chapter, which links something from your work experience to a topic, theory, or model described in that chapter, (b) a question for your discussion group based on your reflection, and (c) 2 responses to a question from another member of your group. These postings will be worth 20% of your grade.
* ***Extra Credit (3%)***: You will have the opportunity to earn up to *maximum* 3% extra credit on TOP of your total final grade (i.e., your final grade=89%, EC=2%, final grade in class=92%). You can earn this credit in the following ways:
* I will be on campus June 26 for a 1-hour introductory class meeting. I would like to personally meet all of you. However, since this is an online class and all of the students may not be able to be available at the same time, this will be completely *optional*. Those that attend will be given .5% (1/2 point) extra credit
* You may also earn 1 point of extra credit by participating in research experiments (up to 3 hours) and/or by writing article summaries (up to 3 summaries). You can sign up for the research studies through the SONA system. Please choose only those studies that pertain broadly to topics related to industrial/organizational psychology. You may ask me if a particular topic fits. For article summaries: Identify, read, and critically think about a journal article in a peer reviewed journal. In order to gain credit, you must write a one page, single spaced review that includes the following information (in bullet point format): (1) APA citation of the article; (2) the research question(s); (3) a summary of the method (including all relevant variables, the design, etc.); (4) a summary of the results; and (5) the take-away message in only one or two sentences (i.e., Why would someone cite this article?). Some peer-reviewed journals are: *Journal of Applied Psychology, Personnel Psychology, Journal of Management, Academy of Management Journal, Leadership Quarterly, Journal of Business and Psychology, and Journal of Business.*

**GRADING:** Grades will be posted on Blackboard. Late assignments will be penalized 10 points for every day late. After 10 days no assignment will be accepted and you will receive zero points for the assignment. You will have one week to dispute a grade by e-mailing me directly. Based on the percentages that you receive on your exams and your participation, your final letter grade will be calculated using the following:

A+ (4.00+) = 100+ - 97 A (4.00) = 96 – 93 A- (3.67) = 92 - 90

B+(3.33) = 89 - 87 B (3.00) = 86 – 83 B- (2.67) = 82 – 80

C+(2.33) = 79 - 77 C (2.00) = 76 – 73 C- (1.67) = 72- 70

D (1.00) = 69 – 60 F (0.00) = below 59

**Honor Code**: As the instructor for the course, I reserve *“the right to enter a failing grade to any student found guilty of an Honor Code violation.”* Violations of the honor code include (but are not limited to) lying, cheating, plagiarism, as well as turning in or accepting credit for work that is not yours. I take this very seriously. For more information, go to [www.gmu.edu/catalog/9798/honorcod.html](http://www.gmu.edu/catalog/9798/honorcod.html) .

**Class Communications via GMU Blackboard and E-mail:** Mason uses electronic mail to provide official information to students. Examples include communications from course instructors, notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their mason e-mail account, and are required to activate that account and check it regularly. As noted above, I will be available for meetings in my office or by phone or Skype/Facetime by appointment. Also, one of the Forums on Blackboard will be exclusively devoted to questions for the Instructor. You may ask me questions and I will try and answer them within 24 hours. Finally, each week I will be available for up to 30 minutes for a conference call for any students who want to discuss the material for that week. I will use this time to also elaborate on material from the slides. I will post details, including a conference number, on Blackboard.

**Other Important Dates**

Last day to drop with no penalty June 28th

Last day to add June 28th

Last day to drop with 50% payment penalty July 5th

Last day of classes July 27th

Final Exam due July 29th

**DISABILTIY ACCOMODATIONS**: If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Office (703-993-2474). All academic accommodations must be arranged through that office

**Required Textbooks**:

Muchinsky, P. M., & Culbertson, S. S. (2016). *Psychology applied to work* (11th edition). Summerfield, NC: Hypergraphic Press:

**COURSE SCHEDULE:**

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| **Topic** | **Chapter** | **Due Date** |
| Course Begins |  | **June 26** |
| Historical background | Chapter 1 | **Meet your group members: 6/28** |
| Research methods | Chapter 2 | **Posting due by 11:59 pm: 6/30** |
| Criteria | Chapter 3 | **Posting due by 11:59 pm: 7/3** |
| ***Midterm exam #1*** | Chapters 1-3 | **Due by 11:59 pm: 7/7** |
| Predictors | Chapter 4 | **Posting due by 11:59 pm: 7/5** |
| Personnel Decisions | Chapter 5 | **Posting due by 11:59 pm: 7/9** |
| Organizational Learning | Chapter 6 | **Posting due by 11:59 pm: 7/11** |
| ***Midterm exam #2*** | Chapters 4-6 | **Due by 11:59 pm: 7/14** |
| Performance Management | Chapter 7 | **Posting due by 11:59 pm: 7/16** |
| Teams and Teamwork | Chapter 9 | **Posting due by 11:59 pm: 7/18** |
| Work Affect, Attitudes, and Behavior | Chapter 10 | **Posting due by 11:59 pm: 7/20** |
| ***Midterm exam #3*** | Chapters 7, 9 | **Due by 11:59 pm: 7/21** |
| Workplace health | Chapter 11 | **Posting due by 11:59 pm: 7/23** |
| Work motivation | Chapter 12 | **Posting due by 11:59 pm: 7/25** |
| Leadership | Chapter 13 | **Posting due by 11:59 pm: 7/27** |
| ***Application paper*** |  | **Due by 11:59 pm: 7/26** |
| ***Final exam*** | Chapters 10-13 | **Due by 11:59 pm: 7/29** |

**Note: Because of time constraints, we will not cover chapter 8 (organizations and organizational change) & chapter 14 (unions/management relations). This syllabus is subject to change during the course of the semester. All changes will be announced on Blackboard**