

SYLLABUS

PSYC 333-001 — Industrial and Organizational Psychology

Fall 2011

DAYS OF WEEK: Tuesday & Thursday TIME: 1:30 - 2:45 PM LOCATION: Science & Technology I, Room 224

- Instructor** Reeshad S. Dalal, PhD
Email: rdalal@gmu.edu
Office: Room 3077, David King Hall
Regular Office Hour: Tuesday, Noon - 1 PM
Additional Office Hours: By appointment
- Webpage** On Blackboard 9.1. Log in at <https://mymasonportal.gmu.edu>
Please check the “Announcements” section in Blackboard on a regular basis to keep up-to-date on class-related announcements.
- 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 several exam questions.
- Notes** Lecture outlines (PowerPoint slides) will be posted on the course webpage (on Blackboard) 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 so late for an exam that any other student has already finished the exam and left the room, you will automatically be assigned a 15% penalty (i.e., your maximum possible exam score will be 85%). Questions on exams will be based on the lectures (PowerPoint outlines plus the instructor’s verbal comments in class) and text book (including sections not covered in the lectures).* 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 two assignment grades will not be counted.* With the exception of one in-class assignment, assignments will be posted on Blackboard. Further details will be provided when each assignment is handed out.

Make-ups *At his discretion, the instructor may allow make-ups for exams 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 exams 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 and want to make it up. 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. Due to the fact that each student's worst two assignment grades will not be counted, there will be no make-ups for missed assignments.*

Evaluation Standards

COMPONENT(S)	PROPORTION OF COURSE GRADE
Assignments (lowest 2 dropped; rest equally-weighted)	20.0%
Exam 1	22.0%
Exam 2	26.5%
Exam 3	31.5%

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://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. Expulsion from the university is also a possibility.*

Students with Disabilities	Students with disabilities who need academic accommodations should see the instructor and contact the Office of Disability Services at http://www2.gmu.edu/depts/unilife/ods . All academic accommodations must be arranged through that office <i>at the beginning of the semester</i> .
Student-Athletes	<p><i>At the beginning of the semester</i>, 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.</p> <p>Make-ups will generally not be allowed for events not documented on the official schedule. Make-ups may occur <i>prior to</i> the regularly-scheduled exams.</p>
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 an exam, the use of dictionaries or other language aids (whether in paper or electronic form) is not permitted.
Assigned Text	Riggio, R. E. (2008). <i>Introduction to industrial/organizational psychology</i> (5 th ed.). Upper Saddle River, NJ: Prentice Hall.
Other Assigned Reading	<p>Smith, F. J. (1977). Work attitudes as predictors of attendance on a specific day. <i>Journal of Applied Psychology</i>, 62, 16-19.</p> <p>This reading pertains to a particular assignment. A pdf version of the reading will be made available on Blackboard.</p>
Schedule	The course schedule provided on the next page is to be considered a <i>guideline</i> , and is subject to change.

TENTATIVE/PRELIMINARY SCHEDULE

MONTH	DATE	DAY	MATERIAL TO BE COVERED
August	30	Tuesday	Run through of syllabus + Other general comments + Chapter 1 (Introduction: Definitions and History)
September	1	Thursday	Chapter 1 (Introduction: Definitions and History); Chapter 2 (Research Methods)
	6	Tuesday	Chapter 2 (Research Methods)
	8	Thursday	Chapter 2 (Research Methods); Assignment 1 handed out (due Sept. 15)
	13	Tuesday	Chapter 3 (Job Analysis); O*NET Demo
	15	Thursday	Chapter 3 (Job Analysis); Assignment 2 handed out (due Sept. 22)
	20	Tuesday	EXAM 1 (Chapters 1 – 3)
	22	Thursday	Chapter 5 (Evaluating Employee Performance)
	27	Tuesday	Chapter 5 (Evaluating Employee Performance)
	29	Thursday	Chapter 4 (Employee Selection)
October	4	Tuesday	Chapter 4 (Employee Selection)
	6	Thursday	Chapter 4 (Employee Selection)
	11	Tuesday	No class: Monday classes meet today
	13	Thursday	Chapter 4 (Employee Selection)
	18	Tuesday	Chapter 4 (Employee Selection); Chapter 6 (Employee Training and Development)
	20	Thursday	Chapter 6 (Employee Training and Development)
	25	Tuesday	Chapter 6 (Employee Training and Development)
	27	Thursday	EXAM 2 (Chapters 4 – 6)
November	1	Tuesday	Chapter 7 (Motivation)
	3	Thursday	Chapter 7 (Motivation)
	8	Tuesday	Chapter 8 (Job Satisfaction)
	10	Thursday	Chapter 8 (Job Satisfaction)
	15	Tuesday	Chapter 8 (Job Satisfaction); Assignment 3 handed out (due Nov. 22)
	17	Thursday	Chapter 11 (Group Processes)
	22	Tuesday	Chapter 11 (Group Processes)
	24	Thursday	No class: Thanksgiving Day
	29	Tuesday	Chapter 11 (Group Processes); Assignment 4 handed out (in-class assignment--due on the same day)
December	1	Thursday	Chapter 12 (Leadership)
	6	Tuesday	Chapter 12 (Leadership); Assignment 5 handed out (due Dec. 13)
	8	Thursday	Chapter 14 (Organizational Structure, Culture, and Development)
	13	Tuesday	EXAM 3, 1:30 PM – 4:15 PM (Chapters 7, 8, 11, 12 and 14)

Other important dates:

Last date to add a course: September 6

Last date to drop a course: September 30

Selective withdrawal period: October 3 - October 28 (Please speak with an academic advisor first!)

Note: The instructor reserves the right to supersede anything in this syllabus with subsequent announcements, which may be distributed verbally, on paper, or via the course webpage (i.e., Blackboard).