PSYC 333-001 – Introduction to Industrial/Organizational Psychology
Spring 2020

1:30-2:45 PM
Mondays & Wednesdays
Innovation Hall 206

Instructor: Dr. Lauren Kuykendall
Email: lkuykend@gmu.edu
Office: 3072 David King Hall
Office Phone Number: 703-993-1363
Office Hour: 3:00 PM – 4:00 PM Mondays (or by appointment)

Course Overview
Industrial/Organizational psychology is the study of human behavior, cognition, and emotion at work. I/O psychologists study and apply concepts such as employee recruitment and selection, performance appraisal, training, motivation, leadership, job satisfaction, emotions, and work stress. Thus, I/O is focused on enhancing our understanding of individual and organizational effectiveness and well-being.

Objectives
By the end of this course, students should:
• Be aware of the major topics studied by Industrial/Organizational Psychologists
• Better understand the techniques I/O Psychologists use to draw scientific inferences
• Be aware of the major theories and research findings in I/O Psychology
• Better appreciate the complex, socio-psychological dynamics of work
• Be able to improve your own work life, as well as those of your coworkers and subordinates
• Be a better consumer of scientific information
• Be a better writer and critical thinker

Textbook (Optional)

As an alternative to purchasing or renting the textbook, I have arranged for the textbook to be on reserve in the Gateway Library (in the Johnson Center). You can check the book out for two hours as many times as you wish throughout the semester.

Course Website
Grades, announcements, lecture outlines, supplementary readings and other miscellaneous information will be posted on Blackboard. Please check Blackboard frequently.

Technology Policy
Electronic devices (cell phones, tablets, laptops) are not allowed in this class. Please keep them out of sight.

Attendance & Participation Grade
Attendance is required. I will take attendance during each class, and your grade will be based on being present, on time, and actively engaged (i.e., participating in class activities and not violating the technology policy). Your participation grade will be determined based on the number of class sessions in which you are present, on time, and actively engaged. I will allow you two “no questions asked” instances of being late, absent, or not actively engaged with no penalty to your grade.
Class Notes
Notes will be posted to Blackboard prior to class. Note that the posted lecture notes should not be used as a substitute for class attendance and note taking.

Intentional Inclusivity
As the instructor for this class, I will strive to promote and maintain an equitable and just work and learning environment. I welcome and value individuals and their differences including race, economic status, gender expression and identity, sex, sexual orientation, ethnicity, national origin, first language, religion, age, and disability. I believe that by fostering willingness to hear and learn from a variety of sources and viewpoints, we will gain competence in communication, critical thinking and global understanding, and awareness of our biases and how they affect our interactions with others and the world.

Evaluation Criteria
Your grade in the class will be calculated as the percentage of points earned out of 900 possible points.

1. Chapter Exams (500 points)
There will be six multiple choice exams throughout the semester – each worth 100 points. They will consist of 20 questions and will last 25 minutes. Please bring a blue or green scantron (not the larger Psychology scantrons) and a #2 pencil on quiz days. I will drop your lowest score of the five examinations, resulting in a total of 500 possible points.

2. Final Exam (120 points - optional)
The final exam will be cumulative. It will cover the most important topics from each chapter. A detailed study guide listing those topics will be provided towards the end of the semester. If you are content with your Chapter Exam grade at the end of the semester, you can skip the final and I will use the % of points you got for chapter exams and your final exam score. For instance, if you earned 450/500 points (90%) on the chapter exams and you do not show up for the final, I will give you a 90% grade (108/120) on the Final. If you take the Final, I will use whichever is highest – your final exam score or the percentage earned on Chapter Exams.

3. Critical Thinking Assignments (150 points)
There will be several critical thinking assignments throughout the course. These short, take-home writing assignments will give you the opportunity to apply concepts you have learned in class while also improving your writing and critical thinking skills. To encourage and reward improving your writing and critical thinking skills, these assignments will increase in point value after the first assignment.

Assignment #1: Individual Differences (30 points)

Choose two of the three following assignments to complete:
Assignment #2: Performance (60 points)
Assignment #3: Motivation (60 points)
Assignment #4: Stress (60 points)

4. Attendance & Participation Grade (130 points)
Your attendance and participation grade will be calculated as follows:
100% (130 points): No more than 2 instances of being absent, late, or not actively engaged
90% (117 points): 3 instances of being absent, late, or not actively engaged
80% (104 points): 4 instances of being absent, late, or not actively engaged
70% (91 points): 5 instances of being absent, late, or not actively engaged
60% (78 points): 6 instances of being absent, late, or not actively engaged
0% (0 points): More than 6 instances of being absent, late, or not actively engaged
Final grades are assigned as follows (based on the percentage out of 900 points):

- 98% - 100%: A+
- 92% - 97.9% = A
- 90% - 91.9% = A-
- 88% - 89.9% = B+
- 82% - 87.9% = B
- 80% - 81.9% = B-
- 78% - 79.9% = C+
- 72% - 77.9% = C
- 70% - 71.9% = C-
- 68% - 69.9% = D
- Below 60% = F

**Make-ups**

At her discretion, the instructor may allow make-ups for quizzes and assignments in the event of documented personal emergencies or documented significant medical illnesses/injuries. A note from a doctor treating you will be required for a make-up due to sickness. In general, 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 quiz/assignment in terms of the number of questions asked and/or question format.

**Communicating with the Instructor**

Please allow at least a 24-hour response window for email responses. You are also always welcome to speak to me before class, after class, or during office hours.

**Official Communications via GMU 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.

**Class Cancellation Policy**

If I need to cancel class due to an illness or personal emergency, I will send an email to the class as soon as possible. If the university shuts down for any reason, I will send an email to the class confirming whether or not the class will be held. If class is cancelled, any revisions to the syllabus or changes to class assignments will be announced in class and over email.

**Students with Disabilities**

Disability Services at George Mason University is committed to providing equitable access to learning opportunities for all students by upholding the laws that ensure equal treatment of people with disabilities. If you are seeking accommodations for this class, please first visit http://ds.gmu.edu/ for detailed information about the Disability Services registration process. Then please discuss your approved accommodations with me. Disability Services is located in Student Union Building I (SUB I), Suite 2500. Email: ods@gmu.edu | Phone: (703) 993-2474

**Academic Integrity**

Please familiarize yourself with the University Honor Code found at the following link: http://oai.gmu.edu/the-mason-honor-code-2/. Violations of the Honor Code will not be tolerated, and the instructor of this course reserves the right to enter a failing grade to any student found guilty of an honor code violation.

**Technology Used**

This course will involve the use of Powerpoint and DocCam presentations.

**Class Schedule**

The course schedule provided below is to be considered a guideline, and is highly subject to change. It is your responsibility to keep up with any changes to the course schedule.
**Adding and Dropping Classes**

The last day to add classes to your schedule is January 28. The last day to drop classes with no tuition penalty is February 5. The last day to drop classes is February 11.

**Disclaimer**

The instructor reserves the right to change the syllabus and its content. Any changes will be announced orally and in writing.

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### Tentative Class Schedule

*Last updated: January 21, 2020*

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READINGS</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>January 22</td>
<td>Course Introduction</td>
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<tr>
<td>January 27</td>
<td>What is I/O Psychology?</td>
<td>Chapter 1</td>
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<td>January 29</td>
<td>Methods &amp; Statistics in I/O Psychology</td>
<td>Chapter 2</td>
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<td>February 3</td>
<td>Methods &amp; Statistics in I/O Psychology</td>
<td>Chapter 2</td>
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<td>February 5</td>
<td>Individual Differences &amp; Assessment</td>
<td>Chapter 3</td>
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<td>February 10</td>
<td>Individual Differences &amp; Assessment</td>
<td>Chapter 3</td>
<td>Exam 1 (Ch 1-2)</td>
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<td>February 12</td>
<td>Job Performance</td>
<td>Chapter 4</td>
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<td>February 17</td>
<td>Job Performance</td>
<td>Chapter 4</td>
<td>Exam 2 (Ch 3)</td>
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<td>February 19</td>
<td>Job Analysis</td>
<td>Chapter 4</td>
<td>CTA #1 Due</td>
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<td>February 24</td>
<td>Performance Measurement</td>
<td>Chapter 5</td>
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<td>February 26</td>
<td>Performance Measurement</td>
<td>Chapter 5</td>
<td>Exam 3 (Ch 4)</td>
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<td>March 2</td>
<td>Staffing Decisions</td>
<td>Chapter 6</td>
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<td>March 4</td>
<td>Staffing Decisions</td>
<td>Chapter 6</td>
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<td>March 9</td>
<td>NO CLASS – SPRING BREAK</td>
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<td>March 11</td>
<td>NO CLASS – SPRING BREAK</td>
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<td>March 16</td>
<td>Training &amp; Development</td>
<td>Chapter 7</td>
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<td>March 18</td>
<td>Training &amp; Development</td>
<td>Chapter 7</td>
<td>Exam 4 (Ch 5-6)</td>
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<td>March 23</td>
<td>Motivation</td>
<td>Chapter 8</td>
<td>CTA #2 Due</td>
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<td>March 25</td>
<td>Motivation</td>
<td>Chapter 8</td>
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<tr>
<td>March 30</td>
<td>Attitudes, Emotions, &amp; Work</td>
<td>Chapter 9</td>
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<td>April 1</td>
<td>Attitudes, Emotions, &amp; Work</td>
<td>Chapter 9</td>
<td>Exam 5 (Ch 7-8)</td>
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<td>April 6</td>
<td>Stress &amp; Worker Well-Being</td>
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<td>April 8</td>
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<td>April 13</td>
<td>Fairness, Justice, &amp; Diversity</td>
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<td>April 15</td>
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<td>April 27</td>
<td>Leadership</td>
<td>Chapter 12</td>
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<td>April 29</td>
<td>Leadership</td>
<td>Chapter 12</td>
<td>CTA #4 Due</td>
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<tr>
<td>May 4</td>
<td>Leadership / Wrap Up &amp; Final Review</td>
<td>Chapter 12</td>
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<td>May 6</td>
<td>Final Exam (1:30 – 4:15)</td>
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