

## PSYC 333 – Introduction to Industrial/Organizational Psychology Spring 2021 – Asynchronous (No Meeting Time)

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Office Hour: By appointment: <https://calendly.com/lkuykend>

**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)** Landy, F.J., & Conte, J.M. (2018). *Work in the 21<sup>st</sup> Century: An Introduction to Industrial and Organizational Psychology*. 6th Edition.

The textbook is optional! You do not need it to do well in the course. However, you may find it helpful to have a copy, especially if you are considering I-O as a career. You can rent it online from various website for as little as \$13.

**Course Website** All course materials will be posted on Blackboard. Please check Blackboard frequently.

**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. These exams will be open notes and untimed. I will not use Respondus Lockdown or any other type of technology to monitor you during the exams, but I will ask you to commit to: (1) working on these Exams alone and (2) not copying or photographing any of the questions. If it seems that any of these policies are being violated, I may change the format. Since the

Exam is in an open note format, questions will be more heavily focused on application and critical thinking. Most exams will be 20 questions. I will drop your lowest score of the five examinations, resulting in a total of 500 possible points. Exams will be posted on the day listed in the Tentative Schedule at the end of this document. I will leave Exams open for at least 48 hours so that you can take it at a time that works best for you. I will provide detailed instructions about these Exams prior to the first Exam. But rest assured – I put lots of structures in place to make sure these Exams are not stressful and to make sure you won't be penalized for any technological issues you may experience!

## **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 (120 points)**

You will complete two critical thinking assignments throughout the course. These short writing assignments will give you the opportunity to apply concepts you have learned in class while also improving your writing and critical thinking skills. The first assignment will be worth fewer points than the second so that you can have some feedback prior to completing the assignment worth more points.

### **Choose one of the following two assignments to complete:**

Assignment #1: Individual Differences (40 points)

Assignment #2: Performance (40 points)

### **AND**

### **Choose one of the following two assignments to complete:**

Assignment #3: Motivation (80 points)

Assignment #4: Stress (80 points)

## **4. Weekly Activities (160 points)**

Each week, I will post an activity for you to complete related to the content for the week. Your grade for this section will be based on the percentage of activities you completed.

Final grades are assigned as follows (based on the percentage out of 900 points):

99%-100%: A+      88% - 89.9% = B+      78% -79.9% = C+      60% - 69.9% = D

93% - 98.9% = A      83%-87.9% = B      72%-77.9% = C      Below 60% = F

90% - 92.9% = A-      80% - 82.9% = B -      70% - 71.9% = C-

## **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. 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.

\*\* It is your responsibility to contact me if you missed a quiz/assignment. You must contact me before the day of your absence in order to receive a full accommodation. Requests for make-ups after 2 days from the missed quiz/assignment will generally not be considered. Student athletes should provide me with the schedule of events they will participate in throughout the semester at the beginning of the semester.

**Communicating with the Instructor**

Please allow at least a 24 hour response window for emails sent during the week. I will generally respond by the end of day on Monday to emails sent after noon on Friday or over the weekend.

**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](mailto: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.

**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 Feb. 1. The last day to drop classes with no tuition penalty is Feb. 12. The last day to drop classes is Feb. 16.

**Disclaimer**

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

## Tentative Class Schedule

*Last updated: January 25, 2021*

<b>DATE</b>	<b>TOPIC</b>	<b>READINGS (Optional)</b>	<b>NOTES</b>
January 26	Course Introduction		
January 28	What is I/O Psychology?	Chapter 1	
February 2	Methods & Statistics in I/O Psychology	Chapter 2	
February 4	Methods & Statistics in I/O Psychology	Chapter 2	
February 9	Individual Differences & Assessment	Chapter 3	
February 11	Individual Differences & Assessment	Chapter 3	<b>Exam 1 Posted (Ch 1-2)</b>
February 16	Individual Differences & Assessment	Chapter 3	
February 18	Job Performance	Chapter 4	
February 23	Job Performance	Chapter 4	<b>Exam 2 Posted (Ch 3)</b>
February 25	Job Analysis	Chapter 4	
March 2	Performance Measurement	Chapter 5	
March 4	Performance Measurement	Chapter 5	<b>Exam 3 Posted (Ch 4)</b>
March 9	Staffing Decisions	Chapter 6	
March 11	Staffing Decisions	Chapter 6	<b>CTA #1 Due</b>
March 16	Training & Development	Chapter 7	
March 18	Training & Development	Chapter 7	<b>Exam 4 posted (Ch 5-6)</b>
March 23	Motivation	Chapter 8	
March 25	Motivation	Chapter 8	
March 30	Attitudes, Emotions, & Work	Chapter 9	<b>Exam 5 posted (Ch 7-8)</b>
April 1	Attitudes, Emotions, & Work	Chapter 9	
April 6	Stress & Worker Well-Being	Chapter 10	
April 8	Stress & Worker Well-Being	Chapter 10	
April 13	Fairness, Justice, & Diversity	Chapter 11	
April 15	Fairness, Justice, & Diversity	Chapter 11	<b>CTA #2 Due</b>
April 20	Fairness, Justice, & Diversity	Chapter 11	
April 22	Leadership	Chapter 12	<b>Exam 6 Posted (Ch 9-11)</b>
April 27	Leadership	Chapter 12	
April 29	Catch up / Wrap up		