PSYC 333 – Introduction to Industrial/Organizational Psychology
Fall 2022
10:30 – 11:45 AM
Tuesdays & Thursdays
Planetary Hall 131

Instructor: Dr. Lauren Kuykendall
Email: lkuykend@gmu.edu
Office: 3072 David King Hall
Virtual 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)

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 pretty cheap. As of 8/22, Mason had one copy of the current edition and a few old editions in the library.

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

Late Work / “Life Happens” Policy
You are allowed one, 72-hour extension on an assignment or in-class activity once per semester – no questions asked and no need to email me about it.

Once you have used your 72-hour extension, any late assignment will earn a flat 10% grade deduction as long as it is completed within 7 days of the deadline. Assignments will not be accepted if they are more than 7 days late (unless you have emailed with me prior to the 7 days late deadline to arrange and receive written approval for an alternative deadline because of extreme circumstances).

On Blackboard, you will see a Column called Late Work Allowances remaining. You will start with 1 late submission allowed per semester and I will adjust accordingly when I see that you have used your allotted late submission. This includes in-class activities (which are due
by the end of class) and critical thinking assignments. If you have a “0” in that column, you will know that the Standard Deduction applies when submitting work late.

**Make-up Policy**

I will consider Exam make-ups on a case-by-case basis. Requests for a make-up Exam should be emailed to be prior to the class period when the Exam is given, along with a list of possible times you can make-up the Exam in-person. Your request is more likely to be approved if you have documentation that it is due to a personal emergency or a medical illnesses/injury.

Student athletes should provide me with the schedule of events they will participate in throughout the semester at the beginning of the semester.

**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 1000 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 closed notes and in-class. 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 (180 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.

   **Complete two of the following:**
   Assignment #1: Performance (90 points)
   Assignment #2: Motivation (90 points)
   Assignment #3: Stress (90 points)

4. **In-Class Activities (200 points)**

We will have 15 in-class activities during the semester. In-class activities will be completed in the app Poll Everywhere or as assignments on Blackboard. (I will make sure everyone is setup on Poll Everywhere during the first day of class.) You can earn up to 15 points for each
activity you complete. If you complete all activities and receive full credit, you will earn 225 points – 25 of which will count as extra credit.

Final grades are assigned as follows (based on the percentage out of 1000 points):

- 98%-100%: A+
- 88% - 89.9% = B+
- 80% - 82.9% = B -
- 70% - 71.9% = C-
- 60% - 69.9% = D
- 97.9% = A
- 90% - 92.9% = A -
- 83%-87.9% = B
- 72% -77.9% = C
- Below 60% = F

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. You can address me as Dr. Kuykendall or Prof. Kuykendall in your emails.

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.

Classroom Technology Policy

We will use electronic devices to complete in-class activities. Please be respectful of your peers and your instructor and refrain from using electronic devices to engage in activities that are unrelated to the class. Such disruptions show a lack of professionalism and may affect your participation grade.

You may use a computer or tablet to take notes during class. Cell phones are not to be used during class unless you are using them to complete an in-class activity. Please keep your cell phone on silent and out of sight unless you are using it to complete an in-class activity. Engaging in activities not related to the course (e.g., gaming, email, chat, etc.) may result in you losing permission to use electronic devices in class. If you are distracted by another student who is using an electronic device in a way that violates the class policy, please let me know and I will address it with the student (while maintaining you confidentiality).

Covid-19 Policies

To support your safety and the safety of everyone in this class, all students are required to complete the Mason COVID Health Check before each class meeting; I may ask you to show that you have received a “green” notification to participate in class. If you suspect that you are sick, please stay home and contact me about options for making up the missed class.

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.

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 Monday, August 29. The last day to drop classes with no tuition penalty is Tuesday, September 6. The last day to drop classes with 50% tuition refund is Tuesday, September 13.

Mandatory Reporting
As a faculty member, I am designated as a “Non-Confidential Employee,” and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, stalking, sexual exploitation, complicity, and retaliation to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-993-3686 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance or support measures from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

Disclaimer
The instructor reserves the right to change the syllabus and its content. Any changes will be announced orally and in writing.
<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READINGS (Optional)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23</td>
<td>Course Introduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 25</td>
<td>What is I/O Psychology?</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>August 30</td>
<td>Methods &amp; Statistics in I/O Psychology</td>
<td>Chapter 2</td>
<td></td>
</tr>
<tr>
<td>September 1</td>
<td>Methods &amp; Statistics in I/O Psychology</td>
<td>Chapter 2</td>
<td></td>
</tr>
<tr>
<td>September 6</td>
<td>Individual Differences &amp; Assessment</td>
<td>Chapter 3</td>
<td></td>
</tr>
<tr>
<td>September 8</td>
<td>Individual Differences &amp; Assessment</td>
<td>Chapter 3</td>
<td>Exam 1 (Ch 1-2)</td>
</tr>
<tr>
<td>September 13</td>
<td>Individual Differences &amp; Assessment</td>
<td>Chapter 3</td>
<td></td>
</tr>
<tr>
<td>September 15</td>
<td>Job Performance</td>
<td>Chapter 4</td>
<td></td>
</tr>
<tr>
<td>September 20</td>
<td>Job Performance</td>
<td>Chapter 4</td>
<td>Exam 2 (Ch 3)</td>
</tr>
<tr>
<td>September 22</td>
<td>Job Analysis</td>
<td>Chapter 4</td>
<td></td>
</tr>
<tr>
<td>September 27</td>
<td>Job Analysis</td>
<td>Chapter 4</td>
<td></td>
</tr>
<tr>
<td>September 29</td>
<td>Performance Measurement</td>
<td>Chapter 5</td>
<td></td>
</tr>
<tr>
<td>October 4</td>
<td>Staffing Decisions</td>
<td>Chapter 6</td>
<td>Exam 3 (Ch 4)</td>
</tr>
<tr>
<td>October 6</td>
<td>Staffing Decisions</td>
<td>Chapter 6</td>
<td>CTA #1 Due</td>
</tr>
<tr>
<td>October 11</td>
<td>NO CLASS – FALL BREAK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 13</td>
<td>Training &amp; Development</td>
<td>Chapter 7</td>
<td>Exam 4 (Ch 5-6)</td>
</tr>
<tr>
<td>October 18</td>
<td>Training &amp; Development</td>
<td>Chapter 7</td>
<td></td>
</tr>
<tr>
<td>October 20</td>
<td>Motivation</td>
<td>Chapter 8</td>
<td></td>
</tr>
<tr>
<td>October 25</td>
<td>Motivation</td>
<td>Chapter 8</td>
<td></td>
</tr>
<tr>
<td>October 27</td>
<td>Attitudes, Emotions, &amp; Work</td>
<td>Chapter 9</td>
<td></td>
</tr>
<tr>
<td>November 1</td>
<td>Attitudes, Emotions, &amp; Work</td>
<td>Chapter 9</td>
<td>Exam 5 (Ch 7-8)</td>
</tr>
<tr>
<td>November 3</td>
<td>Stress &amp; Worker Well-Being</td>
<td>Chapter 10</td>
<td></td>
</tr>
<tr>
<td>November 8</td>
<td>Stress &amp; Worker Well-Being</td>
<td>Chapter 10</td>
<td></td>
</tr>
<tr>
<td>November 10</td>
<td>Fairness, Justice, &amp; Diversity</td>
<td>Chapter 11</td>
<td>CTA #2 Due</td>
</tr>
<tr>
<td>November 15</td>
<td>Fairness, Justice, &amp; Diversity</td>
<td>Chapter 11</td>
<td></td>
</tr>
<tr>
<td>November 17</td>
<td>Fairness, Justice, &amp; Diversity</td>
<td>Chapter 11</td>
<td></td>
</tr>
<tr>
<td>November 22</td>
<td>Leadership</td>
<td>Chapter 12</td>
<td>Exam 6 (Ch 9-11)</td>
</tr>
<tr>
<td>November 24</td>
<td>NO CLASS - THANKSGIVING BREAK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 29</td>
<td>Leadership</td>
<td>Chapter 12</td>
<td></td>
</tr>
<tr>
<td>December 1</td>
<td>Wrap-up / Catch-up Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 13</td>
<td>Final Exam (Optional – See above)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>