

**MICHIGAN STATE UNIVERSITY**  
**PSY 255 Industrial and Organizational Psychology, Section 001**  
**Spring 2022**  
**Tuesday/Thursday 12:40pm - 2pm**

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## Required Textbook

Levy, P. E. (2020). *Industrial/Organizational psychology: Understanding the workplace* (6<sup>th</sup> edition).  
New York: Worth Publishers.

\*\*\*Earlier edition is acceptable - but you will be responsible for the differences across editions...

## Course Description

This course is an introduction to industrial and organizational psychology which will provide a critical examination of people at work. It is designed to be a survey class and covers a wide range of traditional and contemporary topics in the field. Traditionally, industrial psychology is concerned with human resource functions such as analyzing jobs, and recruiting, selecting, training, and appraising employees. Organizational psychology explores topics such as employee attitudes, work behaviors, motivation, and leadership. Contemporary developments in the I-O field include issues related to employee diversity, affect and emotions, and justice perceptions.

## Course Objectives

By the end of this course, students should be able to:

- (1) Discuss the roles of I-O psychologists play in industry, government, and academia;
- (2) Explain and evaluate major concepts and theories in the I-O psychology field;
- (3) Perform basic human resource functions for an organization;
- (4) Apply principles of I-O psychology to understand people's behaviors at work.

## Class Activity Papers

Throughout the semester, there will be activities that are designed to give you some applied experiences with the topics covered in the class. These activities are listed in the schedule below. There is a written component for each class activity that you will need to turn in at the end of the class period. Each paper for the activity is worth 25-30 points, with a total of 135 points, composing 27% of your final grade.

## Review Quizzes

There is an open-book, open-note quiz that is associated with each chapter. The purpose of this quiz is to help highlight the key points in the chapter. The quiz will become available on D2L at noon of the day that we finish the chapter, and will stay open for 48 hours. Each quiz is worth 5 points, with a total of 65 points, composing 13% of your final grade.

## In-Class Tests

Tests will be closed book and closed notes. They will consist of multiple choice questions. There will be two in-class tests, and each test is worth 100 points. Together, the tests will compose 40% of your final grade.

## Final Exam

The final exam will be closed book and closed notes and consist of multiple choice questions. It will be on ***Wednesday, May 4 from 10am - 12pm*** in the regular room where the class meets. It is worth 100 points. The final exam will be 20% of your final grade.

## Course Requirements and Grading

Class activity papers	135 points
Review quizzes	65 points
Two in-class tests	200 points
One final exam	100 points

Final Grades will be determined as follows:

Grade	Total points	Percentage
4.0	450 and above	90% and above
3.5	425 - 449	85 - 89%
3.0	400 - 424	80 - 84%
2.5	375 - 399	75 - 79%
2.0	350 - 374	70 - 74%
1.5	325 - 349	65 - 69%
1.0	300 - 324	60 - 64%
0.0	Below 300	59% and below

## Extra Credit

Students will have opportunities to earn up to 20 extra credit points. There are two sources for the extra credit points. First, you can earn extra credit through the HPR system by participating in research. For research participation, please see the instruction on D2L for HPR account signup. Please note that participation in research is completely voluntary. The translation of HPR hour credit to the course credit is a 1-to-1 relationship - 1 HPR hour equals to 1 course point. Next, opportunities exist throughout the semester to complete extra credit assignments as handed out during class by the instructor.

## Make-up Policy

All assignments and tests must be completed when scheduled. Unless prior permission has been obtained, **NO** late or makeup assignments or tests will be accepted or given. Permission may be granted for those who contact the instructor prior to the scheduled date, and provides her with valid documentation related to the absence either before or after the absence.

## Attendance

Attendance is not mandatory but strongly encouraged, and it will influence your participation grade once you miss too many classes. You are expected to be aware of any changes in dates of assignment or tests. Ignorance will not be accepted as an excuse. Therefore, I strongly recommend that you exchange contact information with at least two other classmates in case you have to miss a class.

## Religious Holiday

The official university policy is as follows:

*It has always been the policy of the University to permit students and faculty to observe those holidays set aside by their chosen religious faith. The faculty and staff should be sensitive to the observance of these holidays so that students who absent themselves from classes on these days are not seriously disadvantaged. It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors. It is also the responsibility of those faculty who wish to be absent to make arrangements in advance with their chairpersons, who shall assume the responsibility for covering their classes. As Michigan State University has become increasingly multicultural, the incidence of conflicts between mandatory academic requirements and religious observances has increased. In the absence of a simple and dignified way to determine the validity of individual claims, the claim of a religious conflict should be accepted at face value. Be aware that some degrees of observance may have a more extensive period of observance. Instructors may expect a reasonable limit to the number of requests by any one student. Some instructors attempt to cover all reasons for student absences from required academic events such as quizzes or exams with a blanket policy, e.g., allowing the student to drop one grade or two quizzes without penalty. If this is meant to extend to religious observances, the instructor should state this clearly at the beginning of the term. If instructors require make-up exams, they retain the right to determine the content of the exams and the conditions of administration, giving due consideration to equitable treatment.*

## Misconduct

Cheating, plagiarism, or other forms of academic dishonesty will result in failure of the course.

The official university policy is as follows:

*The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University; therefore, no student shall:*

- 1. claim or submit the academic work of another as one's own.*
- 2. procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.*
- 3. complete or attempt to complete any assignment or examination for another individual without proper authorization.*
- 4. allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.*
- 5. alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.*
- 6. fabricate or falsify data or results.*

## Incomplete Policy

The official university policy is as follows:

*The I-Incomplete may be given only when: the student (a) has completed at least 6/7 of the term of instruction, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.*

*Provided these conditions are met, the instructor electing to give an I-Incomplete files an Agreement for Completion of (I) Incomplete at the time course grades are due. This agreement specifies what the student must do, and when, to remove the I-Incomplete. The department or school office gives a copy to the student, and retains a copy for at least one year.*

## Recording/photographing others

As members of a learning community, you are expected to respect the intellectual property of others as well as the ability of others to discuss topics freely within the confines of the classroom. You are not allowed to record any activity yourself without the advance written permission of the instructor and any students whose voice or image is included in the recording. Posting a photo/video or other recording of anyone in the class to social media without their written consent is a violation of this policy, and may result in a penalty up to a 0.0 as a course grade, as well as other academic disciplinary sanctions as described by university policy. If there is a need for me to record an activity (e.g., the first few class sessions on Zoom), I will inform you that we are recording.

## Accommodations

If you have a disability that will require accommodations, please contact me within the first week of class to privately discuss your needs.

## Emergency Procedures

If an emergency occurs that would require cancellation of a class session, I will send a notification via D2L. Similarly, if a weather emergency or illness outbreak requires us to switch from in-person to online, I will notify you. In case of an emergency while in person in class, it is your responsibility to know the emergency procedures posted by the exit door and to understand evacuation, shelter-in-place, and other MSU directives.

## Limits to confidentiality

Students should be aware that I am unable to maintain confidentiality when it conflicts with my responsibilities as a mandatory reporter within the university. That is, I must report to other University offices any information you share with me regarding (1) suspected child abuse/neglect, even if this happened when you were a child, (2) allegations of sexual assault or harassment involving MSU students, faculty or staff, and (3) credible threats of harm to oneself or others. These reports may trigger contact from a campus official; in almost all cases, it will be your decision if you wish to speak to that individual. If you would like to talk about any of the above in a setting that is confidential and not bound by mandatory reporting, please make an appointment with the MSU counseling services at [www.caps.msu](http://www.caps.msu).

## Mental Health

Mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the Counseling & Psychiatric Services (CAPS) website at [www.caps.msu.edu](http://www.caps.msu.edu).

## Staying Home or Self-Isolating when Appropriate

If you have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19, follow CDC guidance regarding isolating, quarantining, etc... I will make accommodations for those who must miss class due to COVID illness.

## Face Coverings On Campus

As of the time of preparing this syllabus, face coverings must be worn by everyone (including all faculty, staff, students, vendors, and visitors) indoors while on property owned or governed by MSU and while participating in MSU-related or MSU-sponsored activities. See <https://msu.edu/together-we-will/faqs/> for lots of information about where to wear a mask and what the consequences are for failing to comply.

## Tentative Course Schedule (Subject to Change)

Week	Topic and Readings	Class Activities
1: 11 <sup>th</sup> January	Introduction; Chapter 1: History of I-O	
1: 13 <sup>th</sup> January	Chapter 1: History of I-O	
2: 18 <sup>th</sup> January	Chapter 2: Research Methods	
2: 20 <sup>th</sup> January	Chapter 2: Research Methods	
3: 25 <sup>th</sup> January	Chapter 3: Job Analysis	
3: 27 <sup>th</sup> January	Chapter 3: Job Analysis	<i>Job analysis exercise</i>
4: 1 <sup>st</sup> February	Chapter 4: Criterion Measurement	
4: 3 <sup>rd</sup> February	Chapter 4: Criterion Measurement & Chapter 5: Performance Appraisal	
5: 8 <sup>th</sup> February	Chapter 5: Performance Appraisal	
5: 10 <sup>th</sup> February	<b>In-class Test 1</b> Chapters 1 – 5; class notes	
6: 15 <sup>th</sup> February	Chapter 6: Predictors	
6: 17 <sup>th</sup> February	Chapter 6: Predictors	<i>Predictor exercise</i>
7: 22 <sup>nd</sup> February	Chapter 7: Selection Decisions	
7: 24 <sup>th</sup> February	Chapter 7: Selection Decisions	
8: 1 <sup>st</sup> March	Chapter 7: Personnel Laws	
8: 3 <sup>rd</sup> March	Chapter 7: Personnel Laws	<i>Personnel law exercise</i>
Spring Break (7 <sup>th</sup> – 11 <sup>th</sup> March)		
9: 15 <sup>th</sup> March	Chapter 8: Training	
9: 17 <sup>th</sup> March	Chapter 8: Training	
10: 22 <sup>nd</sup> March	Chapter 9: Motivation	
10: 24 <sup>th</sup> March	Chapter 9: Motivation	
11: 29 <sup>th</sup> March	<b>In-class Test 2</b> Chapters 6 – 9; class notes	

11: 31 <sup>st</sup> March	Chapter 10: Job Attitudes	
12: 5 <sup>th</sup> April	Chapter 10: Job Attitudes	
12: 7 <sup>th</sup> April	Chapter 11: Stress and well-being	
13: 12 <sup>th</sup> April	Chapter 12: Group processes and teams	
14: 14 <sup>th</sup> April	Chapter 12: Group processes and teams	<i>Group process exercise</i>
14: 19 <sup>th</sup> April	Chapter 13: Leadership	
15: 21 <sup>st</sup> April	Chapter 13: Leadership	<i>Leadership exercise</i>
15: 26 <sup>th</sup> April	CSS Career Service Presentation	
15: 28 <sup>th</sup> April	Review and recap – SIOP conference	
16: <b>Wednesday 4<sup>th</sup> May</b>	<b>Final Exam (10am – 12pm)</b> Chapters 10 – 13; class notes	

\* The instructor reserves the right to change the content of this syllabus.