

MICHIGAN STATE UNIVERSITY
PSY 255 Industrial and Organizational Psychology, Section 001
Spring 2023
Tuesday/Thursday 12:40pm – 2:00pm
Brody Hall, Room 112

Professor: Dr. Kevin Hoff (he/him)

Office: Psychology Building 346
Email: khoff@msu.edu

Office Hour: Tuesday 2 – 3pm, or by appointment

Teaching Assistant

Katie Leahy (she/her), Ph.D. Candidate
Email: leahykal@msu.edu

Office Hours: Tuesday 2 – 3pm, or by appointment

Undergraduate Assistant

Skylar Ng (he/him), Email: ngwan@msu.edu

Required Materials

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

***Earlier edition is acceptable, but you will be responsible for the differences across editions. The MSU library has a reserve copy of the 6th edition in physical form and in e-book format (see link below)

[Industrial/Organizational Psychology ProQuest Ebook Central 2019](#)

iClicker software (free for MSU students): Required for tracking attendance (see below for details).

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 topics in the field. 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, technology, affect and emotions, and justice.

Instructional 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.

Attendance/Participation

Attendance/participation is worth 50 total points, or 10% of your final grade. We will start taking attendance in week 2 using iClicker software through your mobile device. There are a total of 25 classes in which attendance will be counted. To receive full points, you need to attend 23 out of the 25 classes.

This means that you can miss 2 classes without it counting against you. These two days of leniency are built into the grading policy to account for missed classes due to health issues or other circumstances which cause you to miss class.

To register for this course, visit this site: <https://join.iclicker.com/VHUU>. To receive credit, each student needs to [create an account in the iClicker student app](#):

- The **First and Last Name** in your iClicker account should match your name in D2L
- The **Email** in your iClicker account should be your school email.
- The **Student ID** in your iClicker account is the username you use to log into D2L.

Note: There will be not an honors option for this course.

Assignment 1: Job Analysis/Informational Interview

As the foundation of staffing, job analysis is used to identify critical knowledge, skills, abilities, and other characteristics (KSAO's) required to perform different jobs and to develop performance evaluation systems. In this assignment, you will perform two, short job analyses using two informational interviews as your primary sources of data (in addition to O*NET, <https://www.onetonline.org/>). This assignment will be due during the middle of the semester, and will be worth 50 points, or 10% of your final grade.

Assignment 2: Developing a Selection System

Assignment 2 will be in the form of a written report that proposes a Human Resource selection system for a job. The primary goal is to demonstrate what you learned in this course and how it applies to organizational decision-making. This assignment will be due at the end of the semester, and will account for 100 points, or 20% of your final grade.

In-Class Exams

There will be three in-class exams, each worth 100 points. Together, the tests will compose 60% of your final grade. Tests will be closed book and closed notes. They will consist of multiple-choice questions. We will pass out study guides prior to each exam.

Course Requirements and Grading

Attendance/Participation	50 points
Assignment 1	50 points
Three in-class exams	300 points
Assignment 2	100 points
Total	500 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

Note about grades: I will firmly adhere to these cut-offs. **I do not fit to a "curve" or "bump up" grades. Extra credit is the only way to increase your point total if you are close to a cut-off.** I will not negotiate grades with you, but I will do everything I can to help you put in the necessary work to achieve the grade you desire.

Extra Credit

Students will have opportunities to earn up to 15 extra credit points, worth a total of 3% of your final grade, by participating in an online research study that examines people's personalities over the course of a semester. The study will involve answering a few questions about your personality. You can complete a wave of the study each week during the semester. For each wave that you complete, you will earn 0.2% credit toward your final letter grade. There are approximately 16 total weeks in the semester; so if you complete the study about once each week (15 times), you'll get a total of 3% credit. Please note that participation in this study is completely optional.

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 him with valid documentation related to the absence either before or after the absence.

Accommodations

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation ("VISA") form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc). Requests received after this date will be honored whenever possible.

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 or course content

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.

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.edu.

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 can learn more about the range of confidential mental health services available on campus via the Counseling & Psychiatric Services (CAPS) website at 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 are not required. However, we will monitor the situation and students will be expected to follow MSU policy if any changes occur.

Tentative Course Schedule (Subject to Change)

Week	Topic and Readings	Due
1: Tues, Jan. 10 Thurs, Jan. 12	Introduction; Chapter 1: History of I-O Chapter 1: History of I-O	
2: Tues, Jan. 17 Thurs, Jan. 19	Chapter 2: Research Methods Chapter 2: Research Methods	
3: Tues, Jan. 24 Thurs, Jan. 26	Chapter 3: Job Analysis Chapter 3: Job Analysis	
4: Tues, Jan. 31 Thurs, Feb. 2	Chapter 4: Criterion Measurement Chapter 4: Criterion Measurement	
5: Tues, Feb. 7 Thurs, Feb. 9	Chapter 5: Performance Appraisal Chapter 5: Performance Appraisal	
6: Tues, Feb. 14 Thurs, Feb. 16	In-class Exam 1 (Chapters 1 – 5; class notes) Chapter 6: Predictors	
7: Tues, Feb. 21 Thurs, Feb. 23	Chapter 6: Predictors CSS Career Service Presentation	
8: Tues, Feb. 28 Thurs, Mar. 2	Chapter 7: Selection Decisions Chapter 7: Selection Decisions	Assignment 1
	— — SPRING BREAK — — — NO CLASS —	
9: Tues, Mar. 14 Thurs, Mar. 16	Chapter 8: Training Chapter 8: Training	
10: Tues, Mar. 21 Thurs, Mar. 23	Chapter 9: Motivation Chapter 9: Motivation	
11: Tues, Mar. 28 Thurs, Mar. 30	In-class Exam 2 (Chapters 6 – 9; class notes) Chapter 10: Job Attitudes	
12: Tues, Apr. 4 Thurs, Apr. 6	Chapter 10: Job Attitudes Chapter 11: Stress and well-being	
13: Tues, Apr. 11 Thurs, Apr. 13	Chapter 11: Stress and well-being Chapter 12: Group processes and teams	
14: Tues, Apr. 18 Thurs, Apr. 20	Chapter 12: Group processes and teams Chapter 13: Leadership	Assignment 2
15: Tues, Apr. 25 Thurs, Apr. 27	Chapter 13: Leadership In-class Exam 3 (Chapters 10 – 14; class notes)	

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