

MICHIGAN STATE UNIVERSITY
PSY 255 Industrial and Organizational Psychology, Section 001
Spring 2020
Tuesday/Thursday 12:40pm - 2pm

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Required Textbook

Levy, P. E. (2017). *Industrial/Organizational Psychology: Understanding the Workplace* (5th edition). New York: Worth Publishers.

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 classroom activities (group discussions, practicing interview, etc.) that are designed to give you some applied experiences with the topics covered in the class. Class 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 points, with a total of 175 points, composing 35% 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, April 29 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.

Participation

i-Clickers will provide an opportunity for you to self-assess your understanding of material and provide feedback to me as an instructor. Calculation of credit for clicker points takes into account the likelihood that you may miss several classes due to illness or emergencies, or that you may forget your clicker or miss an opportunity during class due to momentary inattention. There are 5 participation opportunities per class during 25 separate classes this term for a total of 125 possible clicks. (In some classes we will likely have more than 5 clicker questions, but only 5 per class count). Points are given for participating and are not contingent on correctly answering a question. Points will be assigned on the scale below

100 clicks	full credit (80% or more participation)	25 points
87-99 clicks	less than 80% participation	20 points
75-86 clicks	less than 70% participation	17.5 points
62-74 clicks	less than 60% participation	15 points
61 or less clicks	less than 50% participation	0 points

To be clear, if you miss class or forget your clicker, you do not need to inform me or the TA as this scale is very generous in allowing for such events. It also means that there is no value in attempting to talk your way into more clicker points. There is no value in arguing that you deserve some credit for less than 61 clicks - this means that you missed more than half of the classes and cannot be considered as being an active participant. Recording of clicker credit starts on 14th January. Be sure to register your clicker following the instruction on D2L. We may also do a roll call in class to ensure that everyone's clicker is registered. The participation will be worth 5% of your final grade.

Course Requirements and Grading

Class activity papers	175 points
Two in-class tests	200 points
One final exam	100 points
Participation	25 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. 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.

Tentative Course Schedule (Subject to Change)

Week	Topic and Readings	Class Activities
1: 7 th January	Introduction	
1: 9 th January	Chapter 1: History of I-O	
2: 14 th January	Chapter 2: Research Methods	
2: 16 th January	Chapter 2: Research Methods	<i>Design a study exercise</i>
3: 21 st January	Chapter 3: Job Analysis	
3: 23 rd January	Chapter 3: Job Analysis	<i>Job analysis exercise</i>
4: 28 th January	Chapter 4: Criterion Measurement	
4: 30 th January	Chapter 4: Criterion Measurement & Chapter 5: Performance Appraisal	
5: 4 th February	Chapter 5: Performance Appraisal	
5: 6 th February	In-class Test 1 Chapters 1 – 5; class notes	
6: 11 th February	Chapter 6: Predictors	
6: 13 th February	Chapter 6: Predictors	<i>Predictor exercise</i>
7: 18 th February	Chapter 7: Selection Decisions	
7: 20 th February	Chapter 7: Selection Decisions	
8: 25 th February	Chapter 7: Personnel Laws	
8: 27 th February	Chapter 7: Personnel Laws	<i>Personnel law exercise</i>
Spring Break (2 nd – 6 th March)		
9: 10 th March	Chapter 8: Training	
9: 12 th March	Chapter 8: Training	
10: 17 th March	Chapter 9: Motivation	
10: 19 th March	Chapter 9: Motivation	<i>Job redesign exercise</i>
11: 24 th March	In-class Test 2 Chapters 6 – 9; class notes	
11: 26 th March	Chapter 10: Job Attitudes	
12: 31 st March	Chapter 10: Job Attitudes	

12: 2 nd April	Chapter 11: Stress and well-being	
13: 7 th April	Chapter 12: Group processes and teams	
14: 9 th April	Chapter 12: Group processes and teams	<i>Group process exercise</i>
14: 14 th April	Chapter 13: Leadership	
15: 16 th April	Chapter 13: Leadership	<i>Leadership exercise</i>
15: 21 st April	CSS Career Service Presentation	
15: 23 rd April	Review and recap – SIOP conference	
16: Wednesday 29th April	Final Exam (10am - 12pm) Chapters 10 - 13; class notes	

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