

PSYCHOLOGY 4113  
Industrial/Organizational Psychology

Spring 2022

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Text:

Schultz, D. & Schultz, S. (2010). *Psychology and Work Today* (10<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall. (ISBN-13: 978-0-205-68358-1)

TOPICS	READINGS
Introduction	Chapter 1
Review of Psychometrics	Chapter 4
Recruitment, Selection, & Placement	Chapter 3
Performance Appraisal	Chapter 5
Program Evaluation	Chapter 2
Training & Related Issues (Creativity, Stress Management)	Chapters 6, 12
Motivation, Job Satisfaction, and Organizational Development	Chapters 8, 9
Engineering Psychology	Chapter 13
Leadership	Chapter 7

EXAMS

Four noncumulative exams will be given at approximately equal intervals throughout the semester. Tentative dates, subject to change, are:

Test 1: February 1, 2022  
Test 2: February 24, 2022

Test 3: March 29, 2022

Test 4: April 28, 2022

Makeup exams will be administered on Thursday, May 5, 2022 at 10:30 in PY102.

Each exam will test knowledge of material covered in class and in the related reading assignments since the previous test and up to the date of the exam. Exams are non-cumulative.

### ATTENDANCE POLICY

This class will be taught in a face-to-face format and attendance is expected, with exceptions for excused absences (as defined below). Students are allowed 4 unexcused absences (as defined below) in this class. Each additional unexcused absence beyond these 4 will result in a lowering of the course grade by one-half letter grade.

Students who miss the calling of the roll at the beginning of the class will be counted as absent for that day unless you alert me to your presence at the end of the class period to let me know you were only tardy. Each tardy counts as one-half an unexcused absence.

There will be no grade penalty on exams missed because of an excused absence. There will be a one letter grade penalty on each exam missed because of an unexcused absence.

Absences are excused only under the following circumstances:

1. the student provides a written excuse from a medical practitioner or MSU official stating that the student was unable to attend class on the day(s) of the absence;
2. the student provides a written excuse from a medical practitioner or MSU official stating that the student's dependent child was ill on the day(s) of the absence;
3. the student provides a written excuse from an MSU official stating that the student was in attendance at a mandatory university function on the day(s) of the absence.

In order for an absence to be excused, the written excuse must be provided within one week of the absence. If this is not possible, the student must at least contact me with an explanation within one week of the absence.

Funerals, employment-related absences, illnesses not requiring medical attention, job interviews, family emergencies, automobile malfunctions, court appearances, etc. do not constitute excused absences. Please reserve your 4 allowed absences to cover these situations.

### GRADING

Each exam will be scored on a percentage-correct scale as follows:

A = 90-100%  
B = 80-89%  
C = 70-79%  
D = 60-69%  
F = 59% and lower

Course grades will be based on the average of grades earned on the four exams using the same grading scale shown above. Each unexcused absence (as defined above) will result in a 5 percentage point (half-letter grade) lowering of the course grade.

### DISABILITIES

Individuals requiring special accommodations under the Americans with Disabilities Act should contact the Midwestern State University Office of Disabilities Services.

### MIDTERM PROGRESS REPORT

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account. Only students who are identified as being at risk for earning grades of D or F will be notified in this manner. Midterm grades will not be reported on the student's transcript, nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should seek tutoring.