

PSYCHOLOGY 4113-X20  
Industrial/Organizational Psychology  
Spring 2024

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Text: Riggio, R. E., & Johnson, S. K. (2022). *Introduction to Industrial/Organizational Psychology* (8<sup>th</sup> ed). Routledge Press. ISBN 9780367699468

WHAT TO EXPECT IN THIS COURSE

One of the professions that is often pursued by graduates from undergraduate psychology programs involves human resources management. This course in Industrial/Organizational (I/O) Psychology is intended to provide part of your preparation for such a career choice. Graduate study in I/O Psychology is also increasingly popular as a specialty for those who decide to pursue a masters or doctoral degree in psychology after completing their undergraduate degree. The course you've enrolled in is intended to give you a taste of what that specialty would be like so that you can make an informed decision. The field of I/O Psychology began as a very narrow discipline, but gradually evolved to cover a wider and wider variety of topics. I've sometimes remarked that those who can't find anything of interest in I/O Psychology probably aren't interested in psychology!

This is an asynchronous online course. In other words, it is a collection of 33 prerecorded instructional videos averaging 45 minutes each. The lectures on those instructional videos will be available to you on D2L. You can view them at your convenience. You will find them under the "Content" tab as "Instructional Videos" in the course shell for this course in D2L. The instructional videos are listed as "IO1" through "IO33." The lectures were recorded during the spring 2023 semester but are sufficiently "fresh" that they can serve effectively for another semester before being modified or replaced. Bear in mind that any references made in the recorded lectures to testing dates or other such specific class business may not be valid for the current semester. Testing dates and the details of class business for the current semester will be presented in this syllabus and in my email communications to you. In addition to the 33 instructional videos found on D2L, you'll find a series of 14 lecture outlines (see Content / Lecture Outlines). Those are the outlines from which I lecture on the recordings and correspond to the 14 course topics that are listed below. You'll also find on D2L a copy of this syllabus (Content / Course Syllabus) and I'll post grades on D2L in addition to sending out grade reports via email (Content / Grade Information) following each of the five tests in the course.

The mechanics of the course are pretty straightforward: View the instructional videos corresponding to each test, study the lecture outlines for those topics, take your test

online on the date shown, then repeat for each unit until you're finally finished with the course!.

Let me caution you about one thing. Many of you may be used to taking courses in which your instructor's lectures closely follow the textbook. That is not the case in this course. I have assigned a textbook that will serve you as a great reference resource in Industrial/Organizational Psychology, but I have made very little effort to align my lectures with either the content or organization of your textbook. The textbook covers some of the same material that I address, I talk about some things that the textbook doesn't cover, and the textbook covers some topics that I don't lecture on. Having taught I/O for quite a few years and having done a little bit of I/O consulting myself in an early part of my career, I've developed my own ideas about how the course ought to be taught. That's what's reflected in the lectures. You should certainly read the assigned sections of the text, but remember that tests will be based on what I've covered in lectures. If you're thoroughly familiar with the lectures, you should do just fine in the course.

Shown next are the 14 topic units of the course, the associated instructional videos, recommended textbook readings, and test dates.

#### TOPICS, INSTRUCTIONAL VIDEOS, AND READINGS

| TOPICS  | VIDEOS    | READINGS            |
|---|-----------|---------------------|
| Introduction  | IO1-IO3   | Chapter 1           |
| Review of Psychometrics                               | IO4       | no assigned reading |
| Recruitment   | IO5       | Chapter 3           |
| Employee Selection                                    | IO6-IO9   | Chapter 4           |
| TEST 1 (February 9, 8:00 am to February 10, 8:00 am)  |           |                     |
| Employee Placement                                    | IO10      | no assigned reading |
| Performance Appraisal                                 | IO11-IO13 | Chapter 5           |
| TEST 2 (February 23, 8:00 am to February 24, 8:00 am) |           |                     |
| Program Evaluation                                    | IO14-IO15 | Chapter 2           |
| Training  | IO16-IO17 | Chapter 6           |
| Enhancing Creativity                                  | IO18-IO19 | no assigned reading |
| TEST 3 (March 21, 8:00 am to March 22, 8:00 am)       |           |                     |

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|                   |           |           |
|-------------------|-----------|-----------|
| Stress Management | IO20-IO23 | Chapter 9 |
| Motivation        | IO23-IO29 | Chapter 7 |

TEST 4 (April 22, 8:00 am to April 23, 8:00 am)

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|                          |           |                     |
|--------------------------|-----------|---------------------|
| Job Satisfaction         | IO30      | Chapter 8           |
| Human Factors Psychology | IO31      | no assigned reading |
| Leadership               | IO32-IO33 | Chapter 14          |

TEST 5 (May 3, 8:00 am to May 4, 8:00 am)

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All makeup exams will be available on D2L on Wednesday, May 8, 8:00 am to Thursday, May 9, 8:00 am)

#### TESTS AND GRADING

Although you'll have considerable flexibility in deciding when to view the instructional videos, all tests are scheduled as shown above. Each of five tests will be available online through D2L, each for a period of 24 hours. Once you open a test, you'll have 30-50 minutes in which to complete it but you can take each test at any point during the 24-hour window of opportunity. Each test will cover only the material since the previous tests, that is, none of the tests are intentionally cumulative or comprehensive. We will handle makeup testing during the week of final exams. Specifically, I will make makeup tests available to you on D2L from 8:00 am May 3 through 8:00 am May 4. Remember that there will be a one letter grade penalty for each test that is not completed on schedule unless your failure to test on schedule is due to a documented excused absence as described below. Each test will be scored on a percentage correct basis and course grades will be based on the average of the five course exams as follows:

|          |   |
|----------|---|
| 90-100   | A |
| 80-89    | B |
| 70-79    | C |
| 60-69    | D |
| Below 60 | F |

## ATTENDANCE POLICY

University policy calls for absences to be excused 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 test 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, you must provide me with written documentation that the absence was excused within one week of the absence. If that is not possible, you must at least contact me within a week of the absence to let me know when documentation will be available.

Funerals, employment-related absences, illnesses not requiring medical attention, job interviews, family emergencies, automobile malfunctions, court appearances, etc. do not constitute excused absences under university policy. If you are unable to take a test on schedule for a good reason that isn't covered by the university's list, let me know what happened and I'll consider it.

## 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, I will provide the university with a Midterm Progress Report for each student. Only students who are identified as being at risk for earning course grades of D or F will then be notified by the university. 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 might want to consider seeking tutoring or making some other changes in their study strategies.

## OFFICE HOURS

I am available for appointments during office hours as follows: MW 11-12, TR 8-9:30. Be sure to email me for an appointment during these times so that we can avoid scheduling conflicts.