Introduction to Industrial and Organizational Psychology
Psychology 250X
Fall, 2007
Mondays, 6:00-8:30 PM
Lagomarcino Hall W262

Course Objectives

To provide a broad understanding of the topics Industrial and Organizational Psychologists study, their research methods and theories, as well as real-world applications. You will learn how employers recruit applicants, make hiring decisions, decide who needs training and on what topics, and how employers evaluate their employees' performance. Issues behind employee motivation, leadership, organizational culture, the value of employee attitudes and behaviors, the importance of legal issues in organizations for both the employee and employer, as well as information about human factors and system design will be examined.

This course should help you as you search for a job and provide guidelines for working in an organization. Much of the course will be geared toward the relevance of the information to you by highlighting the material that will be particularly useful in helping you get and keep a satisfying job. I value your questions, comments, and participation in class.

Instructor Information

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Office Hours: Mondays before and after class

Course Web Page

http://www.public.iastate.edu/~kathann/250f2007.htm

The course web page provides the outline for each topic so please bring that to class; it will assist you in note-taking. I have provided the first one for you; I will assume you have the outline during class. Download and add spaces, etc. to accommodate your note-taking style. Other course information and grades will also be posted here.

Textbook and Workbook

Applied Industrial/Organizational Psychology, Fifth edition (2007) and Industrial/Organizational Applications Workbook (2007) both by Michael Aamodt. Please bring both of these to class for in-class activities.
Textbook Website

The textbook website offers review questions, puzzles, and other helpful aids. See link on the Psychology 250X course web page to access this site easily. I recommend you complete the quiz for each chapter.

Evaluation

You will have several opportunities to demonstrate your understanding and learning of the material for this course including in-class activities, assignments, quizzes, a project, and a final exam. A description of each is provided on the next page. Grading will be on a curve that will be described in class. Tentative grading scales will be provided periodically to let you know where you stand in the course. Please see me immediately if you are having difficulty with the material.

Evaluation

Points

30 In-Class Activities: We will have an in-class activity most class periods. They are worth 3 points each and you may miss one without penalty. There are no make-ups for in-class activities.

50 Assignments: See assignments on the next two pages of this syllabus. They need to be handed in at 6:00 PM when you arrive to class on the due date. No late assignments will be accepted. You need to complete 10 of the 12 assignments; they are worth 5 points each. You must complete either Assignment 1 or 2 as part of your 10 assignments.

20 Class Participation: These points may be earned by responding to my request to share information about an assignment you completed or your active participation during in-class activities. I may also, at times, ask for volunteers to assist with demonstrations or activities throughout the semester. Answering questions and making the class a positive learning experience for everyone will round out these class participation points.

65 Quizzes: See the next two pages of this syllabus for dates. There will be 5 quizzes throughout the semester. There will be approximately 5 points per chapter per quiz. Specific details about the quizzes will be provided the class period before they occur. Make-up quizzes will be given in extenuating circumstances. I need to know before the quiz occurs if you will miss it.

50 Project: Details about this will be distributed during the 3rd class meeting.

130 Final exam: Details about the final will be provided during class. A review sheet will be available on the course web page early in the semester.

345 TOTAL POINTS

University Policies

ISU Disability Statement
If you have a disability and require accommodations, please contact me as soon as possible so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Disability Resources (DR) office, located on the main floor of the Student Services Building, Room 1076, 294-7220.

**ISU Academic Dishonesty Statements**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the ISU Student Information Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures, as well as consequences with regard to this course.

**Psychology 250X Assignments**

Fall, 2007

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August 20
Chapter 1: Introduction to I/O Psychology pp. 1-28 (ALL)

**Assignment 1:** Using O*NET ([http://online.onetcenter.org/](http://online.onetcenter.org/)) find your anticipated future job and print out the summary. Write a one-page paper comparing your prior expectations about your future job to the information presented on O*NET. Attach the O*NET summary to your paper. *(Due 8/27)*

August 27
Chapter 2: Job Analysis and Evaluation pp. 29-49 and 59-67

**Assignment 2:** Find an article published in the last two years on the internet or in a newspaper about a legal issue in the workplace. Write a one-page paper evaluating the article based on information from your book or class discussing the legal principle or act in the article. Attach the article to your paper. *(Due 9/10)*

September 3
University Holiday

September 10
**Quiz 1 – 10 points (Chapters 1 and 2)**
Chapter 3: Legal Issues in Employee Selection pp. 68-83, 87-91, and 97-102

**Assignment 3:** Workbook Exercise 4.1. Which of your chosen ads appeals most to you? Why? *(Due 9/17)*

September 17
Chapter 4: Employee Selection: Recruiting & Interviewing pp. 103-142 (ALL)
Assignment 4: Complete either Workbook Exercise 5.4 or 5.5 and write a one page paper discussing whether or not the test results match your personality or interests and whether or not this is a good “test” to use in hiring employees. The scoring key for the personality inventory will be available on the course web page. (Due 9/24)

September 24
Chapter 5: Employee Selection: References and Testing pp. 143-183 (ALL)

Assignment 5: Eat at a sit-down restaurant and conduct a performance evaluation of your waiter or waitress. What did he or she do right? Wrong? Write a one page paper summarizing your experience and evaluation using information from your text. For suggestions on tasks to evaluate the server, see Exercise 7.4. Attach your dated restaurant receipt to your paper. (Due 10/1)

October 1
Quiz 2 – 15 points (Chapters 3, 4, and 5)
Chapter 7: Evaluating Employee Performance pp. 214-255 (ALL)

Assignment 6: Workbook Exercise 8.4 (Due 10/8)

October 8
Chapter 8: Training pp. 262-277 and 286-299

Assignment 7: Workbook Exercise 9.3 (Due 10/15)

October 15
Quiz 3 – 10 points (Chapters 7 and 8)
Chapter 9: Motivation pp. 300-333 (ALL)

Assignment 8: Workbook Exercise 10.6 (Due 10/22)

October 22
Chapter 10: Satisfaction and Commitment pp. 334-351 and 356-366

Assignment 9: Workbook Exercise 12.2 (Due 10/29)

October 29
Chapter 12: Leadership pp. 401-433 (ALL)

Assignment 10: Workbook Exercise 13.5 (Due 11/5)

November 5
Quiz 4 – 15 points (Chapters 9, 10, and 12)
Chapter 13: Group Behavior, Teams, and Conflict pp. 434-471 (ALL)

Assignment 11: Workbook Exercise 14.6 (Due 11/12)

November 12
Chapter 14: Organization Development pp. 472-485 and 499-510
Assignment 12: Workbook Exercise 15.1 (Due 11/26)

November 19
Thanksgiving Break

November 26
Project Due at 6 PM
Chapter 15 and Appendix: Stress Management and Working Conditions/Human Factors pp. 511-536, and 549-555

December 3
Quiz 5 – 15 points (Chapters 13, 14, and 15)
Review for final exam

December 10
Final Exam, 7:00-9:00 PM