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
Dr. Hanisch
Office: W212 Lagomarcino Hall
Email: kathann@iastate.edu
Mailbox: W113 Lagomarcino Hall
Phone and Voice Messages: 294-1488
Psychology Department: 294-1742; 294-6424 (fax)
Office Hours: Mondays before and after class

Course Web Page
http://www.public.iastate.edu/~kathann/250f2008.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 the link on the Psychology 250X course web page to access this site easily. I recommend you complete the quiz after reading 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, tests, 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 need to complete 10 of them. There are no make-ups for in-class activities.

50 **Assignments:** See assignments on the next two pages of this syllabus and note due dates. 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 will be earned by sharing your assignment results with the class as well as active participation during in-class activities (5 points). You will also be asked to describe your project and your reactions to it in December (10 points). Answering questions and making the class a positive learning experience for everyone will round out these class participation points (5 points).

55 **Tests:** See the next two pages of this syllabus for dates. There will be 3 tests throughout the semester. There will be approximately 5 points per chapter per test. Specific details about the tests will be provided the class period before they occur. Make-up tests will be given in extenuating circumstances. I need to know before the test occurs if you will miss it.

50 **Project:** A description and its requirements are attached. It is due on December 1, 2008.

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.

335 **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, 2008

August 25
Chapter 1: Introduction to I/O Psychology pp. 1-28 (ALL)
Assignment 1: Using O*NET (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 9/8)

September 1
University Holiday

September 8
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 9/15)

September 15
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? OR Workbook Exercise 4.8. (add additional pages if necessary), see www.career.iastate.edu to find your college office. (Due 9/22)

September 22
Test 1 – 15 points (Chapter 1, 2, and 3)
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 9/29)

September 29
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 10/6)

October 6
Chapter 7: Evaluating Employee Performance pp. 214-255 (ALL)
Assignment 6: Workbook Exercise 8.4 (Due 10/13)

October 13
Chapter 8: Training pp. 262-277 and 286-299
Assignment 7: Workbook Exercise 9.3 (Due 10/20)

October 20
Test 2 – 20 points (Chapters 4, 5, 7 and 8)
Chapter 9: Motivation pp. 300-333 (ALL)
Assignment 8: Workbook Exercise 10.6 (Due 10/27)
October 27  
Chapter 10: Satisfaction and Commitment pp. 334-351 and 356-366  
**Assignment 9:** Workbook Exercise 12.2 (**Due 11/3**) (Uses information from Workbook Exercise 5.4)

November 3  
Chapter 12: Leadership pp. 401-433 (ALL)  
**Assignment 10:** Workbook Exercise 13.5 (**Due 11/10**)

November 10  
Chapter 13: Group Behavior, Teams, and Conflict pp. 434-471 (ALL)  
**Assignment 11:** Workbook Exercise 14.6 (**Due 11/17**)

November 17  
**Test 3 – 20 points (Chapters 9, 10, 12, and 13)**  
Chapter 14: Organization Development pp. 472-485 and 499-510  
**Assignment 12:** Workbook Exercise 15.1 (**Due 12/1**)

November 24  
Thanksgiving Break

December 1  
**Project Due**  
**Project Descriptions and Reactions**  
Chapter 15: Stress Management pp. 511-536

December 8  
Appendix: Working Conditions/Human Factors pp. 549-555  
Course Conclusions and Summary  
Review for final exam

December 15  
**Final Exam, 7:00-9:00 PM**
The goal of this project is to reinforce some of the concepts we will study this semester while allowing you to focus on the topic or topics of most interest to you. You should pick a topic or related topics we have covered this semester and present information about it in a format you prefer (e.g., slideshow, movie, photo collage, poster, paper).

You can design the project yourself with a few guidelines so I am able to evaluate your project appropriately. The project is worth 50 points and each will be evaluated based on its content. There must be some writing component to your project; that segment should be well written with clearly expressed ideas and contain correct grammar and style. Make sure you give appropriate credit if you use a source for information (e.g., references).

Each project should have some type of title page and look professional. I will accept projects either November 17 or December 1, 2008. Projects submitted after December 1 will be accepted but 10 points will be subtracted each day the project is late. If you want to keep a copy of your project, make a copy before you turn it in to me. I will retain all projects.

Examples of Projects:

1. A book of comics on your chosen topic with commentary on its relation to class and your evaluation of the comic.
2. Create a game (e.g., board game, card game, computer game) on your chosen topic. Describe how and why you created it as you did.
3. A paper about researchers who have made an impact in the area of your chosen topic. Add photos of researchers and evaluate their contributions.
4. Create an employee handbook using principles from class.
5. Teach me something new by designing a training program focusing on a talent you have and combining that with the best ways to train employees.
6. A computer photo slideshow or video on your chosen topic. Evaluate the information you provide using your knowledge of I/O Psychology.
7. Write a song or poem about your chosen topic. Submit either a movie or sound file of you performing it.

Anything goes as long as it ties in with Industrial and Organizational Psychology and you can illustrate for me that you have learned something useful about your chosen topic. Be creative.

If you want to email me your ideas, I will reply with questions, suggestions, etc. This is optional and NOT a requirement.