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, 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.

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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Phone and Voice Messages: 294-1488
Psychology Department: 294-1742; 294-6424 (fax)
Office Hours: Wednesdays 5:30-6:00 PM and 8:30 PM - until needed

Course Web Page
http://www.public.iastate.edu/~kathann/250s2007.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

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.

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 group 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

24  In-Class Activities: We will have an in-class activity most class periods. They are worth 2 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 by 6:00 PM 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. Everyone is required to complete Assignment 9.

130 Quizzes: See the next two pages of this syllabus for dates. There will be 5 quizzes throughout the semester. There will be approximately 10 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.

50  Group Project: You will be randomly assigned to a group and one of the chapters we will cover this semester. As a group you need to contact an organization and talk with a manager about how he/she deals with your assigned topic. For example, if your chapter is on employee selection you should talk with the manager about how employees are selected in that organization. You should then evaluate or critique the information you are given using information learned in class. More details and examples will be provided in class as the semester progresses.

A paper describing and discussing your findings will be evaluated. It should:

(1) be thorough and well written with clearly expressed ideas.
(2) contain correct grammar and style.
(3) include a title page with the name and business address of the individual you interviewed.
(4) include your interview questions.
(5) include appendices you obtain (e.g., application blank, performance appraisal form, evaluation form for training); be sure to discuss and reference them in your paper.

A group paper should be submitted by April 25, 2007 at 6:00 PM. It should be approximately 8-10 typed, double-spaced pages, 1-inch margins, 12-point font with pages numbered (page guidelines do not include appendices or the title page). Late papers will be accepted but 10 points will be subtracted each day the paper is late. If you want to keep a copy of your paper, make a copy before you turn it in to me. I will retain all papers.

Grading criteria and points will be as follows:

50 Points  Criteria

15  Description of your topic in your chosen organization
30  Evaluation of the information based on course material
  5  Grammar/spelling/clarity/appearance

130  Final exam: Details about the final will be provided during class.

384  TOTAL POINTS
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>January 10</td>
<td>Chapter 1: Introduction to I/O Psychology</td>
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<tr>
<td></td>
<td>pp. 1-28 (ALL)</td>
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<td>January 17</td>
<td>Chapter 2: Job Analysis and Evaluation</td>
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<td>pp. 29-49 and 59-67</td>
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<td>Assignment 1: Using O<em>NET (<a href="http://online.onetcenter.org/">http://online.onetcenter.org/</a>) 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</em>NET. Attach the O*NET summary to your paper. (Due 1/24)</td>
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<td>January 24</td>
<td><strong>Quiz 1 – 20 points (Chapters 1 and 2)</strong></td>
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<td>Chapter 3: Legal Issues in Employee Selection</td>
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<td>pp. 68-83, 87-91, and 97-102</td>
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<td>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 2/7)</td>
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<td>January 31</td>
<td>No Class</td>
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<td>Assignment 3: Workbook Exercise 4.8 (add additional pages if necessary), see <a href="http://www.career.iastate.edu">www.career.iastate.edu</a> to find your college office. (Due 2/7)</td>
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<td>February 7</td>
<td>Chapter 4: Employee Selection: Recruiting &amp; Interviewing</td>
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<td>pp. 103-128 and 132-142</td>
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<td>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 2/14)</td>
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<td>February 14</td>
<td>Chapter 5: Employee Selection: References and Testing</td>
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<td>pp. 143-183 (ALL)</td>
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<td>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. Attach your dated restaurant receipt to your paper. (Due 2/21)</td>
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<td>February 21</td>
<td><strong>Quiz 2 – 30 points (Chapters 3, 4, and 5)</strong></td>
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<td>Chapter 7: Evaluating Employee Performance</td>
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<td>pp. 214-255 (ALL)</td>
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<td>Assignment 6: Workbook Exercise 8.4 (due 2/28)</td>
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<td>February 28</td>
<td>Chapter 8: Training</td>
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<td>pp. 262-277, and 286-299</td>
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<td>Assignment 7: Workbook Exercise 9.3 (due 3/7)</td>
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March 7  **Quiz 3 – 20 points (Chapters 7 and 8)**  
Chapter 9: Motivation  
pp. 300-333 (ALL)  
Assignment 8: Workbook Exercise 10.6 (due 3/21)  

March 14  Spring Break  

March 21  Chapter 10: Satisfaction and Commitment  
pp. 334-351 and 356-366  
**EVERYONE MUST DO THIS ASSIGNMENT**  
Assignment 9: Workbook Exercise 12.2 (results must be emailed to me by Monday, 3/26/2007, at 12:00 PM)  

March 28  Chapter 12: Leadership  
pp. 401-433 (ALL)  
Assignment 10: Workbook Exercise 13.5 (due 4/4)  

April 4  **Quiz 4 – 30 points (Chapters 9, 10, and 12)**  
Chapter 13: Group Behavior, Teams, and Conflict  
pp. 434-471 (ALL)  
Assignment 11: Workbook Exercise 14.4 (due 4/11)  

April 11  Chapter 14: Organization Development  
pp. 472-485  
Assignment 12: Workbook Exercise 15.1 (due 4/18)  

April 18  Chapter 15 and Appendix: Stress Management and Working Conditions/Human Factors  
pp. 499-510 (Chapter 14), pp. 511-536, and 549-555  

April 25  **Quiz 5 – 30 points (Chapters 13, 14, and 15)**  
Review for final exam  

May 2  **Final Exam, 7:00-9:00 PM**