

Industrial Organizational PSYCHOLOGY PSYC 294-01

Spring 2018

MONDAYS 7:00-10:00 PM

OLIN-RICE 241

INSTRUCTOR: Dr. Karen Grabow

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INSTRUCTOR: Dr. Keith Halperin

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OFFICE: *Olin-Rice*

OFFICE HOURS: Monday 6-7 pm,

by appointment

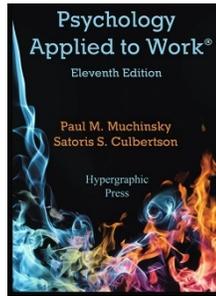
COURSE OVERVIEW AND OBJECTIVES: Industrial-organizational (I/O) psychology is the scientific study of people in organizations — and the application of that science to workplace issues facing individuals, teams, organizations and society. This course will introduce you to the science and practice of I/O Psychology — what I/O Psychology has to offer anyone who plans to lead others or to help develop effective organizations. Topics will include how to determine what to look for in candidates for hire, how to evaluate candidates for hire or promotion, how best to manage performance in organizations, what's been shown to motivate people, employee retention, team effectiveness, and organizational culture.

. As an active participant in this course, you will be able to:

- explain the fundamental theories, concepts, methods, research findings, and applied knowledge that are central to the study of industrial organizational psychology,
- apply principles and practices of industrial organizational psychology to real organizations and your own work life, and
- analyze how psychology is applied to work and how you can use this knowledge in your future career.

COURSE REQUIREMENTS

REQUIRED TEXTS:



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- Muchinsky & Culbertson. **Psychology Applied to Work®**. (11th Edition)
- ExperiencePoint-GlobalTech Simulation (\$35).
- Additional readings will be posted on Moodle throughout the term.

ASSESSMENT: Your grade will be determined by your performance on the following:

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|--|------------|
| • EXAMS (class quizzes: 25% midterm: 30%) | 55% |
| • ATTENDANCE and Classroom PARTICIPATION | 10% |
| • Final PROJECT | 30% |
| ○ Team Project | |
| ○ Final Individual Assignment | 5% |

EXAMS: There will be short exams at the beginning of each class covering material from only the reading for that week. These brief quizzes will consist of multiple-choice and true/false.

The midterm exam covers the materials from the reading and from the classroom.

ATTENDANCE and PARTICIPATION: Class sessions will include a mixture of lectures, discussions, activities, and simulations. We expect you to come to class prepared and fully participate throughout the period. Attendance is essential for a full understanding of the course material. If you miss a class, it is your responsibility to obtain notes and/or handouts from a classmate. Attendance is also directly factored into your grade (10%). To earn full credit for a class period, you must:

- Arrive on time (we start promptly at 7:00PM),
- Come to class prepared (e.g., have thoughtfully completed all assigned readings before class), and
- Actively participate duration of the class session.

Final PROJECT: Instead of a final exam you will complete a final team project. The project involves analyzing a local organization using the Talent Management Model template. This project will include gathering information about your assigned company, interviewing people at the company, gathering scholarly information to help in making recommendations and preparing an in-class 30 minute presentation using PowerPoint. The presentation should describe what the organization is currently doing and your assessment of strengths and needs based on all you have learned in the class, and one recommendation for improving an assessed need based on your scholarly research. Please see Moodle for more information.

COURSE POLICIES

GRADE SCALE: Your grade will be determined according to the scale below. In determining your grade, your percentage is not rounded up. For example, an 89.999999% is not an A-; you must earn at least 90.0% to get an A-. There is no “curve” in the course; grades are not adjusted relative to your peers’ performance, and the percentage that you earn is the grade that you earn. Before the class is over, I will do everything I can to help you learn the course material, improve your assignments, and earn the best grade that you possibly can. After the class is over, I will not change the grade you have earned.

A:	93–100%	B:	83–86.99%	C:	73–76.99%	D:	63–66.99%
A-:	90–92.99%	B-:	80–82.99%	C-:	70–72.99%	D-:	60–62.99%
B+:	87–89.99%	C+:	77–79.99%	D+:	67–69.99%	F:	0–59.99%

GRADE DISPUTES: If you notice any grading clerical errors (e.g., errors in arithmetic), please notify us immediately. If you believe that points were unfairly deducted, you may submit a re-grade request. This is a typed explanation of why you believe the grade was incorrect. You must include references to relevant readings (include page numbers), lectures (include the date), and/or the grading rubric. Submit your request to us, by email, within 72 hours after the return of your project or exam. Please note that this is a true re-grade, which means you may gain or lose points. Re-grade decisions are final.

ACADEMIC INTEGRITY: Macalester College expects academic honesty (i.e., accurate portrayal of contributions and appropriate use of resources) from all students and faculty. If we have any reason to suspect your integrity in this class, we will contact you. After that meeting, we will determine what further steps are appropriate, and we may refer you to the Director of Academic Programs, who will determine the consequences. If you have questions, please contact us or refer to this link: <http://www.macalester.edu/academicprograms/academicpolicies/academicintegrity/>

ACCOMMODATIONS FOR DISABILITIES: we are committed to providing an inclusive environment in which all students can reach their academic potential and have equal access to academic opportunities. We will provide appropriate accommodations for students with disabilities. If you have not already done so,

please contact the Office of Student Affairs (119 Weyerhaeuser Administration Building; x6220) within the first two weeks of the semester to ensure that accommodations are made. Also in the first two weeks of the semester, please meet with one of us so we can discuss how we will work together to accommodate your needs. For more information, refer to this link:

<http://www.macalester.edu/studentaffairs/disabilityservices/>

CORRESPONDENCE: Since we are not full time professors, our time on campus is limited. Email is the best way to contact us. We will respond as soon as possible, usually within 24 hours. You can also make appointment to meet before the Monday class, 6-7 PM.

INCOMPLETES: Macalester College strongly discourages assigning incomplete grades. Unless the majority of assigned work for the course has already been done, an incomplete will not be given. If extenuating circumstances arise, I will direct you to the Dean of Students, and I will take into account the Dean's advice when making a decision about an incomplete request.

POWERPOINT SLIDES: We will post slides on Moodle *AFTER* each lecture.

TECHNOLOGY ETIQUETTE: We welcome laptops and tablets when they are used as learning aids (e.g., for note-taking). "Multitasking" (e.g., checking email or Facebook during class) can impede your learning, be a distraction to those around you, and feels disrespectful. We reserve the right to ban technology that becomes detrimental to our classroom culture. Please set your cell phones to *silent* before class, and if you must take a call during class time, please discretely step outside.

TRANSLATION DICTIONARIES: You may use a foreign-language dictionary on the exams, but only if dictionary is a physical book (i.e., not an electronic dictionary), and the book does not have any papers or written notes in it.

COURSE SCHEDULE

Below is a **tentative** schedule for the semester. Every class moves at a different speed; therefore, the schedule may be adjusted as we go.

Week	Class Topic	Assignments Due	Instructor
1 1/22	Introduction to course and historical background of I/O psychology		Karen Grabow/Keith Halperin
2 1/29	Leadership	Chapter 1 and Chapter 13	Karen Grabow
3 2/5	Research Methods in I/O	Chapter 2 & Chapter 3 page 60-64	Joy Hazucha
4 2/12	Teams and Teamwork	Chapter 9	Harvey Robbins
5 2/19	Assessment	Chapter 3 pages 65-90 and Chapter 4	Keith Halperin
6 2/26	Assessment Continued and Performance Management	Chapter 5 and Chapter 7	Keith Halperin
7 3/5	MIDTERM EXAM Final project team assignments and work	Complete team survey on Moodle	Keith Halperin
3/12	SPRING BREAK		
8 3/19	Organizational Change and GlobalTech	Chapter 8	Keith Halperin
9 3/26	GlobalTech Change Simulation -continued	Special Reading Turn in interview questions for final project	Keith Halperin
10 4/2	Engagement, Retention, Succession <i>Team work on project</i>	Special Reading on Module	Karen Grabow
11 4/9	Coaching and Developing on the Job	Chapter 6	Keith Halperin

12 4/16	Work Motivation <i>Team work on project</i>	Chapter 12	Karen Grabow
13 4/23	Affect, Attitude and Behavior at Work <i>Team work on project</i>	Chapter 10	Keith Halperin
14 4/30	Final Project Presentations		Karen Grabow