

INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY: SPRING 2017

Instructor: Charles Calderwood, Ph.D.
 Office: Thurston House, Room 405
 Phone: (804) 828 - 8352
 Email: cccalderwood@vcu.edu
 Office Hours: Thursday 1 p.m. – 2 p.m.
 or by appointment

TA: George Cheuk-Chi Tam
 Email: tamcc@mymail.vcu.edu
 Office Hours: Wednesday 2 p.m. – 3 p.m. (at Barnes and Noble Coffee Shop,
 1111 W. Broad Street)

Class Meets: TR 11 a.m. – 12:15 p.m.
 MPC Academic Learning Commons 1100

Class Webpage: www.blackboard.vcu.edu

Recommended Textbook: Landy, F.J., & Conte, J.M. (2016). *Work in the 21st Century: An Introduction to Industrial and Organizational Psychology (5th Edition)*. Hoboken, NJ: John Wiley & Sons, Inc.

Overview: This course will provide an overview of the field of industrial and organizational (I/O) psychology, which represents the scientific application of psychological principles to the workplace. Throughout the semester, we will describe and discuss a broad range of theoretical and applied issues relevant to employees, workplaces, and organizations. Topics to be covered include research methods in I/O psychology, individual differences, job analysis, performance measurement, staffing, training, motivation, attitudes and emotions, stress, fairness, and leadership.

Learning Objectives: Students can expect to accomplish the following major learning objectives by taking this course:

- Develop knowledge of key topics, research findings, and issues in industrial psychology, an area focused on exploring and applying individual differences to the prediction of work-related outcomes
- Develop knowledge of key topics, research findings, and issues in organizational psychology, an area focused on emotional and motivational aspects of work
- Learn skills that can usefully be applied in the business world, such as how to conduct a job analysis and how to enhance employee motivation
- Gain insight into salient psychological issues that impact employees in work settings
- Apply your own knowledge of work-related processes to our discussions of important issues in I/O psychology

Grades: The course grade will be based on scores on two midterm exams, two written assignments, and a non-cumulative final exam. Each midterm exam will be worth 20% of your final grade, each written assignment will be worth 15% of your final grade, and the final exam will be worth 30% of your final grade. Your final course grade will be based on the following percentage scale:

A = 90% – 100%

B = 80 % - 89%
 C = 70% - 79%
 D = 60% - 69%
 F = 59% or lower

Your final percentage grade will be rounded to the nearest whole percent (e.g., an 89.5% will be rounded up to 90%, while an 89.4% will be rounded down to an 89%).

Extra Credit: Students may earn up to 2 percentage points of extra credit, which will be added to their final percentage grade. Extra credit may be earned in one of two ways:

1. Participation in research studies (<https://vcu.sona-systems.com>). Students will earn 1 point of extra credit per SONA credit earned.
2. Completion of extra credit reports (One page article summary of an article from the “List of Approved Journals for Extra Credit” on Blackboard). Extra credit reports are due no later than Tuesday, May 2nd by 11:59 p.m. All extra credit reports should be submitted via Blackboard. Up to 1 point of extra credit will be awarded for each completed report.

Grading Issues: Given that 2 points of extra credit are offered, final grades within even 0.1% of the next grade cut-off will not be increased for any reason.

If you feel that there has been a grading error in working out your grade, contact me as soon as possible. I need to be aware of any grading mistake to correct it.

Exams: There will be two midterm exams and a final exam during the course of the semester. All exams will be composed of multiple choice questions. All exams are non-cumulative in that the content will be focused on material covered since the last exam. However, knowledge of previous material may be beneficial in answering a given question. **DO NOT BE LATE TO AN EXAM.** Any student who arrives after even one student has completed the exam will not be allowed to take the exam.

There will be no make-up exams except for:

1. In cases of prearranged absence, with documentation and timely notice
2. In cases of dire circumstances or illness, with appropriate documentation and timely notice (i.e., must send an e-mail **BEFORE** the scheduled time of the exam).

Make-up exams taken after the scheduled exam will consist of short answer questions only.

I will not review exams in class, but will hand back the exams for you to keep. If you disagree with the grading of any specific item (i.e., you think your answer is correct), please feel free to prepare a description of why you think your answer is correct and make an appointment with me to discuss it.

Written Assignments: There will be two written homework assignments over the course of the semester. The written assignments will be posted on Blackboard no later than two weeks before the due date and should be submitted via Blackboard by 11:59 p.m. on the due date. Late assignments will only be accepted **for two days**, but 15 points will be deducted from your assignment for each day that it is late before grading begins (e.g., an assignment turned in one day after an assignment is due would start at a grade of 85, not a grade of 100, before any grading begins).

Honor Code: All students are expected to adhere to the VCU Honor Code at all times.

<http://www.policy.vcu.edu/sites/default/files/Honor%20System%20-%20Interim.pdf>

If you have any questions regarding plagiarism or how to appropriately cite articles or books which you wish to reference in your written assignments, please feel free to check with me. It is much easier to avoid plagiarism by checking with me first than to try to explain a case of plagiarism after the assignment has been submitted.

All students are expected to abide by the faculty guidelines for student conduct:

<http://policy.vcu.edu/sites/default/files/Faculty%20Guide%20to%20Student%20Conduct%20in%20Instructional%20Settings.pdf>

Attendance: You are highly encouraged to attend class as exam questions and written assignments will be based largely on material presented in class. If you do have to miss class, it is *your responsibility* to keep up with the information and material presented in class. I **WILL NOT** provide notes to students who miss class. I also reserve the right to begin taking attendance and deducting points for missed classes at any point during the semester if our typical class attendance does not meet my expectations.

Participation: I strongly encourage you to participate throughout class. Participation is helpful for students because it encourages a more active style of learning and is beneficial for me because I can get a sense of your understanding of key concepts. Please review the assigned textbook chapters **BEFORE** coming to class.

Problems: Please make an appointment as soon as possible if you are having any problems in the course. It is much easier to attempt to address problems earlier in the semester than later.

Athletes: If your athletic obligations will cause you to miss any exams, please provide me with documentation as soon as possible.

Students with Disabilities: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, require that VCU provide “academic adjustments” or “reasonable accommodations” to any student who has a physical or mental impairment that substantially limits a major life activity. To receive accommodations, students must request them by contacting the Disability Support Services Office (828-2253). Accommodations begin at the point of presentation of documentation, and are not retroactive. Please feel free to meet with me to discuss your needs in regards to class.

Emergencies: What to Know and Do To Be Prepared for Emergencies at VCU

1. Sign up to receive VCU text messaging alerts (<http://www.vcu.edu/alert/notify>). Keep your information up-to- date.
2. Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
3. Listen for and follow instructions from VCU or other designated authorities.
4. Know where to go for additional emergency information (<http://alert.vcu.edu/>).
5. Know the emergency phone number for the VCU Police (828-1234). Report suspicious activities and objects

Schedule of Topics