Professional Industrial-Organizational Psychology Master's Program

Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA

Program Policies and Procedures Handbook

Policies and Procedures for the M.A. Degree in Industrial and Organizational Psychology
The University of Georgia

Program policies are in addition to the policies of the Graduate School as specified in the Graduate Bulletin (https://grad.uga.edu/index.php/current-students/policies-procedures/)

PROGRAM OVERVIEW

The UGA Professional Master's Program in Industrial-Organizational Psychology is an innovative, two-year program designed for working professionals seeking to pursue graduate education in a collaborative, practitioner-focused format. The program was founded in 2013 in order to make the top-ranked UGA I-O Psychology graduate degree available to a broader market and to meet the growing needs for I-O Professionals within industry. The first cohort graduated from the program in 2015.

In the field of I-O Psychology, we take a scientific approach to the management of human capital within organizations. With our practitioner-focused format in the IOMP, we educate students on how to understand and apply the science of our field in order to add real value to organizations. It is essential for practicing I-O Psychologists to be able to diagnose organizational issues by applying theory and analyzing data and to then propose and build solutions or interventions using solid research evidence. Therefore, we focus the curriculum on developing these practitioner capabilities and less on conducting academic research.

Courses are taught by a combination of our world-class faculty in the I-O Ph.D. program at UGA and practicing I-O Psychologists who work in Atlanta and the surrounding area. Students must successfully complete 12 courses and six consecutive semesters, consisting of 36 credit hours in order to graduate. Students meet in the classroom at UGA's Gwinnett campus on five Friday-Saturday sessions each semester. In between sessions, our instructors actively utilize the university's e-learning commons (ELC) for instruction and to maintain student engagement between sessions. This can be in the form of discussion boards, online quizzes, instructional videos, and group collaboration.

The program accepts a new cohort each Fall semester, and students are expected to advance with their cohort, completing the program in two academic years including summer semesters. The course schedules are relatively fixed for each cohort, and courses are typically only offered once per year. The first two semesters provide the scientific foundation needed to conduct any type of I-O related research within organizations. In the following semesters, students engage in more specific content courses and practicum work. The content courses emphasize diagnosing specific issues within the larger organizational system and then designing and delivering targeted solutions and interventions.

PROGRAM MISSION

The Industrial/Organizational Psychology Program at UGA exists to develop, research, and apply psychological principles to raise the quality of life for working individuals. We strive to improve organizational functioning through our commitment to teaching, research and service. We take pride in our scientist-practitioner integration, diverse perspectives, and whole-person development.

TRAINING GUIDELINES

Program learning outcomes and curriculum design were developed in accordance with the Guidelines for Education & Training at the Master's Level in Industrial-Organizational Psychology published by the Society for Industrial and Organizational Psychology, Inc. (SIOP). These Guidelines can be found at https://www.siop.org/Events-Education/Graduate-Training-Program/Guidelines-for-Education-and-Training. Further, because of the heavy practitioner focus in this program, the learning outcomes and curriculum also incorporate the professional knowledge and skills necessary for success in industry. Experiential learning is frequently utilized to achieve these professional development objectives in the form of applied research and consulting projects. These practitioner components are reviewed every summer and updated as needed to ensure alignment with the current and future needs of the global marketplace.

PROGRAM LEARNING OUTCOMES

The following outcomes are intended to guide the design and delivery of IOMP courses:

1. *Critically examine and diagnose how core industrial and organizational issues impact individual and organizational performance (i.e., issues such as selection, training, measurement, performance management, job analysis, individual development, leadership, teamwork, motivation, engagement, organizational development, and/or organizational culture).*

2. *Properly apply principles of basic and advanced research methods to conducting independent research within organizations.*

3. *Propose solutions and organizational interventions that are appropriate for the industrial and organizational factors involved and are based on an integrative analysis of the situation.*

4. *Employ data-driven organizational intervention practices with an appropriate level of scientific rigor.*

5. *Utilize organizational data to connect the impact of organizational interventions with desired business outcomes.*

6. *Leverage assessment, measurement, and performance improvement techniques to deliver competency-based feedback and effectively facilitate individual and organizational development.*

7. *Critically evaluate the potential effectiveness of I-O related products, solutions, and services available for purchase in the marketplace.*

8. *Apply knowledge from industrial and organizational psychology to scholarly and/or professional efforts in order to promote psychological well-being and performance improvement in the workplace.*

REQUIREMENTS FOR COMPLETION OF THE M.A. DEGREE IN I-O PSYCHOLOGY

I. Required Coursework

A total of 12 courses and 36 credit hours must be completed from the following courses. Students entering with graduate credit in related courses may request transfer credit for a maximum of one course. These requests must be approved by the Program Director and the instructor(s) of the course in question.

First Year I-O Core (*4 courses, 12 hours*)
- PSYC6811: Intro to Industrial/Organizational Psychology*
- PSYC6820: Organizational Research Methods (Quant I)*
- PSYC6840: Organizational Research Methods (Quant II)*
- PSYC6850: Testing and Measurements*

Industrial Psychology Content (*3 courses, 9 hours*)
- PSYC6860: Competency Modeling & Evaluation
- PSYC6870: Talent Acquisition (Hiring Practices)
- PSYC6833: Talent Development

Organizational Psychology Content (*3 courses, 9 hours*)
- PSYC6825: Leadership Development & Coaching
- PSYC6855: Motivation & Engagement

Practicum Courses (*1 course, 3 hours*)
- PSYC6843: Practicum: I/O Consulting

Electives (*Pick one; courses are subject to change as needed*)
- PSYC6813: Diversity & Teams
- PSYC6815: Principles of Leadership
- PSYC6841: Advanced Analytics
- PSYC6880: Leading Organizational Change

II. Course Performance

Students must earn at least a C+ in each course in order for the course to be credited towards graduation. Any course where a student earns a C or worse will need to be repeated at the next available opportunity. Also see section on *Grade Policy* below.

III. Advancing in First Two Semesters

Students may only advance to the first summer semester of coursework after they have successfully completed (earned a minimum grade of C+) the four courses noted above with asterisks (6811, 6820, 6840, and 6850). Failure to successfully complete either the first or second semester requires the student to take a Leave of Absence from the program and join the next cohort.

IV. Continuous Enrollment in IOMP

Students are expected to complete the IOMP degree in two full academic years (6 consecutive semesters). The IOMP is a cohort-style program with finite courses each semester and most courses only offered once per year. Therefore, failure to maintain continuous enrollment for <u>all six consecutive semesters</u> due to course performance, financial limitations, personal conflicts, or other obligations will likely require taking a leave of absence and re-joining the program the following year with the next cohort. Students requiring more than two academic years (six consecutive semesters) to complete the program must obtain permission from the Program Director and seek advisement on re-entering the program in the appropriate semester.

V. Capstone Requirement

Students are required to complete a capstone project and to submit satisfactory work for all required deliverables as part of the Practicum course. This work will be completed under the guidance of a designated project advisor. Failure to do so by the stated deadline will result in a grade of Incomplete.

REGISTRATION & ADVISEMENT

Because the IOMP is a cohort-style program with finite courses each semester, students do not need to formally meet with an advisor regarding their registration plans. We will clear students each semester based on satisfactory progress in their coursework. Students who are not able to maintain satisfactory progress due to either course grades or other continuous enrollment issues (financial limitations, personal conflicts, or other obligations) will need to contact the Program Director for advisement on at least two occasions: 1) as soon as the student recognizes a potential disruption to their continuous enrollment and 2) again prior to the semester in which they plan to re-enter the program.

If a student fails to register for courses during the university's designated registration dates and must complete a Late Add form, that form must be signed by several offices on the Athens campus. This will require the student to drive to the main campus in Athens in order to walk the form to each building for signatures. After the Drop/Add period deadline, any student not registered for the current semester's courses will be considered in violation of the program's continuous enrollment requirements. It is the student's responsibility to ensure he or she clears all holds in Athena and registers for both courses prior to the posted registration deadlines each semester.

FINANCIAL AID

IOMP runs all three semesters year-round at 6 credits per semester. Missing either summer semester will require the student to wait a year to re-enter the program with the next cohort. Be sure to plan appropriately for financial aid to cover summer semester costs. <u>The process for Summer semester financial aid is different than in Fall and Spring semesters.</u> Students attending in Summer semester must fill out a Change In Aid Request on the financial aid website (osfa.uga.edu) to be considered for summer aid. This form normally becomes available around the end of March each year. Once the Change In Aid Request has been filled out, OSFA adds funds (up to the student's individual cost-of-attendance limit) to the student's financial aid award on Athena. Further, please note that the Grad PLUS loan does have a credit check component. If the Grad PLUS Loan is part of a student's financial aid award, it does not automatically mean the student will receive it.

The UGA Office of Student Financial Aid (OSFA) assigns a cost-of-attendance limit to every student, based on a number of factors in the financial aid application and the program of study. Students can view their individual cost-of-attendance limits via Athena and request increases, if needed, from the OSFA. It is the student's responsibility to monitor his or her personal cost-of-attendance limit and ensure he or she communicates with OSFA , the Bursar, and the Registrar to maintain continuous enrollment in the IOMP. Students can contact the UGA Office of Student Financial Aid in Athens at (706) 542-6147, osfa@uga.edu, or www.osfa.uga.edu.

ATTENDANCE POLICY
IOMP classes only meet in five sessions per semester. A student who misses a session, misses 20% of the course. That's equivalent to three weeks in a regular semester system. We understand when you have important family events or unexpected circumstances that conflict with class and force you to miss a session. However, you must notify your instructor(s) in advance if you will miss more than an hour of a class session. Failing to attend a class session without prior notification will result in a zero for your final participation grade in the course. Technology issues, registration issues, or general lack of awareness (i.e., "I didn't know" or "I didn't see that email") are not valid excuses for missing class or not being able to give prior notification. It is also your responsibility to ensure you arrange a way to catch up on the material missed in class.

If a student is absent from two full sessions or more (or the equivalent of 11 or more hours of class time) in a semester, with or without prior notification, the student will be dropped from the course. Exceptions to this rule can be made for special circumstances such as military deployment, medical emergencies, and lengthy out-of-town work assignments. These exceptions must be approved by both the course instructor and the Program Director.

Virtual Attendance
Attending class virtually will be allowed for students only in the following circumstances. These exceptions to in-person class attendance must be made in advance of class with the course instructor and Program Director.

   a) The student or someone living with the student has a health condition that is considered by the CDC to be at high-risk of severe complications from COVID-19 and they cannot be vaccinated.
   b) The student qualifies for quarantine or isolation per the guidelines provided by UGA (or the CDC if UGA guidelines are discontinued): https://coronavirus.uga.edu/faq/
   c) Documented disability that restricts classroom attendance.
   d) Military deployment or extended out-of-town work assignment.
   e) Family or medical emergency.

All other attendance on Zoom will be considered an absence per our program attendance policy. Other exceptions may be made on a case-by-case basis by making a formal request to the Program Director. This virtual attendance policy is subject to change at any time due to changing pandemic conditions.

PANDEMIC POLICY CONSIDERATIONS

Please monitor the UGA COVID-19 Response website regularly for real-time updates on university policy: (https://coronavirus.uga.edu/). Their updates will also be sent via email to your UGA email address.

RECORDING CLASS SESSIONS

It is up to each instructor to choose whether to record any classes for students and/or absent students, regardless of whether or not the absence is considered an exception to the program attendance policy. Requests for recording must be made of the instructor in advance of class.

COMMUNICATION POLICY

Students are responsible for checking their UGA email and monitoring the eLC for all courses. When a deliverable is due to an instructor or group, the student is responsible for making every effort possible to submit the completed assignment to the appropriate party. In other words, if eLC is not functioning, the student should email the assignment directly to the instructor, TA, or group member via email. If the student does not have access to the internet to submit the completed assignment, it is the student's responsibility to use a phone to call the appropriate individual and notify him or her of the situation prior to the deadline. **Email communications within this program will be sent to UGA email addresses.**

GRADE POLICY

The University of Georgia Graduate School requires students to maintain a 3.0 GPA. After two consecutive semesters of a GPA below 3.0, a student will be placed on probation and must earn at least a 3.0 in all remaining semesters or be dismissed. In addition, the Psychology Department and the IOMP requires that no course be included on the Program of Study in which the student has earned a grade of C or worse. Students may repeat no more than two (2) courses in the full program, and no course may be repeated more than once. Students who earn a C or worse in the repeated course will be subject to academic dismissal from the program.

LEAVE OF ABSENCE

Students who violate the IOMP's continuous enrollment policy through either course grades or other circumstances will likely need to take a leave of absence and re-join the program the following year with the next cohort. The leave of absence is required because The Graduate School's continuous enrollment policy requires that students maintain a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer). Therefore, in situations where a graduate student must wait more than one semester to re-join the program, a leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from enrolling in and paying for three credit hours. It also exempts students from having to pay a re-enrollment fee to the university.

A leave of absence requires approval of the Graduate Program Coordinator and the Dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. During a leave of absence, students may not use UGA facilities, resources, or

services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study.

The Leave of Absence form can be found on the UGA Graduate School website at http://grad.uga.edu/index.php/current-students/forms/.

ACADEMIC PROBATION & DISMISSAL

Policies for Probation and Dismissal for academic reasons differ between the Graduate School and the IOMP. Students should consult the Graduate School's website for their specific policy and process regarding academic probation and dismissal. For the IOMP, students will be placed on academic probation for any of the following reasons:

1) Earning a grade lower than a B- in any course in the program of study.
2) Not meeting the Graduate School requirement of maintaining a 3.0 GPA for two consecutive semesters.
3) Insufficient progress on the capstone project for meeting graduation requirements as determined by the designated faculty advisor and/or Program Director.

Process for IOMP Academic Probation

1) A written report pertaining to the circumstances of a student's probation must be prepared by the Program Director on behalf of the Graduate Faculty. This report must be transmitted to the student. A copy should also be sent to the Major Professor and another copy placed in the student's official file in the Graduate Coordinator's office. Letters will be transmitted to the student by the Graduate Coordinator. If the Graduate Coordinator cannot locate the student within the department, then the Graduate Coordinator will take measures to block further registration by the student until the student meets with the Graduate Coordinator and receives the letter.

2) The report must specify the area(s) of unsatisfactory performance, and it must specify what the student must do to attain a judgment of satisfactory progress. The report must also specify a date or dates by when the prescribed conditions for attaining satisfactory status must be met.   When circumstances warrant, the program faculty is empowered to grant extensions to the deadlines. If deadlines are not met and no extensions have been granted, procedures for dismissing the student from the department will be initiated as soon as possible after the first unmet deadline has occurred. It will be the program chair's responsibility to see that written records of all actions at the program level that pertain to a student on probation are transmitted to the Graduate Coordinator who is responsible for maintaining them in the student's file in the Graduate Coordinator's office. It is the responsibility of the program that specified the deficiencies, and the schedule for meeting the prescribed conditions, to monitor the student's progress and to inform the Graduate Coordinator when satisfactory progress has been achieved or whether procedures for dismissal should be initiated.

Students who fail to meet the requirements for satisfactory progress, as outlined above, will be recommended for dismissal from the IOMP and the Psychology Department.

Process for IOMP Academic Dismissal

1) When a student becomes a candidate for dismissal, the student's Program Director will send a recommendation for dismissal to the Graduate Coordinator. The Graduate Coordinator will notify the student and the Department Head in person of the recommendation. If a student resists the reasonable efforts of the Graduate Coordinator to deliver notification, and if there are no documented and justifiable circumstances to account for a student's failure to appear before the Graduate Coordinator within 30 days of the Graduate Coordinator's last effort to deliver notification (such as absence associated with illness or being out of the country), then the Dean of the Graduate School will be notified in writing that the Department of Psychology recommends dismissal of the student. "Reasonable efforts of the Graduate Coordinator to deliver notification" will be defined as the use of as many of the following means as possible to get the student to honor an appointment with the Graduate Coordinator: a letter in the student's departmental mailbox, a certified letter mailed to the student's home address of current record, a telephone message, answering machine or voicemail message, and e-mail. The Graduate Coordinator will act to block further registration by the student if all efforts to contact the student have failed.

2) The student may appeal a dismissal recommendation to the Graduate Coordinator. The student's grounds for appealing the dismissal must be in writing and must be presented either to the Graduate Coordinator or the Department Head (or, in the case of their unavailability, to one of their appointed representatives) within seven calendar days of receiving notice of the dismissal recommendation. The Department Head (or Head's representative if the Head is unavailable) will appoint a committee to hear the case and advise in writing the Graduate Coordinator of its recommendations. To form the committee, the Department Head (or his or her representative) will propose a slate of seven members of the departmental Graduate Faculty; the student and the student's program chair will each strike two names from the slate, leaving a committee of three members.

3) Reasonable means should be used by the committee to evaluate the matter and submit its recommendation within 15 calendar days of the date on which the Graduate Coordinator received the written appeal from the student. Any of the pertaining deadlines may be extended by the Department Head when circumstances warrant.

4) If the review committee agrees with the recommendation for dismissal, the Department Head, through the Graduate Coordinator, will notify the Dean of the Graduate School as soon as possible. Additional opportunities for appeal exist at the level of the Graduate School and above.

5) If the review committee agrees with the student's appeal, the student's program must abide by the review committee's decision.

GRADUATION

In order to be eligible for graduation, students must have a final GPA of 3.0 or higher. Further, in addition to the program requirements noted previously, students must also complete the following two steps. It is the student's responsibility to ensure these steps are completed successfully prior to the Graduate School's posted deadlines for the semester in which the student intends to graduate.

1) Apply for graduation through the student's Athena account.
2) Complete the **Program of Study for Non-Doctoral Professional Degrees** form.

Please note that some of the requirements and deadlines for our program differ slightly from the Graduate School requirements for Masters of Arts candidates. In particular, **IOMP students do not have to complete the Advisory Committee form**.

PROFESSIONALISM

Although individuals might not always agree, it is important and required that IOMP students be respectful of others in the classroom and while working in teams. Students should try to have a positive attitude and a willingness to listen to others' opinions (in person and via email). Students unable to act professionally will be docked accordingly for class participation and/or their individual group project grade.

ACADEMIC HONESTY

Certain ethical violations are sufficiently serious to warrant immediate dismissal from the Department of Psychology and/or the University of Georgia. Governing dismissal from graduate study in the Psychology Department at the University of Georgia are such applicable formal policies as the most recently published versions of (a) "Ethical Principles of Psychologists and Code of Conduct" by the American Psychological Association, (b) the University Academic Honesty Policy (see http://www.uga.edu/honesty/), and (c) grounds for dismissal of tenured faculty when those grounds might also apply to a graduate student, e.g., committing a felony (see http://www.uga.edu/provost/index.htm)

DISABILITY ACCOMODATIONS

The University is committed to providing an equal opportunity to access a full educational experience. Reasonable accommodations will be granted to students who present documentation of disability and are otherwise qualified to participate. Please notify us as soon as possible and provide a letter from the UGA Disability Services Office describing what special accommodations you might require. We will be happy to work with you in any way you need.

RELIGIOUS OBSERVANCE

No student is compelled to attend class at a day or time when he or she would normally be engaged in a religious observance or a day or time prohibited by his or her religious belief. It is the student's responsibility to review the class session dates and notify his or her instructors immediately if there is a conflict so that a reasonable accommodation can be made.

COURSE DESCRIPTIONS
All courses are 3 credit hours

PSYC6811: Intro to Industrial/Organizational Psychology
An introduction to applications of psychology to the workplace that includes both "I" side and "O" side topics, such as job analysis, selection, performance management, training and development, motivation, leadership, teamwork, and organizational development.

PSYC6813: Diversity & Teams *
Topics in diversity management and team dynamics, including social network analysis, will be covered with a focus on methods for fostering diversity & inclusion in organizations and teams relative to other topic areas in the field.

PSYC6815: Principles of Leadership *
Both traditional and modern leadership theories, models, and research findings will be explored with a particular emphasis on case studies and real-world examples of these topics in action.

PSYC6820: Organizational Research Methods I
This course covers basic techniques and approaches for conducting research within organizations, emphasizing the scientific method. It will also emphasize the basic statistical methods needed to analyze data acquired from the research and the skills needed to communicate this information to business partners.

PSYC6825: Leadership Development
Techniques and systems for developing leaders and leading change will be covered. Traditional and emerging leadership development approaches, team development, and systematic interventions for change and development will be included. Students will be encouraged to explore their own leadership styles and develop an action plan for improvement.

PSYC6833: Talent Development
Learning and development theories and methods will be explored. A sampling of topics includes workforce planning, training design and delivery, methods to enhance learning, and career development techniques such as mentoring and coaching. This course will emphasize the application of the material to systemic organizational solutions, such as succession planning efforts and learning management systems.

PSYC6840: Organizational Research Methods II
This course is a continuation of PSYC6820, and therefore covers more advanced research methods topics and statistical methods for analyzing data.

PSYC6841: Advanced Analytics*

Content in this course will cover advanced techniques in each phase of the analytics process as well as emerging topics in predictive analysis and big data, such as machine learning. Students will have the opportunity to learn and practice advanced R techniques for mining, structuring, analyzing, visualizing, and reporting data that are useful to generating insights on human capital and business priorities.

PSYC6850: Applied Testing and Measurements

Students will acquire a thorough understanding and application of the scientific rigor needed to design assessment and survey measures. This course will also cover the various types of assessments commonly used by organizations and related scientific, legal, and social issues.

PSYC6855: Motivation & Engagement

Current theories, concepts, and issues associated with the psychology of work motivation, job attitudes, and engagement. The interrelationship between these topics, organizational culture, and leadership will be covered as well as current applications for diagnosing and improving organizations.

PSYC6860: Competency Modeling & Evaluation

Competency modeling, job analysis, performance evaluation, criterion issues, criterion development, and applications to performance management systems within organizational settings will be discussed, demonstrated, and practiced in this course.

PSYC6870: Hiring Practices & The Legal Environment (Talent Acquisition)

Students will learn how behavioral science can be applied to acquiring talent for organizations via recruiting, interviewing, pre-employment assessments, reference checks, and other practices as well as how these can best be combined into selection systems. The course will also focus on critical legal requirements and scientific concerns when designing and implementing pre-employment screening solutions.

PSYC6880: Leading Organizational Change *

Students will acquire a systems perspective on organizational interventions and the various processes and techniques that are effective at implementing change initiatives and driving organizational development.

PSYC6843: Practicum on I-O Consulting Skills

Topics in this course will cover the analytical and practical skills essential to having influence and impact on client decision making. Particular emphasis will be placed on organizational diagnosis, data analysis, and action planning via a case study and survey data. The course will also revisit and synthesize many of the topics covered in the content courses throughout the program.

* designates electives

KEY IOMP PERSONNEL & SUPPORT STAFF

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Psychology Department Support Staff (Athens)

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Graduate Student Affairs & Support	Elizabeth Davis	(706) 542-8266 gradpsyc@uga.edu
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