

University of Georgia

Industrial-Organizational Psychology

New Student Handbook

May 2015



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Getting Started

We are so excited to welcome you all to our program! Below you will find information for incoming students about Athens and how to transition to your new role as an I/O graduate student at UGA. Below are a few things that you can get started on in your free time (just ignore the parts that may not be relevant to you). Most of these tasks can wait until you move to Athens, tasks with an * are recommended to be completed now or prior to moving.

1. Register for your student login information*

- You can register for a UGA MyID at <https://myid.uga.edu/>
- This is your access ID for almost everything at the university - email, student accounts, registration etc.
- Just click on "Request a MyID" on the left of that page to get started. Once you have a MyID, you can set up your UGA email account (most students forward this immediately to Gmail after setting it up - Gchat is big here).

2. Join our I-O Mailing lists*

- There are two e-mail listservs that you need to be a part of.
- You do not need to sign up for them with your UGA e-mail address, but if you are having your e-mail forwarded, it might be helpful to do so (although if you ever email the listserv you will have to email from whatever address you signed up with).
- To sign up:
 1. Go to: <http://www.listserv.uga.edu/>
 2. Click: "browse, subscribe, post, search..."
 3. Search for "IOPSA-L"
 4. Click: "Join or leave the list"
 5. Enter e-mail address and name.
 6. Repeat steps 3-5 except for search "IOPSY-L"
- You will be approved for the IOPSA list and then you will start receiving e-mails regarding student activities/announcements in the I/O program.
- The second listserv is for the I/O program as a whole, including alumni. Just a quick tip: if you ever want to reply to an e-mail, forward the email from the listserv and address it to the writer--**by hitting reply, you will be answering the whole listserv, which can be quite embarrassing (and annoying, as you will soon find out, haha).**
- Also be sure which listserv you are emailing - IOPSA-L is the student listserv, and IOPSY-L is the program listserv. Most of the time, you will want to email just your fellow students and will use IOPSA-L

3. Sign up for Parking in N08*

- Once you have received your MyID, you can register for parking at <http://www.parking.uga.edu/>
- Just click on "My Parking Account" to register. Don't worry if you don't have a car yet, just enter your current vehicle details when you sign up and you can add a new vehicle later.
- Our lot is N08 (East Campus Road) - usually only professors park in N09 (Psychology/Journalism), and it's more expensive than N08. Payment is taken care of when you start classes and will be under your student fees, so don't worry about that now. Parking is about \$300 a year and you can only park in the parking lot to which you are assigned. When you pay your fees, you will be able to have the payment deferred and taken out of your paycheck each month if you so choose.

4. Become a member of SIOP

- If you are not already a member of SIOP (Society for Industrial and Organizational Psychology), you can go ahead and sign up as a student member at <http://www.siop.org>.

5. Send Sandra your info

- This does not need to be completed immediately, but once you have your local address, please e-mail Sandra Hodo, our program secretary with the following info:
 - Your cell phone number (or whatever number is the best to get in touch with you)
 - Your local (Athens) address
- Her e-mail address is shodo@uga.edu.
- We would suggest doing this from whatever e-mail address you plan to use once you start grad school.

6. Check out our new UGA Psychology Website (created by one of our own students, Andrea Hetrick)

- You can access a list of I/O graduate student email addresses at <http://www.psychology.uga.edu/directory/graduate-students/industrial-organizational-graduate-students>
- Andrea will add you as an I-O student and you will be able to change your own photo and profile information. Any questions on this or any other requested changes for the psychology department website are to be sent to Andrea at ahetrick@uga.edu.

7. Join our Google drive

- Our program has a Google drive where students upload any helpful files so that everyone can access them.
- Contact any current student to be added to the drive.

8. When you get to Athens

1. Head over to the Tate Center to get your picture taken for your UGA id
2. Grab your parking pass from the Joe Frank Harris commons
3. Get your office key from the front desk on the 2nd floor, which requires a \$10 deposit
4. If you need a key for a lab space, you can also obtain it at the front desk with a \$10 deposit

Orientation

Graduate School Orientation

Your orientation to the UGA graduate school will be before the first week of classes. The website for orientation is at <http://www.grad.uga.edu/orientation/>. The website includes a couple of checklists for you so you can get started on completing those tasks to get them over with. This orientation will take place at the Classic Center and involves a bunch of speakers coming in and telling you how smart and lucky you are and how great UGA is. There will be lunch and a job fair afterwards, and you'll all get nifty UGA bags and other little goodies, and the opportunity to win raffle prizes. There will also be a TA orientation that week that you should attend this year, as you will probably TA eventually and they will not let you do so without attending this orientation first.

I-O Program Orientation

Registration for classes will take place at the I/O orientation, which will likely occur the week before classes start. **Classes officially start August 17th**. The schedule of classes can be found on the UGA registrar's website. If you are wondering what classes you will be taking, they (likely) are:

1. PSYC 6310 Industrial Psychology w/ Dr. Clark
2. PSYC 6420 Advanced Experimental Psychology (Quant II) w/ Dr. Michelle Van Dellen
 - this class will be with all other incoming psych students
3. PSYC 6100, 6130, 6200, or 6220, depending on both your preference and availability at the time of registration.
 - These classes are Cognitive Psych, Bio Psych, Social Psych, and Developmental Psych, respectively. Most of us take Social Psych with Keith (he's the head of the psychology department and is affiliated with the I/O program. It's a good opportunity to connect with Keith if you are interested in having him on your committee).
4. GRSC 7770
 - This is a required course for every graduate student about teaching college level courses. This class will also be with the other incoming psych students. This may be held on Mondays from 4:40pm - 5:30pm.

NOTE: Talk to your MP, but some of us took 4-5 classes in the first semester. It's nice to get your classes out of the way, but the workload can be tough, especially if you are planning on being heavily involved in research in the first semester.

Psychology Department Orientation

You will also have a psychology department orientation, date TBA. You will receive emails notifying you about the orientation details. There are a lot of orientations, but they are pretty painless and quick, and you'll never have to do them again!

General Tips and Best Practices

Research

Don't be afraid to think outside the box or be open to gathering data from alternate sources. You don't always have to run a lab study with students to get the data you need. And again, I would say think broadly, take advantage of the opportunities that come up even if they don't align with your top three topics. At this stage it's more important to be involved, get experience, and get some practice at each stage of the research process. When it comes time for you to work on your own stuff you'll be ready to go. – Neil Morelli

Take a leadership role. Be confident. Volunteer for the grunt work--it will often morph into more meaningful roles. Look for opportunities outside of the IOPP. – Taylor Sparks

Writing

My only advice is to do it as much as possible, regardless of how bad you are at it. Like most things, practice makes perfect. I was a terrible writer when I entered graduate school. I'm still not great, but I wouldn't consider it a major weakness anymore. – Sean Baldwin

Practice, practice, practice. Ask for honest feedback from everyone who you can get to read your writing. Be open to criticism and be willing to act upon it. You're writing will definitely improve over time, but you'll improve faster and be better than your peers if you're teachable and not proud in this area. –Neil Morelli

Read “How to Write A Lot” By Paul Silva

Classes

Visuals can be very helpful when you're mastering new concepts. -Neil Morelli

Study as a group. Make practice problems for one another. Don't assume the test difficulty will align with the lecture difficulty. -Taylor Sparks

Try to put the equations, methods, etc. into a practical scenario and study them that way. The quant topics really come alive and are fascinating when you're trying to teach yourself something for a project you're working on. Don't know what practical scenario it could apply to? Ask the instructor or your MP for some examples, this will help these topics stick (and good be helpful in the future when you have to use them yourself). -Sean Baldwin

Lessons Learned

- Save Everything
- Know what's expected of you
- Start Early
- Summarize and Condense
- Keep up with current literature (Google Alerts and RSS feeds of abstracts in top journals are an easy way to do this)
- Work together
- Take breaks
- Don't cram
- Celebrate your success
- Have work/life balance
- Put everything possible on your CV, update it weekly
- Take as many quant classes as you can
- Hone in on your networking skills

Conferences

Don't be upset when your stuff doesn't get in. The review process for conferences can be hit and miss. Unfortunately, the person reviewing your work isn't always going to be someone whose opinion should matter. – Sean Baldwin

Hate to say it but I've found it's not the quality of the research that gets you in accepted to a conference, but the utility (and sometimes the "neatness" factor) of the topic you choose. Think big with your research ideas and think about how it can apply to the entire audience, then make that explicitly clear and a priority in your submission. *The one exception to this is quant related topics, it doesn't matter how esoteric these are, if they challenge the status quo or are highly informative they've got a great shot at getting in. Re: attending conferences, make sure you go to the sessions, but more importantly make sure you go to the social events. These are what make conferences worth going to, the networking and the face time with colleagues is invaluable to your career. – Neil Morelli

Submitting: Don't always do posters. Better to submit symposia--try starting out at SMA or another regional conference. Practice symposia at Psi Chi as much as possible. Present to your peers at a brown bag to help yourself prepare. Attending: I like to try to pick one theme per conference or at least one theme per day, and go to sessions on this theme. Helps me narrow down all of the presentations. Go through the conference schedule well in advance to mark any "must sees" Don't spend all your time in sessions. Go to the coffee breaks--meet people. Network. Get business cards. Find out about internships (even if you're not at that point yet). Find out what jobs are out there. It's never too early to start.– Taylor Sparks

Conference Tips

- Buy Business Cards
- Sit at the front during symposium sessions and get there early
- Bring your own notebook or laptop to take notes in!
- Open your program book at least a week before and start picking sessions you are interested in

Conferences to Attend

- **SIOP**
“I would recommend attending SIOP every year even if you have to pay completely out of pocket.” -Taylor Sparks
- SMA
- AOM
- Work, Stress, and Health
- SIOP Leading Edge Consortium

Internships

- Have informal interviews about internships with people and alumni at companies you are interested in- they won't be pressured to give you a job and it shows your curiosity
- In informal interviews, ask people about their job, career path, the role of IO psychology in their company
- Early on, network at conferences and with friends, family and classmates for internship opportunities

Time Management

- Make timelines
- Set regular goals for overwhelmingly large projects
- Make a schedule with major and minor tasks
- Tell people about your goals and timelines so you can be held accountable (Goals meetings)
- Make a timeline with your major professor
- Don't procrastinate
- Keep a journal or list of thesis and dissertation topics
- Talk to others to come up with a research idea
- For prelims, ask for committee members and questions early on and think strategically about how to plan that time
- Don't let big milestones sneak up on you, so plan ahead for them

Relationships

Be considerate of others and try not to let petty differences or cliques get in the way of working relationships. –Sean Baldwin

Build informal relationships with faculty. Stop by their offices. Say hello. Show your face around the building. Volunteer for things. Ask people about their lives. Show up to brown bags. Show up to happy hours and pot lucks. Even if you don't want to party, being "present" helps to build rapport and trust. If you're not comfortable in large group settings, ask another student out to coffee. Ask to meet with a professor one-on-one to just talk about their career. Not everything has to be business. Many times the informal conversations and interactions build the foundation for mutual respect that leads to supportive relationships and research opportunities! – Taylor Sparks

Peers: I would say put professional courtesy above everything else when interacting with others. It's natural to build closer relationships with some people more than others, but the more you invest in and have respect for everyone in the program the more those relationships will pay off in the long run. Not only that, you'll be known as someone with a good reputation and will be first in line for opportunities in others' minds. Faculty: Treat them respect and be thankful for the time and energy they give you. They're very busy people and "assuming" that they don't need to be reminded, encouraged, or respected is not wise. But, at the same time, don't place them on too high of a pedestal, they're still just people and you can't let their opinion of you drive you crazy. When you graduate and are at the other end of graduate school you'll see that they weren't so scary after all. – Neil Morelli

Classes to Take Outside of our Program

- Bob Vandenberg's SEM Class
- OB Micro Topics
- OB Meso Topics
- The ORM Class on Publishing (for those going academic)
- Project Management through the business school (for those going applied)
- Jason Colquitt's Research Methods in Management
- Social Network Analysis in Sociology
- Employment Law

Summer Info

- You do not need to register as a full time student if you are not funded. You can still take as many classes as you'd like, and your tuition will be waived. You can waive some of your fees for the summer when you are registering online.
- If you are funded, you can register as a full time student by taking solely research credits

General Tips

Read [this article](#)

For long-term goals (like earning a PhD), motivation will sometimes trump smarts. Find a way to stay focused and motivated, and you'll be fine making it through graduate school. Another big take away that I'd append to 'Save Everything' is to 'Organize Everything'. You can have all the information in the world, but without a schema to place it into and keep it organized, it won't be very helpful. That goes for information gleaned during class, information you jot down during conferences, or even programs and outputs for each step of an analysis plan. – Sean Baldwin

The thing that contributed most to my success in grad school was trying to maintain a spirit of service to the program. There are a couple of ways to view your graduate experience--one is to view UGA and the IOPP as owing you an education because you worked hard, were an allstar, and were admitted to the program. Another is to view YOU as owing UGA and the IOPP because you are being given (for free!) a once in a lifetime experience to better your mind and improve your career prospects. It is an honor and a blessing in my opinion. Being grateful for the opportunity and striving to give back to the program, to other students, to the faculty builds a level of commitment and dedication to your work, to the field, and to yourself. You will have opportunities to be mentored throughout the program, and you may not always be able to return the favor to the people in your life that have helped you develop, but you can pay it forward and mentor others. This is a critical component of the program. So, try to keep the spirit of service (to the program, to UGA, to your peers and classmates) alive as much as possible. It really goes a long way to build the sense of community and collaboration that helps students thrive. – Taylor Sparks

Keep an open mind early on. The schedule, work pace, and expectations will be higher when you're done. (Hard to imagine right?). You'll be on someone else's time, you don't have the same autonomy as grad school, and now there are people being paid to have a critical eye toward your work (even more so than professors). This can come as a culture shock, but my point is to give it some time and let yourself acclimate, but don't be afraid to change companies or direction for your career. Early on is the time that people give you some slack to learn, figure things out, and make transitions. This can be healthy. – Neil Morelli

I guess my number one trick is to not say no (at least the first couple of years of grad school). Someone asks you to read their paper? Sure. MP asks you if you'd like to help him/her with something? Sure. On the fence about going to a conference? Find a way to go. I learned the most when applying my learning to real life projects or topics, and found that more opportunities found me when I was plugged in and "showed up" for things. Give yourself that same chance. - Neil Morelli

Thirteen Rules of Success – Steven C. Hayes

1. Care about the process, not just the outcome
2. Talk and write – a lot
3. Say “Yes” easily and mean it
4. Work with others and share easily
5. Keep your commitments
6. Even dogs don’t urinate in their own beds (don’t gossip)
7. Acknowledge your own power and behave accordingly
8. Acknowledge your own finitude and behave accordingly
9. Network with your betters
10. Guard your integrity – don’t cheat
11. Follow your bliss
12. Say “no” easily and mean it – late in your career, develop a focus
13. Open your mail, return your phone calls, and keep your desk clean

Who's Who?

The following pages map out our program "org chart" showing the current students and which faculty member they directly work under (i.e. Their MP). Keep in mind that many students work with many different faculty and collaboration is always highly recommended.

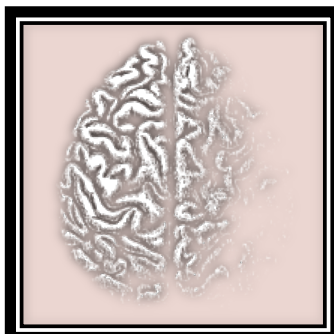
Leadership Education And Development (LEAD) Lab



Dr. Karl Kuhnert
Leadership



Anna Hulett



Geff Oztunc



Rebecca Eckart



Cindy Maupin



Lane Siedor



Dr. Gary Lautenschlager
Multivariate Methods and Psychometrics



Cavan Gray



Bob Sleight



Ada Li Guan



Jorge Lumbreras

Advanced Human Resource Lab



Dr. Rob Mahan
Applied cognition and simulations



William McLane



Laura Provolt

Center for Research and Engagement in Diversity (RED) Lab



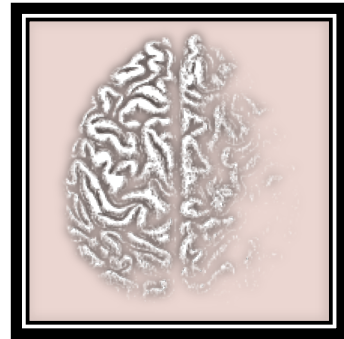
Dr. Kecia Thomas
Diversity in the workplace



Stephanie Downey



Cori Bazemore



Mia Tran



Lindsay Brown

Eby Lab



Dr. Lillian Eby
Mentoring, Work and family, Occupational health



Katie Kinkade



Melissa Mitchell



Charleen Maher

Leadership and Performance Dynamics Lab



Dr. Brian Hoffman
Performance measurement and assessment centers



Colby Kennedy



Andrea Hetrick



Alex LoPilato



Ashley Sutton



Chelsea Rowe

Applied Psychometric Lab



Dr. Nathan Carter
Psychometric Theory and Application



Yi Fan



Rachel Williamson



Samia Shaikh

Work and Family Experience Research (WAFER) Lab



Dr. Malissa Clark
Workaholism, work and family, and gender



Angie May



Lauren Zimmerman



Kate Conley

Meet Your Cohort



Muriel Clauson

Cell Phone: 714-881-9707

Email: mgclauson@gmail.com

Faculty Advisor(s): Karl Kuhnert

Hometown: I don't really have a hometown - lots of moving. I was born in KwanDengezi, South Africa and live in Chicago, Illinois now.

Undergraduate university: American University in Washington, DC

Research Interests: Leadership, Personal/Team Development, and Company Culture

Any applied experience/I-O related job: I've worked with an I-O consulting firm for the past two years. My work has mainly been teaching at leadership development events, board/executive assessments, and public-speaking/personal branding coaching.

Favorite hobby(s) and/or interesting fact about you: I love marathon training, travel, and learning someone's life story.



Alex Harris

Cell Phone: 262-366-0531

Email: Alexandramichelleharris@gmail.com

Faculty Advisor(s): Nathan Carter and Gary Lautenschlager

Hometown: Wales, WI

Undergraduate university: St. Olaf College

Research Interests: Research methods and psychometrics

Any applied experience/I-O related job: I currently work as an Organizational Development intern, which has allowed me to gain experience related to many different areas of I-O. For example, I am helping to implement a new engagement program, have created a training manual, and partner closely with HR. I also had an academic internship during my last undergraduate semester

during which I developed and coordinated an employee satisfaction survey.

Favorite hobby(s) and/or interesting fact about you: Cooking/baking and trying to be crafty

Young Jae Kim

Cell Phone:

Email: youngjaekim87@gmail.com

Faculty Advisor(s): Brian Hoffman

Hometown: Seoul, Korea

Undergraduate university: UIUC - University of Illinois Urbana-Champaign

Research Interests: Selection, Assessment center, IRT, Emotional labor

Any applied experience/I-O related job: HR Analyst (@LG)

Favorite hobby(s) and/or interesting fact about you: I enjoy climbing!!



Olivia Vande Griek

Cell Phone: 802-238-7666

Email: oliviav913@gmail.com

Faculty Advisor(s): Malissa Clark & Lillian Eby

Hometown: Burlington, Vermont

Undergraduate university: Clark University, Worcester, MA

Research Interests: Work-family conflict, mentoring, well-being of powerful women in the workplace

Any applied experience/I-O related job: I worked with consulting firm in Burlington, Vermont, called Business Culture Consultants, and continue to work on projects with them once in a while.

Favorite hobby(s) and/or interesting fact about you: I really enjoy photography, and work as a freelance photographer for a

travel magazine!

Thanks for reading!

We hope you found this handbook helpful in your transition to graduate school in our program. If you have any questions, please contact Kate at **kmc81050@uga.edu**.