



Department of Psychology
Psychology 421 – Personnel Psychology
Winter 2010 – Course Outline

Instructor:	Derek S. Chapman, Ph.D.	Lecture Location:	A253
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Office Hours:	By Appointment		

Course Description and Goals

This course covers the major theories, research and practices in the field of Personnel Psychology. Major areas to be covered include recruiting, selection methods, decision making, performance appraisal and training. Student should leave this course with a) knowledge of the theories and practices of personnel psychology; and b) the ability to critically evaluate selection, recruiting and training systems.

Prerequisites

Psychology 312 – Experimental Design and Quantitative Methods for Psychology

Required Text

Human Resource Selection Sixth Edition, Gatewood, Field & Barrick 2008.

The text is available in the Bookstore.

Evaluation

Students will be evaluated on a midterm exam (February 10th, 2010); , two assignments and a final examination. The midterm will be multiple choice and is worth 25% of your overall grade. The assignments include a job analysis (15% due on February 24th) and the design of a selection system (20% due April 16th). A penalty of 10% will be assessed for each day assignments are late (including weekends). All assignments are to be handed in during class on the day it is due. E-mail submissions will not be marked. The final exam will be worth 40% of the final grade. The final exam will be multiple choice and will not be cumulative.

Grading Scale

A+	96-100%	B+	80-84%	C+	67-71%	D+	54-58%
A	90-95%	B	76-79%	C	63-66%	D	50-53%
A-	85-89%	B-	72-75%	C-	59-62%	F	0-49%

As stated in the University Calendar, it is at the instructor's discretion to round off either upward or downward to determine a final grade when the average of term work and final examinations is between two letter grades. In this course there will be no rounding up of final grades, especially in light of the opportunities students have to increase their final grade via research participation.

Tentative Lecture Schedule

DATE	Topic	Reading
Jan. 13th	Introduction & History of I/O Psychology 1.5 hours only.	Ch. 1
Jan. 20th	Legal Issues	Ch. 2 pg. 41-67
Jan. 27th	Job Analysis and Competency Modeling	Ch. 7-8
Jan. 28th	Measurement Reliability and Validity in Personnel Selection	Ch. 3-5
Feb 3 rd	Performance Appraisal	Ch. 16
Feb 10 th	Midterm	
Feb 17 th	Reading week – no classes	
Feb 24 th	Recruiting (Assignment 1 Due)	Lecture only
March 3 th	Applicant Screening	Ch. 9-10
Mar. 10th	Ability Testing	Ch. 12
Mar. 17 th	Employment interviews	Ch. 11
Mar. 24 th	Personality Assessment	Ch. 13
Apr. 7 th	Assessment Centers, Integrity Testing, Performance tests	Ch. 14-15
Apr. 14th	Selection Decisions (Assignment 2 Due)	Ch. 6

Reappraisal of Grades

A student who feels that a piece of graded term work (e.g., term paper, essay, test) has been unfairly graded, may have the work re-graded as follows. The student shall discuss the work with the instructor within 15 days of being notified about the mark or of the item's return to the class. If not satisfied, the student shall immediately take the matter to the Head of the department offering the course, who will arrange for a reassessment of the work within the next 15 days. The reappraisal of term work may cause the grade to be raised, lowered, or to remain the same. If the student is not satisfied with the decision and wishes to appeal, the student shall address a letter of appeal to the Dean of the faculty offering the course within 15 days of the unfavourable decision. In the letter, the student must clearly and fully state the decision being appealed, the grounds for appeal, and the remedies being sought, along with any special circumstances that warrant an appeal of the reappraisal. The student should include as much written documentation as possible.

Plagiarism and Other Academic Misconduct

Intellectual honesty is the cornerstone of the development and acquisition of knowledge and requires that the contribution of others be acknowledged. Consequently, plagiarism or cheating on any assignment is regarded as an extremely serious academic offense. Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Students should examine sections of the University Calendar that present a Statement of Intellectual honesty and definitions and penalties associated with Plagiarism/Cheating/Other Academic Misconduct.

Academic Accommodation

It is the student's responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodation and have not registered with the Disability Resource Centre, please contact their office at 403-220-8237. Students who have not registered with the Disability Resource Centre are not eligible for formal academic accommodation. You are also required to discuss your needs with your instructor no later than 14 days after the start of this course.

Absence From A Test/Exam

Makeup tests/exams are NOT an option without an official University medical excuse (see the University Calendar). A completed Physician/Counselor Statement will be required to confirm absence from a test/exam for health reasons; the student will be required to pay any cost associated with this Statement. Students who miss a test/exam have 48 hours to contact the instructor and to schedule a makeup test/exam. Students who do not schedule a makeup test/exam with the instructor within this 48-hour period forfeit the right to a makeup test/exam. At the instructor's discretion, a makeup test/exam may differ significantly (in form and/or content) from a regularly scheduled test/exam. Except in extenuating circumstances (documented by an official University medical excuse), a makeup test/exam must be written within 2 weeks of the missed test/exam.

Course Credits for Research Participation (Max 2% of final grade)

Students in most psychology courses are eligible to participate in Departmentally approved research and earn credits toward their final grades. **A maximum of two (2) credits (2%) per course, including this course, may be applied to the student's final grade. Students earn 0.5% (0.5 credits) for each full 30 minutes of participation.** The demand for timeslots may exceed the supply in a given term. Thus, students are not guaranteed that there will be enough studies available to them to meet their credit requirements. Students should seek studies early in the term and should frequently check for open timeslots. Students can create an account and participate in Departmentally approved research studies at <http://ucalgary.sona-systems.com>

The last day to participate in studies and to assign or reassign earned credits to courses is **April 15, 2010**.

Evacuation Assembly Point

In case of an emergency evacuation during class, students must gather at the designated assembly point nearest to the classroom. The list of assembly points is found at

<http://www.ucalgary.ca/emergencyplan/assemblypoints>

Please check this website and note the nearest assembly point for this course.

Student Organizations

Psychology students may wish to join the Psychology Undergraduate Students' Association (PSYCHS). They are located in Administration 170 and may be contacted at 403-220-5567.

Student Union VP Academic:	Phone: 403-220-3911	suwpaca@ucalgary.ca
Student Union Faculty Rep.:	Phone: 403-220-3913	socialscirep@su.ucalgary.ca

Important Dates

The last day to drop this course with no "W" notation and **still receive a tuition fee refund** is **Jan 22nd, 2010**. Last day for registration/change of registration is **Jan 26th, 2010**. The last day to withdraw from this course is **Apr 16th, 2010**.