

**PSYC 483 .01****Current Issues in Personnel Psychology****Winter 2017**

<b>Instructor:</b>	Dr. Tom O'Neill	<b>Lecture Location:</b>	SH 274
<b>Phone:</b>	403-220-5207 (office) 587-893-3759 (cell)	<b>Lecture Days/Time:</b>	TR 11:00-12:15
<b>Email:</b>	<a href="mailto:toneill@ucalgary.ca">toneill@ucalgary.ca</a>	<b>TA:</b>	Sam Chow
<b>Skype:</b>	thomas.oneill.2010		
<b>Office:</b>	A264	<b>Office</b>	EDT 1248
<b>Office Hours:</b>	By appointment	<b>Email</b>	samchow@ucalgary.ca

### Course Description

The purpose of this course is for students to obtain knowledge and experience in selected topics in personnel/industrial psychology, learn to read and digest academic articles, develop academic writing abilities, build professional skills, and cultivate teamwork proficiencies. The content will focus on current research and best practices. Core topics include work analysis, testing and assessment, personnel selection with a focus on personality testing and the job interview; legal issues involving adverse impact, protected classes, and discrimination; and measurement, interpretation, and use of performance appraisal data. Lectures will cover introductory content, opportunities for group work, and support on the team project. Building on this foundation, students will pursue in-depth literature reviews and practical knowledge for the team project. Course content knowledge acquisition will be tested through a midterm exam, research paper, and team presentations of the applied project.

The course will be structured such that the instructor or TA will review material to provide an introduction to course concepts, with the expectation that students will come to the lecture prepared through reading background materials and selected readings. Students will identify concepts for further independent literature reviews, integrations, and implications for practice in the team project. Students will become experts on selected topics and convey this expertise through applied presentations reporting on the development of a novel human resources intervention and through research papers. The research paper will allow students to report in depth on a course topic through academic literature reviews and identify gaps and research needs using critical thinking. Individual and team development will occur through experiential assessments and debrief sessions in class as well as writing workshops. Students will build their capabilities in identifying and interpreting research findings with an eye toward identifying limitations in a particular field, future research needs, and applications of organizational interventions involving personnel psychology.

### Course Goals

- Develop knowledge of Personnel Psychology
- Develop practical implementation skills related to Personnel Psychology
- Develop professional and teamwork capabilities
- Develop applied and basic research skills

## Course Learning Outcomes

The Department of Psychology is committed to student knowledge and skill development. The table below lists the key learning outcomes for this course, the program-learning outcomes they facilitate (see [psyc.ucalgary.ca/undergraduate/program-learning-outcomes](http://psyc.ucalgary.ca/undergraduate/program-learning-outcomes)), and the expected level of achievement.

Course Learning Outcomes	PLO(s)	Level(s)
Acquire knowledge of Personnel Psychology	1,3	A
Apply knowledge of Personnel Psychology	2, 3,7	A
Work with peers in a team	4,7	A
Communicate persuasively	1,4	A

Notes. PLOs = Program-Learning Outcomes: 1 = demonstrate knowledge of psychological sciences, 2 = think critically and solve problems, 3 = conduct research and analyze data, 4 = communicate effectively, 5 = demonstrate information literacy, 6 = understand and implement ethical principles, 7 = apply psychological knowledge and skills. Level of PLO achievement facilitated by this course: I = introductory, C = competency, A = advanced.

## Prerequisites

PSYC 312 - Experimental Design and Quantitative Methods for Psychology

PSYC 321 - Industrial & Organizational Psychology

## Required Text

Published research articles available for download from PsycInfo. U of C provides access to this database.

## Evaluation

### Midterm exam: 25%, March 28<sup>th</sup>

Two sections, one involving multiple-choice items and the other involving written responses, will be equally weighted in order to examine knowledge of key course concepts delivered in lecture and further described in the course readings. You will not be permitted access to textbooks or any electronic devices, notes, etc. during the exam. The only material you will be allowed to access during the exam is a pencil, pen, and eraser.

### Team presentation of applied work analysis and corresponding HR intervention: 25%

April 4<sup>th</sup> to April 11<sup>th</sup>

Students will deliver a 30-minute class presentation in teams of three or four depending on class size. The presentation will require the team members to become experts in a course-relevant area of their choosing, as approved by the course instructor. With a focus on their area of expertise, the team will conduct a work analysis using appropriate methodology. Next, using the work analysis results as its basis, a tool, instrument, or intervention with real-world application will be developed that serves some practical purpose as relevant to the topic. Effective presentations will include an interesting, concise, clear, well-organized, methodologically sound, digestible delivery of material, and will stimulate class interest through demonstration of the importance of the work-analytic findings and the resulting practitioner-ready tool. Clear alignment of the work analysis methodology employed and the purpose of the HR instrument is essential. If a student fails to appear for his or her assigned presentation, on the designated date, he or she will receive a grade of 0%.

Note that grades for the presentation will be assigned on an individual basis by the course instructor and class ratings. Each presenter will be responsible for his or her own sections, on which will form the basis for his or her grade. The instructor and TA will achieve consensus on a grade that will count for 2/3 of each presenter's overall grade; the average of the classmate ratings of each presenter will count for 1/3 of the presenter's overall grade.

**Milestone I (February 7<sup>th</sup>):** Identify a suitable organizational problem to resolve, and suggest a viable work analysis technique and HR intervention

**Milestone II (February 28<sup>th</sup>):** Complete the work analysis data collection

**Milestone III (March 23<sup>rd</sup>):** Complete the work analysis data analysis and complete the HR intervention concept as it relates to the job analysis findings (but not necessarily the finalized HR intervention version)

**Term paper: 25%, deadline: April 26<sup>th</sup>, 11:59pm, by email to this address: samchow@ucalgary.ca)**

Term papers: 20%. Involves critically reviewing and integrating research findings in a selected topic area as approved by the course instructor. Papers should not exceed 12 pages of text proper, but not be less than 11 pages of text proper. Articles reviewed should be from leading academic journals and have important implications for research and practice. A major component will involve a critical examination of the research (e.g., how could it be improved, what does it tell us about theory and practice) and exploration of novel linkages among the different articles reviewed. Key insights regarding the research implications for practitioners must be identified by the student and conveyed in the report. Papers limited to the reiteration of literature without added insight that demonstrates critical thinking and a new perspective that makes linkages across issues will be considered marginal (at best). Late term papers will be penalized 10% per day. Papers more than two days late will not be accepted (cutoff: 48 hours after the deadline). Even legitimate reasons for a late paper will not be considered unless the instructor is contacted before the deadline and appropriate documentation is available.

**Completion of introduction and research paper outline for TA review: (5%, March 30<sup>th</sup>, by 11:59pm, submit to this address: samchow@ucalgary.ca):** A one page summary containing the introduction to your research paper and another page containing the 3-level APA headings planned for your paper must be submitted. Grades will be assigned using three scores: 0 (not submitted or submitted but incomplete or very poor quality), 1 (moderate quality and moderately researched and planned), 2 (high quality and well researched and planned). Note that perfection is not the goal at this stage, but it is important that you demonstrate consideration of 5-10 research articles and the key issues (headings) that are relevant in this literature. The goal of this exercise is to get a head start on the paper before the semester becomes too busy, and to use it as an opportunity to provide feedback as well as identify some scholarly sources that might help you enhance the literature review. *You must meet with the TA to review the feedback in a meeting or you will receive a grade of 0. This meeting must occur before the paper is due.* Late outlines (even if 1 minute late) will be accepted up to the term paper due date with a 50% penalty.

**Participation, engagement, and involvement: 25%**

Completion of individual development and teamwork assessments: 10%

You will be required to complete four individual development and teamwork assessments in this course. These will be graded on a completion basis (i.e., incomplete = 0, complete = 1) and facilitated debriefs will be conducted in class. The assessments are available through the Individual and Team Performance Lab platform, [itpmetrics.com](http://itpmetrics.com). The purpose of the assessments is to provide you with behavioral feedback on how you can be a more effective team player, make a better contribution to the team project, and to develop team-related skills through behavioral insight. It will help keep your team on track through regular check ins. The larger goal is to support your professional development and career readiness.

1. Personality and implications for teamwork (January 25<sup>th</sup>, 11:59pm 2.5%): This assessment will give you a customized report of your personality across 30 facets, as well as customized feedback explaining how this affects your behavior in teams.

2. Conflict management styles (February 1<sup>st</sup>, 11:59pm 2.5%): This assessment will give you a customized report of your conflict management approach across five styles, as well as customized feedback explaining how this affects your ability to successfully navigate interpersonal conflicts.

3. Peer feedback on teamwork competencies (March 8<sup>th</sup>, 11:59pm 2.5%): This assessment will give you a customized report of your team members' anonymous views regarding your effectiveness on five key teamwork competencies.

4. Team dynamics (March 15<sup>th</sup>, 11:59pm 2.5%): This assessment will give you a customized report of your team members' anonymous views regarding your team's overall health and functioning. This will help address growth needs and support planning and enhancement of your team's effectiveness.

Mini-quizzes, group project progress reports, and reflections: 10%

This course is highly interactive and requires your involvement in all class meetings. During class time 3-minute mini-quizzes will be distributed and completed at the end of class. They will contain one or more questions that will be graded correct/incorrect. For project work classes, each student will complete a very brief progress report distributed and returned to the instructor during class (graded complete/incomplete). On workshop days students will complete a reflections question distributed and returned to the instructor during class (graded complete/incomplete). A student's performance in this section will be the proportion of correct/complete mini-quizzes, progress reports, and reflections. The purpose of in-class activities is to encourage students to attend to and reflect on the lecture activities as well as stay on track with the course content and the group project. If you are unable to attend a lecture you must inform the instructor *prior to* the class start time in order to receive an excused status (e.g., by email). If you are excused, the missed deliverable will not be counted in the grading calculation for this sub-section.

Peer ratings of team presentations: 5%

Students will be invited to provide peer ratings of each other team member's performance during team presentations. This section will be graded as the proportion of classes in which peer ratings were provided relative to the total number of classes designated for presentations.

### Department of Psychology Grade Distribution Policy

The distribution of grades in Psychology courses (the percentage of A grades, B grades, etc.) will be similar to the distribution of grades in other courses in the Faculty of Arts. The Department monitors the grade distributions of 200-, 300-, and 400-level courses in the Faculty to ensure that the grade distributions in Psychology courses are comparable. Based on these reviews, students can expect that 1) up to 30% of grades in 200- and 300-level psychology courses will be “A” grades (A+, A, and A-), and 2) up to 40% of grades 400-level psychology courses will be “A” grades.

### Department of Psychology Criteria for Letter Grades

Psychology professors use the following criteria when assigning letter grades:

**A+ grade: *Exceptional Performance.*** An A+ grade indicates near perfect performance on multiple choice and short answer exams. For research papers/essays/course projects/presentations, an A+ grade is awarded for exceptional work deserving of special recognition and is therefore not a common grade.

**A, A- Range: *Excellent Performance.*** Superior understanding of course material. Written work is very strong in terms of critical and original thinking, content, organization, and the expression of ideas, and demonstrates student’s thorough knowledge of subject matter.

**B Range: *Good Performance.*** Above average understanding of course material. Written work shows evidence of critical thinking and attention to organization and editing but could be improved in form and/or content.

**C Range: *Satisfactory Performance.*** Adequate understanding of course material. Knowledge of basic concepts and terminology is demonstrated. Written work is satisfactory and meets essential requirements but could be improved significantly in form and content. Note: All prerequisites for courses offered by the Faculty of Arts must be met with a minimum grade of C-.

**D range: *Marginally meets standards.*** Minimal understanding of subject matter. Written work is marginally acceptable and meets basic requirements but requires substantial improvements in form and content. Student has not mastered course material at a level sufficient for advancement into more senior courses in the same or related subjects.

**F grade: *Course standards not met.*** Inadequate understanding of subject matter. Written work does not meet basic requirements. Student has not demonstrated knowledge of course material at a level sufficient for course credit.

### 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.

To determine final letter grades, final percentage grades will be rounded up or down to the nearest whole percentage (e.g., 89.5% will be rounded up to 90% = A but 89.4% will be rounded down to 89% = A-).

### Tentative Lecture Schedule

Ideally in table format with date of class, topics to be covered, and chapters/readings to be read. Due dates for tests/exams and assignments should be included in this schedule as well.

Date	Topic/Activity/Readings/Due Date (revise and add columns & rows as necessary)
T Jan 10	Winter term lectures begin. Introductions and Course Overview
R Jan 12	Work Analysis I
T Jan 17	Work Analysis II
R Jan 19	Selection I ; Team Project Overview
F Jan 20	Last day to drop Winter Term half-courses.
M Jan 23	Last day to add or swap Winter Term half courses. Last day for change of registration from audit to credit or credit to audit.
T Jan 24	Selection II
R Jan 26	Performance Assessment I; Team Personality Assessment Debrief
T Jan 31	Performance Assessment II; Team Project Time
R Feb 2	Personality Assessment I; Team Conflict Styles Assessment Debrief
T Feb 7	Personality Assessment II; Team Project Milestone I
R Feb 9	Recruitment
T Feb 14	Workshop: Finding and Reading Academic Articles
R Feb 16	Assessment, Testing, and Measurement I; Team Project Time
Feb 19-26	Reading Week. No lectures. University open (except Family Day). Alberta Family Day, University closed (except Taylor Family Digital Library, Law, Medical, Gallagher and Business Libraries). No lectures.
M Feb 20	Alberta Family Day, University closed (except Taylor Family Digital Library, Law, Medical, Gallagher and Business Libraries). No lectures.
T Feb 28	Workshop: Writing Academic Papers; Team Project Milestone II
R Mar 2	Assessment, Testing, and Measurement II; Team Project Time
T Mar 7	Class canceled
R Mar 9	Legal Issues and Test Batteries; Peer Feedback Assessment Debrief
T Mar 14	Test utility; Team Project Time
R Mar 16	Team Dynamics Assessment Debrief; Team Project Time
T Mar 21	Training; Team Project Time
R Mar 23	Exam Review; Team Project Milestone III; Team Project Time
T Mar 28	Mid-term Exam
R Mar 30	Exam Debrief; Preparation for Team Presentations; Completion of Introduction and Research Paper Outline for TA Review
T Apr 4	Team Presentations
R Apr 6	Team Presentations

T Apr 11	Team Presentations
W Apr 12	Winter Term Lectures End. Last day to withdraw from full courses and Winter Term half courses.
F Apr 14	Good Friday. No Classes. University Closed
Apr 15-26	Winter Term Final Examinations. Term paper due April 26 <sup>th</sup>

### **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; no reappraisal of term work is permitted after the 15 days. 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**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services ; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/).

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.

The full policy on Student Accommodations is available

at [http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy\\_0.pdf](http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf) .

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 up to 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 during exam make-up hours provided by the department <http://psychology.ucalgary.ca/undergraduate/exam-and-course-information#mues>. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam [http://www.ucalgary.ca/registrar/exams/deferred\\_final](http://www.ucalgary.ca/registrar/exams/deferred_final). Under no circumstances will this be accommodated by the department.

### **Travel During Exams**

Consistent with University regulations, students are expected to be available to write scheduled exams at any time during the official December and April examination periods. Requests to write a make-up exam because of conflicting travel plans (e.g., flight bookings) will NOT be considered by the department. Students are advised to wait until the final examination schedule is posted before making any travel arrangements. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam [http://www.ucalgary.ca/registrar/exams/deferred\\_final](http://www.ucalgary.ca/registrar/exams/deferred_final). Under no circumstances will this be accommodated by the department.

### **Freedom of Information and Protection of Privacy (FOIP) Act**

The FOIP legislation disallows the practice of having student's retrieve tests and assignments from a public place. Therefore, tests and assignments may be returned to students during class/lab, or during office hours, or will be made available only for viewing during exam review sessions scheduled by the Department. Tests and assignments will be shredded after one year. Instructors should take care to not link students' names with their grades, UCIDs, or other FOIP-sensitive information.

### **Course Credits for Research Participation [choose the appropriate section:]**

#### **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 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 12, 2017**.

#### **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 130 and may be contacted at 403-220-5567.

**Student Union VP Academic:** Phone: 403-220-3911 [suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca)

**Student Union Faculty Rep.:** [arts1@su.ucalgary.ca](mailto:arts1@su.ucalgary.ca)

### **Student Ombudsman's Office**

The Office of the Student Ombudsmen provides independent, impartial and confidential support for students who require assistance and advice in addressing issues and concerns related to their academic careers. The office can be reached at 403-220-6420 or [ombuds@ucalgary.ca](mailto:ombuds@ucalgary.ca) (<http://www.ucalgary.ca/provost/students/ombuds>)

### **Safewalk**

The safewalk program provides volunteers to walk students safely to their destination anywhere on campus. This service is free and available 24 hrs/day, 365 days a year.

Call 403-220-5333.

### **Important Dates**

The last day to drop this course with no "W" notation and **still receive a tuition fee refund** is **January 20, 2017**. Last day for registration/change of registration is **January 23, 2017**. The last day to withdraw from this course is **April 12, 2017**.