



Department of Psychology
Psychology 421 (L01) – Personnel Psychology
Winter 2011 – Course Outline

Instructor:	Wayne E. Ormond, Ph.D.	Lecture Location:	Admin. 253
Phone:	403-220-2242	Lecture Days/Time:	TR: 6:30 to 7:45 pm
Email:	weormond@shaw.ca		
Office:	A275D		
Office Hours:	By appointment only		

Course Description and Goals

This course is designed to introduce students to the subject of Personnel Psychology by critically examining a number of topics that Industrial-Organizational Psychologists are concerned with as both researchers and practitioners. Specifically, the learning goals of this course include:

1. Understanding the history of Personnel Psychology.
2. Understanding the basics of employment law, recruiting, personnel selection, job analysis, performance measurement and appraisal, and training and development from both a research and applied perspective.
3. Knowing about current conceptualizations of measurement concepts such as test reliability and validity, and the various ways tests are evaluated (e.g., utility, fairness).
4. Being able to critically evaluate research in the area of Personnel Psychology.

Prerequisites

Psychology 312 – Experimental Design and Quantitative Methods for Psychology

Required Text

There is no text for this course. Instead, students will be expected to come to each class fully prepared to discuss the relevant papers and associated issues/ questions posed by those papers (see below).

IMPORTANT: Students are required to bring and be prepared to discuss in the second class (January 13) a recent newspaper, magazine or journal article of their choice that highlights a current issue relevant to one or more of the topics to be addressed in the course.

Week 2: Criteria Development

1. Hartnett, R. T & Willingham, W. W. (1980). The criterion problem: What measure of success in graduate education? *Applied Psychological Measurement*, 4(3), 281-291.

Week 5: Recruiting

2. Chapman, D. S., & Webster, J. (2003). The use of technologies in the recruiting, screening, and selection processes for job candidates. *International Journal of Selection and Assessment*, 11, 113–120.

3. Rothstein, H. R. (1999). Recruitment and selection: Benchmarking at the millennium. In Kraut, A. I., & Korman, A. K. (Eds.), *Evolving practices in human resource management: Responses to a changing world of work* (pp. 69 – 89). San Francisco, CA: Jossey-Bass.

Week 9: Testing & Individual Differences

4. Lopes, P. N., Cote, S., & Salovey, P. (2006). An ability model of emotional intelligence: Implications for assessment and training. In Druskat, V., Sala, F., & Mount, G. (Eds.), *Linking Emotional Intelligence and Performance at Work: Current research evidence with individuals and groups* (pp. 53 – 80). Mahawah, NJ: Lawrence Erlbaum.

Week 10: Test Validation & Evaluation

5. Newsome, S., Day, A. L. & Catano, V. M. (2000). Assessing the predictive validity of emotional intelligence. *Personality & Individual Differences, 29(6)*, 1005-1016.

Week 11: Performance Appraisal

6. Sulsky, L. M., & Keown, J. L. (1998). Performance appraisal in the changing world of work: Implications for the meaning and measurement of work performance. *Canadian Psychology, 39(1-2)*, 52-59.

Week 12: Training & Development

7. Rouiller, J. Z. & Goldstein, I. L. (1993). The relationship between organizational transfer climate and positive transfer of training. *Human Resource Development Quarterly, 4(4)*, 377- 390.

Evaluation

There will be two examinations – one midterm and one final exam. The final exam will have a major emphasis placed upon material covered after the first exam. Both exams will include short-answer type questions and multiple-choice questions. Study aids (e.g., textbooks, class notes) will not be allowed in the exams. Students will also be required to submit a short applied paper (see below). The distribution of grades is as follows:

Assignment/Exam Percentage Value Date

Assignment/Exam	Percent of Final Grade	Due Date
Midterm Exam	35%	March 8
Applied Paper	30%	Due on or before April 14
Final Exam	35%	Scheduled by Registrar

What is an Applied Paper? Students will be expected to submit a short applied paper on the class topic of their choice. Topics can be derived from outside research, personal experience, outside textbook readings, class discussion or assigned readings. They must be original (i.e., questions not already posed by other authors, researchers or the instructor) and should be thought provoking. Such papers are often aimed at proposing process or practice improvements to a current or past organizational practice. As such they need to clearly articulate the current process/practice and suggestions for improvement or implementation. Papers should be approximately 5 double-spaced pages, not including references, appendices or cover page. Students are also required to support their perspective with outside references where appropriate (preferably from peer-reviewed journals or published books). Papers must be in APA format.

Electronic submission of assignments/exam papers: Papers should be handed in either in class or into the green box outside Admin 275. E-mailed assignments are NOT acceptable.

In the event that you must submit an assignment electronically, I will use the date I receive the assignment in my mailbox to determine the late penalty but will only grade the assignment once I receive a hardcopy. No hardcopy, no grade. It is your responsibility to ensure that I receive all assignments/exam papers. Late assignments will be assessed a penalty of 10% per day, including weekends. Early assignments may be handed in to the same locations as late assignments (but will of course not be assessed a late penalty).

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 bonus credits.

Tentative Lecture Schedule*

Dates	Topic/Activity/Readings/Due Date
Week 1: Jan 11 & 13	<ul style="list-style-type: none"> Overview of lectures & topics, expectations and deadlines. A brief history of Personnel Psychology in Industry Discussion of student articles in class (see Required Text section above)
Week 2: Jan 18 & 20	<ul style="list-style-type: none"> Criteria Reading 1 Exercise Note: Last day to drop a course with no W grade and tuition refund. (Jan. 21)
Week 3: Jan 25 & 27	<ul style="list-style-type: none"> Job Analysis Exercise Note: Last day for registration/change of registration. (Jan. 24)
Week 4: Feb 1 & 3	<ul style="list-style-type: none"> Legal Review Case Studies
Week 5: Feb 8 & 10	<ul style="list-style-type: none"> Recruitment Readings 2 & 3 Exercise
Week 6: Feb 15 & 17	<ul style="list-style-type: none"> Employee Screening Exercise
Feb 22 & 24	READING WEEK – NO LECTURES
Week 7: Mar 1 & 3	<ul style="list-style-type: none"> Employee Selection (The Interview) Exam prep/discussion
Week 8: Mar 8 & 10	<ul style="list-style-type: none"> Midterm Exam (Mar 8) – Class hours: 6:30 pm to 8:15pm Testing & Individual Differences
Week 9: Mar 15 & 17	<ul style="list-style-type: none"> Testing & Individual Differences cont'd Exam review Reading 4
Week 10: Mar 22 & 24	<ul style="list-style-type: none"> Test Validation & Evaluation Reading 5

Week 11: Mar 29 & 31	<ul style="list-style-type: none"> • Performance Appraisal & Performance Management Systems • Reading 6 • Exercise
Week 12: April 5 & 7	<ul style="list-style-type: none"> • Training & Development • Reading 7
Week 13: April 12 & 14	<ul style="list-style-type: none"> • Training & Development cont'd • Exercise • Possible Guest Lecture (TBD) • Applied Paper Due (No later than April 14) • Exam prep/discussion • Note: Last day to participate in research and allocate research credits. (April 14) • Note: Last day to withdraw. (April 15)
Final Exam	<ul style="list-style-type: none"> • TBA

* This schedule is subject to change. Students will be notified, in advance, of any changes.

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.

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 via the Department Office (Admin 275), 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 or UCIDs with their grades or other FOIP-sensitive information.

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 **Apr 14th, 2011**

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 suvpaca@ucalgary.ca

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

Student Ombudsman's Office

The Office of the Student Ombuds 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 (<http://www.su.ucalgary.ca/services/student-services/student-rights.html>).

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 **Jan 21st, 2011**. Last day for registration/change of registration is **Jan 24th, 2011**. The last day to withdraw from this course is **Apr 15th, 2011**.