



Department of Psychology

**Psychology 421 (L01) – Organizational Psychology
Fall 2006**

Instructor:	D. Chapman, Ph.D.	Lecture Location:	ES 054
Phone:	220-5558	Lecture Days/Time:	MWF 11-11:50
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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.

Required Text

Catano et al. (2005). Recruitment and Selection in Canada (3rd edition).

The text is available in the University Bookstore.

Evaluation

Students will be evaluated on a midterm exam, two assignments and a final examination. The midterm is worth 25% of your overall grade. Multiple choice and essay questions will be used for the midterm. The assignments include a job analysis (15%) and the design of a selection system (20%). A penalty of 10% will be assessed for each day assignments are late (including weekends). E-mail submissions will not be marked. The final exam will be worth 40% of the final grade. The final exam 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.

To determine final letter grades, final percentage grades will be rounded up or down to the nearest whole percentage (i.e., 89.5% will be rounded up to 90%; 89.4% will be rounded down to 89%, etc.).

Lecture Schedule

DATE		
Sept. 4	Labour Day – University closed	
Sept. 5-9	Fall Session Block Week	
Sept. 11	Introduction & History of I/O Psychology	Ch. 1
Sept. 13	Legal Issues	Ch. 2
Sept. 15	Legal Issues	
Sept. 18	Legal Issues	
Sept. 20	Job Analysis and Competency Modeling	Ch. 4
Sept. 22	Job analysis and competency Modeling Last day for Fall registration and change of registration for Fall Session or full courses. No fee withdrawals after this date.	
Sept. 25	Job analysis and competency modeling	Ch. 5
Sept. 27	Measurement Reliability and Validity in Personnel Selection	Ch. 3
Sept. 29	Measurement, Reliability and Validity in Personnel Selection	
Oct. 2	Performance Appraisal	Ch. 6
Oct. 4	Performance Appraisal	
Oct. 6	Performance Appraisal	
Oct. 9	Thanksgiving Day – no classes	
Oct. 11	Recruiting	Ch.7
Oct. 13	Recruiting	
Oct. 16	Midterm	
Oct. 18	Applicant Screening	Ch. 8
Oct. 20	Applicant Screening	
Oct. 23	Applicant Screening	
Oct. 25	Selection I Cognitive ability	Ch. 9
Oct. 27	Selection I Cognitive ability	
Oct. 30	Selection II non-cognitive factors	
Nov. 1	Selection II non-cognitive factors	
Nov. 3	Selection II non-cognitive factors	
Nov. 6	Employment interviews	Ch. 10
Nov. 8	Employment interviews	
Nov. 10	Employment interviews	
Nov. 11-14	Reading Days – No Classes	
Nov. 15	Selection Decisions	Ch. 11
Nov. 17	Selection decisions	
Nov. 20	Selection Decisions	
Nov. 22	Utility of selection decisions	
Nov. 24	Utility of selection decisions	
Nov. 27	Training	
Nov. 29	Training	
Dec. 1	Training	
Dec. 4	Future Trends in Personnel Psychology	
Dec. 6	Future Trends in Personnel Psychology	
Dec. 7	Last day to allocate Bonus Credits to Fall Session half courses.	
Dec. 8	TBA Last day of lectures for Fall Session. Last day to withdraw from Fall Session half courses.	
Dec. 11-20	Fall Session Final Examinations	

University of Calgary Curriculum Objectives

This course has several learning objectives related to the specific content of the course, as well as providing opportunities to hone critical thinking and writing skills. Upon completing the course, the student should have a solid grounding in the major issues and theories of concern to I/O

psychologists as well as an appreciation of the challenges of conducting research in an applied setting. This course addresses the following core competencies:

- A) Critical and creative thinking
- B) Analysis of problems
- C) Effective written communication
- D) Gathering and organizing information
- E) Abstract reasoning
- F) Insight and intuition in generating knowledge
- G) Interpretive and assessment skill

With the following course characteristics:

Considerable class discussion in which students are prompted to think critically about course material. A formal research proposal requiring a literature review, formation of hypotheses from empirical and theoretical origins, and research design to test those hypotheses.

This course addresses the following curriculum redesign features:

This course uses extensive discussion of the topics in small groups to help the students understand the material and relate it to their own experiences in meaningful ways. The U of C now describes this approach as a form of “Experiential Learning”.

With the following course characteristics:

- All readings are based on published research article
- Class discussions centering on methodological and conceptual issues in research studies
- Written assignments that simulate the process of gathering job information and designing selection systems for the jobs they analyze.

Reappraisal of Grades

A student who feels that a piece of graded term work (term paper, essay, test, etc.) has been unfairly graded, may have the work re-graded as follows. The student shall discuss the work with the instructor within fifteen 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 fifteen 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 fifteen 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 which 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 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 fourteen (14) days after the start of this course.

Absence From A Test

Make-up exams are NOT an option without an official University medical excuse (see the University Calendar). You must contact the instructor before the scheduled examination or you will have forfeited any right to make up the exam. At the instructor's discretion, a make-up exam may differ significantly (in form and/or content) from a regularly scheduled exam. Except in extenuating circumstances (documented by an official University medical excuse), a makeup exam is written within two (2) weeks of the missed exam.

A completed Physician/Counselor Statement will be required to confirm absence from a test for health reasons. The student will be required to pay any cost associated with the Physician Counselor Statement.

Course Credits for Research Participation

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 an individual's final grade. Students can create an account and access the Research Participation System website at <http://ucalgary.sona-systems.com>. The last day to participate in research is December 7, 2006.

Student Organizations

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

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

Important Dates

The last day to drop this course and **still receive a fee refund** is September 22, 2006. The last day to withdraw from this course is December 8, 2006.