



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

Instructor:	Theresa Kline	Lecture Location:	Administration 253
Phone:	403-220-3469	Lecture Days/Time:	M/W/F 11:00 – 11:50
Email:	Babbitt@ucalgary.ca		
Office:	Administration 135B		
Office Hours:	To Be Announced		

Course Description and Goals

Application of psychological principles to the understanding of personnel systems including job performance criteria, selection, training and development, and performance appraisal.

Learning Goals

1. Understand the field of Industrial and Organizational (I-O) Psychology.
2. Know the various research methods used in I-O Psychology.
3. Generate relevant I-O criteria.
4. Understand how predictors are developed and assessed.
5. Know the legal and ethical ramifications of personnel decision-making.
6. Understand the performance management process.
7. Know how to assess the primary attitudinal variables important in the workplace and how they affect performance.
8. Know how work and health interact.
9. Know the reasons for and implications of union-management relations.
10. Work in groups to evaluate case studies applying I-O principles.
11. Present group discussion findings.
12. Evaluate yourself and others in presentations.

University of Calgary Curriculum Objectives

Based on the structure and content of this course, the following Core Competencies are addressed:

1. Critical and creative thinking through class discussions and case study analyses.
2. Effective oral communication through presenting group results on a regular basis in front of the class.
3. Effective written communication through examinations requiring written responses.
4. Interpretive and assessment skills through examination items and cases studies.

Prerequisites

Psychology 312 - Experimental Design and Quantitative Methods for Psychology

Required Text

Muchinsky, P.M. (2009). *Psychology Applied to Work (9th ed)*. Summerfield, North Carolina: Hypergraphic Press.

Available at the University of Calgary Bookstore

Evaluation

Students are expected to attend **all** lectures. Grades for this course will be based on four exams (three in class and one take-home). In-class exams items will be multiple-choice format and will be **NON-CUMULATIVE**. The take home exam will be essay format and are due **December 16th, 2011 by 4:00 p.m.** and must be in hard copy form. They can be turned in at the Department of Psychology Office in Administration 275. Papers received after the due date will be reduced 10 points (out of 100) for each day they are late. There are **NO** exceptions to this. The document should conform to APA style and be 6 pages in length. A marking scheme will be handed out to let you know how the paper grading will be handled. Each topic in the course will be covered first in lecture format. Then small groups (4-5 students each) will be formed to work on class discussion topics or a case study. Each group will work for about half the class time and then present the findings of their group to the class. Group presenters will rotate and class attendance will be taken at each session. Students will evaluate their own group as well as the other groups' presentations. Evaluation forms will be provided at each session. The in-class group work will constitute the class participation mark (20%). Missed participation will count as 0% toward participation mark. Of the 9 sessions, the best 8 will be counted toward the final mark with 2.5% for each of the 8 sessions.

Distribution of Credit for Final Grade:

Exam 1	20%
Exam 2	20%
Exam 3	20%
Exam 4 (take home)	20%
Class participation	20%

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 to the nearest whole percentage (e.g., 89.1% will be rounded up to 90% = A).

Tentative Lecture Schedule

Date	Topic/Activity/Readings	Chapter
M Sep 12	The Historical Background of I/O Psychology <i>Lecture begins.</i>	1
W Sep 14	The Historical Background of I/O Psychology	1
F Sep 16	The Historical Background of I/O Psychology	1
M Sep 19	Research Methods in I/O Psychology	2
W Sep 21	Research Methods in I/O Psychology	2
F Sep 23	Research Methods in I/O Psychology <i>Last day to drop a course with no W grade and tuition refund.</i>	2
M Sep 26	Criteria: Standards for Decision-Making <i>Last day for registration/change of registration.</i>	3
W Sep 28	Criteria: Standards for Decision-Making	3
F Sep 30	Criteria: Standards for Decision-Making	3
M Oct 3	EXAM 1	
W Oct 5	Predictors: Psychological Assessments	4
F Oct 7	Predictors: Psychological Assessments	4
M Oct 10	<i>Thanksgiving Day. No lecture. University closed.</i>	
W Oct 12	Predictors: Psychological Assessments	4
F Oct 14	Personnel Decisions	5
M Oct 17	Personnel Decisions	5
W Oct 19	Personnel Decisions	5
F Oct 21	Personnel Decisions	5
M Oct 24	Personnel Decisions	5
W Oct 26	EXAM 2	
F Oct 28	Performance Management	7
M Oct 31	Performance Management	7
W Nov 2	Performance Management	7
F Nov 4	Performance Management	7
M Nov 7	Performance Management	7
W Nov 9	Organizational Attitudes and Behavior	10
F Nov 11	<i>Reading days. No lecture.</i>	
M Nov 14	Organizational Attitudes and Behavior	10
W Nov 16	Organizational Attitudes and Behavior	10
F Nov 18	Organizational Attitudes and Behavior	10
M Nov 21	Organizational Attitudes and Behavior	10
W Nov 23	Organizational Attitudes and Behavior	10
F Nov 25	Exam 3	
M Nov 28	Occupational Health	11
W Nov 30	Occupational Health	11
F Dec 2	Occupational Health	11
M Dec 5	Union and Management Relations	14
W Dec 7	Union and Management Relations	14
F Dec 9	Union and Management Relations Take Home Exam Handed Out. <i>Last day to participate in research and allocate research credits.</i> <i>Lecture ends. Last day to withdraw.</i>	14

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 with their grades, UCIDs, 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 **Dec 9th, 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

Important Dates

The last day to drop this course with no "W" notation and **still receive a tuition fee refund** is **Sep 23rd, 2011**. Last day for registration/change of registration is **Sep 26th, 2011**. The last day to withdraw from this course is **Dec 9th, 2011**.