



Department of Psychology
Psychology 421 (L01) – Personnel Psychology
Session and Year (e.g., Winter 2009)

| | | | |
|----------------------|----------------------|---------------------------|--------------|
| Instructor: | Tunde Ogunfowora | Lecture Location: | SH 288 |
| Phone: | (403) 220 8930 | Lecture Days/Time: | MWF 11-11:50 |
| Email: | oogunfow@ucalgary.ca | | |
| Office: | Admin 141F | | |
| Office Hours: | By Appointment | | |

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 Personnel Psychologists are concerned with as researchers and practitioners. The following list summarizes the major learning goals for this course.

Upon completion of this course, students should:

1. Be knowledgeable about the history of Personnel Psychology.
2. Be aware of the major research methodologies employed by Personnel Psychologists.
3. Know about current conceptualizations of measurement concepts such as test reliability and validity, and the various ways tests are evaluated (e.g., utility, fairness).
4. Understand the basics of job analysis, personnel selection, training, and performance management.
5. Know about common selection tests used in organizations.
6. Have practical knowledge and experience gathering job analytic data, and using such information for other HR activities.

Required Text

Cascio, W. F., & Aguinis, H. (2005). Applied psychology in human resource management (6th edition). Prentice Hall.

Evaluation

Distribution of Grades:

| | |
|---|---|
| Mid exam (multiple choice and short answer) | 30% (Feb 23 th , 2009) |
| Project Report | 30% (Due March 30 th , 2009) |
| Final exam (multiple choice and short answer) | 40% (Scheduled by registrar) |

The midterm will test your knowledge on materials covered in class leading up to the reading break. The final exam will not be cumulative, and as such, will cover materials discussed after the midterm exam. Working in groups, students will conduct a job analysis on an actual job and

use the obtained information to develop an important HR tool (more details will be provided in class). Each group is expected to provide a final, written report.

Note: A penalty of 10% will be assessed for each day assignments are late (including weekends). E-mail submissions will not be marked, except under special circumstances. Papers must be submitted on the due date in class, or may be dropped off earlier in the green box outside of A275.

Grading scale:

The following grading scale will be used to determine final course grades. However, it should be noted that grades might be "curved up" if the class performance is abnormally low. **Grades will not be curved down under any circumstances.**

| | | | | | | | |
|----|---------|----|--------|----|--------|----|--------|
| 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% |

Note: 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 | Topic | Due Date |
|----------|---|----------|
| M Jan 12 | Introduction to Personnel Psychology | Ch. 1 |
| W Jan 14 | Research Methods | Ch. 6 |
| F Jan 16 | Job Analysis | Ch. 9 |
| M Jan 19 | Job Analysis | Ch. 9 |
| W Jan 21 | Job Analysis | Ch. 9 |
| F Jan 23 | Competency Modeling | Ch. 9 |
| M Jan 26 | Reliability and Validity in Personnel Selection | Ch. 7 |
| W Jan 28 | Reliability and Validity in Personnel Selection | Ch. 7 |
| F Jan 30 | Recruitment | Ch. 11 |
| M Feb 2 | Recruitment | Ch. 11 |
| W Feb 4 | Selection – Cognitive Ability Tests | Ch. 14 |
| F Feb 6 | Selection – Cognitive Ability Tests | Ch. 14 |
| M Feb 9 | Selection – Personality/Integrity Tests | Ch. 14 |
| W Feb 11 | Selection – Personality/Integrity Tests | Ch. 14 |
| F Feb 13 | Selection – Other Common Tools | Ch. 12 |
| M Feb 16 | Reading Week – No classes | |
| W Feb 18 | Reading Week – No classes | |
| F Feb 20 | Reading Week – No classes | |
| M Feb 23 | Mid-term Exam | |
| W Feb 25 | Selection – Other Common Tools | Ch. 12 |
| F Feb 27 | Selection – Employment Interview | Ch. 12 |
| M Mar 2 | Selection – Employment Interview | Ch. 12 |
| W Mar 4 | Selection – Employment Interview | Ch. 12 |
| F Mar 6 | Selection – Making Decisions | Ch. 13 |
| M Mar 9 | Selection – Making Decisions | Ch. 13 |

| | | |
|-------------|--|--------|
| W Mar 11 | Selection – Making Decisions | Ch. 13 |
| F Mar 13 | Selection – Adverse Impact | Ch. 8 |
| M Mar 16 | Selection – Adverse Impact | Ch. 8 |
| W Mar 18 | Performance Management – Overview/Theory of Performance | Ch. 5 |
| F Mar 20 | Performance Management – Goal Setting/Monitoring | Ch. 5 |
| M Mar 23 | Performance Management - Performance Appraisal | Ch. 5 |
| W Mar 25 | Performance Management – Performance Appraisal | Ch. 5 |
| F Mar 27 | Performance Management – Rater Errors/Frame-of-Reference | Ch. 5 |
| M Mar 30 | Performance Management – Rater Errors/Frame-of-Reference | Ch. 5 |
| W Apr 1 | Performance Management – Feedback | Ch. 5 |
| F Apr 3 | Conference – Guest Lecturer (TBA) | |
| M Apr 6 | Conference – Guest Lecturer (TBA) | |
| W Apr 8 | Training | Ch. 15 |
| F Apr 10 | Good Friday – No classes | |
| M Apr 13 | Training | Ch. 15 |
| W Apr 15 | Training | Ch. 15 |
| F Apr 17 | Future Trends in Personnel Psychology/Wrap Up | |
| April 20-30 | Final exams (scheduled by the Registrar) | |

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 unfavorable 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 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

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 16, 2009**.

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 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 **January 23, 2009**. The last day to withdraw from this course is **April 17, 2009**.