



**Department of Psychology**  
**Psychology 503 – Identifying and Managing Talent in the Workplace**  
**Fall 2011 – Course Outline**

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<b>Instructor:</b>	Dr. Tom O’Neill	<b>Lecture Location:</b>	A253
<b>Phone:</b>	403-220-5207	<b>Lecture Days/Time:</b>	M/W/F 9:00-9:50
<b>Email:</b>	toneill@ucalgary.ca		
<b>Office:</b>	A264		
<b>Office Hours:</b>	By appointment		

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### **Course Description and Goals**

The purpose of this course is to offer a detailed review of selected topics in Industrial and Organizational Psychology. Core topics include personnel selection with a focus on personality; measurement, interpretation, and use of job performance scores; theory and training in leadership; and workplace motivation. Additional topics will be reviewed. Lectures will provide the necessary background for students to pursue in-depth literature reviews in selected areas of their interest. The course will be structured such that the instructor will provide an overview of course concepts, and then students will identify concepts for further independent literature reviews and integrations. Students will become experts on selected topics and convey this expertise through presentations and research papers. The course is geared toward research and practice although there will be an emphasis on research. Students will gain experience in integrating and interpreting research findings with an eye toward advancing future research and applications of organizational interventions. Readings will consist of journal articles and academic book chapters.

### **Prerequisites**

Psychology 312

### **Required Text**

Journal articles comprising the readings for this course will be emailed directly to students.

## Evaluation

### Participation: 10%

- Attendance: 5% (medical absences approved by a doctor's note will be excused as long as the student contacts the instructor *before* the class missed)
- Active and insightful participation in class discussions: 5%
  - Outstanding (5): Always contributes thoughtful and insightful comments. Very frequently raises important, unaddressed issues and points to gaps in current discussions that warrant additional consideration.
  - Excellent (4): Makes a reasonable attempt to contribute a novel perspective to the discussion. Occasionally identifies issues that appear to be overlooked by others.
  - Moderate (3): Brings a mix of new viewpoints that contribute value to the discussion, as described above, and tangential remarks that are of limited assistance in supporting others' learning through deeper consideration of topics (as described below).
  - Satisfactory (2): Often participates in discussion but rarely makes remarks that offer additional insight or new ways of thinking about issues.
  - Underwhelming (1): Rarely participates in class discussion and/or offers commentary that is largely redundant.

### Class presentation 1: 30%

### Class presentation 2: 30%

- Each presentation will require the student to become an expert in a course-relevant area of their choosing, as approved by the course instructor. The student will then review a small number of journal articles and summarize the key theory, methodology, findings, implications for research, and take-home points for practice. Effective presentations will include an interesting, concise, clear, well-organized, digestible delivery of material and will stimulate class participation through discussion points, activities, exercises, and so forth. If a student fails to give their assigned presentation, on the designated date, he or she will receive a grade of 0%.

### Term paper (due December 19<sup>th</sup>, 11:59pm, by email to the instructor): 30%

- Term papers involve critically reviewing and integrating research findings in a selected topic area determined in conjunction with the student's interest and the instructor's approval. Papers should not exceed 18 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 and for practitioners must be identified by the student and conveyed in the report. Late term papers will be penalized 10% per day.

### 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	Activity
M Sep 12	Lecture begins.
W Sep 14	
F Sep 16	
M Sep 19	
W Sep 21	
F Sep 23	Last day to drop a course with no W grade and tuition refund.
M Sep 26	Last day for registration/change of registration.
W Sep 28	
F Sep 30	
M Oct 3	
W Oct 5	
F Oct 7	
M Oct 10	Thanksgiving Day. No lecture. University closed.
W Oct 12	
F Oct 14	
M Oct 17	
W Oct 19	
F Oct 21	
M Oct 24	
W Oct 26	
F Oct 28	
M Oct 31	
W Nov 2	
F Nov 4	
M Nov 7	
W Nov 9	
F Nov 11	Reading days. Remembrance Day. No lecture.

M Nov 14	
W Nov 16	
F Nov 18	
M Nov 21	
W Nov 23	
F Nov 25	
M Nov 28	
W Nov 30	
F Dec 2	
M Dec 5	
W Dec 7	
F Dec 9	Last day to participate in research and allocate research credits.
F Dec 9	Lecture ends. Last day to withdraw.

### **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 9<sup>th</sup>, 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

[suypaca@ucalgary.ca](mailto:suypaca@ucalgary.ca)

**Student Union Faculty Rep.:** Phone: 403-220-3913

[socialscirep@su.ucalgary.ca](mailto: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 23<sup>rd</sup>, 2011**. Last day for registration/change of registration is **Sep 26<sup>th</sup>, 2011**. The last day to withdraw from this course is **Dec 9<sup>th</sup>, 2011**.