



<b>Psyc 739.16</b>	<b>Individual Assessment in the Workplace</b>	<b>Winter 2017</b>
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<b>Instructor:</b>	Derek Chapman Ph.D.	<b>Lecture Location:</b>	EDC 288
<b>Phone:</b>	403-220-5558	<b>Lecture Days/Time:</b>	Tuesdays TBA
<b>Email:</b>	dchapman@ucalgary.ca		
<b>Office:</b>	A224		
<b>Office Hours:</b>	By Appointment		

**Course Description and Goals**

This course is designed to provide students with a background and working knowledge of individual assessment in the workplace. It is geared toward measurement and assessment of potential for management level positions in organizations. Students will have the opportunity to learn a variety of skills related to individual assessment including interviewing, interest inventory interpretation, cognitive ability assessment, personality assessment, assessment center techniques, and so forth.

**Required Text**

Students will be provided with a reading list of articles and chapters that will be covered each week. The bulk of the learning for this course will be experiential. Students will have a chance to practice and learn individual assessment for workplace settings.

**Evaluation**

- Final Client report 50% (Due one week after last day of classes). Must be handed in to Psych main office by 12 p.m. on due date. Grading details will be provided in class.
- Weekly practical assignments 30% handed in at the beginning of each class. Details of each assignment will be provided in class.
- Class presentations 20%. Grading will follow presentation grading form provided in class.
- Grades will be converted to letter grades (See below)

**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%

Date	Topic	Readings	Tasks
T Jan 10	Winter term lectures begin. Course overview. Introductions and organization		
T Jan 17	Ethics and legal responsibilities	<a href="http://www.cpa.ca/docs/File/Ethics/CPA_Code_March2016FINALDraftDIST.pdf">http://www.cpa.ca/docs/File/Ethics/CPA_Code_March2016FINALDraftDIST.pdf</a>	
F Jan 20	Last day to drop Winter Term half-courses.		
M Jan 23	Last day to add or swap Winter Term half courses. Last day for change of registration from audit to credit or credit to audit.		
T Jan 24	Developing an overall selection competency model	Resources: O*NET for identifying competency model for general executive selection.	Generate a detailed competency model to be used for assessment
T Jan 31	Interviews: Developing and practicing structured interviews		Develop a 45 minute structured assessment interview measuring Appropriate competencies. Conduct interview with your partner. Provide ratings and 3 page report on the various competencies measured.
T Feb 7	Assessing interests for the workplace	Mount, Barrick, Scullen & Rounds (2005) HIGHER-ORDER DIMENSIONS OF THE BIG FIVE PERSONALITY TRAITS AND THE BIG SIX VOCATIONAL INTEREST TYPES PPsych.  Review of Holland's RIASEC model  Presentation #1	Take the Strong Interest Inventory  Switch with partner and write a summary of interests.
T Feb 14	Assessing Cognitive Ability I. Overview of Cognitive ability	Tulsky, D. S., & Price, L. R. (2003). The joint WAIS-III and WMS-III factor structure: Development and cross-validation of a six-factor model of cognitive	<b><i>International Cognitive Ability Resource</i></b> ICAR

		functioning. <b>Psychological Assessment, 15(2), 149-162.</b>  Presentation #2	
Feb 19-26	Reading Week. No lectures. University open (except Family Day).		
M Feb 20	Alberta Family Day, University closed (except Taylor Family Digital Library, Law, Medical, Gallagher and Business Libraries). No lectures.		
T Feb 28	Cognitive Ability II		Report on partner cognitive ability due (2 pages).
T Mar 7	Personality assessment for the workplace	Lee, K., & Ashton, M. C. (in press). Psychometric properties of the HEXACO-100. <i>Assessment</i>  Review test item content for HEXACO	HEXACO
T Mar 14	Integrity Testing	Review test item content and Manual for Reid Report  Presentation #3	Reid Report  HEXACO report due
T Mar 21	Work Samples:  In-basket testing	Roth, Bobko & McFarland (2005) A META-ANALYSIS of WORK SAMPLE TEST VALIDITY: UPDATING AND INTEGRATING SOME CLASSIC LITERATURE. <i>Personnel Psychology, 58, 1009-</i>	Complete In-basket testing and scoring
T Mar 28	Situational Judgment Test	Weekley, J. A., Ployhart, R. E., & Holtz, B. C. (2006). On the development of situational judgment tests: Issues in item development, scaling, and scoring. In J. A. Weekley & R. E. Ployhart (Eds.), <i>Situational Judgment Tests</i> . (pp 157-182). Mahwah, NJ: Lawrence Erlbaum.  Presentation #4	In Basket report due  Develop, deliver and score an SJT for the position.

T Apr 4	Work Sample: Roleplay exercise	Presentation #5	SJT report due  Design test and score a role play exercise for an assessment center
T Apr 11	Report writing details		
W Apr 12	Winter Term Lectures End. Last day to withdraw from full courses and Winter Term half courses.		
F Apr 14	Good Friday. No Classes. University Closed		
April 18	Client report due 12 p.m.		

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-).

### Important dates

#### Winter 2017

Date	
M Jan 09	Winter term lectures begin.
F Jan 20	Last day to drop Winter Term half-courses. No refunds for Winter Term half courses after this date.
M Jan 23	Last day to add or swap Winter Term half courses. Last day for change of registration from audit to credit or credit to audit.
Feb 19 - 26	Reading Week. No lectures.
M Feb 20	Alberta Family Day. No Classes. University Closed
F Apr 14	Good Friday. No Classes. University Closed
W Apr 12	Winter Term Lectures End. Last day to withdraw with permission from Winter or Multi Term courses.

### 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; no reappraisal of term work is permitted after the 15 days. 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.

### **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 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.

### **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 Ombudsman's Office**

The Office of the Student Ombudsmen 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](mailto:ombuds@ucalgary.ca) (<http://www.ucalgary.ca/provost/students/ombuds>)

### **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 January 20, 2017**. Last day for registration/change of registration is **January 23, 2017**. The last day to withdraw from this course is **April 12, 2017**.