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*Office Hours:* Thursday, 12:30 - 2:00 p.m.  
*Class Meetings:* Monday, 6:30 - 9:20 p.m. in PAS 2083  
*Required Text:* Heneman, H. G., Judge, T. A., Smith, V., & Summers, R. (2007). Staffing Organizations (1<sup>st</sup> Can. Ed.). Toronto: McGraw-Hill Ryerson. (ISBN-13: 978-0-07-094829-7)

*Teaching Assistants:*

### Course Objectives

This course will introduce you to the major theories and practices in the field of Personnel Psychology. As well, you will be exposed to many of the social and political issues involved in the recruitment, selection, and training of employees. Finally, you may also gain personal insight that will enhance your own employment opportunities.

### Course Requirements and Value

Assignment:	30%
Midterm Exam:	30%
Final Exam:	40%
<i>Research Participation Bonus</i>	<i>4%</i>

### Examinations

Both exams will consist of multiple-choice and written questions. The multiple-choice items will emphasize textbook material while the written items will emphasize lecture material or require a synthesis of lecture and textbook material. The midterm exam will be held during class time (6:30 - 8:00 p.m.) on Monday, June 22 and will cover chapters 1 to 4 in the textbook and lecture material up to and including the class of June 15. The final exam will be 2 hours and will cover lecture material from the entire course and chapters 5 to 10 in the textbook. See the "Overview of Exams" for more details.

### Deferred Exams:

Deferred exams may be offered for students with exceptional circumstances with supportive documentation. You must contact me within 48 hours of the missed exam. The deferred exam date is Thursday, June 25. The deferred tests will NOT contain the same items as the scheduled test, therefore I cannot guarantee they will be equal in difficulty with the scheduled tests.

### Term Assignments

See the "Term Assignments" for details.

## Course Web Site

The ACE course website will provide you with lecture outlines and many of the overheads used in class. This material is designed and provided to help you prepare for lectures. It is NOT a substitute for attendance. Important course announcements will also be posted on the site so you should visit it on a regular basis. Grades will also be posted on the site.

## Additional Notes

Note for students with disabilities: *The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.*

Note on avoidance of academic offenses: *“All students registered in the courses of the Faculty of Arts are expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their actions. When the commission of an offence is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offences and types of penalties, students are directed to consult the summary of Policy #71 which is supplied in the Undergraduate Calendar (section 1; on the Web at [www.adm.uwaterloo.ca/infosec/Policies/policy71.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm)). If you need help in learning what constitutes an academic offence; how to avoid offences such as plagiarism, cheating, and double submission; how to follow appropriate rules with respect to “group work” and collaboration; or if you need clarification of aspects of the discipline policy, ask your TA and/or your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean.”*

**“Avoiding Academic Offences”** ([http://arts.uwaterloo.ca/arts/ugrad/academic\\_responsibility.html](http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html)).

*“Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to Policy #70, Student Grievance, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>.”*

## COURSE SCHEDULE

Week of	Topic	Readings
May 4	Introduction to personnel psychology	Chpt 1
May 11	Measurement	Chpt 3
May 18	<i>Victoria Day: No Class</i>	
May 25	Legal issues	Chpt 2
June 1	Job analysis & evaluation	Chpt 4
June 8	Job analysis & evaluation <b>Assignment 1 due</b>	Chpt 4
June 15	Recruitment	Chpt 5 & 6
June 22	<b>MIDTERM EXAM (Chpt 1 - 4) 6:30 - 8:00</b>	
June 29	Recruitment	Chpt 5 & 6
July 6	Selection Screening	Chpt 7, 8 & 9
July 13	Selection Testing <b>Assignment 2 due</b>	Chpt 7, 8 & 9
July 20	Selection Interviewing	Chpt 7, 8 & 9
July 27	Decision making	Chpt 10
<b>Final Exam Period: August 4 - 15</b> <b>Do NOT make any travel or vacation plans during this time!</b>		

Note: Deferred midterm date is Thursday, June 25, 9:00 - 10:30 a.m.

## OVERVIEW OF EXAMS

TOPIC & READINGS	Midterm		Final	
	Multiple Choice	Written Questions	Multiple Choice	Written Questions
Introduction Chpt 1	3	?		?
Measurement Chpt 3	3	?		?
Legal Issues Chpt 2	3	?		?
Job Analysis & Evaluation Chpt 4	6	?		?
Recruitment Chpt 5 & 6			3	?
Selection Screening Chpt 7, 8 & 9			3	?
Selection Testing Chpt 7, 8 & 9			3	?
Selection Interviewing Chpt 7, 8 & 9			3	?
Decision Making Chpt 10			3	?
<b>TOTAL ITEMS</b>	15	A: 2 of 3 B: 1 of 2	15	A: 1 of 2 B: 2 of 3
<b>VALUE OF EACH ITEM</b>	1	5	1	A: 5 B: 10
<b>TOTAL VALUE</b>	15	15	15	25
<b>DATE</b>	Jun 22		Aug 4 - 15	
<b>TIME</b>	6:30 - 8:00		TBA	
<b>DURATION</b>	90 minutes		2 hours	

*Bring a pencil and a calculator to the exams.*

## TERM ASSIGNMENTS

### Objectives

The assignments will focus on the textbook. The purpose of the term assignments is twofold. First, they will give you the opportunity to apply several aspects of the course. Second, they will motivate you to keep up with the readings.

### Format and Value

There are two term assignments worth a total of 30% of your final grade in the course. Each assignment will be evaluated on the basis of successfully applying the material. More details descriptions are provided on the next page.

### Deadlines

Assignment	Marks	Due Date
1. Chpt 4: Application #2	15	June 8
2. Chpt 7: Application #1	15	July 13

### Late Submissions

Late submissions will be penalized one (1) mark for each week day late. For example, if you receive a grade of 6 on a submission and it is two days late, then you will receive a grade of 4.

### General Instructions

***Are there any format instructions I should know about?*** You MUST conform to the following format rules:

- 1) Your paper MUST be machine printed (i.e., typewriter or computer printer).
- 2) The body of your paper MUST be double-spaced with 1" margins all around.
- 3) Your text MUST be in 11 or 12 point font. Please avoid italicized or script fonts as these are very difficult and aggravating to read. This text, for example, is 11-point Arial.
- 4) You MUST NOT use any fancy covers or binders. These do not enhance the quality of your paper and they are an irritating obstruction when reading and a horrific nuisance when marking. A SIMPLE STAPLE WILL DO!

***What about spelling, grammar, and writing style — does it matter?*** YES IT DOES! As univsitie students what are tops of the intelligence world you must can be espected to knows how to rite hows to spel and use commas etc and other punktuatushions etc that is esential parts of cummunicating good and not driving yous reeder batty. Good ideas require good writing. Bad writing makes all ideas bad; including good ones. If you do not care about your work, why should your reader? Proofread your work and use the speller and grammar features in the word processing programs. For example, my spell-checker found twelve misspelled words and my grammar-check identified nine grammatical errors in this paragraph.

## Descriptions of the Assignments

### 1. Maintaining Job Descriptions

*Value: 15 marks*

Complete Application #2 in Chapter 4 (pp. 140-141).

The finished assignment will be about 4 pages.

Your assignment will be evaluated on the fulfillment of 3 criteria: 1) Successful application of course material; 2) clear evidence of academic effort; and 3) professional presentation including format, grammar, and overall appearance.

**Due Date:** *June 8, 6:30 p.m.*

### 2. Reference Reports and Initial Assessment in a Start-Up Company

*Value: 15 marks*

Complete Application #1 in Chapter 7 (pp. 259-260).

The finished assignment will be about 4 pages.

Your assignment will be evaluated on the fulfillment of 3 criteria: 1) Successful application of course material; 2) clear evidence of academic effort; and 3) professional presentation including format, grammar, and overall appearance.

**Due Date:** *July 13, 6:30 p.m.*

## **Participation in Psychology Research: Guidelines for Psychology 339, Spring 2009**

Experiential learning is considered an integral part of the undergraduate program in Psychology. Participation in research is one example of this. A number of undergraduate courses have been expanded to include opportunities for Psychology students to volunteer as research participants enabling them to learn first-hand about psychology research and related concepts. Many students report that participation in research is both an educational and interesting experience.

Student participants may earn up to 4 percentage points towards their final mark in Psychology 339 by participating in Social or Clinical Psychology, Industrial/Organizational, Occupational Behavior or Personnel Selection studies conducted by students and faculty in the Department of Psychology. Participation is worth .5 participation credits (percentage points) for each half hour session. Researchers will record student's participation and will advise the course instructor of the total points earned by each student at the end of the term. Students who do not wish to participate in research may choose an alternative approach to earning the same number of points; this is explained below in "Alternative to participating in research".

Since experiential learning is highly valued in the Department of Psychology, students can earn a "bonus" of 4% by participating in these experiments (i.e., the maximum possible final grade is 104%).

Please note that all Psychology studies have undergone prior ethics review and clearance through the Office of Research Ethics.

To maximize the educational benefits of your participation, you will receive feedback information in each experiment detailing: the purpose or objectives of the study, dependent and independent variables, expected results, references, provisions to ensure the confidentiality of the data, and contact information of the researcher.

### ***How do I sign up?***

REG has created an account for you on SONA (our web-based Study Sign-Up system) at <http://uwaterloo.sona-systems.com>. User ID is your Quest ID (eg. j2smith), temporary password is your Student ID (eg 2001234). Log in to your account, read/acknowledge the ORE "Human Subjects/Privacy Policy" then complete a very brief (5-10 minute) "Prescreen" questionnaire to provide basic demographic info. You won't receive a credit for this and you may decline if you wish however completing it will increase your eligibility for other studies. Once you have completed (or declined) the Prescreen questionnaire you should go to "My Profile" and enter your preferred (Alternate) email address. Then you can go to "Study Sign-Up" and select a Psych 339-eligible study that interests you and a day/time that fits your schedule. You'll receive a confirmation email and a reminder the day before the study. Upon completion of the study you are granted your Study Credit and given feedback about the study hypothesis, design and predictions.

### ***When should I sign up?***

Right away, the sooner the better!!! The On-line study "Mass Testing Survey S09" (one full credit) will only be offered for 6 weeks and you should do this study as soon as possible. Researchers often select participants based on their responses and doing this survey increases your eligibility for other studies. Note that you can only do this survey if you have completed the Prescreen questionnaire. Doing both Prescreen and Mass Testing Survey helps you (by providing more qualifying studies and researchers (by identifying more qualified participants) so we would greatly appreciate it if you would do both.

### ***Are there any restrictions to the studies I can sign up for?***

Yes ... i) the study must be eligible for a credit in this class (as noted in your "Studies" list) ii) only 2 of your 4 credits can be for Online studies and iii) you should try to spread your participation out over the term. The last day to participate for credit is Friday July 31.

***Where can I get more information, instructions, help with login problems etc?***

REG website: <http://www.arts.uwaterloo.ca/~regadmin/regparticipant>

REG Coordinator: [regadmin@watarts.uwaterloo.ca](mailto:regadmin@watarts.uwaterloo.ca)

**Alternative to participating in research**

Students are not required to participate in research, and not all students wish to do so. As an alternative to participation in research, students may submit short reviews (1½ to 2 pages) of journal articles relevant to Social or Clinical Psychology, Industrial/Organizational, Occupational Behavior or Personnel Selection. Each review article counts as one percentage point. Students may complete any combination of a) participation in research or b) article review up to a total of 4% points. You should contact your TA to get approval before writing the review. To receive credit, you must follow specific guidelines. The review must:

**Be submitted before July 20. Late submissions will NOT be accepted under ANY circumstances.**

1. Be typed
2. Fully identify the title, author(s), source and date of the article. A copy of the article must be attached.
3. Identify the psychological concepts in the article and indicate the pages in the Myers textbook that are applicable. Critically evaluate the application or treatment of those concepts in the article. If inappropriate or incorrect, identify the error and its implications for the validity of the article. You may find, for example, misleading headings, faulty research procedures, alternative explanations that are ignored, failures to distinguish factual findings from opinions, faulty statements of cause-effect relations, errors in reasoning, etc. Provide examples whenever possible.
4. Clearly evaluate the application or treatment of those concepts in the article. Keep a copy of your review in the unlikely event we misplace the original