

Instructor: Richard Ennis
Office: PAS 4037
519-888-4567 ext 35333
rennis@uwaterloo.ca (note: I do **NOT** use or check the LEARN email system)
Office Hours: Monday, 2:30-4:00 p.m.
Class Meetings: Monday, 6:30-9:20 p.m. in PAS2083 (with two exceptions)
Required Text: Heneman, H. G., Judge, T. A., Smith, V., & Summers, R. (2010). Staffing Organizations (2nd Can. Ed.). Toronto: McGraw-Hill Ryerson.
Teaching Assistants: Omar Ganai, Tracy Xiong, Amanda Wudarzewski

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

Assignments:	30%
Midterm Exam:	30%
Final Exam:	40%

Examinations

Both exams will consist of multiple-choice, short-answer, and written questions. The multiple-choice items will focus on textbook material while the written items will require a synthesis of lecture and textbook material. The midterm exam will be held during class time (6:30 to 7:30 p.m.) on Monday, June 18 and will cover material up to and including the class of June 11. See Schedule for room assignments. The final exam will be 2 hours and will cover lecture material from the entire course and textbook material not tested on the midterm.

Deferred Testing:

The deferred midterm will be held on Friday, June 22, 8:30-9:30 a.m. It will be provided for students with exceptional circumstances. **I will insist on supportive documentation.** **You must contact me within 24 hours of the regularly scheduled midterm.** The deferred test will NOT contain the same items as the scheduled test, therefore I cannot guarantee they will be equal in difficulty with the scheduled tests.

Research Participation

There are bonus marks available for participating in research that is relevant to the course. See the separate REG file on LEARN for details.

COURSE SCHEDULE

Date	Topic	Readings
May 7	Introduction to personnel psychology	Chpt 1 & 2
May 14	Measurement	Chpt 4
May 22 (Tue)	Legal issues	Chpt 3
May 28	Job analysis	Chpt 5
June 4	Performance appraisal	Chpt 5
June 4	Assignment One due	
June 11	Performance appraisal	Chpt 5
June 18	Recruitment	Chpt 6 & 7
June 18	MIDTERM EXAM (all material to June 11) Surnames A – H: PAS1229 Surnames I – M: PAS1241 Surnames N – Z: PAS2083	
June 25	Screening	Chpt 8, 9 & 10
July 4 (Wed)	Selection	Chpt 8, 9 & 10
July 9	Testing	Chpt 8, 9 & 10
July 9	Assignment Two due	
July 16	Interviewing	Chpt 8, 9 & 10
July 23	Decision making	Chpt 11
Final Exam Period: July 30 to August 10		
Do NOT make any travel plans or other commitments during this time!		

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 detailed instructions and guidelines will be provided in class and on LEARN.

Assignments

Assignment	Marks	Due Date
1. Chpt 3 Application: Age Discrimination in a Promotion <i>p. 95</i>	15	Jun 4
2. Chpt 9 Application: Assessment Methods for the Job of HR Director <i>p.339</i>	15	Jul 9

Deadlines and Late Submissions

Assignment One is due at the start of class (i.e., 6:30 p.m.) on Monday, June 4. Assignment Two is due at the start of class (i.e., 6:30 p.m.) on Monday, July 9. Late submissions will be penalized one (1) mark for each week day late. For example, if you receive a grade of 9 on a submission and it is two days late, then you will receive a grade of 7.

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.

Additional Information

The Official Version of the Course Outline

If there is a discrepancy between the hard copy outline (*i.e., if students were provided with a hard copy at the first class*) and the outline posted on LEARN, the outline on LEARN will be deemed the official version. Outlines on LEARN may change as instructors develop a course, but they become final as of the first class meeting for the term.

Concerns About the Course or Instructor (Informal Stage)

We in the Psychology Department take great pride in the high quality of our program and our instructors. Though infrequent, we know that students occasionally find themselves in situations of conflict with their instructors over course policies or grade assessments. If such a conflict arises, the Associate Chair for Undergraduate Affairs (Dr. Colin Ellard) is available for consultation and to mediate a resolution between the student and instructor. Dr. Ellard's contact information is as follows:

Email: cellard@uwaterloo.ca
Ph 519-888- 4567 ext 36852

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 and 71 below for further details.

Cross-listed course:

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity:

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>

Academic Integrity website (Arts): http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Academic Integrity Office (University): <http://uwaterloo.ca/academicintegrity/>

Accommodation for Students with Disabilities:

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.