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Office Hours: Tuesday, 10:00 - 11:30
Class Meetings: Tuesday & Thursday, 8:30 - 9:50 a.m. in PAS 2083
Required Text: Heneman, H. G., Judge, T. A., Smith, V., & Summers, R. (2007). Staffing Organizations (1st Can. Ed.). Toronto: McGraw-Hill Ryerson.
(ISBN-13: 978-0-07-094829-7)

Teaching Assistants: To be announced

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%

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 (8:30 to 9:50 a.m.) on Thursday, February 14 and will cover material up to and including the class of February 7. The final exam will be 2 hours and will cover lecture material from the entire course and textbook material not tested on the midterm.

Term Assignment

See the attached "Term Assignment" for complete details.

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 an academic offense, to avoid committing academic offenses, and to take responsibility for their academic actions. When the commission of an offense is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offenses and types of penalties, students are directed to consult the summary of Policy #71 in the Undergraduate Calendar http://www.adm.uwaterloo.ca/infoucal/UW/policy_71.html
If you need help in learning how to avoid offenses such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the discipline policy, see the Arts Faculty Web page :
<http://watarts.uwaterloo.ca/~sager/plagiarism.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/info/cal/UW/policy_70.html

COURSE SCHEDULE

Week of	Topic	Readings
Jan 8 & 10	Introduction to personnel psychology	Chpt 1
Jan 15 & 17	Measurement	Chpt 3
Jan 22 & 24	Legal issues	Chpt 2
Jan 29 & 31	Job analysis	Chpt 4
Feb 5 & 7	Performance appraisal	Chpt 4
Feb 5 Assignment One due		
Feb 12 & 14	Performance appraisal	Chpt 4
Feb 14 MIDTERM EXAM (all material to Feb 7)		
<i>Feb 18 - 22 Reading Week</i>		
Feb 26 & 28	Recruitment	Chpt 5 & 6
Mar 4 & 5	Screening	Chpt 7
Mar 11 & 13	Selection	Chpt 9
Mar 18 & 20	Testing	Chpt 8
Mar 18 Assignment Two due		
Mar 25 & 27	Interviewing	Chpt 8
Apr 1 & 3	Decision making	Chpt 10
Final Exam Period: April 10 - 24		
Do NOT make any travel plans or other commitments during this time!		

Assignment One

Answer the following five Discussion Questions from the textbook:

- Chapter 1 Discussion Question 3 on p. 24
- Chapter 3 Discussion Questions 4 and 5 on p. 93
- Chapter 2 Discussion Question 6 on p. 53
- Chapter 4 Discussion Question 6 on p. 139

Assignment Two

Answer the following five Discussion Questions from the textbook:

- Chapter 5 Discussion Question 1 on p. 188
- Chapter 6 Discussion Questions 3 on p. 221
- Chapter 7 Discussion Question 2 and 3 on p. 259
- Chapter 9 Discussion Question 6 on p. 333

Value

Each assignment is worth 15% of your final grade in the course (3% per question).

Deadlines and Late Submissions

Assignment One is due at the start of class (i.e., 8:30 a.m.) on Tuesday, February 5. Assignment Two is due at the start of class (i.e., 8:30 a.m.) on Tuesday, March 18. 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 university students what are tops of the intelligence world you must can be expected to know how to write how to spell and use commas etc and other punctuation etc that is essential parts of communicating good and not driving your reader 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.