

Instructor: Richard Ennis
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Office Hours: Monday, 12:30 - 2:00
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: Corey Bainerman cbainerm@uwaterloo.ca
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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%
<i>Research Participation Bonus</i>	3%

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 12 and will cover material up to and including the class of February 5. 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 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 Friday, February 13. 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.

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.

Term Assignments

See the attached "Term Assignments" for complete details.

COURSE SCHEDULE

Week of	Topic	Readings
Jan 6 & 8	Introduction to personnel psychology	Chpt 1
Jan 13 & 15	Measurement	Chpt 3
Jan 20 & 22	Legal issues	Chpt 2
Jan 27 & 29	Job analysis & evaluation	Chpt 4
Feb 3 & 5	Job analysis & evaluation	Chpt 4
Feb 3	Assignment One due	
Feb 10 & 12	Recruitment	Chpt 5 & 6
Feb 12	MIDTERM EXAM (all material to Feb 5)	
<i>Feb 16 - 20</i>	<i>Reading Week</i>	
Feb 24 & 26	Recruitment	Chpt 5 & 6
Mar 3 & 5	Screening	Chpt 7, 8 & 9
Mar 10 & 12	Selection	Chpt 7, 8 & 9
Mar 17 & 19	Testing	Chpt 7, 8 & 9
Mar 17	Assignment Two due	
Mar 24 & 26	Interviewing	Chpt 7, 8 & 9
Mar 31 & Apr 2	Decision making	Chpt 10
Final Exam Period: April 8 - 24		
Do NOT make any travel plans or other commitments during this time!		

Assignment One

Complete the following Applications from the textbook:

Chapter 2 ~ Application: Age Discrimination in a Promotion? (pp 54-55)

Complete questions 1 and 2. Question 1 is worth 5 marks and question 2 is worth 4 marks.

Chapter 3 ~ Application: Evaluation of Two New Assessment Methods for Selecting Telephone Customer Service Representatives (pp 93-95)

Complete questions 1 and 2. Each question is worth 3 marks.

Assignment Two

Complete the following Applications from the textbook:

Chapter 6 ~ Application: Recruitment in a Changing Internal Labour Market (pp 221-222)

Complete questions 1, 2, 3, and 4. Each question is worth 2 marks.

Chapter 8 ~ Application: Assessment Methods for the Job of Human Resources Director (pp 300-302)

Complete questions 1 to 7. Each question is worth 1 mark.

Value

Each assignment is worth 15% of your final grade in the course.

Deadlines and Late Submissions

Assignment One is due at the start of class (i.e., 8:30 a.m.) on Tuesday, February 3. Assignment Two is due at the start of class (i.e., 8:30 a.m.) on Tuesday, March 17. 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.

Participation in Psychology Research

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 3 percentage points towards their final mark in Psychology 253 by participating in Social Psychology 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 3% by participating in these experiments (i.e., the maximum possible final grade is 103%).

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 253-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 S08" (one full credit) will only be offered for a few 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 the study description) ii) only 2 of your 3 credits can be for On-line studies and iii) you should try to spread your participation out over the term. The last day to participate for credit is April 3.

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

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 Psychology. 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 3% points. You should contact your TA to get approval before writing the review. To receive credit, you must follow specific guidelines. The review must:

1. Be submitted before April 1. Late submissions will NOT be accepted under ANY circumstances.

2. Be typed
3. Fully identify the title, author(s), source and date of the article. A copy of the article must be attached.
4. 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.
5. Clearly evaluate the application or treatment of those concepts in the article.
6. Keep a copy of your review in the unlikely event we misplace the original.

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.

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

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>

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, you should approach your instructor to attempt resolution, but if this process fails then it is the responsibility of the Associate Chair for Undergraduate Affairs to consult and mediate a resolution. You should contact Dr. Colin Ellard by email a cellard@uwaterloo.ca.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (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>

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>

Your email: It is your responsibility to check e-mail regularly for important and time sensitive messages. You should use your UW account for all e-mail correspondence to UW personnel for reasons such as identification, reliability, and security. Note that higher priority may be given to e-mail received from UW accounts versus other accounts such as hotmail, yahoo, etc. See "Official Student Email Address" for further details: <http://www.adm.uwaterloo.ca/infocist/emailuse.html>