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*Office Hours:* Tuesday, 12:30-2:00 p.m.  
*Class Meetings:* Monday, 6:30-9:20 p.m. in HH1101 (with two exceptions)  
*Required Text:* Heneman, H. G., Judge, T. A., Smith, V., & Summers, R. (2010). Staffing Organizations (2<sup>nd</sup> Can. Ed.). Toronto: McGraw-Hill Ryerson.

*Teaching Assistants:* Alex Huynh [a7huynh@uwaterloo.ca](mailto:a7huynh@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%

## 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 17 and will cover material from chapters 1 to 5 and the related lectures. The final exam will be 2 hours and will cover lecture material from the entire course and textbook material from chapters 6 to 12.

### *Deferred Testing:*

The deferred midterm will be held on Friday, June 21, 9:00-10:00 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 valuable 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 6	Introduction to personnel psychology	Chpt 1 & 2
May 13	Measurement	Chpt 4
May 20	<i>Victoria Day ~ no class meeting</i>	
May 27	Legal issues	Chpt 3
June 3	Job analysis	Chpt 5
<b>June 3</b>	<b>Assignment One due</b>	
June 10	Performance appraisal	Chpt 5
June 17	Recruitment	Chpt 6 & 7
<b>June 17</b>	<b>MIDTERM EXAM (Chapters 1-5 and related lectures)</b> <b>Surnames A – O: HH1101</b> <b>Surnames P – Z: AL208</b>	
June 24	Screening	Chpt 8, 9 & 10
July 1	<i>Canada Day ~ class rescheduled to July 30</i>	
July 8	Selection	Chpt 8, 9 & 10
<b>July 8</b>	<b>Assignment Two due</b>	
July 15	Testing	Chpt 8, 9 & 10
July 22	Interviewing	Chpt 8, 9 & 10
July 29	Decision making	Chpt 11
July 30 ( <i>Tue</i> )	Retention management	Chpt 12
<b>Final Exam Period: August 6 to August 17</b>		
<b>Do NOT make any travel plans or other commitments during this time!</b>		

**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.

**Assignment One**

Answer the following five Discussion Questions from the textbook:

- Chapter 1 Discussion Question 5 on p. 24
- Chapter 3 Discussion Questions 5 and 6 on p. 95
- Chapter 4 Discussion Question 2 on p. 137
- Chapter 5 Discussion Question 1 on p. 177

**Assignment Two**

Answer the following five Discussion Questions from the textbook:

- Chapter 6 Discussion Questions 2 and 5 on p. 207
- Chapter 7 Discussion Question 4 on p. 255
- Chapter 8 Discussion Question 1 on p. 295
- Chapter 10 Discussion Question 6 on p. 375

**Deadlines and Late Submissions**

Assignment One is due at the start of class (i.e., 6:30 p.m.) on Monday, June 3. Assignment Two is due at the start of class (i.e., 6:30 p.m.) on Monday, July 8. 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 who are tops of the intelligence world you must 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.

## 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.

### Accommodations for Students with Disabilities

Access-Ability Services, 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 Access-Ability Services at the beginning of each academic 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 Studies (*Myra Fernandes from July 1, 2012 through June 30, 2014*) is available for consultation and to mediate a resolution between the student and instructor. Contact information is as follows:

Myra Fernandes

Email: [mafernan@uwaterloo.ca](mailto:mafernan@uwaterloo.ca)

Ph 519-888-4567 ext 32142

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.

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.

[Further details: <http://www.uwaterloo.ca/academicintegrity/>]

Discipline: A student is expected to know what constitutes academic integrity [<http://www.uwaterloo.ca/academicintegrity/>], 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 instructor, 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](http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html)

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