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<i>Office Hours:</i>	Thursday, 12:00-1:30 p.m.
<i>Class Meetings:</i>	Thursday, 6:30-9:20 p.m. in HH1101
<i>Required Text:</i>	Heneman, H. G., Judge, T. A., Smith, V., & Summers, R. (2010). <i>Staffing Organizations</i> (2 <sup>nd</sup> Can. Ed.). Toronto: McGraw-Hill Ryerson.
<i>Teaching Assistants:</i>	Alex Huynh <a href="mailto:a7huynh@uwaterloo.ca">a7huynh@uwaterloo.ca</a> Natacha Larocque <a href="mailto:n3larocq@uwaterloo.ca">n3larocq@uwaterloo.ca</a> Aimy Racine <a href="mailto:aracine@uwaterloo.ca">aracine@uwaterloo.ca</a>

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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

<b>Requirement</b>	<b>Date</b>	<b>Value</b>
Assignment #1	June 5	25%
Exam #1	June 12	25%
Assignment #2	July 10	25%
Exam #2	July 24	25%

### 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 exams will be held during class time (6:30 to 7:30 p.m.) on Thursday, June 12 (chapters 1 to 5 and the related lectures) and Thursday, July 24 (chapters 6 to 12 and the related lectures).

### Notes

**Students requesting accommodation for course requirements (*assignments, midterm tests, final exams, etc.*) due to illness** should do the following:

- seek medical treatment as soon as possible and obtain a completed uWaterloo Verification of Illness Form (VIF): [Health Services](#)
- submit that form to the instructor within 48 hours.
- (preferably) inform the instructor by the due date for the course requirement that you will be unable to meet the deadline and that documentation will be forthcoming.

In the case of a missed final exam, the instructor and student will negotiate an extension for the final exam which will typically be written as soon as possible, but no later than the next offering of the course.

In the case of a missed assignment deadline or midterm test, the instructor will either:

1. waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course, or
2. provide an extension.

**In the case of bereavement**, the instructor will provide similar accommodations to those for illness. Appropriate documentation to support the request will be required.

Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.

**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. Each is worth 25% 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 as the time approaches.

**Assignment One**

Answer the following 7 questions from the textbook:

Chapter 3 Application: Age Discrimination in a Promotion? (pp 95-96)  
Questions 1 and 2

Chapter 4 Application: Evaluation of Two Assessment Methods ... (pp 137-139)  
Questions 1 and 2 (not question 3)

Chapter 5 Application: Maintaining Job Descriptions (pp 178-179)  
Questions 1, 2, and 3

**Assignment Two**

Answer the following 15 questions from the textbook:

Chapter 6 Application: Recruitment in a Changing Internal Labour Market (p 208)  
Questions 1, 2, 3, 4, and 5

Chapter 9 Application: Assessment Methods for the Job of Human Resources Director (pp 339-340)  
Questions 1, 2, 3, 4, 5, 6, and 7

Chapter 10 Application: Changing a Promotion System (pp 375-376)  
Questions 1, 2, and 3

**Deadlines and Late Submissions**

Assignment One is due at the start of class (i.e., 6:30 p.m.) on Thursday, June 5. Assignment Two is due at the start of class (i.e., 6:30 p.m.) on Thursday, July 10. Late submissions will be penalized one (1) mark for each week day late. For example, if you receive a grade of 19 on a submission and it is two days late, then you will receive a grade of 17.

**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!

## COURSE SCHEDULE

Date	Topic	Readings
May 8	Introduction to personnel psychology	Chpt 1 & 2
May 15	Measurement	Chpt 4
May 22	Legal issues	Chpt 3
May 29	Job analysis	Chpt 5
June 5	Performance appraisal	Chpt 5
<b>June 5</b>	<b>Assignment One due</b>	
June 12	<b>EXAM #1 (Chapters 1-5 and related lectures)</b>	
June 19	Recruitment	Chpt 6 & 7
June 26	Screening and Selection	Chpt 8, 9 & 10
July 3	Testing and Interviewing	Chpt 8, 9 & 10
July 10	Decision making	Chpt 11
<b>July 10</b>	<b>Assignment Two due</b>	
July 17	Retention management	Chpt 12
July 24	<b>EXAM #2 (Chapters 6-12 and related lectures)</b>	

## **Research Experience Marks Information and Guidelines**

Experiential learning is considered an integral part of the undergraduate program in Psychology. Research participation is one example of this, article review is another. A number of undergraduate courses have been expanded to include opportunities for Psychology students to earn grades while gaining research experience.

Since experiential learning is highly valued in the Department of Psychology, students may earn a **"bonus" grade of up to 4%** in this course through research experience. Course work will make up 100% of the final mark and a "bonus" of up to 4% may be earned and will be added to the final grade if/as needed to bring your final grade up to 100%.

The two options for earning research experience grades (participation in research and article review) are described below. Students may complete any combination of these options to earn research experience grades.

### **Option 1: Participation in Psychology Research**

Research participation is coordinated by the Research Experiences Group (REG). Psychology students may volunteer as research participants in lab and/or online (web-based) studies conducted by students and faculty in the Department of Psychology. Participation enables students to learn first-hand about psychology research and related concepts. Many students report that participation in research is both an educational and interesting experience. Please be assured that all Psychology studies have undergone prior ethics review and clearance through the Office of Research Ethics.

### ***Educational focus of participation in research***

To maximize the educational benefits of participating in research, students will receive feedback information following their participation in each study detailing the following elements:

- Purpose or objectives of the study
- Dependent and independent variables
- Expected results
- References for at least two related research articles
- Provisions to ensure confidentiality of data
- Contact information of the researcher should the student have further questions about the study
- Contact information for the Director of the Office of Research Ethics should the student wish to learn more about the general ethical issues surrounding research with human participants, or specific questions or concerns about the study in which s/he participated.

Participation in LAB studies is worth 0.5 participation credits (grade percentage points) for each 30-minutes of participation. Participation in ONLINE studies is worth .25 credits for each 15-minutes of participation. Researchers will record student's participation and will advise the course instructor of the total credits earned by each student at the end of the term.

## **How to participate?**

Study scheduling, participation and grade assignment is managed using the SONA online system. All students enrolled in this course have been set up with a SONA account. You must get started early in the term.

[INSTRUCTIONS/DATES/DEADLINES: How to log in to Sona and sign up for studies](#)

\*\*\* Please do not ask the Course Instructor or REG Coordinator for information unless you have first thoroughly read the information provided on this website. \*\*\*

More information about the REG program is available at:

[REG Participants' Homepage](#)

### **Option 2: Article Review as an alternative to participation in research**

Students are not required to participate in research, and not all students wish to do so. As an alternative, students may opt to gain research experience by writing short reviews (1½ to 2 pages) of research articles relevant to the course. The course instructor will specify a suitable source of articles for this course (i.e., scientific journals, newspapers, magazines, other printed media). *You must contact your TA to get approval for the article you have chosen before writing the review.* Each review article counts as one percentage point. To receive credit, you must follow specific guidelines. The article review must:

- **Be submitted before the [last day of lectures](#). Late submissions will NOT be accepted under ANY circumstances.**
- Be typed
- Fully identify the title, author(s), source and date of the article. A copy of the article must be attached.
- Identify the psychological concepts in the article and indicate the pages in the 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.
- 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.

## **Additional Notes**

### **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:** 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.

**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.

**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.

### **Other sources of information for students:**

Academic Integrity website (Arts) Academic Integrity Office (uWaterloo)

**Note for students with disabilities:** The AccessAbility Services office, 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 AS office at the beginning of each academic term.