Instructor:	Richard Ennis
Office:	PAS 3017
	888-4567 ext 5333
Office Hours:	Wednesday, 9:30 - 12:30
Class Meetings:	Tuesday & Thursday, 8:30 - 9:50 a.m.
	PAS 2083
Required Text:	Catano, V. M., Cronshaw, S. F., Wiesner, W. H., Hackett, R. D., & Methot, L. L. (2001). Recruitment and selection in Canada (2nd Ed.). Scarborough ON: Nelson Thompson Learning.
Teaching Assistant:	Mehrdad Derayeh and Shawn Komar

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 17 and will cover material up to and including the class of February 10. 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

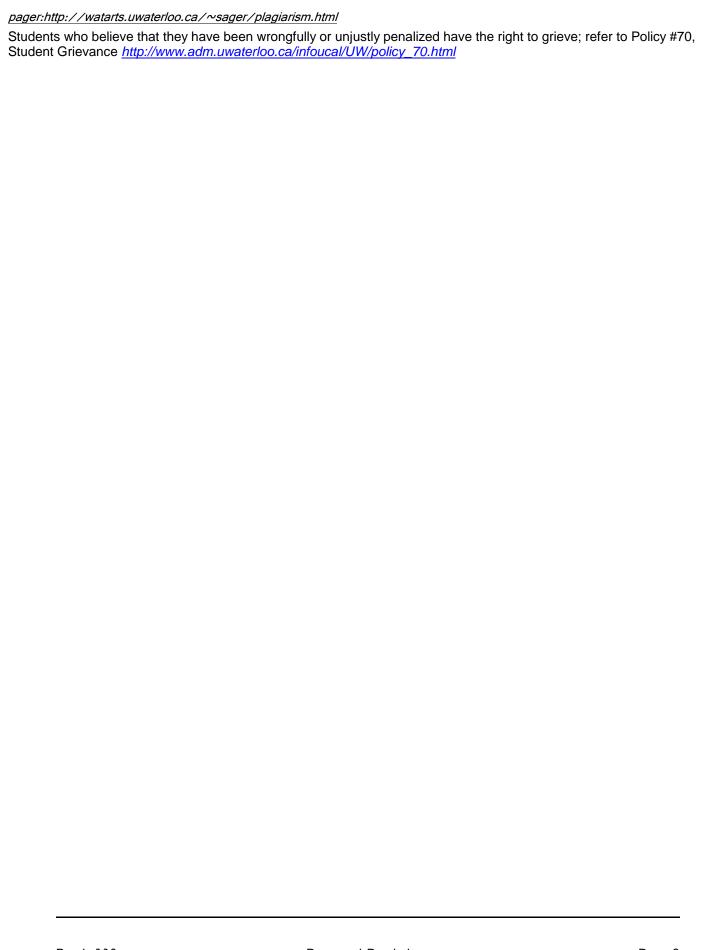See the attached "Term Assignment" for complete details.

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 on page 1:10 of the 2003/2004 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 pager:

pager: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/infoucal/UW/policy_70.html*

COURSE SCHEDULE

Week of	Topic	Readings
Jan 4 & 6	Introduction to personnel psychology	Chpt 1
Jan 11 & 13	Legal issues	Chpt 2
Jan 18 & 20	Measurement	Chpt 3
Jan 25 & 27	Job analysis	Chpt 4
Feb 1 & 3	Performance appraisal	Chpt 5 & 6
Feb 3	*Assignment One due*	
Feb 8 & 10	Performance appraisal	Chpt 5 & 6
Feb 15 & 17	Recruitment	Chpt 7
Feb 17	**MIDTERM EXAM (all material to Feb 10)**	
Feb 22 - 24	*Reading Week*	
Mar 1 & 3	Recruitment & Selection	Chpt 7 & 8
Mar 8 & 10	Selection	Chpt 8
Mar 10	*Assignment Two due*	
Mar 15 & 17	Testing	Chpt 9
Mar 22 & 24	Interviewing	Chpt 10
Mar 24	*Assignment Three due*	
Mar 29, 31, Apr 5	Decision making	Chpt 11

Final Exam Period: April 8 - 21

Do NOT make any travel plans or other commitments during this time!

TERM ASSIGNMENT: JOB PORTFOLIO

Objectives

    The purpose of the term assignment is twofold. First, it will give you the opportunity to apply several aspects of the course to your personal career goals. Second, it may provide valuable insights that could be advantageous in realizing your ambitions.

Format and Value

    The term assignment will consist of 3 components worth a total of 30% of your final grade in the course. Each component will be evaluated on the basis of successfully applying the course material to the project.

Deadlines

Component	Marks	Due Date
1. Job Analysis Interview	10	Feb 3
2. Measures of Job Performance	10	Mar 10
3. Selection Testing	10	Mar 24

Late Submissions

    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 <u>machine printed</u> (i.e., typewriter or computer printer).
    2) The body of your paper MUST be <u>double-spaced</u> with <u>1" margins</u> all around.
    3) Your text MUST be in <u>11 or 12 point font</u>. 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. <u>A SIMPLE STAPLE WILL DO</u>!

    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 drivimg yous reeder battty. 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? <u>Proofread your work</u> 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.

The Job Portfolio Components

1. Job Analysis Interview   *Value: 10 marks*

  After we have completed the material in chapter 4, prepare a brief outline for conducting a job analysis interview for someone in your desired occupation. Note that you may have to investigate the occupation in order to complete this element.

  The relevant material is in lecture and Chapter 4 pp 137-139. AThe interview should be well planned and carefully conducted@ (p. 137). Your task is to do the planning and consider how you would conduct the interview. Identify who you would interview and explain why. Follow the 7 guidelines/criteria provided on pp. 137-138. Describe how you would perform each of these guidelines. You do not have to be too detailed but you should provide enough information to clearly indicate that you are Awell planned.@ You should provide some example statements or questions for criteria 4, 5, and 7.

  Your assignment will be evaluated on the fulfilment of 3 criteria: 1) Successful <u>application</u> of course material; 2) clear evidence of academic <u>effort</u>; and 3) professional <u>presentation</u> including format, grammar, and overall appearance.

  Due Date: *February 3, 8:30 a.m.*

2. Measures of Job Performance   *Value: 10 marks*

  After we have completed the material in chapters 5 and 6, design some objective measures of job performance for your desired occupation. As a guide, you may want to use the example in Box 6.1 (p. 201) of the text. Design BARS or BOS scales. The relevant material is in pp. 210-212. Table 6.2 (p. 212) is a good example of what is required. Adapt it to your preferred job and that=s basically all you need.

  Add a paragraph or two explaining why you selected the specific behaviours (i.e., how they are relevant to the job; why they are BFOR=s). The finished assignment will probably be 2-3 pages.

  Your assignment will be evaluated on the fulfilment of 3 criteria: 1) Successful <u>application</u> of course material; 2) clear evidence of academic <u>effort</u>; and 3) professional <u>presentation</u> including format, grammar, and overall appearance.

  Due Date: *March 10, 8:30 a.m.*

3. Selection Testing   *Value: 10 marks*

  By the time we have completed the material in Chapter 9, we will have discussed a variety of techniques (i.e., tests, variables, measures) that can be used in the selection process (e.g., resumes, reference checks, interview, personality tests, biodata, assessment centres, probation, etc.) Identify 3 techniques / measures that you think would be the <u>most</u> valid predictors for selecting someone for your desired job (i.e., would provide the best discrimination; most Ahits@). Briefly explain each choice (one or two paragraphs for each). The finished assignment will probably be about 3 pages.

  Your assignment will be evaluated on the fulfilment of 3 criteria: 1) Successful <u>application</u> of course material; 2) clear evidence of academic <u>effort</u>; and 3) professional <u>presentation</u> including format, grammar, and overall appearance.

  Due Date: *March 24, 8:30 a.m.*