

*Instructor:* Richard Ennis  
*Office:* PAS 3017  
519-888-4567 ext 35333  
*rennis@uwaterloo.ca* (note: I do **NOT** use or check the ACE email system)  
*Office Hours:* Tuesday, 10:00 - 11:30 a.m.  
*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. (2010). Staffing Organizations (2<sup>nd</sup> Can. Ed.). Toronto: McGraw-Hill Ryerson.  
*Teaching Assistants:* Pylin Chuapetcharasopon, Kevin Leung, Sana Rizvi

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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 (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.

#### *Deferred Testing:*

The deferred midterm will be held on Friday, February 18, 9:00-10:20 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 may be bonus marks available for participating in research that is relevant to the course. If so, the exact value and details will be provided in class and on ACE.

## COURSE SCHEDULE

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Week of	Topic	Readings
Jan 4 & 6	Introduction to personnel psychology	Chpt 1 & 2
Jan 11 & 13	Measurement	Chpt 4
Jan 18 & 20	Legal issues	Chpt 3
Jan 25 & 27	Job analysis	Chpt 5
Feb 1 & 3	Performance appraisal	Chpt 5
<b>Feb 3</b>	<b>Assignment One due</b>	
Feb 8 & 10	Performance appraisal	Chpt 5
Feb 15 & 17	Recruitment	Chpt 6 & 7
<b>Feb 17</b>	<b>MIDTERM EXAM (all material to Feb 10)</b>	
<i>Feb 21 - 25</i>	<i>Reading Week</i>	
Mar 1 & 3	Screening	Chpt 8, 9 & 10
Mar 8 & 10	Selection	Chpt 8, 9 & 10
Mar 15 & 17	Testing	Chpt 8, 9 & 10
<b>Mar 17</b>	<b>Assignment Two due</b>	
Mar 22 & 24	Interviewing	Chpt 8, 9 & 10
Mar 29 & 31	Decision making	Chpt 11

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***Final Exam Period: April 8 - 21***

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

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### 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 ACE.

### Deadlines

Assignment	Marks	Due Date
1. Chpt 3 Application: Age Discrimination in a Promotion <i>p. 95</i>	15	Feb 3
2. Chpt 9 Application: Assessment Methods for the Job of HR Director <i>p.339</i>	15	Mar 17

### Deadlines and Late Submissions

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

### **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 ACE, the outline on ACE will be deemed the official version. Outlines on ACE 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**

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.

### **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 Affairs (Dr. Colin Ellard) is available for consultation and to mediate a resolution between the student and instructor. Dr. Ellard's contact information is as follows:

Email: [cellard@uwaterloo.ca](mailto:cellard@uwaterloo.ca)  
Ph 519-888- 4567 ext 36852

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, Academic Offenses, Grievance, and Appeals**

To protect course integrity, as well as to provide appropriate guidance to students, course outlines in the Faculty of Arts must include the following note on avoidance of academic offenses:

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. [Check <http://www.uwaterloo.ca/academicintegrity/> for more informaton.]

Discipline: A student is expected to know what constitutes academic integrity [check <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), <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), <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), <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/>