

University of Waterloo
Department of Psychology
PSYCH 339
Personnel Psychology
Winter 2021
Online, Asynchronous

Instructor and T.A. Information

Instructor: James Beck, Ph.D.

Office: PAS 4028

Office Phone: 519-888-4567 x33945

Office Hours: Tues 9:00-10:00; Weds 1:30-2:30

Email: james.beck@uwaterloo.ca

Extra information on contacting the instructor.

T.A.	Arden Flow	Midori Nishioka	T.A. 3 Name	T.A. 4 Name
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Office Hours	F 3:30-4:30	Th 1:00-2:00	T.A. 3 Hours	T.A. 4 Hour

Course Description

This course provides an overview of the major topics, theories, and empirical findings in the field of personnel psychology. By the end of this course you should have a strong working knowledge of a variety of topics that are critical to organizational functioning. Broadly, in this course you will learn (1) how job performance is typically defined, measured and evaluated, (2) how to scientifically select employees to reach a range of organizational goals such as performance and diversity, and (3) how to train employees using state of the art learning and development techniques.

Lectures will be posted as videos on Learn. Office hours will be held via MS Teams. This meeting will be added to your Teams calendar automatically. You are not required to attend office hours.

Recommended Text

- Gatewood, R. D., Feild, H. S., & Barrick, M. R. (2016). Human Resource Selection (8th Ed).

Readings Available on LEARN

- Levy, P. E. (2017). Industrial/Organizational Psychology: Understanding the Workplace. Chapter 5: Performance Appraisal
- Catano, V. M. et al. (2019). Recruitment and Selection in Canada. Chapter 3: Legal issues
- Lillienfeld et al. (2010). 50 Great Myths of Popular Psychology. Chapter 15: Intelligence Tests as Biased Against Certain Groups of People.

Required text 5

Course Requirements and Assessment

There will be 11 weekly quizzes, starting on Week 2. Each quiz is worth 6% of your total mark, and the lowest quiz grade will be dropped. Quizzes will be a combination of short answer and multiple choice. Quizzes will be administered via Qualtrics. The link to each quiz will be posted on Wednesday mornings, and quizzes will be due by 11:59 PM Thursday.

There is also a written assignment due at the end of the term. This assignment is described in detail on Learn. Briefly, your task will be to develop a performance appraisal and selection system.

Finally, there is an opportunity to earn up to 3% in bonus marks in this course. This is described in detail in the “Sona Participation and Research Experience Marks Information and Guidelines” section below.

Assessment	Date of Evaluation (if known)	Weighting
Quiz 1	21-Jan-21	6%
Quiz 2	28-Jan-21	6%
Quiz 3	4-Feb-21	6%
Quiz 4	11 – Feb -21	6%
Quiz 5	25-Feb-21	6%
Quiz 6	4-Mar-21	6%
Quiz 7	11-Mar-21	6%
Quiz 8	18-Mar-21	6%
Quiz 9	25-Mar-21	6%
Quiz 10	1-Apr-21	6%
Quiz 11	8-Apr-21	6%
Written Assignment	15-Apr-21	40%
Total		100%

Note: The lowest Quiz mark will be dropped; hence the “weighting” column sums to 106%.

Course Outline

GFB = Gatewood, Feild, and Barrick

Week	Date	Topic	Readings Due
1	14-Jan	Variance; Correlation	None
2	21-Jan	Job Performance	GFB 2
3	28-Jan	Performance Appraisal; Job Analysis	Levy; GFB 3
4	4-Feb	Measurement; Reliability	GFB 6-7
5	11-Feb	Validity	GFB 8
6	25-Feb	Predictor Constructs	GFB 11-12
7	4-Mar	Predictor Methods	GFB 10; GFB 13
8	11-Mar	Selection Decision-Making	GFB 15
9	18-Mar	Legal and Ethical Issues	Catano; Lillienfeld

Week	Date	Topic	Readings Due
10	25-Mar	Recruitment; Utility	GFB 5; GFB 8
11	1-Apr	Training	None
12	8-Apr	None	None

Late Work

In general I do not accept late work. Under certain circumstances exceptions can be made:

- *Documentation of illness or other circumstances leading to missing the deadline (e.g., bereavement).*
- *Contact instructor within 48 hours. Whenever possible, contact should be made before the deadline has passed.*
- *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*

Information on Plagiarism Detection

Description of software used to detect plagiarism.

Electronic Device Policy

Instructor's policy on electronic devices.

Attendance Policy

Instructor's policy on attendance.

Institutional-required statements for undergraduate course outlines approved by Senate Undergraduate Council, April 14, 2009

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. Check the [Office of Academic Integrity webpage](#) for more information.

Discipline

A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their actions. Check [the Office of Academic Integrity](#) for more information. 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](#). For typical penalties check [Guidelines for the Assessment of Penalties](#).

Concerns about a Course Policy or Decision

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 (Richard Eibach) is available for consultation and to mediate a resolution between the student and instructor: Email: reibach@uwaterloo.ca; Ph 519-888-4567 ext. 38790

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. When in doubt, please be certain to contact Richard Eibach, the Associate Chair for Undergraduate Affairs who will provide further assistance; reibach@uwaterloo.ca.

Appeals

A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 - Student Discipline may be appealed if there is a ground. A student who believes they have a ground for an appeal should refer to [Policy 72 - Student Appeals](#).

Note for Students with Disabilities

The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (NH 1401), 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.

If Using Turnitin in your Course

Turnitin.com: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit alternate assignment.

Faculty of Arts-required statements for undergraduate course outlines

Cross-listed Course (if applicable)

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.

Accommodation for course requirements for Psychology courses.

Policies of the Psychology department pertaining to course requirements are available on the [department website](#).

Sona Participation and 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 3%** in this course through research experience. Course work will make up 100% of the final mark and a "bonus" of up to 3% 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 through online and remotely operated (replacing in-lab) studies, 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 remotely operated (replaces 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 been reviewed and received ethics clearance through a University of Waterloo Research Ethics Committee.

How to earn extra marks for your Psychology course(s) this term by participating in studies ...

- You will earn "credits" which will be converted to "marks" (1 credit = 1%)
- You can schedule your remotely operated (replacing in-lab) and ONLINE studies using the "Sona" website.
- **FOR THE WINTER 2021 TERM ALL OF YOUR CREDITS** can be earned through ONLINE AND REMOTELY/ ONLINE OPERATED (replacing in-lab) studies.

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 remotely operated (replaces in-lab) studies has increment values of 0.75 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 at the end of the term the REG Coordinator will provide the course instructor with a credit report of the total credits earned by each student.

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.

For instructions on how to log in to your SONA account and for a list of important dates and deadlines please, as soon as possible, go to:

[Participating/SONA information: 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 in general is available at: [Sona Information on the REG Participants website](#) or you can check the [Sona FAQ on the REG website homepage](#) for additional information.

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.