



**Department of Psychology**  
**Psychology 421 (L01) – Personnel Psychology**  
**Fall Session 2009**

---

<b>Instructor:</b>	Dr. Theresa Kline	<b>Lecture Location:</b>	<b>SH 288</b>
<b>Phone:</b>	(403) 220-3469	<b>Lecture Days/Time:</b>	T/Th 12:30 – 1:45
<b>Email:</b>	babbitt@ucalgary.ca		
<b>Office:</b>	Administration 135B		
<b>Office Hours:</b>	To Be Announced		

---

### **Course Description and Goals**

Application of psychological principles to the understanding of personnel systems including job performance criteria, selection, training and development, and performance appraisal.

### **Prerequisites**

Psychology 312 - Experimental Design and Quantitative Methods for Psychology

### **Learning Goals**

1. Understand the field of Industrial and Organizational (I-O) Psychology.
2. Know the various research methods used in I-O Psychology.
3. Generate relevant I-O criteria.
4. Understand how predictors are developed and assessed.
5. Know the legal and ethical ramifications of personnel decision-making.
6. Understand the performance management process.
7. Know how to assess the primary attitudinal variables important in the workplace and how they affect performance.
8. Know how work and health interact.
9. Know the reasons for and implications of union-management relations.
10. Work in groups to evaluate case studies applying I-O principles.
11. Present group discussion findings.
12. Evaluate yourself and others in presentations.

### **University of Calgary Curriculum Objectives**

Based on the structure and content of this course, the following Core Competencies are addressed:

1. Critical and creative thinking through class discussions and case study analyses.
2. Effective oral communication through presenting group results on a regular basis in front of the class.
3. Effective written communication through examinations requiring written responses.
4. Interpretive and assessment skills through examination items and cases studies.

## Required Text

Muchinsky, P.M. (2009). *Psychology Applied to Work (9<sup>th</sup> ed)*. Summerfield, North Carolina: Hypergraphic Press.

Available at the University of Calgary Bookstore

## Evaluation

Students are expected to attend **all** lectures. Grades for this course will be based on three exams (two in class and one take-home). In-class exams items will be multiple-choice and fill in the blank format. The take home exam will be essay format (5 pages double-spaced). Each topic in the course will be covered first in lecture format. Then small groups (4-5 students each) will be formed to work on class discussion topics or a case study. Each group will work for about half the class time and then present the findings of their group to the class. Group presenters will rotate and class attendance will be taken at each session. Students will evaluate their own group as well as the other groups' presentations. Evaluation forms will be provided at each session. The in-class group work will constitute the class participation mark (24%). Missed participation will count as 0% toward participation mark. Of the 9 sessions, the best 8 will be counted toward the final mark with 3% for each of the 8 sessions.

## Distribution of Credit for Final Grade:

Exam 1	25%
Exam 2	25%
Exam 3 (take home)	26%
Class participation	24%

## Tentative Lecture Schedule

Date/Week	Topic	Book Chapter
Sept. 8	1. The Historical Background of I/O Psychology	1
Sept. 15	2. Research Methods in I/O Psychology	2
Sept. 22	3. Criteria: Standards for Decision-Making	3
<b>Oct. 1</b>	<b>EXAM 1 (covering topics 1-3)</b>	
Oct. 6	4. Predictors: Psychological Assessments	4
Oct. 13	5. Personnel Decisions	5
Oct. 20	6. Performance Management	7
<b>Oct. 29</b>	<b>EXAM 2 (covering topics 4-6)</b>	
Nov. 3 & 10	7. Organizational Attitudes and Behavior	10
	<b>Nov. 12 – Reading Days no class</b>	
Nov. 17	8. Occupational Health	11
Nov. 26	9. Union and Management Relations	14
Dec. 8	<b>TAKE HOME EXAM (on topics 7 - 9) HANDED OUT DEC. 8, 2009; DUE DEC. 14, 2009.</b> Exams can be handed in to the course instructor or at the Main Psychology Office (A 275 – in person or in the green drop-box). Exams handed in late will be penalized with a reduction in mark of 10% per day including weekend days. Only hard copy exams will be accepted.	

## **Grading Scale**

A+	96-100%	B+	80-84%	C+	67-71%	D+	54-58%
A	90-95%	B	76-79%	C	63-66%	D	50-53%
A-	85-89%	B-	72-75%	C-	59-62%	F	0-49%

As stated in the University Calendar, it is at the instructor's discretion to round off either upward or downward to determine a final grade when the average of term work and final examinations is between two letter grades. To determine final letter grades, final percentage grades will be rounded up to the nearest whole percentage (e.g., 89.4% will be rounded up to 90%).

## **Reappraisal of Grades**

A student who feels that a piece of graded term work (e.g., term paper, essay, test) has been unfairly graded, may have the work re-graded as follows. The student shall discuss the work with the instructor within 15 days of being notified about the mark or of the item's return to the class. If not satisfied, the student shall immediately take the matter to the Head of the department offering the course, who will arrange for a reassessment of the work within the next 15 days. The reappraisal of term work may cause the grade to be raised, lowered, or to remain the same. If the student is not satisfied with the decision and wishes to appeal, the student shall address a letter of appeal to the Dean of the faculty offering the course within 15 days of the unfavourable decision. In the letter, the student must clearly and fully state the decision being appealed, the grounds for appeal, and the remedies being sought, along with any special circumstances that warrant an appeal of the reappraisal. The student should include as much written documentation as possible.

## **Plagiarism and Other Academic Misconduct**

Intellectual honesty is the cornerstone of the development and acquisition of knowledge and requires that the contribution of others be acknowledged. Consequently, plagiarism or cheating on any assignment is regarded as an extremely serious academic offense. Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Students should examine sections of the University Calendar that present a Statement of Intellectual honesty and definitions and penalties associated with Plagiarism/Cheating/Other Academic Misconduct.

## **Academic Accommodation**

It is the student's responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodation and have not registered with the Disability Resource Centre, please contact their office at 220-8237. Students who have not registered with the Disability Resource Centre are not eligible for formal academic accommodation. You are also required to discuss your needs with your instructor no later than 14 days after the start of this course.

## **Absence From A Test**

Makeup tests/exams are NOT an option without an official University medical excuse (see the University Calendar). A completed Physician/Counselor Statement will be required to confirm absence from a test/exam for health reasons; the student will be required to pay any cost associated with this Statement. Students who miss a test/exam have 48 hours to contact the

instructor and to schedule a makeup test/exam. Students who do not schedule a makeup test/exam with the instructor within this 48-hour period forfeit the right to a makeup test/exam. At the instructor's discretion, a makeup test/exam may differ significantly (in form and/or content) from a regularly scheduled test/exam. Except in extenuating circumstances (documented by an official University medical excuse), a makeup test/exam must be written within 2 weeks of the missed test/exam.

### **Course Credits for Research Participation (Max 2% of final grade)**

Students in most psychology courses are eligible to participate in Departmentally approved research and earn credits toward their final grades. **A maximum of two (2) credits (2%) per course, including this course, may be applied to the student's final grade. Students earn 0.5% (0.5 credits) for each full 30 minutes of participation.** The demand for timeslots may exceed the supply in a given term. Thus, students are not guaranteed that there will be enough studies available to them to meet their credit requirements. Students should seek studies early in the term and should frequently check for open timeslots. Students can create an account and participate in Departmentally approved research studies at <http://ucalgary.sona-systems.com>

The last day to participate in studies and to assign or reassign earned credits to courses is **Dec 7<sup>th</sup>, 2009**.

### **Student Organizations**

Psychology students may wish to join the Psychology Undergraduate Students' Association (PSYCHS). They are located in Administration 170 and may be contacted at 220-5567.

**Student Union VP Academic:** Phone: 220-3911 [suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca)  
**Student Union Faculty Rep.:** Phone: 220-3913 [socialscirep@su.ucalgary.ca](mailto:socialscirep@su.ucalgary.ca)

### **Important Dates**

The last day to drop this course and **still receive a fee refund** is **Sep 18<sup>th</sup>, 2009**. The last day to withdraw from this course is August **Dec 8<sup>th</sup>, 2009**.