

Psyc 483.01 Personnel Psychology Winter 2023

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Course Description

Personnel Psychology examines the process by which organizations attract and hire employees. It includes a variety of topics including Legal Issues and bias, assessing applicant abilities, job interviews, and how to make decisions about whom to hire. Students will have the opportunity to conduct a simple job analysis to determine the knowledge skills and abilities required to do a job. They will also get to design a simple personnel selection system to identify good candidates for that job. The goals of the course include becoming familiar with some of the major theories and empirical findings in the field of Personnel Psychology and developing some basic skills related to designing a personnel selection system to assess job candidates for organizations.

Course Learning Outcomes

The Department of Psychology is committed to student knowledge and skill development. The table below lists the key learning outcomes for this course, the program-learning outcomes they facilitate (see psyc.ucalgary.ca/undergraduate/program-learning-outcomes), and the expected level of achievement.

Course Learning Outcomes	Assessment Methods	PLO(s)	Level(s)
Explain the history and origins of personnel psychology within the context of psychology in general as well as research in business schools	MC, Short answer	1,4	I
Identify legal issues related to assessing individuals for employment	MC, Short answer	6, 8	C
Understand how to conduct job analysis and competency modelling	MC, Short answer, Assignment	1,2,3,4,7	C
Recognize how psychological measurement affects decisions in organizational contexts	MC, Short Answer, Assignment	2,3,5	I

Explain individual and situational factors that determine employee attitudes and behaviours	MC, Short Answer Assignment	1,2,4,7	I
Be able to design a simple selection system from job analysis data	Assignment	2,3,4, 7	C
Understand the technical issues of identifying bias in hiring practices	MC, Short Answer	6, 8	C

Notes. PLOs = Program-Learning Outcomes: 1 = demonstrate knowledge of psychological sciences, 2 = think critically and solve problems, 3 = conduct research and analyze data, 4 = communicate effectively, 5 = demonstrate information literacy, 6 = understand and implement ethical principles, 7 = apply psychological knowledge and skills,

8 = Demonstrate multicultural competence and awareness of issues related to equity, diversity,* and inclusion. Level of PLO achievement facilitated by this course: I = introductory, C = competency, A = advanced.

Acknowledgments and Respect for Diversity

Our classrooms view diversity of identity as a strength and resource. Your experiences and different perspectives are encouraged and add to a rich learning environment that fosters critical thought through respectful discussion and inclusion. The Department of Psychology would also like to acknowledge the traditional territories of the people of the Treaty 7 region in southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Region III.

Course Format

Class materials will be posted to the course D2L page by the day/time of each scheduled class as per the course schedule below.

Lecture material will be posted Tuesdays and Thursdays at 9 a.m

Prerequisites

Psyc 200 – Principles of Psychology and PSYC 201-Principles of Psychology II, Psyc 321 (preferred)

Required Text

Catano, Wiesner & Hackett, Recruitment and Selection in Canada, 8th Ed. (Recommend electronic PDF version). The textbook is available through the bookstore.

Assessment Methods

Students in this course will be evaluated by completing two midterm exams and two assignments. Exams in this course are closed book. The use of resources, including class notes, the textbook, online resources, and calculators is prohibited during the exams in this course. Students may not communicate with others about course material or the exam either in person or electronically during exams.

- Midterm I will be held Feb 7th and is worth 30% of the final grade. The exam will be multiple choice and short answer format. It will cover the lecture and reading material for the first four weeks of class
- Midterm II will be held on March 28th and is worth 30% of the final grade. The exam will be multiple choice and short answer format and cover the lecture and reading material following midterm 1 only.

These midterms have a normal completion time of 75 minutes

There will be two practical assignments for this course. Detailed instructions will be provided for each assignment on D2L. Assignment 1 is a job analysis that must be completed by March 2nd at noon and submitted via D2L dropbox. Assignment 2 on selection system design is due on the last day of the semester at noon and submitted by D2L Dropbox. Each assignment is worth 20% of your final grade.

Assignments have no required length; however, most students can assume generating approximately 10 pages of material per assignment including the supporting data that will be needed to fulfill the requirements of each assignment. Students will need to find and interview a participant for approximately one hour online for Assignment 1.

Without instructor approval, late submissions will not be accepted.

Department of Psychology Criteria for Letter Grades

Psychology professors use the following criteria when assigning letter grades:

A+ grade: *Exceptional Performance.* An A+ grade indicates near perfect performance on multiple choice and short answer exams. For research papers/essays/course projects/presentations, an A+ grade is awarded for exceptional work deserving of special recognition and is therefore not a common grade.

A, A- Range: *Excellent Performance.* Superior understanding of course material. Written work is very strong in terms of critical and original thinking, content, organization, and the expression of ideas, and demonstrates student's thorough knowledge of subject matter.

B Range: *Good Performance.* Above average understanding of course material. Written work shows evidence of critical thinking and attention to organization and editing but could be improved in form and/or content.

C Range: *Satisfactory Performance.* Adequate understanding of course material. Knowledge of basic concepts and terminology is demonstrated. Written work is satisfactory and meets essential requirements but could be improved significantly in form and content. Note: All prerequisites for courses offered by the Faculty of Arts must be met with a minimum grade of C-.

D range: *Marginally meets standards.* Minimal understanding of subject matter. Written work is marginally acceptable and meets basic requirements but requires substantial improvements in form and content. Student has not mastered course material at a level sufficient for advancement into more senior courses in the same or related subjects.

F grade: *Course standards not met.* Inadequate understanding of subject matter. Written work does not meet basic requirements. Student has not demonstrated knowledge of course material at a level sufficient for course credit.

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. In this course there will be no rounding up of final grades.

Tentative Lecture Schedule

Date	Topic	Readings
T Jan 10	Background: Personnel Psychology	Chapter 1
R Jan 12	Background: Personnel Psychology	
T Jan 17	Measurement Issues in Personnel Psychology	Chapter 2
R Jan 19	Measurement Issues in Personnel Psychology	
Jan 20	Last day to add or swap a course	
T Jan 24	Legal issues in Personnel Selection	Chapter 3
R Jan 26	Legal issues in Personnel Selection	
Jan 27	Fee payment deadline for Fall Term full and half courses.	
T Jan 31	Job Analysis	Chapter 4
R Feb 2	Job Analysis	
T Feb 7	Midterm 1	
R Feb 9	Recruiting	Chapter 6
T Feb 14	Recruiting	
R Feb 16	Screening Applicants	Chapter 7
Feb 20	UNIVERSITY CLOSED Alberta Family Day	
Feb 19-25	Term Break	
T Feb 28	Screening Applicants	
R Mar 2	Applicant Assessment Assignment 1 Job Analysis due	Chapter 8
T Mar 7	Applicant Assessment	
R Mar 9	Employment Interviews	Chapter 9
T Mar 14	Employment Interviews	
R Mar 16	Employment Interviews (practice)	
T Mar 21	Decision Making	Chapter 10

R Mar 23	Decision Making	
T Mar 28	Midterm 2	
R Mar 30	TBA	
T Apr 4	TBA	
R Apr 6	Technology in Selection	
Apr 7	UNIVERSITY CLOSED Good Friday	
Apr 10	UNIVERSITY CLOSED Easter Monday	
T Apr 11	Technology in Selection Assignment 2 Due	
Apr 12	Fall Term Lectures End. Last day to withdraw with permission from Fall Term half courses.	
Apr 15-26	Final Exam Period	

There will be no research participation bonus available for this course.

Absence From Test/Exam

Makeup tests/exams are **NOT** an option without the approval of the instructor <https://www.ucalgary.ca/pubs/calendar/current/g-1-1.html>. At the instructor's discretion, a makeup test/exam may differ significantly (in form and/or content) from a regularly scheduled test/exam. Once approved by the instructor a makeup test/exam must be written within 2 weeks of the missed test/exam on a day/time scheduled by the instructor. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam <https://www.ucalgary.ca/registrar/exams/deferred-exams>

Travel During Exams

Consistent with University regulations, students are expected to be available to write scheduled exams at any time during the official December and April examination periods. Requests to write a make-up exam because of conflicting travel plans (e.g., flight bookings) will NOT be considered by the department. Students are advised to wait until the final examination schedule is posted before making any travel arrangements. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam [Deferred Final Exams | University of Calgary \(ucalgary.ca\)](#). Students with an exceptional extenuating circumstance (e.g., a family emergency) should contact the Department of Psychology psyugrd@ucalgary.ca.

Reappraisal of Graded Term Work <http://www.ucalgary.ca/pubs/calendar/current/i-2.html>

Reappraisal of Final Grade <http://www.ucalgary.ca/pubs/calendar/current/i-3.html>

Academic Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework

based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at [University of Calgary : B.6.1 Accommodation of Students with Disabilities or Medical Conditions \(ucalgary.ca\)](#)

Academic Misconduct

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Instructor Intellectual Property

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed, or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Copyright Legislation

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy>) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Freedom of Information and Protection of Privacy

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary

Student Support and Resources

<https://www.ucalgary.ca/registrar/registration/course-outlines>

Important Dates

The last day to drop this course with no "W" notation and **still receive a tuition fee refund is Thursday, January 19, 2023**. Last day add/swap a course is **Friday, January 20, 2023**. The last day to withdraw from this course is **Wednesday, April 12, 2023** [University of Calgary : Academic Schedule \(ucalgary.ca\)](#)