



Department of Psychology

Personnel Psychology

Psychology 421 (L02) – Winter 2006

Instructor: Dr. Kibeom Lee **Office:** Admin. 220
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Lecture Day/Time: MWF 2:00-2:50 **Location:** A167

Description:

This course is designed to introduce students to the subject of Personnel Psychology by critically examining a number of topics that Personnel Psychologists are concerned with as researchers and practitioners. The following list summarizes the major learning goals for this course.

Upon completion of this course, students should:

1. Know something about the history of Personnel Psychology.
2. Be aware of the major research methodologies employed by Personnel Psychologists.
3. Know about current conceptualizations of measurement concepts such as test reliability and validity, and the various ways tests are evaluated (e.g., utility, fairness).
4. Understand the basics of job analysis, personnel selection, training, and performance appraisal.
5. Understand statistical techniques relevant to personnel psychology, especially multiple regression techniques such as hierarchical regression, and cross-validation. Also, understand the basics of meta-analysis.
6. Know about common selection tests used in organizations.
7. Know how to write a literature review of empirical studies on a topic relevant to personnel selection.

Recommended Text Books (not required):

Berry (2003). Employee Selection. Thomson.

Cascio, W. F., & H. Aguinis (2005). Applied psychology in human resource management (6th edition). Prentice Hall.

Catano et al., (2001). Recruitment and Selection in Canada. Nelson.

Gatewood, R. D., & H. S., Field (2001). Human resource selection (5th edition). Harcourt College Publisher

Policies:

There will be two examinations, one of which is a final exam to be scheduled by the Registrar's Office. The final exam will be comprehensive, with emphasis placed upon material covered after the first exam. The format of the exams will be announced during the class.

Distribution of Grades:

Mid exam	25 pts. (Feb 17)
Final exam	40 pts. (Scheduled by registrar)
CIT assignment	10 pts. (TBA)
BARS report	25 pts. (Due no later than April 12)

- 1) Assignments should be handed in class on the due date.
- 2) The penalty for late assignments will be 10% per day, including weekends.
- 3) Group assignment and BARS report will be described in February 2.

Grading scale:

The following grading scale will be used to determine final course grades. However, it should be noted that grades might be "curved up" if the class performance is abnormally low. **Grades will not be curved down under any circumstances.**

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%

Note: To determine final letter grades, final percentage grades will be rounded up or down to the nearest whole percentage (i.e., 89.5% will be rounded up to 90%; 89.4% will be rounded down to 89%, etc.).

University of Calgary Curriculum Objectives

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

1. Insight and intuition in generating knowledge
2. Critical and creative thinking
3. Effective oral and written communication
4. Abstract reasoning and its applications
5. Interpretive and assessment skills

Schedule and Outline of Topics

Jan. 9	Course introduction
Jan. 11 / 13 / 16	History/Introduction to Personnel Psychology
Jan. 18 / 20 / 23	Research Methods
Jan. 25 / 27 / 30	Job Analysis
Feb. 1	Project Introduction – CIT & Bars
Feb. 3 / 6 / 8	Criterion / Theories of Performance
Feb. 10 / 13 / 15	Performance appraisal

Feb. 17	Mid-Exam	
Feb. 20 / 22 / 24	No Class – Reading Week	
Feb. 27 / Mar. 1 / 3 / 6 / 8	Basic concepts in selection – Reliability, Validity	
March 10	Cognitive Ability testing	
March 13 / 15 / 17	Personality testing	
March 20	Integrity testing	
March 22 / 24	Personnel Interview	
March 27 / 29	Work samples and assessment centre	
March 31 April 3 / 5	Other Selection Methods	
April 7 / 10	Selection decision	
April 12	TBA	Apr. 12 BARS project due

Note: The above schedule may be modified from time to time as circumstances warrant. Students will be advised of any changes that are made.

Reappraisal of Grades

A student who feels that a piece of graded term work (term paper, essay, test, etc.) has been unfairly graded, may have the work re-graded as follows. The student shall discuss the work with the instructor within fifteen 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 fifteen 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 fifteen 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 a student's responsibility to request academic accommodation. If you are a student with a disability who may require academic accommodation and **have not** registered with the Disability Resource Centre, please contact their office at 220-8237. If you are seeking academic accommodation, please notify your instructor no later than fourteen (14) days after the commencement of the course. Note that the lecturer must approve any tape recordings of lectures.

Absence From A Test

Make-up exams are NOT an option without an official University medical excuse (see the University Calendar). You must contact the instructor before the scheduled examination or you will have forfeited any right to make up the exam. At the instructor's discretion, a make-up exam may differ significantly (in form and/or content) from a regularly scheduled exam. Except in extenuating circumstances (documented by an official University medical excuse), a makeup exam is written within two (2) weeks of the missed exam.

A completed Physician/Counselor Statement will be required to confirm absence from a test for health reasons. The student will be required to pay any cost associated with the Physician Counselor Statement.

Bonus Course Credits for Research Participation

Students in most psychology courses are eligible to participate in Departmentally-approved research and earn credits toward their final grades. A maximum of two credits (2%) per course, including this course, may be applied to an individual's final grade. Information about current experiments is on the Experimentrix website at <http://experimentrix.com/uc>. The read.me link at that site provides a guide to using the system and assigning your credits. The last day to participate in research and ALLOCATE YOUR CREDITS TO YOUR COURSES is April 12, 2006.

Student Organizations

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

Student Union VP Academic: Phone: 220-3911 suypaca@ucalgary.ca
Student Union Faculty Rep.: Phone: 220-3913 socialscirep@su.ucalgary.ca

Important Dates

The last day to drop this course and **still receive a fee refund** is January 20, 2006. The last day to withdraw from this course is April 13, 2006.