



UNIVERSITY OF  
CALGARY

## Department of Psychology

### Personnel Psychology Psychology 421 – Winter 2006

**Instructor:** Dr. Derek Chapman      **Office:** Admin. 157  
**Phone:** 220-5558      **Office hours:** By appt.  
**E-mail:** dchapman@ucalgary.ca

**Lecture Day/Time:** T/TR 3:30- 4:45      **Location:** SH 288

**Text:** Cascio & Aguinis (2005). Applied Psychology in Human Resource Management 6<sup>th</sup> edition.

#### **Description:**

This course covers the major theories, research and practices in the field of Personnel Psychology. Major areas to be covered include recruiting, selection methods, decision making, performance appraisal and training. Students should leave this course with a) a knowledge of the theories and practices of personnel psychology; and b) the ability to critically evaluate selection, recruiting and training systems.

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.

**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 not be cumulative. All exams will include multiple-choice questions and short essays.

**Distribution of Grades:**

Midterm exam	25 pts.
Final exam	40 pts. ( Not Cumulative)
Assignment#1	15 pts.
Assignment #2	20 pts.

Assignments are to be handed in to the green box outside of the Psychology Office (A275). Emailed assignments **will not** be accepted. The penalty for late assignments will be 1/3 of a letter grade per day, including weekends.

**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%

**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 application.
5. Interpretive and assessment skills.

## Lecture Schedule

Week	Topic	Readings
Jan. 10	Introduction to Personnel Psychology	Ch. 3
Jan. 12	Legal Issues in Recruitment & Selection I	Ch. 2
Jan. 17	Legal Issues in Recruitment & Selection II	
Jan. 19	Job Analysis and competency modeling	Ch. 4
Jan. 20	Last day for Winter registration and change of registration. No fee refunds for withdrawals after this date	
Jan 24	Job Analysis and competency modeling II	Ch. 9
Jan. 26	Measurement, Reliability & Validity I	Ch. 6
Jan. 31	Measurement, Reliability & Validity II	Ch. 7
Feb. 2	Performance Appraisal I	Ch. 5
Feb. 7	Performance Appraisal II	
Feb. 9	Midterm I	Ch. 2-7, 9 + lectures
Feb. 14	Recruiting I	Ch. 11
Feb. 16	Recruiting II	
Feb. 19	No classes- reading week	
Feb. 26	No classes- reading week	
Feb. 28	Applicant Screening- Biodata, resumes and application forms	Ch. 12
Mar. 2	Selection I- cognitive ability	Ch. 14
Mar. 7	Selection II –non cognitive factors	
Mar. 9	Selection II- more non-cognitive factors	
Mar. 14	Employment interviews I	
Mar. 16	Employment interviews II	
Mar. 21	Decision Making I	Ch. 13 Up to page 326
Mar. 23	Decision Making II	
Mar. 28	Utility of selection systems	Ch. 13 pgs. 326-340
Mar. 30	Fairness of selection systems I	Ch. 8
Apr. 4	Fairness of selection systems II	
Apr. 6	Training Theory I	Ch. 15
Apr. 11	Training Theory II	Ch. 16
Apr. 12	Last day to allocate bonus credits to winter session half courses and full courses	
Apr. 13	TBA, Final Examinations April 17-28	Ch. 8, 11-16 + lectures

## 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](mailto:suypaca@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 January 20, 2006.  
The last day to withdraw from this course is April 13, 2006.