



## Department of Psychology

### Personnel Psychology

#### Psychology 421 – Winter 2007 (L01)

**Instructor:** Dr. Kibeom Lee                      **Office:** Admin. 220  
**Phone:** 210-9469                                **Office hours:** By appt.  
**E-mail:** kibeom@ucalgary.ca

**Lecture Day/Time:** W 4:00-6:50              **Location:** A167

#### Recommended Text Books (not required):

Berry (2003). Employee Selection. Thomson.

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

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

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

#### 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.

**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 28)
Final exam	40 pts. (Scheduled by registrar)
CIT assignment	10 pts. (TBA)
BARS report	25 pts. (Due no later than April 11)

- 1) Assignments must 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

**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 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 fourteen (14) days after the start of this course.

### **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.

### **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. Students can create an account and access the Research Participation System website at <http://ucalgary.sona-systems.com>. The last day to participate in research is April 12, 2007.

### **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 [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 January 19, 2007. The last day to withdraw from this course is April 13, 2007.

### Schedule and Outline of Topics

DATE	
Jan. 10	Course introduction
Jan. 17	History/Introduction to Personnel Psychology
Jan. 24	Research Methods
Jan 31	Job Analysis / Project Introduction – CIT & Bars
Feb. 7	Criterion / Theories of Performance
Feb. 14	Performance appraisal
Feb. 21	<b>No classes – Reading Week</b>
Feb. 28	<b>Mid Exam</b>
March 7	Basic concepts in selection – Reliability, Validity
March 14	Basic concepts in selection – Reliability, Validity Cognitive Ability testing
March 21	Personality testing / Integrity testing
March 28	Personnel Interview / Work samples and Assessment Centre
April 4	Personnel Interview / Work samples and Assessment Centre
April 11	Other Selection Methods / Selection decision <b>BARS project due</b>
April 16-26	Winter Session Final Examinations

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