

**Psychology 739****Personnel Psychology****Winter 2024**

<b>Instructor:</b>	Dr. Tom O'Neill	<b>Lecture Location:</b>	AD 141
<b>Cell Phone:</b>	587-893-3759	<b>Lecture Days/Time:</b>	R 9:30am – 12:15pm
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<b>Office Hours:</b>	By appointment		

**Course Description and Objectives**

The purpose of this course is for students to obtain knowledge and experience in selected topics in personnel/industrial psychology, learn to read, critique, and apply academic articles, develop writing skills, build professional skills, and develop experience working in a team. The content will focus on current research and best practices. Core topics include work analysis, testing and assessment, personnel selection with a focus on personality testing and the job interview; legal issues involving adverse impact, protected classes, and discrimination; and measurement, interpretation, and use of performance appraisal data. Lectures will cover content, provide opportunities for group work, and promote dialogue. Building on this foundation, students will pursue in-depth literature reviews and develop practical applications for the team project.

The course will be structured such that the instructor or TA will review material to provide an introduction to course concepts, with the expectation that students will come to the lecture prepared through reading background materials and selected readings. Students will identify concepts for further independent literature reviews, integrations, and implications for practice in the team project. Students will become experts on selected topics and convey this expertise through applied presentations reporting on the development of a novel human resources intervention and through research papers. The research paper will allow students to report in depth on a course topic through academic literature reviews and identify gaps and research needs using critical thinking. Individual and team development will occur through experiential assessments and debrief sessions in class as well as writing workshops. Students will build their capabilities in identifying and interpreting research findings with an eye toward identifying limitations in a particular field, future research needs, and applications of organizational interventions involving personnel psychology.

**Course Goals**

- Develop knowledge of Personnel Psychology
- Develop practical implementation skills related to Personnel Psychology
- Develop professional and teamwork capabilities
- Develop applied and basic research skills

**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 the Métis Nation of Alberta (Districts 5 and 6).

### **Course Format**

Lectures will be held in person during each scheduled class.

### **Prerequisites**

Admission to the Graduate Program in Psychology or by permission of the Instructor.

### **Required Texts and Readings**

No text is required. Readings will be accessible electronically through the university library.

### **Assessment Methods**

1. **Team development activities and peer evaluations (20%).** In your teams you will be invited to complete ice-breakers involving personality and conflict management styles surveys, and you will receive customized reports from [www.ITPmetrics.com](http://www.ITPmetrics.com). You will also be invited to complete team development assessments involving peer feedback and team dynamics assessments, and you will receive customized reports from [www.ITPmetrics.com](http://www.ITPmetrics.com). Results will be debriefed during class. For each assessment completed and participating in each corresponding debriefing in class you will receive 2.5% course credit, for a total of 10%, as summarized below:
  - a. Personality assessment (January 18): This assessment will give you a customized report of your personality across 30 facets, as well as customized feedback explaining how this affects your behavior in teams.
  - b. Conflict management styles assessment (January 18): This assessment will give you a customized report of your conflict management approach across five styles, as well as customized feedback explaining how this affects your ability to successfully navigate interpersonal conflicts.
  - c. Peer feedback (February 29): This assessment will give you a customized report of your team members' anonymous views regarding your effectiveness on five key teamwork competencies.
  - d. Team dynamics (March 14): This assessment will give you a customized report of your team members' anonymous views regarding your team's overall health and functioning. This will help address growth needs and support planning and enhancement of your team's effectiveness.

In addition, you will be invited to complete peer evaluations for your teammates at the end of the semester. 10% of your grade in this course will be based on the average peer rating your teammates assign to you. If you do not participate in the peer evaluations, you will receive 0% for this sub-section.

- e. Peer evaluations (Must be completed *on* April 5<sup>th</sup>)

2. **Article analysis and participation (10%).** I will call on you randomly during lecture to provide a critical analysis of an article assigned as a class reading. The quality of your analyses over the course of the lectures will inform 10% of your course grade. A strong analysis requires more than just a surface-level reading; indeed, you should consider questioning the author's assumptions, making linkages to other papers and theories, and understanding the limitations and other applications of the authors' proposals. Note that it will be vital to attend lectures to obtain participation grades -- without attending lectures, the learning objectives of this course will not be met and your grades in this section, among others, will suffer.
3. **Industry project (35%).** You will be invited to participate in a team project with other students that requires you to address an industry challenge relevant to this course. The project will require that you provide an evidence-based practical deliverable for use in organizations to help them address a personnel psychology related challenge. Presentations will be scheduled sometime during the last two weeks of term. Students missing a presentation will be assigned a grade of zero. Some of the key activities are below.
  - Meet with potential clients for introductions and to introduce the project
  - Select a client
  - Create and sign any needed agreements
  - Scope the project into stages with activities and deliverables, and seek client approval (essentially, the proposal stage)
  - Obtain approval for the proposal from the client
  - Obtain regular feedback from client, especially at stage gates established above
    - Arrange to meet with the client at least once per month
  - Create and finalize project deliverables
  - Provide a presentation to the client and class summarizing the project, including content such as:
    - What was the client need?
    - What options did your team consider?
    - What was the proposal that your client approved?
    - What solution did your team create and did it deviate from the proposal?
    - Why should the client be pleased with your team's performance?
    - Who was responsible for what activities/deliverables in your team?
    - What are the next steps for the organization to implement your solution?
  - Milestones (templates for each milestone will be provided):
    - February 8<sup>th</sup> (2.5%)
    - March 7<sup>th</sup> (5%)
    - March 21<sup>st</sup> (5%)
  - Note that grades for the presentation will be assigned on an individual basis by the course instructor and class ratings. Each presenter will be responsible for his or her own sections, on which will form the basis for their individual grade. The instructor will decide on a grade that will count for 2/3 of each presenter's overall grade; the average of the classmate ratings of each presenter will count for 1/3 of the presenter's overall grade.
    - Peer ratings of team presentations: 5%
      - Students will be invited to provide peer ratings of each other team member's performance during team presentations. This section will be

graded as the proportion of classes in which peer ratings were provided relative to the total number of classes designated for presentations.

4. **Term paper (35%).** You will be invited to write a paper requires you to write a literature review or translation article on a personnel psychology related topic (20 pages text proper; References, Figures, Tables, Appendices, etc not included). The quality of this article should be of strong enough that it could be published. If translational journals or conceptual papers are the target, you may consider journals such as Journal of Consulting Psychology, Organizational Dynamics, Human Resource Development Quarterly, Journal of Organization and Human Behavior, and New Technology, Work, and Employment. If the paper is theoretical and contributing to knowledge, good journal options include Human Resource Management Review, Personnel Psychology, Journal of Occupational and Organizational Psychology, and International Journal of Selection and Assessment.

Term papers should be submitted via D2L. Late assignments will not be accepted without instructor approval. Term papers are due April 23.

#### **University of Calgary Academic Integrity Policy**

Academic integrity is the foundation of the development and acquisition of knowledge and is based on values of honesty, trust, responsibility, and respect. We expect members of our community to act with integrity.

Research integrity, ethics, and principles of conduct are key to academic integrity. Members of our campus community are required to abide by our institutional code of conduct and promote academic integrity in upholding the University of Calgary's reputation of excellence. It is your responsibility to ensure that you have read and are familiar with the student academic misconduct policy: <https://www.ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf>.

#### **Faculty of Graduate Studies Grading System**

A+ = Outstanding performance, A = Excellent performance, A- = Very good performance

B+ = Good performance, B = Satisfactory performance, B- = Minimum pass

C+ All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade

#### **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 or down to the nearest whole percentage (e.g., 89.5% will be rounded up to 90% = A but 89.4% will be rounded down to 89% = A-).

### Tentative Lecture Schedule

Readings will be provided on D2L.

Date	Topic/Activity/Readings/Due Date
R Jan 11	Introductions and Course Overview
R Jan 18	Work Analysis; Team Selection; Personality and Conflict Management Style Assessments Last day to drop a class without financial penalty
F Jan 19	Last day to add or swap a course
R Jan 25	Selection
F Jan 26	Fee payment deadline for Winter Term full and half courses.
R Feb 1	Performance Assessment
R Feb 8	Personality Assessment; Industry Project Milestone 1
R Feb 15	Assessment, Testing, and Measurement
Feb 18-24	Term Break, no classes
R Feb 29	Training; Peer Feedback
R Mar 7	Legal Issues, Test Utility, and Test Batteries; Industry Project Milestone 2
R Mar 14	Special Topics; Team Dynamics
R Mar 21	Special Topics; Industry Project Milestone 3
R Mar 28	Special Topics; Team Presentations Prep
R Apr 4	Team Presentations
T Apr 9	Winter Term Lectures End. Last day to withdraw with permission from Fall Term half courses.
Apr 12-23	Winter Final Exam Period; Term paper due April 23

### Absence From A Test/Exam

Makeup tests/exams are **NOT** an option without the approval of the instructor. Students who miss a test/exam have up to 48 hours to contact the instructor to ask for a makeup test/exam. It's the instructor's discretion if they will allow a make-up 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. 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 <https://www.ucalgary.ca/registrar/exams/deferred-exams>. Students with an exceptional extenuating circumstance (e.g., a family emergency) should contact the Department of Psychology ([psyugrd@ucalgary.ca](mailto: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/](http://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 <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

### **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 ([www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf](http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf)) 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 18<sup>th</sup>, 2024**. Last day add/swap a course is **Friday, January 19<sup>th</sup>, 2024**. The last day to withdraw from this course is **Tuesday, April 9<sup>th</sup>, 2024**.