

# **PSYC\*3470, Course Outline: Winter 2020**

## **General Information**

### **Course Title:**

Putting Psychology to Work

### **Course Description:**

This course provides students with the opportunity to prepare for the transition to post-graduate program and work. This course covers topics related to industrial psychology from individual and organizational perspectives. Topics include: the history of work and industrial psychology, career management, job analysis, recruitment, selection, employment law, compensation and benefits, performance appraisal, training and development as well as succession planning.

### **Credit Weight:**

0.50 Credit

### **Academic Department (or campus):**

Psychology

### **Semester Offering:**

Winter 2020

### **Class Schedule and Location:**

Tuesday and Thursday 1:00 – 2:20

MCKN, Room 117

## **Instructor Information**

**Instructor Name:** Dr. Deborah Powell

**Instructor Email:** dpowell@uoguelph.ca

**Office location and office hours:** MacKinnon Extension 4005;

Tuesday 2:30 – 3:30

Thursday 11:00am - noon

**I will make every effort to respond to email within 1 business day (i.e., not on weekends).**

**Check the course outline for the answer first!**

## **TA Information**

TBA

## **Course Content**

### **Specific Learning Outcomes:**

Upon successful completion of this course, students should be able to demonstrate the following:

1. **Identify** Human Resource functions within organizations (such as: career management, job analysis, recruitment, selection, employment law, compensation and benefits, performance appraisal, training and development) for the purposes of your own professionalization. [*Information Literacy* (reinforce); *Sense of Historical Development* (reinforce)]
2. **Describe** your own goals with respect to a career in Psychology or a related field, **declare** what you need to accomplish with respect to achieving your career goals, and **articulate** the steps to achieve those goals. [*Inquiry and Analysis, Problem Solving, and Creativity* (reinforce); *Personal Organization and Time Management* (reinforce)]
3. **Engage** with diverse professional community members with careers in Psychology or related fields to **identify** professional and personal skills with respect to strengths and areas for development for careers such as theirs and to **identify** learning opportunities to improve in areas that you need to develop both within and beyond the program. [*Inquiry and Analysis, Problem Solving, and Depth and Breadth of Understanding* (mastery); *Information Literacy* (reinforce); *Sense of Historical Development, Civic Knowledge and Engagement, and Intercultural/Diversity Competence* (reinforce); *Oral Communication, Written Communication, and Integrative Communication* (reinforce); *Personal Organization and Time Management* (reinforce)]
4. **Navigate** professional social media as it relates to the job search process, and **craft** a resume that reflects key education, experiences, and other pertinent information to support job search processes. [*Information Literacy, Technological Literacy, and Visual Literacy* (reinforce); *Problem Solving* (mastery); *Written Communication and Integrative Communication* (reinforce); *Personal Organization and Time Management* (reinforce)]
5. **Conduct, participate in, and critique** the employment interviewing process and the factors that contribute to effective presentation in these processes. [*Inquiry and Analysis and Creativity* (reinforce); *Oral Communication and Written Communication* (mastery); *Teamwork* (mastery); *Personal Organization and Time Management* (mastery)]
6. **Write** an essay and **curate** a portfolio that archives and presents your career process and reflection throughout both the course and your Psychology degree at the University of Guelph. [*Information Literacy* (reinforce); *Written Communication* (mastery); *Integrative Communication* (reinforce); *Personal Organization and Time Management* (mastery)]

## Course Assignments

Assignment	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Engagement in discussions and in-class activities	In class throughout the term	10% (0.5% or 1 % per assignment)	LO1
Guest Speaker Assignment	At the end of class on the day of the guest speakers	10% (4 x 2.5%)	LO3
Career Exploration and Interviewing		50%	LO2, LO3, LO4, LO5
1. Part 1: Job Ad assignment	January 22	(10%)	
1. Part 2: Tailored Resume	February 5	(15%)	LO4
2. Part 3: Interview Questions	February 26	(15%)	LO5
3. Part 4: Interview Critique	March 19	(5%)	LO5
4. Part 5: Informational Interview	March 26	(5%)	LO3
Career Portfolio	April 8	30%	LO1, LO2, LO3, LO4, LO5, LO6

**Final examination date and time: There is no final examination**

## Course Schedule

A detailed week by week outline with topics and associated readings will be distributed during the first week of class.

## Course Resources

### **Required Texts:**

All required readings will be available through the online course reserve system

## Course Policies

### **Grading Policies**

All assignments must be submitted by the specified date and time as specified on the assignment. Submissions submitted later than this will lose 10% per day. Weekends count as two days.

### [Undergraduate Grading Procedures](#)

Please note that these policies are binding unless academic consideration is given to an individual student.

**Course Policy regarding use of electronic devices and recording of lectures:**

Electronic recording of classes is expressly forbidden without consent of the instructor. When recordings are permitted they are solely for the use of the authorized student and may not be reproduced, or transmitted to others, without the express written consent of the instructor.

**University Policies****Academic Consideration**

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor in writing, with your name, id#, and e-mail contact. See the academic calendar for information on regulations and procedures for [Academic Consideration, Appeals and Petitions](#)

**Academic Misconduct**

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar: [Academic Misconduct Policy](#)

**Accessibility**

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact [Student Accessibility Services](#) as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 54335 or email [accessibility@uoguelph.ca](mailto:accessibility@uoguelph.ca) or the [Student Accessibility Services Website](#)

**Course Evaluation Information**

Please refer to the [Course and Instructor Evaluation Website](#) .

**Drop date**

The last date to drop one-semester courses, without academic penalty, is April 03, 2020. For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](#)

Instructors must still [provide meaningful and constructive feedback to students prior to the 40<sup>th</sup> class](#) day.

**[Current Undergraduate Calendar](#)**