

PSYC*7020, Course Outline: Fall 2018

General Information

Course Title: Employee Performance

Course Description: This course focuses on issues that related to employee performance. Individuals and organizations are interested in maximizing the contributions of employees at work. This course focuses on models of job performance, performance distributions, dynamic performance, performance appraisal, predictors and ways to improve performance, as well as other job performance related topics.

Credit Weight: 0.50

Academic Department (or campus): Psychology

Semester Offering: Fall 2018

Class Schedule and Location: 8:30-11:20AM Thursdays MCKN 119

Instructor Information

Instructor Name: Jeffrey Spence

Instructor Email: spencejr@uoguelph.ca

Office location and office hours: 10:30 am on Wednesdays

GTA Information

No TA for this course.

Course Content

Specific Learning Outcomes:

- 1) Develop presentation, writing, and oral communication skills.
- 2) Understand and explain models and definitions of job performance.
- 3) Understand and explain models of job performance, with appreciation of distinction between performance and productivity.
- 4) Identify and understand challenges and solutions to effectively evaluating job performance.
- 5) Know key individual differences determinants of job performance.
- 6) Understand several theories for improving job performance.
- 7) Demonstrate ability to translate academic content to understand and solve applied problems.

Lecture Content:

Block 1: Defining and understanding job performance

Week 1: Orientation, schedule presentations. Statistics/methods orientation and review.

Week 2: What is job performance? Models and definitions of job performance and a framework for the course

Week 3: Performance distributions (presentations start)

Week 4: Dynamic Performance

Block 2: Measuring job performance

Week 5: Performance appraisal and Performance Management

Week 6: Performance rating context

Week 7: Considering the future of performance appraisals

Block 3: Individual Difference Predictors

Week 8: General mental ability and job performance

Week 9: Personality, emotional intelligence, and job performance

Block 4: Improving Performance

Week 10: Grit

Week 11: Implementation intentions

Week 12: Goal Setting

Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
In-class participation	Graded each week.	40%	1-7
Weekly discussion questions	Graded each week.	20%	1-6
Presentation	Scheduled throughout term.	20%	Determined by presentation topic
Final paper	Nov. 30th	20%	1-7

Additional Notes (if required):

In-class participation. Being present physically (attendance) and psychologically (active listening, participating, and refraining from other activities during presentations, discussions, and practical exercises (e.g., off topic phone and laptop activity)). Each class students will receive a grade between 0-5. Refraining from off topic activities = 2 points, 1 point for listening, 2 points for participating. Unaccounted for absence results in a grade of 0/5 for the week. 12 classes each worth 5 points = 60 points total.

Weekly discussion questions. Every week that there are assigned discussion readings (weeks 3 through 12), students will be required to submit questions to facilitate the discussion period. For each of the assigned readings, students need to submit 5 questions that are intended to facilitate in-class discussion. Students will receive a grade out of 4 for turning in their questions: 2 points for completion and 2 points for demonstrating effort and thought in generating questions.

Presentation on chosen topic provided in course outline. Presentations will be scored out of 100. Goal of presentation is to educate and instruct class on the selected topic/question.

Final Paper. Students will submit an op-ed style response paper (“a clear thesis, backed by rigorously arranged evidence, that serves persuasive argument”) to an article provided by course instructor. The op-ed response must be informed by course content.

Final examination date and time: No final exam.

Course Resources

Required Texts:

Weekly readings will be acquired independently by students. References for readings are provided in course outline.

Other Resources:

Courselink website will contain all other relevant information or materials.

Field Trips:

No field trips.

Additional Costs:

No additional costs.

Course Policies

Grading Policies

All assignments will be graded in accordance with standards established by the University of Guelph. [Graduate Grade interpretation](#)

Failure to present selected topic will result in grade of zero.

Discussion questions submitted after the start of class will receive a grade of zero.

Final papers submitted after November 30th will be penalized 10% each day.

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:

[Grounds for Academic Consideration](#)

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 [Graduate Calendar](#):

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 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 Friday November 2, 2018 .

For regulations and procedures for Dropping Courses, see [Current Graduate Calendar](#)