PSYC*4330, Course Outline: Fall 2021

General Information

This course is offered using the Face-to-Face format. The course has set day, time, and location of class.

Course Title: Advanced Topics in Industrial-Organizational Psychology

Course Description:
Students will examine theoretical and methodological issues in selected topic areas of industrial/organizational psychology. **For Fall 2021, this course will cover Recruitment and Employee Selection**.

Credit Weight: 0.50

Academic Department (or campus): Psychology

Semester Offering: Fall 2021

Class Schedule and Location:
LEC Mon
02:30PM - 05:20PM
MINS, Room 106

Instructor Information

Instructor Name: Dr. Deborah Powell
Instructor Email: dpowell@uoguelph.ca

I encourage you to ask questions about the course, about the quizzes, and the assignments. However, please ask these questions either **during class, before class, or after class.** If you would like to have a one-on-one conversation, please see me **during my online office hours.** Because of extremely high email volume during term, I will not respond to emails relating to course content or assignments that are covered in the course outline or were discussed in class.

As a general rule, I will do my best to answer emails within 1 business day. I do not check or answer emails on Saturdays or Sundays. I prefer that you ask your questions during class so that everyone can benefit from the discussion.

Office location and office hours: Office hours are Tuesday from 11:00am – 12:00pm (or by appointment)
via [Zoom Meeting](#) ID: 693 199 5659)

GTA Information

GTA Name: Christina Gilbert
GTA Email: gilbertc@uoguelph.ca
GTA office location and office hours: TBA

Course Content
Specific Learning Outcomes:

1. Demonstrate understanding and application of: Reliability and validity of measurement, Job Analysis Methods, Canadian employment laws that affect employee recruitment and selection

2. Understand and discuss the definition, advantages, disadvantages of different personnel selection tools, including: interviews, job sample tests, ability tests, personality tests, situational judgment tests, biodata, and physical ability testing

3. Use active listening skills to understand a personnel selection issue within an organization

4. Use the empirical literature to develop a recruitment plan and personnel selection protocol for a specific job: evaluate the appropriateness of different tools and reject less acceptable methods, and express that plan in writing and verbally to a manager.

5. Be able critically discuss (written format) recent Personnel Selection research.

6. Commit fully to team tasks, contribute quality work, and excel in their personal contributions

Lecture Content (detailed week by week list of readings and topics will be provided during the first week of class):

Module 1 – Setting the Context: Legal, Ethical and Psychometric Considerations
- Week 1: Introduction to Recruitment and Selection
- Week 2: Reliability and Validity
- Week 3: Legal Context for Selection and Recruitment
- Week 4: Job Analysis

Module 2 – Assessment for Personnel Selection
- Week 5: Screening, Resumes, Reference Checks, Work Experience
- Week 6: Testing: Personality, ability, knowledge tests
- Week 7: Employment Interviews
- Week 8: Role Plays, Work Samples, Assessment Centers, Situational Judgement Tests

Module 3 – Putting it All Together
- Week 9: Decision Making
- Week 10: Check-in with client and Instructor on consulting project
- Week 11: Peer review: Practice Presentations
- Week 12: Final Presentations in class

Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Weekly quizzes	**Submit by Fridays at 5:30pm**	**2.5% x 8 = 20% (best 8 of 9)**	**1, 2**
In Class Activities	**Submit by Mondays at 5:30pm**	**2.5% x 8 = 20% (best 8 of 10)**	**1,2**
Blog Assignment	**November 8**	**15**	**5**
Consulting Project			
a. **Consulting report mid-semester check-in**	**November 1**	**5**	**3**
b. **Final consulting presentation (via Zoom)**	**December 3**	**15**	**4**
c. **Final Consulting Written Report**	**December 10**	**20**	**3, 4**
d. **Team Contribution (peer marked)**	**December 10**	**5**	**6**

Course Resources

Required Text:

Recruitment and Selection in Canada 8th Edition by Victor M. Catano, Rick D. Hackett, Willi H. Wiesner, Nicolas Roulin

Publisher: Nelson/Top Hat

This is an interactive e-textbook that can be purchased directly from TopHat

Course Policies

Grading Policies

Assignments for this course should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has been successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files were uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommends you save your assignments to a cloud-based file storage (e.g., OneDrive) or send them to your email account, so that should something happen to your computer, the assignment could still be submitted on time or resubmitted.

It is your responsibility to submit your assignments on time as specified on this syllabus. Be sure to check that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time.** Don't wait until the last minute as you may get behind in your work.
If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or CourseLink Support.
https://support.opened.uoguelph.ca/contact

If you choose to submit your assignments to the **Dropbox** tool late, **the full allocated mark will be reduced by 10% per day** after the deadline for the submission of the assignment to a limit of six days, at which time access to the **Dropbox** folder will be closed.

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor as soon as possible and well before the due date. Barring exceptional circumstances, extensions will not be granted once the due date has passed. These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to

work on assignments, and to help to return marked materials to you in the shortest possible time.

[Undergraduate Grading Procedures](#)

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

Re-Grading of Assignments Policy

Where a student is of the belief that an assignment has not been accurately graded, they are to pursue a 2-step course policy: 1) as soon as possible, meet with the original TA that graded the assignment, and if a student remains dis-satisfied, 2) they can request that the instructor re-grade the assignment. Note that the student will be required to accept the re-grade, whether it be higher or lower.

Course Policy on Group Work:

In this course, your major assignment will be completed in groups. Each group will write and sign a group contract outlining expectations and responsibilities for each group member prior to beginning work on the project. All group members will receive the same grade for the report and for the presentation. There will also be a peer-marked team contribution grade.

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. Similarly, any material created by the course instructor is intended for those enrolled in this course solely. Under no circumstances are you allowed to disseminate course materials to external parties.

<u>University Policies</u>

Disclaimer
Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the [COVID-19 website](#) and circulated by email.

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:
[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 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 Dec. 03, 2021. For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](#).

Instructors must provide [meaningful and constructive feedback, at minimum 20% of the final course grade, prior to the 40th class day](#).

[Current Undergraduate Calendar](#)

Additional Course Information

Course instructors are allowed to use software to help in detecting plagiarism or unauthorized copying of student assignments. Plagiarism is one of the most common types of academic misconduct on our campus. Plagiarism involves students using the work, ideas and/or the exact wording of other people or sources without giving proper credit to others for the work, ideas and/or words in their papers. Students can unintentionally commit misconduct because they do not know how to reference outside sources properly or because they don't check their work carefully enough before handing it in. 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.

In this course, your instructor will be using Turnitin.com to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to prevent plagiarism in the College of Social and Applied Human Sciences.

A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.