

# **PSYC\*7020, Course Outline: Fall 2015**

## **General Information**

**Course Title: Employee Performance**

**Course Description:**

The course explores employee performance in organizations. Topics include: critical incident job analysis, competency modeling, performance criteria, performance appraisal, employee socialization, compensation, labour relations and technology.

**Credit Weight:** 0.5

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

**Semester Offering:** Fall, 2015

**Class Schedule and Location:** Mondays 2:30 – 5:20, MacKinnon 119

## **Instructor Information**

Instructor Name: Dr. Peter Hausdorf

Instructor Email: phausdor@uoguelph.ca

Office location and office hours: MacKinnon Extension Building Room 3013, Every Wednesday from 10am to 12pm (starting September 16 and ending December 16, 2015).

## **GTA Information**

There is no TA for this course.

## **Course Content**

**Specific Learning Outcomes:**

Students who successfully pass the course will:

1. Understand the critical issues in the identification, measurement and application of performance management in organizations,
2. Be able to facilitate a critical incident workshop,
3. Be able to design a library training case with teaching notes on a topic related to employee performance, and
4. Be able to write a knowledge translation paper communicating research on a topic related to employee performance to Human Resource managers.

**Lecture Content:**

The class format will focus on the following: lecture, class discussion, class exercises/videos and group project work. Students will be expected to read the assigned material prior to each class.

Week	Topic	Week	Topic
1	Introduction and orientation to course	7	Employee socialization
2	Job analysis – competency modeling	8	Compensation – job and market evaluation
3	Job analysis – critical incident technique	9	Compensation – pay systems and benefits
4	Criterion theory and development	10	Compensation – pay for performance
5	Performance issues	11	Industrial and labour relations
6	Performance appraisal	12	Technology in organizations, wrap up

**Labs:**

There are no labs in this course.

**Seminars:**

There are no seminars in this course.

**Course Assignments:**

Activity	% of Grade	Due	Learning Outcomes Assessed
Knowledge translation paper	25%	Draft due October 13, 2015, 9:00am	1 and 4
Library case	25%	Final due October 26, 2015, 9:00am	1 and 4
	50%	Final due December 14, 2015, 9:00am	1, 3, and 4

**Knowledge Translation Paper:**

Each student will be required to write a publication quality knowledge translation paper that reflects a topic in employee performance. This paper must be completed individually. Topics will be made available to students in class. More detail on this will be provided in the class.

**Library Case:**

In small groups (with a minimum of three students per group and at least one second year student per group) students will design a library business case that reflects at least three concepts from the course. Groups will be expected to submit the business case and teaching notes for their project. At the end of the semester, each group will share their business case with the other groups. More detail on this will be provided in the class.

**Final examination date and time:**

There is no final exam in this course.

## **Course Resources**

### **Required Texts:**

There are no required texts for this course.

### **Recommended Texts:**

There are no recommended texts for this course.

### **Lab Manual:**

There is no lab manual for this course.

### **Other Resources:**

All assigned readings are available on Courselink.

### **Field Trips:**

There are no field trips in this course.

### **Additional Costs:**

There are no additional costs for this course.

## **Course Policies**

### **Grading Policies**

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

### **Course Policy on Group Work**

Students will be required to form into groups of three or more. Students are expected to contribute equally to their group work. Each student will receive the same grade as the group unless the professor has approved an alternative method of evaluation. When there is group conflict with respect to individual contributions, students will be asked to assess their group members on their individual contributions to the assignments.

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

The recording of class discussions is not permitted. If you need to record the lectures to support your learning in the course, then please come and discuss this with me.

## **University Policies**

### **Policy on Grade Reassessment**

All grades will be determined in as fair a manner as possible. If you feel that a grade has been given unfairly there is a process by which you can have your grade reassessed. [Graduate Grade Reassessment](#)

## **Academic Consideration**

All assignments are due on the date and time specified unless prior arrangements have been made with me. When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise me in writing, with your name, id#, and an e-mail contact. Where possible, this should be done in advance of the missed work or event, but otherwise, just as soon as possible after the due date, and certainly no longer than one week later. **All overdue assignments that are received late and without arrangement with me will receive a 0 grade. Even with an explanation I reserve the right to assign a 5% late penalty per day on any assignment at my discretion.**

Note: if appropriate documentation of your inability to meet that in-course requirement is necessary, I will request it of you. Such documentation will rarely be required for course components representing less than 10% of the course grade. Such documentation will be required, however, for Academic Consideration for missed end-of-term work and/or missed final examinations. Similarly, students who find themselves unable to meet course requirements by the deadlines or criteria expected because of medical, psychological or compassionate circumstances should review the [university's regulations 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 the Student Accessibility Services as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 56208 or email [csd@uoguelph.ca](mailto:csd@uoguelph.ca) or see the website: [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 March 6, 2015. For regulations and procedures for Dropping Courses, see the Academic Calendar:

[Current Graduate Calendar](#)