

PSYC*3470, Course Outline: Winter 2018

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 programs and work. This course covers topics related to industrial-organizational psychology from individual and organizational perspectives. Topics include: the history of work and industrial-organizational 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 2018

Class Schedule and Location:

Tuesday and Thursday 1:00 – 2:20

MacKinnon Room 117

Instructor Information

Instructor Name: Dr. Deborah Powell

Instructor Email: dpowell@uoguelph.ca

Office location and office hours:

MacKinnon Extension 4005;

Tuesday and Thursday 2:30 – 3:30

GTA Information

GTA Name: TBA

GTA Email: TBA

GTA office location and office hours:TBA

Course Content

Specific Learning Outcomes:

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

1. Describe the basic components of services offered by Human Resource departments within North American organizations including: career management, job analysis, recruitment, selection, employment law, compensation and benefits, performance appraisal, training and development as well as succession planning from both individual and organizational perspectives. (LO 2.1 – Information literacy (2 – reinforce))
2. Identify their own goals with respect to a career in Psychology or a related field, what they need to accomplish with respect to achieving their career goals as well as articulating the steps to achieve those goals. (LO 1.3 – Problem solving (2 – reinforce))
3. Identify their own professional and personal skills with respect to their strengths and areas for development as well as learning opportunities to improve in areas that they need to develop both within and beyond the program. (LO 1.3 – Problem solving (2 – reinforce) (LO 2.1 – Information literacy (2 – reinforce))
4. Write a resume that reflects their education, experience and other information to support their job search process and critique resumes from the perspective of a Human Resource department (LO 1.4 – Creativity (2 – reinforce); LO 4.2 – Written communication (3 – mastery); LO 5.5 – Personal organization and time management (3 – mastery))
5. Fully understand the employment interviewing process and the factors that contribute to presenting themselves effectively in this process as well as practice participating in structured employment interviews. (LO 4.1 – Oral communication (3 – mastery))
6. Write an individual report describing a career in Psychology or a related field that describes the responsibilities and requirements for the position, and design a selection system for that position. (LO 2.1 – Information literacy (2 – reinforce); LO 4.2 – Written communication (3 – mastery); LO 4.4 – Integrative comprehension (2 – reinforce); LO 5.5 – Personal organization and time management (3 – mastery))

Lecture Content:

- History of Work and Industrial/Organizational Psychology
- Interest Testing
- Career Management
- Job Analysis
- Recruitment
- Selection
- Employment Law
- Compensation and Benefits
- Performance Appraisal
- Training, Development

Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Assignment #1: Job Description or Job Advertisement	January 18	5%	2
Assignment #2 Tailored Resume Assignment	February 13	20%	2, 3, 4
Assignment #3 t Interview Questions	February 27	10%	5
Assignment #4 Interview Critique Assignment	March 20	10%	5
Test	March 29	25%	1
Assignment #5 Final Assignment: Selection System Report	April 9	30%	6

Final examination date and time:

There is no final examination

Final exam weighting:

There is no final examination

Course Resources

Required Texts:

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

Other Resources:

You will be asked to fill out an assessment using the following [website](#):

www.careercruising.com

Username: uguelph

Password: careers

You can use this website to help you find job ads for assignment #1

Course Policies

Grading Policies

All assignments must be submitted using the dropbox function on Courselink by 5pm on the due date. Submissions submitted later than this will lose 10% per day. Weekends count as two days. For example, the final selection system report is due at 5:00 pm on April 9. If an assignment is handed at 5:15 pm on the due day (i.e., 15 minutes late) the maximum grade is 27 out of 30. The late penalty would increase to 20% at 5pm the following day.

[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:

[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 March 9. For regulations and procedures for Dropping Courses, see the [Schedule of Dates in the Academic Calendar](#).
[Current Undergraduate Calendar](#)