PSYC*3470, Course Outline: Winter 2019

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 2019

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 and Thursday 2:30 – 3:30

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!

GTA 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**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Contribution to Final Mark (%)</th>
<th>Learning Outcomes Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readiness to Engage</td>
<td>In class throughout the term</td>
<td>NA</td>
<td>LO1</td>
</tr>
<tr>
<td>Guest Speaker Assignment</td>
<td>At the end of class on the day of the guest speakers</td>
<td>10%</td>
<td>LO3</td>
</tr>
<tr>
<td>Career Exploration and Search</td>
<td></td>
<td>60%</td>
<td>LO2, LO3, LO4, LO5</td>
</tr>
<tr>
<td>1. Part 1: Job Description/Job</td>
<td>January 22</td>
<td>(10%)</td>
<td>LO2</td>
</tr>
<tr>
<td>2. Part 2: Tailored Resume</td>
<td>February 5</td>
<td>(15%)</td>
<td>LO4</td>
</tr>
<tr>
<td>3. Part 3: Interview Questions</td>
<td>February 14</td>
<td>(15%)</td>
<td>LO5</td>
</tr>
<tr>
<td>4. Part 4: Interview Critique</td>
<td>March 19</td>
<td>(10%)</td>
<td>LO5</td>
</tr>
<tr>
<td>5. Part 5: Informational Interview</td>
<td>March 26</td>
<td>(10%)</td>
<td>LO3</td>
</tr>
<tr>
<td>Career Portfolio</td>
<td>April 8</td>
<td>30%</td>
<td>LO1, LO2, LO3, LO4, LO5, LO6</td>
</tr>
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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 weeks 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 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.

**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 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.