

PSYC*3070, Course Outline: Fall 2015

General Information

Course Title: Psychology in Human Resource Management

Course Description:

This course explores the application of psychological research and theory to human resource management (HRM) in organizations. Also called Personnel Psychology, this field represents the overlap between Psychology and HRM. It is an applied discipline that focuses on individual differences in behavior and job performance and on methods of measuring and predicting such differences. Some of the major areas of interest of personnel psychologists include job analysis, recruitment and selection, training and development and performance management.

Credit Weight: 0.50

Academic Department (or campus): Psychology

Semester Offering: F15

Class Schedule and Location: M, W, F 2:30 – 3:20, LA Room 204

Instructor Information

Instructor Name: Dr. Deborah Powell

Instructor Email: dpowell@uoguelph.ca (please include PSYC3070 in title of all emails); I will attempt to respond to emails within 24 hours, M-F, I may respond through an announcement in class if your question pertains to the whole class

Office location: MacKinnon Extension, 4005,

Office Hours: Monday at 3:30pm – 4:30pm; Wednesdays at 11:30am – 12:30pm

Course Content

Specific Learning Outcomes:

By the end of the course successful students will be able to:

1. Demonstrate understanding and application of the key concepts of HRM including:
 - Job Analysis Methods (purpose of job analysis, different types, uses of the information)
 - Criteria (definition, types, contamination, deficiency, validity)
 - Performance appraisal (purpose, methods, issues)
 - Predictors (definition, specific types, issues, validity)
 - Personnel selection (definition, advantages, disadvantages of different tools)

- Recruitment (definition, purpose, advantages and disadvantages of different sources)
 - Selection decisions (different ways of combining information to make final decisions)
 - Designing training programs (including needs analysis, training design and evaluation)
 - Psychology principles in compensation practices
 - Canadian employment laws that influence employee recruitment and selection
2. Interpret fundamental statistics such as reliability, regression, correlation and tests of significance.
 3. Write a summary of a peer-reviewed journal article in language useful to business managers
 4. Develop a personnel selection protocol for a specific job: use the psychological literature to evaluate the appropriateness of different tools and reject less acceptable methods, and express that plan in writing to a manager.
 5. Demonstrate a well-developed ability to extract theoretical and empirical information from psychological articles
 6. Commit fully to team tasks, contribute quality work, and excel in their personal contributions

Lecture Content:

1. History of Industrial and Organizational Psychology
2. Reliability
3. Validity
4. The Law and Human Resource Management
5. Job Analysis
6. Recruitment
7. Writing for Managers
8. Applicant Testing
9. Interviewing
10. Decision Making
11. Performance Management
12. Training and Development
13. Compensation
14. Building Bridges between research and practice

Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
In class assignments,	Friday September 25, Friday Oct 2, Wednesday October 7, Monday October 26, Monday November 2, Wednesday November 11,	10% (2% per assignment; top 5 assignments will count)	Demonstrate understanding and application of the key concepts of HRM

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Press release assignment	Friday November 6	10%	Write a summary of a peer-reviewed journal article in language useful to business managers
In class test	Wednesday October 14	25%	Demonstrate understanding and application of the key concepts of HRM; Interpret fundamental statistics such as reliability, regression, correlation and tests of significance
In class test	Friday November 27	30%	Demonstrate understanding and application of the key concepts of HRM
Personnel selection assignment	December 11	25%	Develop a personnel selection protocol for a specific job: use the psychological literature to evaluate the appropriateness of different tools and reject less acceptable methods, and express that plan in writing to a manager; Demonstrate a well-developed ability to extract theoretical and empirical information from psychological articles; Commit fully to team tasks, contribute quality work, and excel in their personal contributions

1. In class assignments (10%)

These are designed to be practical applications of the material covered in lectures and in readings. They are intended to take 50 minutes or less and can be completed during class time. There are 6 in class assignments, and the top 5 marks will be counted toward the 10%

2. In Class Exams

There will be two in-class exams, on October 14 and November 27. Exam questions will include short answer, longer answer and multiple choice.

3. Press Release Assignment

For this assignment, you will be assigned an empirical journal article, and you will write a summary of the main findings in language appropriate for a manager (i.e., a non-psychologist). A separate handout with detailed instructions will be provided.

4. Personnel Selection Assignment

You will work in teams of two to design a personnel selection system for a specific job (to be assigned) and to present your plan in writing to a manager. A separate handout with detailed instructions will be provided.

Course Resources

Required Texts:

Custom text: Psychology in Human Resource Management

Other Resources:

All other assigned readings will be available through ARES and accessible through courselink

Course Policies

Grading Policies

In-class assignments are due by 5pm on the day they are assigned. Only 5 of the 6 in-class assignments will be counted for a maximum of 10%. Late in-class assignments will receive a grade of zero.

The press release assignment is to be completed individually, and is due in paper form by the specified date and time. Submissions later than this will lose 10% per day.

[Undergraduate Grading Procedures](#)

Course Policy on Group Work:

The final personnel selection assignment will be completed in teams of 2. Each partner will receive the same grade on the paper itself (20%), and each person will rate themselves and their partner on their teamwork skills and contribution to the project (5%)

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 the Centre for Students with Disabilities as soon as possible.

For more information, contact CSD at 519-824-4120 ext. 56208 or email 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 November 6. For regulations and procedures for Dropping Courses, see the Academic Calendar: [Current Undergraduate Calendar](#)