I. IDENTIFYING INFORMATION

Course: PSY 536
Course Title: Personnel Psychology
EPN: 22235245
Term: Fall I
Location: Auburn Hills Center
Course Dates: 9/13, 9/14, 9/27, 9/28, 10/11, 10/12/2013
Course Days and Times: Fri 6:00PM-10:00PM; Sat 8:00AM-5:00PM;
Prerequisites: PSY 336 or permission of instructor or graduate standing; PSY 211 is recommended

Blackboard:
Blackboard is a web-based learning management system licensed by CMU. Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you prior to the course start date. Seeing the course shell listed in Blackboard with unavailable adjacent to its title is an indication that your instructor has not made it available and is in no way indicative of registration status. To access Blackboard, open a web browser and enter http://www.cmich.edu/blackboard. After the site loads, enter your CMU Global ID and password in the respective spaces provided. Click the "login" button to enter Blackboard and then the link to the appropriate course to enter the course's Blackboard shell. If you need assistance, contact the IT Helpdesk at 989-774-3662 / 800-950-1144 x. 3662. Self-guided student tutorial resources are also available at http://www.cmich.edu/blackboard.

Instructor: Geeta D'Souza
Primary Phone Number: Email is the best way to contact me.
Secondary Phone Number: N/A
E-Mail Address: dsouz1gc@cmich.edu
Availability: Email is the best way to contact me. I will respond within 24 hours.

Academic Biography:
Dr. Geeta D'Souza has a Ph.D. in Industrial-Organizational Psychology from CMU and has taught Introduction to Psychology, Research Methods, Personnel Psychology, Organizational Psychology, Psychological Statistics, Human Resource Management, and Organizational Behavior. Her research interests include groups, virtual teams, selection and conflict.

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Order books from MBS at http://bookstore.mbsdirect.net/cmu.htm

Textbooks and Course Materials:
Title: Psychology Applied to Work
Author: Paul M. Muchinsky
Edition: 10
Publisher: Hypergraphic Press
Required: Yes

Course Reserves:
Your instructor has selected material on reserve, which will be available on the course Blackboard. To access Blackboard, open a web browser and go to http://blackboard.cmich.edu.

Required Materials:
N/A

Recommended Materials:
N/A

III. COURSE DESCRIPTION
This course examines the identification, measurement, and development of individual differences, and job systems related to individual differences, within organizations to improve job performance and satisfaction. Topics include job analysis, criterion development, personnel selection, training, and performance evaluation.
IV. COURSE GOALS AND OBJECTIVES

The objective of this course is to provide students with an overview of five core areas in personnel psychology: job analysis, criterion development, personnel selection, training, and performance evaluation.

Learning Objectives

1. Knowledge of personnel psychology.
   This objective is evaluated by the exams. It includes: (a) an understanding of the fundamentals of job analysis, criterion development, personnel selection, training, and performance evaluation; (b) knowledge of key theories, research findings, and contributors; (c) basic knowledge of the methodologies and applications in personnel psychology and their limitation.

2. Development of scientific and professional values and skills.
   Part of this objective is evaluated by your class participation, presentation, and (for graduate students) term paper. However, some aspects of this objective may evolve after this class (throughout your years at CMU and beyond) and thus cannot be evaluated in class. This objective includes: (a) thinking, writing, and speaking clearly; (b) an appreciation of the scientific method and rational inquiry; (c) understanding the importance of professional standards of quality and professional ethics in personnel psychology; and (d) understanding of scientific, professional, and managerial values as they relate to the work of the personnel psychologist and an awareness of the potential conflict among these values.

3. Personal Development.
   You will be the best judge of whether or not this goal has been achieved. Some benefits of the course may not become evident until after you have graduated and are a full-time member of the workforce. Specific personal development objectives include: (a) the ability to get along and work well with others in accomplishing a group goal; (b) the ability to communicate orally in large and small groups; (c) developing a sense of what constitutes efficient and effective applications of personnel psychology in organizations; and (d) developing a personal point of view about the value and role of personnel psychology in the workplace.

Lectures and Discussions

Lectures and discussions are important. The lectures cover material that is in the books and material not in the books. In the lectures I will explain some of the material in the books and cover some topics that are not in the books. Attendance at lectures is optional, although you may get more out of the course if you attend. I hope you also find the lectures sufficiently stimulating so that you can enjoy coming to class. Class discussions are important. I am interested in hearing what you think about the topics we cover. Discussions allow us to see that there may be a variety of perspectives on an issue, and they can help us clarify our own thinking.

In-Class Exercises

Throughout the semester students may participate in in-class exercises. The exercises are designed to demonstrate and reinforce concepts from the book and lectures.

Class Participation

Students are graded on class participation. One reason is to promote courtesy and good manners in the classroom. Because our class involves discussions and class exercises, it is important -for the good of the entire class- that students be respectful towards one another. Another reason is that courtesy is important in the world of work. In general, employers prefer to hire (and keep) employees who are courteous. Students who are discourteous may be docked 20%. This can lower your final grade by as much as one letter grade. Students are expected to contribute to class discussions and demonstrate that they have read the material and thought about it. Students who attend regularly and participate effectively can earn an additional 10%.

Presentation

Students have the opportunity to make a group presentation during the class. The objectives of the presentation are to: (a) research a personnel practice carried out on the Internet, (b) collect information about this practice, and (c) critique the practice. Each group should also submit a brief (about 5-pages) report summarizing their presentation and listing sources. All students in a group receive the same grade.

Writing Assignment

Term Paper. Graduate students are required to submit a term paper. It may be on any topic covered in this course and should use the following format: (1) statement of the problem or question, (2) review of the literature and supporting evidence from scholarly articles, and (3) conclusions and recommendations. Your paper should be about 7 pages long (double spaced), excluding references. Please be sure to use a standard format (e.g., APA format, Chicago style, etc.). Your paper must have at least 10 different references from several of the following journals: Journal of Applied Psychology, Personnel Psychology, Journal of Applied Behavioral Science, Behavioral Science, Academy of Management Review, Academy of Management Journal, Organizational Dynamics, Administrative Science Quarterly, Human Relations, Human Performance, Journal of Business and Psychology, Journal of Vocational Behavior, Journal of Organizational Behavior, and Psychological Bulletin. Additional references from other scholarly journals can be used as well.

Papers are due on the last day of class; students will give a short (2-3 minute) presentation on their papers. Late papers will be docked a half a letter grade for every day they are late beyond the due date. The criteria for grading the term paper are listed in Appendix 1 at the end of the syllabus.

Exams

There will be three, in-class, closed-book exams. The exams will be given about every four or five weeks, corresponding roughly to the end of a topic area. The usual exam format is that I give you several essay questions and ask you to answer a subset of them. There will also be definitions of key terms.

Make-up exams. Make-up exams will be given at the discretion of the professor. Students may make up an exam within one week (7 days) from the original exam.

Academic Honesty

Any student who is caught cheating in this course will receive an E for the course. Any student who witnesses another student cheating and who does not report the dishonest student to the professor will receive an E for the course. Cheating includes using other people's answers on a test and plagiarizing other people's written work.
V. METHODOLOGY

PLEASE IGNORE ALL THE ABOVE INFORMATION WITH REGARD TO THE FOLLOWING SECTIONS:
- CLASS PARTICIPATION
- PRESENTATION
- WRITING ASSIGNMENT
- EXAMS
- MAKE-UP EXAMS

RELEVANT INFORMATION ABOUT THESE SECTIONS PERTAINING TO THIS CLASS IS PRESENTED BELOW.

Methodology
Lectures, in-class activities and discussions, small group activities

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:
1) Please read the syllabus thoroughly before you come to class.
2) Please purchase the textbook and read Chapters 1 to 3 before you come to class.
3) Please download the following article from the library website, read it and bring it to class:
4) Please bring your syllabus, textbook and the above article to class.

Course Outline:
9/13 - Introduction, Announcements, Syllabus review, Icebreakers, Lecture and Class Activities
9/14 - Lecture and Class Activities. A mid-term take home exam will be posted on Blackboard the day after this class. This exam will be due on 10/1.
10/11 - Lecture and Class Activities. Chapters 9 and 14
10/12 - Student Presentations

Assignment Due Dates:
10/1: Mid-term take home exam due
10/12: Student presentations
10/13: Final take home exam due
10/14: Research paper due

Students presentations and research paper will consist of a literature review on a personnel psychology topic. The paper must be written in APA style. It is best to
have the instructor approve the topic. It must be prepared solely for this class and not used for course requirements in other classes. At least one-half of the references used in the paper must come from the journal list (below). It is usually best if nearly all of the references come from this list. If any part of the paper is plagiarized, it will receive a score of zero. Do not use any textbooks, theses, dissertations, newspapers or internet material as references.

Journal List:
- Academy of Management Journal
- Academy of Management Review
- Administrative Science Quarterly
- Human Relations
- Journal of Applied Psychology
- Journal of Occupational and Organizational Psychology
- Journal of Organizational Behavior
- Organizational Behavior and Human Decision Processes
- Personnel Psychology

**Post-Class Assignment:**

None.

**Student Involvement Hours:**

This is a 500 level class, conducted in an accelerated, though not abridged format. Therefore, approximately 20 hours per week of student involvement is expected.

**VII. CRITERIA FOR EVALUATION**

**Evaluation Criteria:**

- In-class Activities: 10 points
- Review Assignment: 10 points
- Mid-term Exam: 100 points
- Final Exam: 100 points
- Student Presentations: 25 points
- Research Paper: 55 points
- Total: 300 points

The structure, format, and instructions for the above exams and assignments will be posted on Blackboard.

**Grading Scale:**

Grades are distributed as follows. There are NO exceptions (even if you score an 89.9, for example).

- 94-100      A
- 90-93.99    A-
- 87-89.99    B+
- 84-86.99    B
- 80-83.99    B-
- 77-79.99    C+
- 74-76.99    C
- 70-73.99    C-
- 65-69.99    D
- 64.99 or <  E

**Late Assignments:**

No late assignments will be accepted. All assignments must be submitted on the days they are due.

**Make-ups and Rewrites:**

There are no make-ups or rewrites allowed for poor performance. In the case of an emergency that prevents you from attending class for in class activities, exams, or presentations, you must alert the instructor within 24 hours of the missed deadline. The instructor will review your case and decide whether or not to grant you a make-up assignment. The decision will be based in part on a doctor's note or other evidence you provide. Also, please be aware that the make-up assignment, if granted, will be a difficult one. So please do your best to avoid absences.
VIII. EXPECTATIONS

Attendance and Participation:

Attendance and punctuality are important for success in this class. Please arrive in time for class. Doors will be closed 10 minutes after the scheduled class time and no one will be allowed to enter after that.

Academic Integrity:

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty is presented in the CMU Bulletin (https://bulletins.cmich.edu/).

Student Rights and Responsibilities:

Each member of the Central Michigan University community assumes an obligation regarding self conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at https://centrallink.cmich.edu/services/student_services/dean/Pages/Code-of-Student-Rights.aspx.

IX. SUPPORT SERVICES AND OTHER REQUIREMENTS

Global Campus Library Services (GCLS)

CMU offers you a full suite of library services through its Global Campus Library Services (GCLS) department. Reference librarians will assist you in using research tools and locating information related to your research topic. The library's Documents on Demand office will help you obtain copies of the books and journal articles you need. Check out the GCLS website at http://gcls.cmich.edu for more information.

Reference librarian contact information:
1. By phone: (800) 544-1452.
2. By email: oclsref@cmich.edu
3. By online form: http://www.cmich.edu/library/gcls/Pages/Ask-a-Librarian-Request-Form.aspx

Documents on Demand office contact information:
1. By phone: (800) 274-3838
2. By email: docreq@cmich.edu
3. By fax: (877) 329-6257
4. By online form: http://www.cmich.edu/library/gcls/Pages/Documents-on-Demand.aspx

Writing Center

The CMU Writing Center is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days. For additional information and to submit work, visit http://webs.cmich.edu/writingcenter/

Mathematics Assistance Center

The CMU Mathematics Assistance Center provides free tutoring in mathematics and statistics to students enrolled in select courses. Tutoring is available online and via telephone. To see what courses qualify and to register with the Math Assistance Center, visit http://global.cmich.edu/mathcenter/tutoring-request.aspx.

ADA

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Susie Rood, Director of Student Disability Services at (800) 950-1144, extension 3018 or email her at sds@cmich.edu, at least 4 weeks prior to registering for class. Students may find additional ADA information and forms at http://go.cmich.edu/support_services/academic/StudentDisabilityServices/Pages/default.aspx

Note to faculty: CMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

X. BIBLIOGRAPHY

Not Applicable
Center Information

- Not Currently Available -