

APPL 644.185: Personnel Psychology
SPRING 2019, 3 credits
M 5:30-8:00pm, AC 408

Instructor: Anna Nastasi, PhD
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Office: LC 408
Office Hours: Mondays 3-5 or by appt.¹

Required Text:

Cascio, W. F., & Aguinis, H. (2019). *Applied Psychology in Talent Management* (8th Ed.). Sage Publications. ISBN: 978-1-5063-7591-5

Recommended Supplement(s):

Landy, Frank J., & Conte, Jeffrey M. (2010). *Work in the 21st Century: An Introduction to Industrial and Organizational Psychology* (3rd Ed.). Blackwell Publishing. ISBN: 978-1-4051-9025-1

Course Website: The course website can be found at: <https://ubonline.ubalt.edu/> [Sakai]. Here you can find course materials (including syllabus).

I. Course Description

Overview of the area of personnel psychology. Topics include job analysis, personnel selection and placement, training and development and performance appraisal. Special attention to measurement procedures involved in personnel selection and performance appraisal. Equal employment opportunity laws and their effect on personnel practices are discussed. Lab fee may be required. Prerequisite: This course is open only to the following majors: Applied Psychology or Certificate in Professional Counseling Studies. Other majors may take this course with departmental permission only

II. Objectives of course:

Identify and discuss the major variables, methods, findings, and controversies associated with industrial psychology,

Demonstrate core competencies in:

1. Conducting a job analysis
2. Developing Criteria for measuring job performance
3. Develop a valid applicant test battery
4. Develop an effective training and development program

Demonstrate your ability to:

1. Analyze employment data using SPSS
2. Write a technical report for management

III. Student Learning Objectives:

- Explain and evaluate the theories, research, and practices within the field of Personnel Psychology e.g., selection, performance management, training and development.
- Use the Statistical Package for the Social Sciences (SPSS) to analyze a set of data in order to document and show evidence for the measurement properties and validity of a

¹ Please try to always message me to let me know you plan to attend office hours so that I can prepare for your specific questions.

selection tool.

- Demonstrate how the theories and research in Personnel Psychology can be applied to help solve real-world business problems.
- Describe and discuss important constructs in personnel research (e.g., job analysis, performance appraisal, criterion development, competency modeling, forms of test validation evidence, etc.).

IV. Class format: Assigned material will be discussed and clarified.

- *In-Class segment will be used for:* (1) short lecture, (2) review of assigned readings through discussion of reflections. Select articles will be assigned along with textbook material; these articles will be available through Sakai.

Overview of Class Policies:

1. Class attendance is expected. Students who miss classes for any reason are responsible for all of the material covered in class. Please contact classmates for any missed material.
2. Sakai is our course management system. We will be using the messaging, gradebook, and assignment submission functions of Sakai. Please check the site frequently.
3. Any evidence of cheating will not be tolerated and will result in a 0 on the assignment or an F in the course, depending upon the severity (See Academic honesty section below).
4. Use of technology is permitted. Please be respectful of other students when they are speaking during class.
5. See Student Success Resources Addendum on Sakai.

Class Attendance: While attendance is not technically mandatory, it is expected that students will attend all classes as much of the material that will be covered on exams comes from lectures and discussions in class. If you are absent, it is your responsibility to get any materials or information you missed. You will **not receive credit** for your discussion questions or class discussion if you are not in class (the exception being an excused absence).

Course Assessment

Exam

There will be one final exam based on readings and lectures. It will include short answer identifications of ideas and terms and some conceptual essay questions.

Team Projects

There will be 4 team projects to be completed throughout the semester. Team members will choose a job which they will (1) analyze, and for which they will develop (2) a performance appraisal for, (3) an applicant selection procedure, and (4) a program for training and development. Each project will incorporate the relevant course material to ensure that it is completed in a manner consistent with expectations of a professional consultant.

Reading Discussion Questions

The format of the class will mainly be discussion, following brief lectures, focusing on the topics in the readings for each week. To facilitate the discussions and help the instructor get to know your thoughts on the material, you are expected to write thought questions about the readings

each week. These questions should address any topic you did not understand, ask more in-depth questions that the readings provoked in your mind, make contact between the readings and contemporary research, and so forth. These questions will be due *before class each week*, starting with week 2. See due dates on Sakai.

Participation in Class Discussions

Students should be prepared to contribute to class discussions each week. Students should explicitly relate or link observations and comments to course objectives, central themes, and main topics discussed in readings and class lecture. Contributions to facilitation of dialogue and discussion of ideas will allow students to connect readings to topics and allow opportunities to discuss areas of confusion.

<i>Weekly</i>	Reading Discussion Questions	20%
<i>Weekly</i>	Participation	10%
<i>Scheduled</i>	Exam	30%
<i>Scheduled</i>	Team Projects (4)	40% (10% each)

Final grades will be based on your Total score according to the following standards:

<u>Total Score</u>	<u>Final Grade</u>
93-100	A
90-92.9	A-
87-89.9	B+
83-86.9	B-
77-79.9	C+
73-76.9	C
Below 73	F

Academic Integrity: The University of Baltimore comprises a community of students, faculty, administrators, and staff who share a commitment to learning. Since the practice of academic honesty is essential to learning, the university has established the following policy for academic honesty. The university's Academic Integrity Policy is derived from the following convictions:

- that honesty is the foundation of personal integrity
- that honesty promotes substantive learning
- that honesty validates the recognition of scholarly achievement
- that honesty demonstrates respect for the work of others, enabling effective cooperation
- Students, faculty, administrators, and staff share responsibility for fostering academic honesty. The practice of honesty requires an ongoing discussion of activities that may violate the spirit of honesty. It requires active discouragement of dishonesty.

While the Academic Integrity Policy places primary emphasis in fostering honesty, it recognizes the need for clear consequences of behavior that violates the policy, together with fair procedures for judging alleged cases of dishonesty. The academic integrity policy is included in the student handbook found at http://www.ubalt.edu/campus-life/student-handbook.cfm#Academic_Integrity

APPL 644 Tentative Schedule - Spring 2019		
Date	Topic	Readings
Jan. 28 th	Introduction and Applied Task	Chapter 1 Articles on Sakai
Feb. 4 th	Job and Organizational Needs	Chapter 9 Articles on Sakai <i>Decide on job to use for projects</i>
Feb. 11 th	Law and HR Management	Chapter 2 Articles on Sakai
Feb. 18 th	People, Decisions, Systems	Chapter 3 Articles on Sakai <i>Job analysis project due</i>
Feb. 25 th	Criterion Issues	Chapter 4 Articles on Sakai
March 4 th	Performance Management	Chapter 5 Articles on Sakai <i>Determine how to develop PA</i>
March 11 th	Individual Differences	Chapter 6 Articles on Sakai <i>Performance Appraisal SPSS data structure due</i>
March 18th	Spring Break!	Enjoy your break!
March 25 th	Psychometric Issues	Chapter 7 Articles on Sakai <i>Performance Appraisal project report due</i>
April 1 st	Fairness and Legal Defensibility Issues	Chapter 8 Articles on Sakai
April 8 th	Selection Methods (Part I)	Chapter 12 Articles on Sakai <i>Selection Procedure SPSS data structure due</i>
April 15 th	Selection Methods (Part II)	Chapter 13 Articles on Sakai
April 22 nd	Decision Making for Selection	Chapter 14 Articles on Sakai <i>Selection Procedure project report due</i>
April 29 th	Employee Training and Development	Chapter 15 Articles on Sakai
May 6 th	Ethical and Professional Issues	Chapter 16 Articles on Sakai <i>Training and Development project report due</i>
May 13th	Final Exams	Final Exam: 5:30-8pm

****Disclaimer:** This professor reserves the right to change this syllabus. Students will be notified of any changes.