

**PSYC*3470: Putting Psychology to Work
Course Outline, WINTER 2024**

General Information

Course Title: Putting Psychology to Work

Course Description:

This course provides students with the opportunity to prepare for the transition to postgraduate program and work. This course covers topics related to industrial psychology from individual and organizational perspectives. Topics include: the history of work and industrial psychology, career management, job analysis, recruitment, selection, employment law, compensation and benefits, performance appraisal, training and development as well as succession planning.

Credit Weight: 0.5

Academic Department (or campus): Psychology (main campus)

Semester Offering: Winter 2024

Class Schedule and Location: T 11:30-12:50 MCKN 117 and TH will be remote.

Final Exam: April 15, 2024 M 11:30am – 1:30pm

Final Examination regulations are detailed at:

<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/>

Labs: There are no labs in this course.

Seminars: There are no seminars in this course.

Instructor Information

Instructor Name: Lisa Fiksenbaum, PhD

Instructor Email: lfiksenb@uoguelph.ca

Office Hours: By appointment

General Guidelines:

- It is possible that some emails that are not from a university address (e.g., @hotmail.com) may be treated as spam. The university expects you to check your U of Guelph email account regularly and us to use it to communicate with you.
- Be sure to include your full name and student number in the body of the email.
- As a general rule, I will do my best to answer emails within 2 business days. I do not check or answer emails on Saturdays or Sundays.

- Check the course materials (e.g., the syllabus, course website), to see if the answer is already provided.
- Send your email well in advance of when a response is required. If you email me the night before assignment is due, I will not be able to respond in a timely manner.
- Follow-up within 3-7 days if a response has not been received, but not any sooner.

TA Information

Nicholas Hennessy: nhenness@uoguelph.ca

Roxana Golomohammad: rgolmoha@uoguelph.ca

Course Content

Specific Learning Outcomes:

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

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)]

Describe goals with respect to a career in Psychology or a related field, declare what you need to accomplish with respect to achieving the career goals, and articulate the steps to achieve those goals. [Inquiry and Analysis, Problem Solving, and Creativity (reinforce); Personal Organization and Time Management (reinforce)]

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)]

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)]

Provide evidence-based recommendations and critiques grounded in psychological research and principles to inform the effective selection, design, implementation, and evaluation of several key Human Resource processes and methodologies (e.g., job analysis, the employment interviewing process, employee learning & development, compensation and rewards). [Learning Outcomes:

Inquiry and Analysis and Creativity; Oral Communication and Written Communication; Teamwork; Ethical Reasoning, Leadership and Personal Organization and Time Management]

Lecture Content:

The table below provides an overview of lecture dates and content as well as required readings.

Week of:	Unit	TOPIC	Key Dates/Deliverables
Jan. 9	1	Introduction to course (Review course outline)	
Jan. 16	2	Introduction to HRM	Read Chapter 1
Jan. 23	3	Analysis and Design of Work	Read Chapter 3
Jan. 30	4	The Legal Environment	Read Chapter 2
Feb.6		Mid-term exam 1 Covering Chapters 1-3	Assignment Part 1 Due Fri., Feb. 9
Feb. 13	5	Recruitment & Selection	Read Chapters 4 & 5
Feb. 20	NO CLASS – READING WEEK		
Feb. 27	5 cont'd	Recruitment & Selection (cont'd)	Read Chapters 4 & 5
March 5	6	Training & Development	Read Chapter 6 Assignment Part 2 due Sat. March 9
March 12	7	Performance Management	Read Chapter 7
March 19		Mid-term exam 2 Covering Chapters 4-6	
March 26	8	Compensation	Read Chapters 8
April 2		Managing HR Globally	Assignment Part 3 due Fri., April 5
Final Exam: April 15, 2024 M 11:30am – 1:30pm			

Course Assignments and Tests:

Your grade will consist of evaluations of work done individually or in groups, as indicated in the table below. For assignments done in groups, individual group members will normally receive the same grade, although adjustment may be made if there is evidence that an individual's contribution was inadequate.

Components and Weights

Assignment Part 1 – Job Analysis		2%
Assignment Part 2 – HR Planning & Recruitment	Individual or Group	10%
Assignment Part 3 – Selection, Performance, Pay		13%
Mid-Term Exams (2 @ 25% each)	Individual	50%
Final Exam	Individual	25%

Major Assignment

Each student (or a group of up to four students) will complete a three-part assignment, that will require ongoing work throughout the semester. The due dates for the three parts of the assignment are as follows:

- **Part 1, due Friday Feb. 9, 11:59 p.m., worth 2% of final grade**
- **Part 2, due Saturday, March 9, 11:59 p.m., worth 10% of final grade**
- **Part 3, due Friday, April 5 11:59 p.m., worth 13% of final grade**

Please see the following paragraphs for a brief overview of the major assignment; full details will be posted on Avenue to Learn.

In this assignment, you/your group will apply HR knowledge to analyze a job and make recommendations about the optimal HRM methods/practices for that job to attract, develop, and retain high quality employees. For the **first part**, you will find a job posting and then use online job analysis databases to identify the major responsibilities and tasks of the target job and the main attributes an individual would need to effectively perform the job. In the **second part** of the assignment, you will discuss the current labour market and develop a recruitment strategy for the target job. In the **third part**, you will recommend the most appropriate and effective HRM methods for this job – specifically, regarding selection, performance management, and compensation.

Notes:

- 1) Although Part 1 of the assignment has only 2% allocated to it, it must be completed prior to Parts 2 and 3. If Part 1 of the assignment is not completed and submitted, Parts 2 and 3 will receive a grade of zero.

Course Resources**Required Texts:**

Cameron, E. (2022). Human resources management - 2nd Ontario edition. licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#), except where otherwise noted.

Other Resources:

In addition to our required text, content may be posted on CourseLink. This will occur throughout the term and in advance of important dates. Please be sure to check CourseLink regularly to ensure you do not miss this important material.

Course Policies**Grading Policies**

Instructions and grading rubrics for all coursework outlined above will be posted prior to each component being assigned. Please check the syllabus for important dates and CourseLink regularly for updates.

Re-Grading of Assignments Policy

Where a student is of the belief that an assignment has not been accurately graded, they are to pursue a 2-step course policy: 1) as soon as possible, meet with the original TA that graded the assignment, and if a student remains dis-satisfied, 2) they can request from the instructor that another TA re-grade the assignment. Note that the student will be required to accept the re-grade, whether it be higher or lower.

Course Updates and Announcements

As noted above, updates and announcements will be posted on CourseLink; please check regularly.

Lectures, Midterms, & Final Exams

Classes follow a lecture format with discussion questions. They are designed to review, complement, and augment text material. Some material presented in lectures will NOT be covered in the textbook and vice versa.

Students are responsible for text AND lecture material.

To achieve the course learning outcomes, it is recommended that you keep pace with the assigned readings.

Missed Assignments

Students who miss an assignment must provide an original copy of appropriate documentation. Reasons for a missed work can be found through the link on the next page (under Academic

Consideration, Appeals, and Petitions). With appropriate documentation, reasonable extensions will be permitted, commensurate with the nature of the missed assignment and the extenuating circumstances. If you know you will miss an assignment ahead of time, please contact me in advance. I am usually understanding of extenuating circumstances. However, in line with our course's learning outcomes regarding professionalism and stress management, it is important to maintain a balanced and organized approach to completing all coursework (both now and over the duration of your degree). Thus, having several assignments due (in this course or others) and/or having other commitments does not constitute a reason for being granted an extension.

Late Policy for Assignments

Late submissions for assignments will receive a reduction of 5% per calendar day (note 1 minute late = 1 calendar day). After 10 calendar days, the grade will be 0% for that assignment.

Missed Final Examinations

According to University policy, final exams are rescheduled via Academic Counselling. Hence, you should contact them directly should you not be able to write the final exam. Please be sure to review your exam schedule prior to making travel arrangements for the end of term; this does not constitute a reason for missing a final exam according to University Policy.

Course Policy regarding use of electronic devices and recording of lectures

Recordings 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

Disclaimer: Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email. This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirusinformation/>)

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

Academic Consideration:

[Undergraduate Degree Regulations and Procedures < University of Guelph \(uoguelph.ca\)](#)

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g.. final exam or major assignment).

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

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

Instructors must provide meaningful and constructive feedback, at minimum 20% of the final course grade, prior to the 40th class day. For courses which are of shorter duration, 20% of the final grade must be provided two-thirds of the way through the course.

[Current Undergraduate Calendar](#)

Additional Course Information

Course instructors are allowed to use software to help in detecting plagiarism or unauthorized copying of student assignments. Plagiarism is one of the most common types of academic misconduct on our campus. Plagiarism involves students using the work, ideas and/or the exact wording of other people or sources without giving proper credit to others for the work, ideas and/or words in their papers. Students can unintentionally commit misconduct because they do not know how to reference outside sources properly or because they don't check their work carefully enough before handing it in. 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.

In this course, your instructor will be using Turnitin.com to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to prevent plagiarism in the College of Social and Applied Human Sciences.

A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.