

# **PSYC\*7160, Course Outline: Fall 2016**

## **General Information**

**Course Title: Employee Development**

### **Course Description:**

This course explores employee development in an organization context. Employee learning and development is a key focus for employees and organizations. This course covers functional job analysis, career development, succession management, multi-source feedback, training, coaching/mentoring and employee counseling.

**Credit Weight:** 0.5

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

**Semester Offering:** Fall, 2016

**Class Schedule and Location:** Mondays 2:30 – 5:20, MacKinnon Building Room 315

There is no class on October 10. This class will take place on December 2.

## **Instructor Information**

Instructor Name: Dr. Peter Hausdorf

Instructor Email: phausdor@uoguelph.ca

Office location and office hours: MacKinnon Extension Building Room 3013, Every Wednesday from 9:30am to 11:00am (starting September 14 and ending December 14, 2016).

## **GTA Information**

There is no TA for this course.

## **Course Content**

### **Specific Learning Outcomes:**

Students who successfully pass the course will:

1. Understand the range of theories and methods available with respect to employee development in an organizational context,
2. Be able to facilitate a performance oriented skills (POSM) workshop,
3. Be able to design and deliver a 1-hour training course with teaching notes on a skill developed from the POSM, and
4. Be able to assess the research practice gap on a topic comparing a training handbook and the I-O research literature.

**Lecture Content:**

The class format will focus on the following: lecture, class discussion, class exercises/videos and group project work. Students will be expected to read the assigned material prior to each class.

<b>Week</b>	<b>Content</b>
1	Introduction and orientation to course
2	Job analysis – Functional Job Analysis
3	Job analysis – Performance Oriented Skills Modeling
4	Training theory
5	Training needs assessment
6	Training design
7	Training delivery
8	Training evaluation
9	Succession management
10	Career development
11	Employee coaching/counselling/Employee Assistance Programs (EAP)
12	Student training sessions

**Labs:**

There are no scheduled labs in this course. If we need more time to implement the POSM sessions then this will be scheduled outside of class time based on student availability.

**Seminars:**

There are no seminars in this course.

**Course Assignments:**

<b>Activity</b>	<b>% of Grade</b>	<b>Due</b>	<b>Learning Outcomes Assessed</b>
Research–practice gap paper	25%	Draft due October 17, 2016, 5:00pm	1 and 4
Research-practice gap paper	25%	Final due December 16, 2016, 9:00am	1 and 4
Training program	50%	Final due December 2, 2016, 9:00am	1, 3, and 4

**Research-Practice Gap Paper:**

Each student will be required to write a publication quality paper that compares practice and research on a specific topic covered in the course. This paper must be completed individually and can be no longer than 5 pages double spaced of main text. Students can choose to submit this paper as a draft with feedback. More detail on this will be provided in the class.

**Training Program:**

In medium sized groups (with a maximum of six students per group with least one MA2 and one PhD1 student per group) students will design a one hour training program based on one skill developed through the POSM. This training program will include materials for participants and trainers. At the end of the semester, each group will share their training program with the other groups. More detail on this will be provided in the class.

**Final examination date and time:**

There is no final exam in this course.

**Course Resources****Required Texts:**

There are no required texts for this course.

**Recommended Texts:**

There are no recommended texts for this course.

**Lab Manual:**

There is no lab manual for this course.

**Other Resources:**

All assigned readings are available on Courselink.

**Field Trips:**

There are no field trips in this course.

**Additional Costs:**

There are no additional costs for this course.

**Course Policies****Grading Policies**

All assignments will be graded in accordance with standards established by the University of Guelph. [Graduate Grade interpretation](#)

**Course Policy on Group Work**

Students will be required to form into groups of three or more. Students are expected to contribute equally to their group work. Each student will receive the same grade as the group unless the professor has approved an alternative method of evaluation. When there is group conflict with respect to individual contributions, students will be asked to assess their group members on their individual contributions to the assignments.

### **Course Policy regarding use of electronic devices and recording of lectures:**

The recording of class discussions is not permitted. If you need to record the lectures to support your learning in the course, then please come and discuss this with me.

## **University Policies**

### **Policy on Grade Reassessment**

All grades will be determined in as fair a manner as possible. If you feel that a grade has been given unfairly there is a process by which you can have your grade reassessed. [Graduate Grade Reassessment](#)

### **Academic Consideration**

All assignments are due on the date and time specified unless prior arrangements have been made with me. When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise me in writing, with your name, id#, and an e-mail contact. Where possible, this should be done in advance of the missed work or event, but otherwise, just as soon as possible after the due date, and certainly no longer than one week later. **All overdue assignments that are received late and without arrangement with me will receive a 0 grade. Even with an explanation I reserve the right to assign a 5% late penalty per day on any assignment at my discretion.**

Note: if appropriate documentation of your inability to meet that in-course requirement is necessary, I will request it of you. Such documentation will rarely be required for course components representing less than 10% of the course grade. Such documentation will be required, however, for Academic Consideration for missed end-of-term work and/or missed final examinations. Similarly, students who find themselves unable to meet course requirements by the deadlines or criteria expected because of medical, psychological or compassionate circumstances should review the [university's regulations for academic consideration](#).

### **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 [Graduate Calendar](#).

**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 Student Accessibility Services as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 56208 or email [csd@uoguelph.ca](mailto: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 4, 2016. For regulations and procedures for Dropping Courses, see the Academic Calendar:

[Current Graduate Calendar](#)