SJSU SAN JOSÉ STATE UNIVERSITY

College of Social Sciences · Psychology

Seminar in Personnel Psychology Section 01 PSYC 271

Spring 2023   3 Unit(s)   01/25/2023 to 05/15/2023   Modified 01/20/2023

Course Description and Requisites

In-depth introduction to relevant methodology, research, applications and issues. Topics include legal issues in personnel, test validation, selection, job analysis, performance appraisal and training and development.

Prerequisite: Instructor consent.

Notes: MS I/O program priority.

Letter Graded

Classroom Protocols

Respect

My goals are to support and help students learn the course material in a way that maximizes learning and can be applied to academic and professional careers. Thus, the environment of this classroom, while fun, must also be professional and respectful to foster a safe environment for learning. You are always expected to respect and be inclusive and courteous to one another, and this involves being an active listener. Furthermore, you will work in groups, and I ask you to remember that the students in your class can and should be important parts of your professional network in the future. Everyone in this class should be treated with respect (including respecting their time with assignments, showing up on time, etc.). The quality of your professional network begins in the classroom.

This course covers a broad range of exciting topics and I expect that there will be differing perspectives throughout activities and/or discussions, just as there are in the scientific community. In fact, **you are encouraged to critically assess course materials, and your own and others' ideas.** This is part of the critical scientific thinking process that advances understanding. It is important to recognize the value that diverse perspectives bring to the discussion in your critical evaluations, and to ensure you are contributing and evaluating ideas presented rather than people. **Racism, bullying, harassment, and any other inappropriate behavior are unacceptable and will not be tolerated.**

Academic Honesty

You are held to the highest standard of academic honesty. Academic dishonesty is unacceptable and not tolerated in this course. Cheating, plagiarism, and other forms of academic misconduct will be followed up with the rigorous pursuit of disciplinary action. Any incident of academic dishonesty will be immediately reported to the Office of Student Conduct and Ethical Development (SCED) and students may appeal any accusations of academic dishonesty through SCED. Additionally, any plagiarized assignments or incidences of cheating result in an automatic 0 for the assignment. Writing assignments are checked for plagiarism by TurnItIn on Canvas. If an incident of academic dishonesty is particularly egregious, you may receive an automatic F in the course.

Late Assignments

Late assignments will be accepted if there is a compelling reason for late submission (e.g., documented illness of yourself or the person you are caring for or an emergency), and no points will be deducted. In that case, you must contact me **before** the due date unless this is not possible (i.e., emergency). You will be given an opportunity to complete and submit either the original assignment or an adjusted assignment with a revised due date. Note the deadlines in the class syllabus and plan accordingly. Extra credit is not offered.

Class Cancellations

Classes may be canceled if the university is closed. Under such circumstances, the closure will be announced on the university website. Classes may also be canceled if the instructor is unable to attend. In that case, an announcement will either be posted on Canvas or made in person during class time.

Program Information

Program learning outcomes (PLOs) are skills and knowledge that students will have achieved upon completion of the MS in Industrial/Organization (I/O) Psychology degree. Each course in our curriculum contributes to one or more of these PLOs. The PLOs for the degree are:

1. Students of the program will acquire a base of knowledge about the principles of psychology as they are applied to industrial and organizational settings.
2. Students of the program will acquire a base of knowledge about the practice of I/O psychology by applying the concepts of I/O psychology to the functioning of organizations.

◎ Course Goals

I/O Psychology has two primary components: 'I' and 'O'. This course will cover the 'I' side and present an in-depth introduction to personnel psychology. We'll discuss topics of interest to researchers and practitioners in this field. I/O Psychology is based upon the scientist-practitioner model, and thus, all practitioners should understand and incorporate current scientific understandings into their work (and vice-versa!). Thus, the ultimate goal of this course is to integrate a traditional textbook approach with practice. In other words, students will work on mastering the ability to understand and synthesize important information gleaned from textbooks
and scholarly articles and subsequently apply that information to the 'real world'.

� Course Learning Outcomes (CLOs)

Upon successful completion of this course, students will be able to:

CLO1: Identify the key concepts and theories central to personnel selection issues.
CLO2: Conduct each step of a job analysis.
CLO3: Create, evaluate, and troubleshoot selection systems.
CLO3: Describe the legal challenges of enacting evidence-based selection practices in companies.
CLO4: Analyze and apply seminal research to organizational settings.

▤ Course Materials

Book: Everyone will need a copy of the course textbook, and it must be the 9th edition as there is key missing information from previous versions.

Gatewood, R. D., Feild, H. S., & Barrick, M. R. (2019). Human Resource Selection (9th Ed). New York, NY: Wessex Press, Inc.

Scholarly articles: These can be found via Google Scholar and the SJSU Library.

Additional course materials, such as assignments, will be provided on Canvas at http://sjsu.instructure.com. For help with using Canvas see the Canvas Student Resources page (http://www.sjsu.edu/ecampus/teaching-tools/canvas/student_resources)

☲ Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty- five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at http://www.sjsu.edu/senate/docs/S12-3.pdf

Participation

Participation at the graduate level is critical for your and your peers' learning, thus expectations at the graduate level are high and are reflected as such via the point allotment. I do not expect anyone to be an expert in the material or have the right answers to thought questions, but I do expect you to put forth effort and engagement in the course to support the classroom as a collaborative learning environment where we can all focus on the material and understanding it.

Given that you are all professionals, I fully expect all students will participate to their maximum ability in all assignments (individual and team), readings, and discussions.

Participation points are only lost under circumstances where infractions occur. Several types of infractions may result in a point loss and I provide just a few examples here: a) this class meets only 1x a week, thus arriving late or not attending sessions will have a serious impact on your ability to meaningfully contribute to class discussion, b) failure to regularly speak up when questions are posed to the class, c) a lack of timely preparation for discussions (i.e. by completing assigned readings and posting discussion questions) or for team activities (not effectively completing your assigned parts in time for group meetings) is equivalent to a lack of participation, d) serious disruptions to the classroom that undermine the learning environment, and/or e) a lack of collegiality.

Note that not all infractions are equal. The type of infraction and typical student behavior will change the number of points deducted. For example, a student who is always collegial and shows up ready to contribute but has an off day (i.e., doesn't speak up during class, or fails to post one discussion question) may not incur a point loss at all. On the other hand, a student who has a serious infraction or multiple types or incidences of infractions may receive a 0 on participation.

Please also note that if a lack of participation occurs on a major assignment (i.e., not helping to conduct the Job Analysis interview), participation will be affected along with the overall possible score on the project.

Skill Building Activities and Assignments

Skill-building exercises or topic-based activities will be provided during our meetings and/or as homework assignments. The type of exercises and activities will vary, some will be individual based while others will be group activities. Many of these exercises are designed to give you a brief, applied experience in applying course content and decision-making. For example, you may be asked to respond to a hypothetical personnel issue as an internal HR consultant. Other assignments will be more open-ended, for example, some weeks you will be responsible for providing and responding to your own and others' discussion questions. Assignments completed during class are generally due at the end of class unless otherwise noted, while homework due dates will vary depending on the assignment. Failure to submit assignments that are of appropriate graduate-level quality will result in a 0 for the assignment. Participation is expected in this course given that it is a graduate-level seminar.

Exam

There will be 1 essay-style exam. The exam will be open book and note but be sure to take the time to study for the exam as the questions will be applied questions and therefore you will have to respond drawing on established content knowledge. This means that you will need to carefully consider and properly apply course concepts to get full credit for exam questions. You may not work together on the exam. Working together will constitute cheating and you will receive a 0 for the assignment.

Projects and Papers

There will be two projects in this course, the Job Analysis Assignment, and the Selection Assignment. You will complete the job analysis assignment in teams of 3 (one group will have 4), while the selection assignment will be completed as an individual assignment. The Job Analysis Assignment will include preparing and conducting a formal job analysis and write-up, which will be worth a total of 25% of your grade. The second will be to develop a paper evaluating an existing selection system and proposing an alternative or designing a selection system based on a given scenario. This assignment is your FINAL assignment and is worth 25% of your grade. Some class time will be dedicated to completing each assignment.

Detailed instructions for the exam, activities, and projects will be provided on Canvas.

✔ Grading Information

Grading Breakdown

Assignment	Points	% of Grade
Exam 1	50	25%
Job Analysis	50	25%
Selection Project	50	25%
Activities	20	10%
Participation	30	15%
Total	200	100%

Final Letter Grade

A plus = none	A = 94 - 100%	A minus = 90 - 93.99%
B plus = 87 to 89.99%	B = 83 to 86.99%	B minus = 80 to 82.99%
C plus = 77 to 79.99%	C = 73 to 76.99%	C minus =70 to 72.99%
D plus = 67 to 69.99%	D = 63 to 66.99%	D minus = 60 to 62.99%

F = Less than 60%		

🏛 University Policies

Per [University Policy S16-9 (http://www.sjsu.edu/senate/docs/S16-9.pdf)](http://www.sjsu.edu/senate/docs/S16-9.pdf), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on [Syllabus Information web page (https://www.sjsu.edu/curriculum/courses/syllabus-info.php)](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (https://www.sjsu.edu/curriculum/courses/syllabus-info.php). Make sure to visit this page to review and be aware of these university policies and resources.

📅 Course Schedule

The following is a tentative course schedule. There may be changes to topics, readings, due dates, and activities throughout the term. When changes are made, an announcement will be made either in class or via Canvas. **Bold** represents a significant assignment due date.

Date	Topics and Major Assignments *NOTE all readings in the reading list are to be completed PRIOR to class.
Tues 1/31	1: Course Overview, Introduction to Personnel Psychology, 2. Legal Issues in Selection
Tues. 2/7	2. Legal Issues in Selection Continued 3 Job Performance (Criterion) 4. Job Analysis
Tues. 2/14	4: Job Analysis Continued
Tues 2/21	4: Job Analysis Application/Interview, Class Project Work Time
Tues. 2/28	**4. Job Analysis Project Due (Friday?)**
Tues 3/7	5. Micro-Recruitment and 6. Micro-Reliability 7. Validity
Tues 3/14	5., 6., 7. Continued and Review Day
Tues 3/21	**EXAM (Open from End of Class through Friday 11:59 PM)?**
Tues 3/28	**SPRING RECESS**
Tues 4/4	8. Selection Overview and Applicant Reactions;
Tues 4/11	9. Application forms, References, Social Media, Biodata 10. Interviews
Tues 4/18	No Class - SIOP
Tues 4/25	11. Ability Tests 12. Personality Assessment

Tues 5/2	13. Simulation Tests – Work Samples, Simulators, and SJTs 14. Testing for Counterproductive Work and Current Issues in Selection and Strategies for Decision Making
Tues 5/9	15. Performance Appraisal and Management and Compensation Selection Paper Class Time
May 19TH	5:00 P.M. - Selection Paper Due

Tues 5/2	13. Simulation Tests – Work Samples, Simulators, and SJTs 14. Testing for Counterproductive Work and Current Issues in Selection and Strategies for Decision Making
Tues 5/9	15. Performance Appraisal and Management and Compensation Selection Paper Class Time
May 19TH	5:00 P.M. - Selection Paper Due