

PERSONNEL AND INDUSTRIAL PSYCHOLOGY (PSY 320)
COURSE SYLLABUS
Fall Semester (2008)

MEETING TIME: Thursdays, 4:00 - 6:40 p.m.
MEETING PLACE: AL 105
INSTRUCTOR: B. Charles Tatum
 (619) 226-7726 (Home Voice)
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 ctatum13@cox.net (email)

TEXT: Berry, L. M. (2003). *Employee Selection*. Belmont, CA, Wadsworth/Thompson Learning

<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
Sep. 4	Introduction	Chapter 1
Sep. 11	Work & Job Analysis	Chapter 2 & 3
Sep. 18	Employment Law	Chapter 6
Sep. 25	Recruitment	Chapter 5
Oct. 2	EXAM # 1	
Oct. 9	Compensation & Rewards	Chapter 4
Oct. 16	Selection Statistics & Measurement	Chapter 7
Oct. 23	Performance Appraisal	Chapter 14 & 15
Oct. 30	Motivation & Performance	Chapter 13 (pp. 343-347, 354-364)
Nov. 6	EXAM # 2	
Nov. 13	Ability and Knowledge Tests	Chapter 8
Nov. 20	Personality and Character Tests	Chapter 9 & 11
Nov. 27	Thanksgiving Break (no class)	
Dec. 4	Applications, Assessment Centers & Simulations	Chapter 10 & 12
Dec. 11	Training & Development I	Chapter 16
Dec. 18	EXAM # 3 (FINAL) Thursday, 4:00 p.m., AL 105	

COURSE OBJECTIVES: This course is designed to expose the undergraduate student to the exciting world of personnel and industrial psychology. The field is a large and active part of psychology that includes research and applications in human resources, job analysis, performance evaluation, employee selection, training, and much more. Students interested in careers in management, human resources, training, or employee law, will find this a valuable introduction to these fields. Other students, who are not interested in careers in these areas, will still find the course relevant to their current or future employment. At the end of the course, students will have a greater appreciation and understanding of how psychology has contributed to the world of work and helped create more productive and satisfying organizations.

COURSE REQUIREMENTS: Your grade in the class will be determined by your performance on three, non-cumulative examinations and written exercises to be turned in at the end of class.

Exams: The exams are worth 150 points (50 points per exam) toward a total of 200 points for the course. The exams will draw on material from both the text and class. The exams will consist of objective style questions (multiple choice, true/false) graded electronically. Each exam will be weighted equally and the final exam (EXAM # 3) will only cover the material since the previous exam (EXAM # 2).

In-Class Exercises: These exercises are worth 50 points (approximately 5 points per exercise) toward the 200 total points for the course. Most classes will include an exercise that integrates the material covered that evening. Students will work in groups to address the questions and issues posed in the exercise. Once the students have thought about the questions, consulted with their classmates, and discussed the issues with their instructor, each student must turn in written answers to be graded by the instructor. Your instructor will only accept the written assignment at the end of class (assignments cannot be turned in early and no work will be allowed after class ends). In other words, students must be present to earn the points. Each student must complete all of the assignment for full credit. Even though students will work in groups, every member of the group must write up every part of the assignment (i.e., groups cannot assign different parts of the exercise to different people and then submit one completed exercise for the entire group).

COURSE POLICIES:

- (1). Make-Up Exams: If you cannot take the exam when scheduled, please make arrangements for a make-up exam before the regularly scheduled exam. Only in rare cases (e.g., unexpected illness or emergency) will you be allowed to do a make-up exam after the scheduled exam date.
- (2). Extra Credit: Your grade is determined by your performance on the three exams and in-class exercises only. Extra credit assignments are not an option and cannot be used as a substitute for poor performance in the class.
- (3). Office Hours: I am a part-time instructor and do not have an office on campus. If you need to contact me outside of class, you may call me at work or home. If you need to see me in person, we can meet 30 minutes before class or immediately after class.
- (4). Class Attendance: I will not take attendance and so your presence in class is strictly voluntary. Fifty percent of the material on the exams will come from the class sessions, and this information cannot be obtained from the textbook. In addition, there will be in-class exercises that are to be written up and turned in at the end of each class. These exercises are worth one-fourth of your grade, and must be completed at the end of the class (no early or late assignments will be accepted). Therefore, the incentive to come to class is not only the pleasure of my company, but also better test performance and additional points from class exercises.
- (5). Blackboard: The syllabus and handouts are posted on Blackboard. Your exam scores will also be posted on Blackboard. Important class notices will appear occasionally, so logon to Blackboard at least weekly. I do not use the email system in Blackboard, so use the email given in this syllabus if you wish to contact me.
- (6). Requests for Grade Changes: Once grades are posted, they are final. Do not ask me to change your grade unless there has clearly been an error in the calculation of your grade. In the interest of fairness to all students, I must assign grades based on class performance and cannot make exceptions regardless of the circumstance.