

PSY 6430 Personnel Selection and Placement, CRN 15765
Spring 2019 Course Syllabus and Calendar

Instructor Information

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Web site: alycedickinson.com (for all course materials)

Course Materials

1. Gatewood, R. D., Feild, H., S., & Barrick, M. (2016). *Human Resource Selection* (8th ed.). Cengage. ISBN 978-1-305-10268-2
2. Course pack: This packet includes the study objectives for the course, extra required readings, and sample projects. Available from mycoursepack.com

General Course Description

This course is designed to teach students: (1) the professional and legal requirements for personnel selection systems; (2) how to design and evaluate the adequacy of personnel selection systems; and (3) the relative feasibility and effectiveness of different selection procedures (application blanks, interview, ability tests, training and experience evaluations, drug testing, integrity testing, etc.)

General Course Format

For the most part, there will be two lectures and then an essay examination. Thus, the exams will rotate between Mondays and Wednesdays. There are a few exceptions to this general format, so please refer to the attached calendar.

Web Site for Lecture Power Point Presentations

I use ppt presentations for each lecture and I will post them on the web page before the first lecture of each unit. I have also posted the syllabus, study objectives, and regrade request form in case you would like electronic versions.

Course Grades

Your grade will be based on the number of points you earn on the unit assignments. Points cannot be earned by doing alternative activities. There are 10 unit assignments as follows.

8 exams each worth 35 points (Units 1-8)

1 job analysis worth 70 points (Units 9 & 10)

A total of 350 points is available. Grades will be determined as follows:

	A	BA	B	CB	C	DC	D	E
Percent	92	85	80	75	70	65	60	<60*
Points	322	298	280	263	245	228	210	<210*

Psychology students must obtain at least a "B" to receive credit for the course in their program.

Time Requirements for the Course

In order to get a grade of B or higher in this course, you will generally have to spend 8-10 hours a week *outside* of class for each unit, although the time will vary depending upon your study skills.

Unit Exams

Exam study objectives. The course pack contains unit study objectives over the text. The unit's assignment is indicated at the top of each unit's study objectives. Only the text material specified in the objectives will be covered on the exam (although the exams will also cover any additional material that I provide in lecture). Note carefully that the exams will be based on all of the study objectives whether or not I discuss them in lecture. It is important that you keep all of the study objectives so that you can refer to them later in the course. You will need to restudy some of the unit objectives for the make-up exams. I will give you a set of the objectives to review before to the make-up exams.

Exams. Exams will consist of short-answer questions (essay, fill-in-the-blank, listing information - they will not be multiple-choice). Questions will cover the study objectives and any additional material that I provide in lecture. It is important that you keep all of the exams so that you can refer to them later in the course.

Exam regrade policy. After exams have been graded, returned and discussed in class, you may, by submitting a written regrade request, ask me to regrade an item on your exam if you believe that it was not graded accurately. I have attached a sample regrade request form at the end of the syllabus - you can use your computer to make the form.

Regrade requests must be submitted in writing and within one week after I return the exam.

When submitting a regrade request you should attach the exam questions and your answers. The request should state the reasons why more points should be awarded for a particular answer. References to a text page and paragraph or to specific lecture material will increase the likelihood that your request will be granted. Note that while I encourage students to submit regrade requests, I am unlikely to give points back if you use justifications such as the following: "because it is right" (without further explanation), "but that is what I meant to say", "I missed lecture when you explained this", or "Pat answered the same way and got more points" (I might have graded Pat's answer too leniently). If a particular student requests too many regrades or inappropriate regrades (e. g., asking me to review my grading on all or nearly all questions), I will first discuss the problem with the student. If the student continues to abuse the regrade request procedure I will regrade all of the student's exam answers in addition to the ones requested. If I feel my original grading was too lenient, I will take off additional points.

NOTE AGAIN: YOU MAY NOT REQUEST REGRADES VOCALLY

I need to review the test question, recall my original grading criteria and re-evaluate your answer. In order to do this I must have the requests in writing.

Make-up Exams

If you miss an exam for any reason (illness, car trouble, injury, work, conference, starting vacation early, etc.) your missing exam score will turn into a zero if you do not take the scheduled make-up exam. Two make-up exams will be given to enable you to make up for two such absences; one each half of the semester. In other words, you may miss one exam each half

of the semester without having it hurt your grade as long as you then take the scheduled make-up exam.

The job analysis project **cannot** be made up with make-up exams. You must complete this assignment or receive a zero.

The first make-up exam will be given on Monday, March 18. This exam will review material from Units 1-4. The score you earn on this exam may be used to replace a missing exam score on one of the first four exams. The last day to withdraw from classes is also Monday, March 18. Unfortunately, for various reasons, I had to schedule the exam on this day rather than the week before; otherwise the class would have had two exams that week.

The second make-up exam will be given on Monday, April 22 during final exam week. It will review material from Units 5-8. (Units 9 and 10 consist of the job analysis project). The score you earn on this second make-up exam may be used to replace a missing score on one of these four exams.

If you do not miss any exams and only if you do not miss any exams, the score you obtain on the first make-up exam may be used to replace the lowest score you obtained on exams 1-4, and the score you obtain on the second make-up exam may be used to replace the lowest score on exams 5-8. If your make-up exam scores are lower than the scores of your unit exams, then the make-up exam scores will be discarded. In other words, the make-up exams cannot hurt your grade.

If you do not miss any exams, the make-up exams are optional. If you are satisfied with the scores you have obtained on the unit exams, then you do not have to take the make-up exams - you get the day off.

Additional make-up exams. As a rule, *no* make-up exams will be given in addition to the scheduled make-up exams. Under special circumstances (such as a documented long illness or an automobile accident) you may be able to take a special make-up exam but this will be completely at my discretion.

<p>MAKE-UP EXAMS WILL NOT BE GIVEN FOR THE SCHEDULED MAKE-UP EXAMS</p>

Job Analysis Project

You will conduct one type of job analysis, a task analysis, that is the most commonly used type of job analysis. Detailed instructions on how to conduct this analysis and how to format the report are provided in the study objectives and will be discussed in class on Wednesday, Feb. 13.

The task analysis is due on Monday, April 22 during final exam week (the same day as ME2). I am always willing to accept the task analysis earlier. If you want to know your grade on the job analysis in order to determine whether you should take ME2, then the task analysis is due on Monday, April 8.

Points will be automatically deducted if you hand in the project late. The task analysis is worth 70 points. Seven points (10%) will be deducted if you hand in the project after 5:00 pm on Monday, April 22 (the time class starts that day) but before the end of Tuesday. Fourteen points (20%) will be deducted if you hand in the project on Wednesday, April 24. You will receive a **zero** for the project if you hand it in after Wednesday because we will have reached the end of the semester and I need a few days to read and grade your work.

Attendance at Lectures

Attendance at lectures is not required. However, if you miss a lecture you are responsible for the lecture material that I provide and any announcements regarding changes in the unit assignment, schedule, etc. Therefore, if you must miss a lecture, you should ask another member of the class to take notes for you.

Cell Phones, Computers, Electronic Tablets, Smart Watches

Cell phones must be turned off during all classes, both lecture days and exam days. ***On exam days, they must be completely out of sight, not just turned off.***

Tablets and computers are perfectly OK to bring to lectures, as long as you use them for the purpose of this class (no emailing or surfing).

It's OK to wear your smart watches; however, if I decide they become a problem I reserve the right to ban them during exams.

Students with Disabilities

If you have a documented disability and need reasonable accommodations, please contact me during the first week of classes so that I have time to ensure that your needs are met in a timely manner. Students with disabilities should contact the University's Office of Disability Services for Students at the beginning of the semester to inform them of the disability and obtain information about their services. According to University policy: "Any student with a documented disability who needs to arrange reasonable accommodations must contact the professor and the appropriate Disability Services office at the beginning of the semester." Per this policy, in order for me to provide accommodations, I need authorization from the University. Their web site is: wmich.edu/disabilityservices

Religious Holidays and Religious Observance

I will excuse students from class for the purpose of observing major religious holidays provided they make a request to me two weeks in advance so that I can make alternative arrangements for them to make up the work. The university's policy can be found at: wmich.edu/registrar/calendars/interfaith

Academic Dishonesty

If I have evidence of any form of academic dishonesty, I will charge the student with violating the Academic Honesty Policy of the University in a report to the Office of Student Conduct (see the Student Code). You will be given the opportunity to review the charge. If you believe that you are not responsible, you will have the opportunity for a hearing. I will recommend to the committee that any student who is found responsible for an act of academic dishonesty be given a *failing* grade in the *course*. I will also contact the student's advisor and inform him/her of the academic dishonesty.

Academic dishonesty consists of, but is not limited to, copying from another student's exam paper, from "crib sheets", from notes, from books, from any other material on which course information has been written, altering your original exam answers when submitting regrade requests, submitting work by another as your own, or submitting the same work for two different classes without prior permission to do so. For the policies see: catalog.wmich.edu/content.php?catoid=25&navoid=1030 and wmich.edu/conduct

Incompletes

In keeping with the university's policy on incompletes, I will not give an incomplete as a substitute for a grade lower than a B or for a failing grade - the lower grade or failing grade stands.

Complaints and Problems

If students have a complaint or problem about a class, the recommended steps to follow are:

1. Contact the instructor. In this class, obviously that would be me.
Explain the situation in a professional manner and suggest a solution. If my explanation or resolution is not acceptable, then move to the next step.
2. Contact the Chair of the Department.
The chair of our department is Dr. Stephanie Peterson, stephanie.peterson@wmich.edu or 387-4479. If Dr. Peterson's explanation or resolution is not acceptable, then move to the next step.
3. Contact the Ombudsman's Office, www.wmich.edu/ombudsman/ or 387-0718.

Students are protected against retribution for seeking this type of assistance.

Unfair Discrimination and Sexual Misconduct/Harassment

If students have concerns or complaints about unfair discrimination or sexual harassment, they should contact WMU's Office of Institutional Equity *directly*. That is, students should not contact the instructor or the chair of the department. The phone number at the Office of Institutional Equity is 387-6316 and the web site is: www.wmich.edu/equity

In order to protect students, WMU employees and faculty are required to report student claims of unfair discrimination and sexual misconduct to the university. That is, we are *not* confidential sources. You may seek confidential assistance from Counseling Services and medical staff at the Sindecuse Health Center. Please refer to the following policy for more information about the policy and a complete list of resources: www.wmich.edu/sexualmisconduct

Emergency Class Cancellation

If classes are officially cancelled (due to a snow storm, for example) the following schedule changes will automatically be in effect:

1. If the day cancelled is a day on which an exam has been scheduled or the task analysis due, then the exam will be given or the analysis will be due in the first class that occurs after classes resume.
2. If the lecture day that immediately precedes the exam is cancelled or if both lectures that precede a scheduled exam are canceled, the exam will be given as scheduled in the first class that occurs after classes resume.

Please remember about this policy. It is not possible to predict when classes will be canceled and thus I may not be able to remind you about it, although I will probably send out an email to the class if I am able to do that.

COURSE CALENDAR

Monday

1/07 First Class
 1/14 L1
 1/21 No Class, MLK Day
 1/28 L2
 2/04 L3: Legal Issues
 2/11 E3
 2/18 L4
 2/25 L5: Reliability & Validity
 3/04 No Class: Spring Break
 3/11 E5
 ME1 study objectives handed out

Wednesday

1/09 L1: Legal Issues
 1/16 E1
 1/23 L2: Legal Issues
 1/30 E2
 2/06 L3
 2/13 L4: Job analysis &
 U9&10 Task analysis project described
 2/20 E4
 2/27 L5
 3/06 No Class: Spring Break
 3/13 L6: Validity, cont.

MONDAY, 3/18: LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY

3/18	ME1 (Units 1-4)	3/20	L6
3/25	E6	3/27	Task Analysis Workshop (Optional, by appt) Task statements & KSAs review only
4/01	L7: Tests	4/03	L7
4/08	E7 Task analysis due if you want your grade by 4/17 before you need to decide whether to take ME2	4/10	L8: Pre-employment
4/15	E8	4/17	Return of E8 ME2 study objectives handed out

Final Exam Week

MONDAY, 4/22, 5:00-7:00 pm: Task Analysis Due and ME2 (Units 5-8)

REGRADE REQUEST FORM
Dr. A. Dickinson

Student Name: _____ Course #: _____ Exam Number: _____

Attach:

1. The exam questions
2. Your answers
3. My answers

Where to return the request:

1. Hand it to me in class or
2. Put in my faculty mailbox in Wood Hall

EXAM ITEM NUMBER REASON FOR THE REGRADE REQUEST