Course Number: PSYC 473-D01
Credit Hours: 3 credit hours
Class Meeting Dates: 8/22/2022—10/14/2022
Class Meeting Times: Online Asynchronous on Blackboard
Instructor: Amy Quarton, M.A.
Office Hours: Tuesdays and Thursdays from 9:30 AM to 10:30 AM; by appointment
Office Location: Zoom (https://siue.zoom.us/j/3943232912)
E-mail: aquarto@siue.edu
Prerequisites: Undergraduate level PSYC 320 Minimum Grade of D or Undergraduate level MGMT 341 Minimum Grade of D

COURSE DESCRIPTION
This course focuses on the psychological principles and techniques used in job selection, training, and employee evaluation.

COURSE LEARNING OUTCOMES
When you have completed this course, you should be able to:
1. Describe the field of personnel psychology,
2. Apply psychological research to organizations,
3. Identify the legal issues involved in human resource decisions,
4. Design a work analysis,
5. Develop a recruitment plan,
6. Design a selection system,
7. Develop a performance management system, and
8. Design a training module.

REQUIRED TEXTBOOK

Undergraduate students can rent textbooks from SIUE. Please visit the Textbook Services website for more information. Look for this option: “Off-Campus Classes have special
instructions, click here for these.” Note that it may take up to 2 weeks to ship the textbook to your address.

REQUIRED TECHNOLOGY

Students in an online course need access to:

• A computer with internet access and an updated internet browser,
• Their SIUE e-mail and Blackboard accounts,
• Microsoft Office 365 (Word and PowerPoint), and
• Zoom video conferencing technology.

Students in an online course should be able to:

• Use a word processor to compose assignments and communicate with others in class,
• Attach files to emails or course areas, and
• Navigate websites and course materials.

POINT SYSTEM FOR LEARNING ASSIGNMENTS

Your final letter grade will be determined by the following assignments.

<table>
<thead>
<tr>
<th>Learning Assignments</th>
<th>Course Outcomes</th>
<th>Points</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quizzes (8 @ 20 points each)</td>
<td>1-8</td>
<td>160</td>
<td>40.0</td>
</tr>
<tr>
<td>2. Class Discussion (1 @ 30 points each)</td>
<td>1-8</td>
<td>30</td>
<td>7.5</td>
</tr>
<tr>
<td>3. Reflection Exercises (7 @ 30 points each)</td>
<td>1-8</td>
<td>210</td>
<td>52.5</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td></td>
<td>400</td>
<td>100</td>
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</tbody>
</table>

OVERVIEW OF LEARNING ASSIGNMENTS

The course is divided into eight modules, each containing 2 weeks of material. Start each week by completing the reading assignment and reviewing the lecture videos. Then, complete the assignments by following the instructions and using the grading rubrics posted on Blackboard.

Class Discussion

After completing the course orientation, you will introduce yourself to the class by answering the questions posted on Blackboard. Then, respond to at least two of your classmates’ posts by highlighting something that you have in common with each person. Your original post and comments are due by 11:59 PM CST on Friday evening of Week 1. Return to the discussion board before 11:59 PM CST on Sunday evening of Week 1 to answer your classmates’ comments on and questions about your original post.

Quizzes
After reading each of the assigned chapters and reviewing the lecture material, you will take an online quiz to assess your understanding of the material. Each quiz contains 20 multiple-choice and true/false questions. You will have 60 minutes to complete each quiz, and you must complete the quiz once you start it. After the timer ends, your answers will be submitted automatically. Complete each quiz before 11:59 PM CST on the due date listed in the Course Calendar. Although you can make up late quizzes, you will forfeit 10% of the total points each day the quiz is late.

Reflection Exercises
At the end of each module, you will complete an application-based reflection exercise that asks you to explain, apply, and analyze course concepts using examples from your work, school, or other roles. For example, you will learn more about designing work analyses, recruitment plans, selection systems, performance management systems, and training modules. Incorporate information from the course materials to support your answers. Submit these assignments before 11:59 PM CST on Sunday evenings of each week. You will forfeit 10% of the total points each day the assignment is late.

**GRADING DISTRIBUTION**

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Points</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90—100</td>
<td>360.0—400.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80—89</td>
<td>320.0—359.9</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70—79</td>
<td>280.0—319.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>60—69</td>
<td>240.0—279.9</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0—59</td>
<td>0—239.9</td>
<td>Failure</td>
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</tbody>
</table>

**GRADING POLICIES**

To complete the course assessments, follow the policies outlined below.

- Grades will not be curved or rounded. You begin the course with zero points and earn every point to reach your goal.
- Submit all assignments on Blackboard. The instructor cannot accept assignments submitted through email.
- Submit your assignments before 11:59 PM CST on the due date listed in the calendar.
  - With an approved extension, you will forfeit 10% of the total possible points each day the assignment is late. Extensions can only be granted before the due date.
  - Without an approved extension, the instructor will not accept late work.
- Adhere to SIUE’s Student Code of Conduct as outlined at [https://www.siue.edu/policies/3c1.shtml](https://www.siue.edu/policies/3c1.shtml).
You will receive a zero for any submission that contains plagiarized material, and you will not be able to resubmit the assignment.

- Submissions that contain an abundance of grammatical errors will be graded down.
- If you find yourself falling behind, contact the instructor immediately.
- Discuss any grading discrepancies via e-mail within 48 hours of receiving your grade on the assignment. Outline why and how your work warrants a better grade. Keep in mind, however, that a petition does not guarantee point adjustments.

**COURSE CONTENT AND CALENDAR**

The table below includes a tentative course schedule. The instructor reserves the right to alter it to improve the quality of learning or to accommodate unforeseen events. The instructor will announce any changes to the calendar via e-mail and Blackboard announcements.

<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Topics</th>
<th>Tasks for the Week</th>
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</table>
| 1           | Overview of Personnel Psychology | o Review “About This Course” page  
|             |                               | o Post, Comment, and Reply on Discussion Board 1                                |
|             |                               | o Read Chapter 1                                                                  |
|             |                               | o Review Lecture 1                                                                |
|             |                               | o Submit Quiz 1                                                                   |
| 2           | Legal Issues and Work Analysis | o Read Chapter 3 and Chapter 4                                                    |
|             |                               | o Review Lecture 2                                                                |
|             |                               | o Post, Comment, and Reply on Discussion Board 2                                  |
|             |                               | o Submit Quiz 2                                                                   |
|             |                               | o Submit Reflection Exercise 1                                                   |
| 3           | Human Resource Planning and Recruitment | o Read Chapter 5                                                                 |
|             |                               | o Review Lecture 3                                                                |
|             |                               | o Post, Comment, and Reply on Discussion Board 3                                  |
|             |                               | o Submit Quiz 3                                                                   |
|             |                               | o Submit Reflection Exercise 2                                                   |
| 4           | Personnel Selection           | o Read Chapter 6                                                                  |
|             |                               | o Review Lecture 4                                                                |
|             |                               | o Post, Comment, and Reply on Discussion Board 4                                  |
|             |                               | o Submit Quiz 4                                                                   |
|             |                               | o Submit Reflection Exercise 3                                                   |
| 5           | Job Performance               | o Read Chapter 7                                                                  |
|             |                               | o Review Lecture 5                                                                |
|             |                               | o Post, Comment, and Reply on Discussion Board 5                                  |
|             |                               | o Submit Quiz 5                                                                   |
|             |                               | o Submit Reflection Exercise 4                                                   |
Training and Development

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<thead>
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<th>6</th>
<th>Training and Development</th>
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<tbody>
<tr>
<td>o Read Chapter 8 and Chapter 9</td>
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<tr>
<td>o Review Lecture 6</td>
<td></td>
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<tr>
<td>o Post, Comment, and Reply on Discussion Board 6</td>
<td></td>
</tr>
<tr>
<td>o Submit Quiz 6</td>
<td></td>
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<tr>
<td>o Submit Reflection Exercise 5</td>
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Organizational Entry, Compensation, Discipline, and Exit

<table>
<thead>
<tr>
<th>7</th>
<th>Organizational Entry, Compensation, Discipline, and Exit</th>
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<tbody>
<tr>
<td>o Read Chapter 11 and Chapter 12</td>
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<tr>
<td>o Review Lecture 7</td>
<td></td>
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<tr>
<td>o Post, Comment, and Reply on Discussion Board 7</td>
<td></td>
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<tr>
<td>o Submit Quiz 7</td>
<td></td>
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<tr>
<td>o Submit Reflection Exercise 6</td>
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Health and Safety Issues

<table>
<thead>
<tr>
<th>8</th>
<th>Health and Safety Issues</th>
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<tbody>
<tr>
<td>o Read Chapter 14</td>
<td></td>
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<tr>
<td>o Review Lecture 8</td>
<td></td>
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<tr>
<td>o Post, Comment, and Reply on Discussion Board 8</td>
<td></td>
</tr>
<tr>
<td>o Submit Quiz 8</td>
<td></td>
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<tr>
<td>o Submit Reflection Exercise 7</td>
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COURSE RESOURCES

Use the following websites to help you format your assignments in this course using APA style.

- Purdue University’s APA-style self-help tool: [https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

PSYCHOLOGY DEPARTMENT POLICIES

The Psychology Department’s Policy on Plagiarism

Plagiarism includes presenting someone else’s words without quotation marks (even if you cite the source), presenting someone else’s ideas without citing that source, or presenting one’s own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE’s Student Academic Code ([http://www.siue.edu/policies/3c2.shtml](http://www.siue.edu/policies/3c2.shtml)). University policy states that
“Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost.” (http://www.siue.edu/policies/1i6.shtml). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To ensure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at http://www.siue.edu/education/psychology/plagiarism.shtml.

Services for Students Needing Accommodations
It is the policy and practice of Southern Illinois University Edwardsville to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content or the use of non-captioned videos—please contact Accessible Campus Community and Equitable Student Support (ACCESS) as soon as possible. In order to properly determine reasonable accommodations, students must register with ACCESS either online at siue.edu/access or in person in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling 618-650-3726. If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

The Psychology Department’s Policy on Incomplete Grades
It is the student’s responsibility to officially withdraw from a course by the dates set by the University if the student is not intending to complete the course. Students who do not withdraw and have not completed the course will receive an F. Only under special circumstances a faculty member may agree to give a student an Incomplete (INC) grade in order to allow the student to complete the remaining work for the course no later than the end of the following semester. An INC is never automatic but must be approved by the professor. If a professor agrees to give a student an INC grade, the professor and the student will fill out a form (Memorandum of Incomplete Grade) indicating why an INC is being given. One copy of the completed form will be given to the student, one copy will be given to the professor, and the Department of Psychology secretary will keep one copy. If the work is not completed by the time specified on the Memorandum of Incomplete Grade form, the grade will be changed from INC to F.

The Psychology Department’s Writing Policy
As a student in this course, you will be expected to display university-level writing, which includes completing course assignments that meet the following basic writing criteria. Specifically, all written assignments completed for this course should include:

- clear transitions from sentence to sentence and idea to idea (e.g., paper is organized/flows well);
- verb tense consistency;
- clear and unambiguous sentences and ideas;
- writing that is free of typos, spelling errors, and major grammatical errors;
- properly formatted citations and references (if relevant).
This is by no means an exhaustive list of basic writing skills, but it will give you an idea of what we are looking for in our papers. If you feel you need help with your writing, you are encouraged to seek assistance from the writing center on campus (http://www.siue.edu/is/writing) or utilize one of the many online resources they have identified to help students (http://www.siue.edu/is/writing/resources.shtml). If your graded written assignments fail to meet the basic writing requirements listed above (and any others found to be appropriate by your instructor), the instructor will stop the grading process and return the paper to you (see below for the specific policy for this class). The penalty for unacceptable writing in this class is as follows: You will have one week to revise and resubmit your paper through Blackboard, and you will lose 10 points from the final grade.

SIUE Statement on Diversity
All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.

SIUE Nondiscrimination Policy
Southern Illinois University Edwardsville (SIUE) is a public comprehensive University committed to creating and maintaining a diverse community in which students, faculty, and staff can learn and work together in an environment free of discrimination and free from any form of illegal harassment. Such actions violate the dignity of the individual and the integrity of the University as an institution of learning. SIUE prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran’s status. Discrimination in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination.

SIUE Psychology Department Twitter
By following our department’s Twitter page (@SIUEpsychology) you will be able to get announcements, find out what is happening in the department, and learn more about recent psychology news. Also, this is also a great way to stay connected with the Department of Psychology after you graduate from SIUE.

Other Resources
- Lovejoy Library
  - 618-650-4636
  - http://www.siue.edu/lovejoylibrary/
- Computer Labs
  - http://www.siue.edu/its/labsclassrooms/
- Technology Support
  - Lovejoy Library Room 0005
COVID-19 PANDEMIC POLICIES RELATED TO CLASSROOM INSTRUCTION

Health and Safety
The measures outlined below are **required** and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University’s *Student Code of Conduct*.
The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here: [https://www.siue.edu/policies/Covid.shtml](https://www.siue.edu/policies/Covid.shtml)

Classrooms, Labs, Studios, and Other Academic Spaces
While in the classroom, lab, studio, or other academic spaces, students (regardless of vaccination status) shall wear face coverings that fully cover the nose and mouth and practice physical distancing measures to the extent practicable based on the specific classroom capacity and pedagogy. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face covering will be reminded of their obligation to comply with SIUE’s *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and [myaccess@siue.edu](mailto:myaccess@siue.edu)).
General Health Measures
At all times, students should engage in recommended health and safety measures, which include:

- Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842. More information on reporting procedures is available here.
- Frequent washing or disinfecting of hands.
- Physical distancing.
- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain physical distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.
- If present, adhere to directional signs and traffic flow patterns in buildings and offices. In many spaces, doors for entering and exiting buildings are designated.

Academic Integrity
Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: https://www.siue.edu/policies/3c2.shtml.

Recordings of Class Content
Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness or quarantine. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University’s Student Conduct Code (3C1), linked here: https://www.siue.edu/policies/3c1.shtml.

Potential for Changes in Course Schedule or Modality
As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.

Services for Students Needing Accommodations
Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and
complete an intake process before accommodations will be given. Students who believe they have a diagnosis, but do not have documentation, should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling 618-650-3726. If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

**Diversity and Inclusion**
SIUE is committed to respecting everyone’s dignity at all times. In order to learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and social justice, where racism, sexism, classism, ableism, heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code.
The Hub [https://www.siue.edu/csd](https://www.siue.edu/csd) is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Ms. Jamie Ball, Director in the Office of Equal Opportunity, Access and Title IX Coordination at (618) 650-2333 or jball@siue.edu. There is also an online form for reporting bias incidents at [https://cm.maxient.com/reportingform.php?SIUEdwardsville&layout_id=10](https://cm.maxient.com/reportingform.php?SIUEdwardsville&layout_id=10).

**ADDITIONAL SUPPORT**

**Academic and Other Student Services**
As an enrolled SIUE student, you have a variety of support available to you, including:
- [Lovejoy Library Resources](#)
- [Academic Success Sessions](#)
- [Tutoring Resource Center](#)
- [The Writing Center](#)
- [Academic Advising](#)
- [Financial Aid](#)
- [Campus Events](#)
- [Counseling Services](#)

If you find that you need additional support, please reach out to me and let me know.

**Cougar Care**
Dealing with the fast-paced life of a college student can be challenging, and I always support a student's decisions to prioritize mental health. Students have access to counseling services on campus (Student Success Center, 0222). Make an appointment by visiting [cougarcare.siue.edu](http://cougarcare.siue.edu) or by calling 618-650-2842.
Student Success Coaches
Student success coaches work across campus to serve the SIUE student population with the tools and resources to adjust to and meet the demands of the college experience. Success coaches provide direct services such as time management support and referrals to campus resources. If you find yourself in need of academic or personal support, or in a situation that is preventing you from being successful in the classroom, please utilize Starfish to connect with a coach as soon as possible. The sooner you engage, the sooner you can access the information or tools you need that may help you get back on track.

Technical Support
Since this is an online course, you are expected to have reliable Internet access on a regular basis. It is your responsibility to address any computer problems that might occur. Such problems are not an excuse for delays in meeting expectations or for missing course deadlines.

Contact ITS at 618-650-5500 or at help@siue.edu with any technical concerns. You can also check the functionality of University systems, including Blackboard, at the ITS System Status page, or search the ITS Knowledge Base for various how-to and troubleshooting guides.

Tips for taking online assessments:
- Set up a wired (Ethernet) Internet connection on your computer
- Do not use a mobile device, such as a phone or tablet
- Read the instructions and directions carefully
- Be prepared to complete the assessment in the allotted time