

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
PSYC 473 – Personnel Psychology
Course Syllabus – Fall 2023

COURSE INFORMATION

Course Number:	PSYC 473-D01
Credit Hours:	3 credit hours
Class Meeting Dates:	8/21/2022—10/13/2022
Class Meeting Times:	Online Asynchronous on Blackboard
Instructor:	Amy Quarton, M.A.
Office Hours:	T & TH 9:00-9:30 AM and by appointment
Office Location:	Alumni Hall and 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
Required Textbook:	<i>Human Resource Management: An Experiential Approach</i> (6 th edition) by Bernardin and Russell

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

Bernardin, H. J., & Russell, J. E. (2013). *Human resource management: An experiential approach* (6th ed.). Wadsworth-Cengage Publishers.

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.

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

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.

Online Quizzes

After reading each of the assigned chapters and reviewing the lecture material, you will take an online quiz to assesses your understanding of the material. They require Respondus LockDown browser; the password to access them is “siue”. There are a total of 8 quizzes in this course. 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; late quizzes will not be accepted. Note that after the due date passes, you will lose access to the quizzes and gain access to the correct answers.

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.

GRADING DISTRIBUTION

Grade	%	Points	Description
A	= 90—100	360.0—400.0	Excellent
B	= 80—89	320.0—359.9	Good
C	= 70—79	280.0—319.9	Satisfactory
D	= 60—69	240.0—279.9	Poor
F	= 0—59	0—239.9	Failure

COURSE EXPECTATIONS

- **Invest** an adequate amount of time. According to the university, you should spend 2 hours *outside* of class for every 1 hour *in* class (<http://www.siue.edu/policies/1i4.shtml>). Each week, you are expected to invest 15 hours in this class.
- **Check** your university e-mail and Blackboard several times each week. Look for new announcements and feedback on your assignments.
- **Be authentic** and submit your own work. If you reference external sources, cite them using the guidelines published by the American Psychological Association (APA) and provide a list of references at the end of your response, report, or post.
- **Contact me** if you have any questions. You can e-mail me, visit me during my office hours via Zoom, or message me through the “Course Questions” discussion board.

- **Contact** help@siue.edu with your questions related to Blackboard and other technical difficulties. If technical problems prevent you from accessing course materials or submitting assignments, let your instructor know.

EXPECTATIONS FOR ONLINE BEHAVIOR

- **Reflect** before you post an emotional response and reread what you have written to be sure it is professional. Communicate as if your comments are printed in a newspaper.
- **Communicate** effectively. Do not use all caps or multiple punctuation marks (!!!, ???, etc.). Be sure to define or explain acronyms, jargon, or uncommon terms so everyone can understand and participate in the discussion.
- **Foster** community. Share your ideas and contribute to ongoing discussions. Make comments that add to, not detract from, a positive learning environment for the course.
- **Be positive.** Challenge ideas and the course content but do so in positive ways. It's fine to disagree, but when done politely you stimulate and encourage helpful discussion, and you maintain positive relationships with fellow students.
- **Focus** on the topic. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, start a new thread.

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; do not email assignments to the instructor.
- Submit your assignments before 11:59 PM CST on the due date listed in the calendar.
 - For an assignment submitted after the due date (excluding quizzes), you will forfeit 20% of the total possible points *each* day the assignment is late.
 - Under no circumstances will late assignments be accepted after the course ends.
- Adhere to SIUE's Student Code of Conduct: <https://www.siue.edu/policies/3c1.shtml>.
- Submissions that contain plagiarized material will receive a zero, and those that include an abundance of spelling and grammatical errors will be graded down.

COURSE CONTENT AND CALENDAR

The table below includes a tentative course schedule. The instructor reserves to 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.

Module/ Week	Dates	Topics	Tasks for the Week
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1	8/21-8/27	Overview of Personnel Psychology	<ul style="list-style-type: none"> ○ Review “About This Course” page ○ Post, Comment, and Reply on Discussion Board 1 ○ Read Chapter 1 ○ Review Lecture 1 ○ Submit Quiz 1
2	8/28-9/3	Legal Issues and Work Analysis	<ul style="list-style-type: none"> ○ Read Chapter 3 and Chapter 4 ○ Review Lecture 2 ○ Submit Quiz 2 ○ Submit Reflection Exercise 1
3	9/4-9/10	Human Resource Planning and Recruitment	<ul style="list-style-type: none"> ○ Read Chapter 5 ○ Review Lecture 3 ○ Submit Quiz 3 ○ Submit Reflection Exercise 2
4	9/11-9/17	Personnel Selection	<ul style="list-style-type: none"> ○ Read Chapter 6 ○ Review Lecture 4 ○ Submit Quiz 4 ○ Submit Reflection Exercise 3
5	9/18-9/24	Job Performance	<ul style="list-style-type: none"> ○ Read Chapter 7 ○ Review Lecture 5 ○ Submit Quiz 5 ○ Submit Reflection Exercise 4
6	9/25-10/1	Training and Development	<ul style="list-style-type: none"> ○ Read Chapter 8 and Chapter 9 ○ Review Lecture 6 ○ Submit Quiz 6 ○ Submit Reflection Exercise 5
7	10/2-10/8	Organizational Entry, Compensation, Discipline, and Exit	<ul style="list-style-type: none"> ○ Read Chapter 11 and Chapter 12 ○ Review Lecture 7 ○ Submit Quiz 7 ○ Submit Reflection Exercise 6
8	10/9-10/13	Health and Safety Issues	<ul style="list-style-type: none"> ○ Read Chapter 14 ○ Review Lecture 8 ○ Submit Quiz 8 ○ Submit Reflection Exercise 7

* All assignments must be submitted by 11:59 PM CST on the due date.

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.siu.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.siu.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.siu.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.siu.edu/is/writing>) or utilize one of the many online resources they have identified to help students (<http://www.siu.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.siu.edu/lovejoylibrary/>
- Computer Labs
 - <http://www.siu.edu/its/labsclassrooms/>
- Technology Support
 - Lovejoy Library Room 0005
 - 618-650-5500
 - help@siue.edu
- Writing Center
 - MUC –Student Success Center 1254
 - 618-650-2045
 - <http://www.siu.edu/lss/writing/index.shtml>

COURSE POLICIES AND UNIVERSITY POLICIES

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. Plagiarism is the use of another person's words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, or dismissal from the University, per the SIUE academic dishonesty policy. Students are responsible for complying with University policies about academic honesty as stated in the University's Student Academic Conduct Code.

The use of artificial intelligence (AI) tools and applications (including ChatGPT, DALL-E, and others) to produce content for course assignments and assessments is a violation of SIUE's academic policy and is prohibited.

Turnitin

This course will utilize the Turnitin plagiarism detection software. A Turnitin link will be available anywhere written work is to be submitted in the course. Find out more about using Turnitin.

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](tel: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.

Regular and Substantive Interaction

Regular and substantive interaction (RSI) is required as part of new U.S. Department of Education regulations for distance (online) education and it supports student learning in all learning environments (online, face-to-face, hybrid, hyflex, etc.). SIUE faculty participate in RSI by initiating frequent and timely opportunities to engage with students. Because there are several ways to implement RSI, such as facilitating online discussions, scheduling a Zoom conference with a student, or holding regularly scheduled review sessions before tests, RSI may look different in every class. To learn more about RSI, use the Online Tips links for Faculty and Students in your Blackboard course websites or visit the [Faculty Resources for Regular and Substantive Interaction webpage](#).

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>.

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 [Inclusive Excellence, Education, and Development Hub](#) is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed

discrimination or harassment can contact Lindy Wagner, Assistant Vice Chancellor for Inclusive Excellence, Education and Development at (618) 650-3179 or linwagn@siue.edu.

Pregnancy and Newly Parenting Policy

This policy and procedure are established to ensure the protection and equal treatment of pregnant students, students with pregnancy-related medical conditions including as a result of the termination of pregnancy, and students who become new parents including parents adopting or fostering to adopt for the first 12 weeks a child is in the home, in accordance with Federal and State guidelines and regulations. "New Parents" refers to a parent who has recently welcomed a newborn or adopted a child or is fostering to adopt a child and needs support to mitigate the disruption in academic progress within the first 12 weeks of parenting or a parent that needs support due to medical necessity attributed to pregnancy or delivery of a child; care of newborn; or lactation within the first year of child's life or legal adoption/fostering. Visit [Policies & Procedures - Student Rights and Conduct - Newly Parenting Policy - 3C15](#) to view the full policy and learn how to request accommodations through the Office of Equal Opportunity, Access, and Title IX Coordination (EOA).

Technology Privacy Information

[Sample: According to [OSCQR Standard #14](#), the course should include links to privacy policies for technology tools to let students know what data may be collected and if their data is secure. If you are using Blackboard, keep the privacy statement below. Add links to privacy statements for any other technology tools you are using in the course.]

We will be using Blackboard in this course. View the [Anthology Blackboard Privacy Statement](#) to review how your data is being used and stored.

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.siu.edu or by calling [618-650-2842](tel: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](tel: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, and
- Be prepared to complete the assessment in the allotted