
MOS 3384B Personnel Recruitment and Selection

Course Outline: Section 001/WINTER 2015

Course Information:

Class Location and Time:

SSC 3010

Monday 6:00 p.m. – 9:00 p.m.

Instructor: Cristin A. Keller, BSBA, MBA, JD

Office: SSC 4434

Office Hours: 5:20 p.m. – 5:50 p.m. Monday and Wednesday, or by appointment

Text: (519) 282-1871

cristinkeller@gmail.com

Website Address: <https://owl.uwo.ca/portal>

Calendar Description

An introduction to the theory and scientific methods of psychological assessment for the purposes of personnel selection, with an emphasis on the most current and valid selection procedures. Related topics include job analysis and competency modeling, recruitment, decision-making, legal and ethical issues.

3 lecture hours, 0.5 course

Antirequisite(s): None

Prerequisite(s): Enrollment in 3rd or 4th year of BMOS

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

Course Objectives

The objectives of this course are to explore the theory, build knowledge on the required tools, and practice the required skills for professional level practice. The emphasis will be on valid selection procedures. Other key topics include reliability/validity, job analysis, recruitment processes, and legal and ethical issues.

Textbook (required)

Recruitment and Selection in Canada, 5th Edition (2013)

Catano/Wiesner/Hackett

Nelson

Readings

Students are responsible for all assigned readings and handouts, whether or not the material is discussed in class.

Course Website

The course website is on OWL. Information regarding classes and exams will be posted on this website. Students are responsible for checking the course website on a regular basis.

Evaluation

Overall

The overall course grade, out of 100, will be calculated as follows:

Component	Weight
Midterm #1	30%
Midterm #2	30%
Final	40%

You will be evaluated on the basis of two midterm tests (30% each) and a final exam (40%). There will be no re-weighting of exams. Each exam, in total, will be scheduled for 2 hours and are closed book examinations. Dictionaries, electronic devices or other aids are NOT allowed into the examinations.

Exams

Midterm #1 will be written on Monday, January 26, 2015 from 6:00 p.m. – 8:00 p.m. Midterm #2 will be written on Monday, March 9, 2015 from 6:00 p.m. – 8:00 p.m. The location of exams will be announced in class and on OWL.

The final exam will be held during the final exam period April 11 – 30, 2015.

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Exams will not be returned to students but may be reviewed in my office.

Exam Procedure

- Bring your identification to exams.

- Nothing is to be on your desk during an exam except a pencil, an eraser, and your student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

Missed Exams

A missed exam will result in a mark of zero for that exam. If the missed exam is due to a reason for which Academic Counselling recommends accommodation, then a make-up exam will be scheduled. If Academic Counselling does not recommend accommodation, no accommodation will be given. **Students must follow the procedures set out under ILLNESS AND SPECIAL CIRCUMSTANCES in order to receive accommodation for a missed exam.**

Make-up Exams

Make-up exams will only be scheduled in exceptional circumstances, such as serious illness or a death in the family, and only after I have received a written recommendation for accommodation from Academic Counselling. Documentation will be required in all cases. **Students must follow the procedures set out under ILLNESS AND SPECIAL CIRCUMSTANCES in order to be eligible to write a make-up exam.**

Class Participation

There is not a class participation mark for this course. However, you are expected to attend all classes. The course will be much more interesting and enjoyable if you read the material in advance and come to class prepared with questions, comments and opinions. Disagreeing with me and offering counter arguments is both welcomed and encouraged. (I love a good debate!)

If you miss a class, it is your responsibility to obtain the notes/handouts for that class.

Grades and Grading

Overall

Your grade will be based on actual achievement and not on the basis of how hard you tried or your need for a higher mark. Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly. To do otherwise would be unfair to all the other students in the course.

Grade Policy

The DAN Program has a grade policy which states that for 3300-4499 level courses the class average should fall between 70-75% for all sections of the same course taught by the same instructor in that semester. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

Grade Appeals

In the first instance, all appeals of a grade must be made to the me (informal consultation). If you are not satisfied with my decision, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to you, you may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may you appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

Respect

Please act respectfully towards me, your fellow students and the classroom. Acting respectfully means arriving on time, turning off phones, avoiding side conversations during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself.

E-mail Policies

The following policies apply to all emails from students. Please respect the fact that I receive hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact me. I will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.)

Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which you are enrolled. I teach different courses and sections and can properly respond to your questions if I know which course or section you are enrolled in.

Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

Non-Acceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

Schedule

<u>Date</u>	<u>Topic</u>	<u>Readings</u>
January 5	Introduction to Recruitment and Selection	Chapter 1
January 12	Foundations of Recruitment and Selection I: Reliability and Validity	Chapter 2
January 19	Foundations of Recruitment and Selection II: Legal Issues	Chapter 3
January 26	Midterm #1 (30%) Location: TBD	Chapters 1, 2, and 3
February 2	No Class	
February 9	Job Analysis and Competency Models	Chapter 4
February 16	Reading Week – No Class	
February 23	Recruitment, Selection and Job Performance	Chapter 5
March 2	Recruitment: The First Step in the Selection Process	Chapter 6
March 9	Midterm #2 (30%) Location: TBD	Chapters 4, 5, and 6

March 16	No Class	
March 23	Selection I: Applicant Screening Selection II: Testing	Chapters 7 and 8
March 30	Selection III: Interviewing	Chapter 9
April 6	Decision Making	Chapter 10
Final Exam Period: April 11- 30	Final Exam (40%)	Chapters 1 – 10

Accessibility

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact me if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

Illness and Special Circumstances

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.**

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [<http://www.uwo.ca/univsec/handbook/general/privacy.pdf>].

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.) A form to be completed by off-campus physicians is available at: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

Cheating and Academic Misconduct

Cheating on exams will not be tolerated and you should be aware of the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

You are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been

obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

Support Services

The Registrar's office can be accessed for Student Support Services at:

<http://www.registrar.uwo.ca>. Student Support Services *(including the services provided by the USC listed here)* can be reached at: <http://westernusc.ca/services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who find themselves in academic difficulty are strongly encouraged to see their Academic Counsellor. Students are also encouraged to make use of the free study-skills courses and other services provided by the Student Development Centre at www.sdc.uwo.ca.

If you are in emotional/mental distress, please refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help. **You are not alone...people are here to help you.**

Important Dates

Mon January 5	Classes resume
Mon February 16	Family Day
Feb 16 - 20	Reading Week
April 3	Good Friday
Wed April 8	Classes end
April 9 & 10	Study Days
April 11 - 30	Final exam period

Frequently Asked Questions

Question	Answer
How can I succeed in this course?	Do all the assigned readings, attend class, focus on understanding the principles in a way that lets you apply them to new fact situations.
I missed an exam because I was sick or there was a death in my family.	Please see the section of the course outline on ILLNESS AND SPECIAL CIRCUMSTANCES
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period.
When will the exam grades be posted?	Mid-term grades are posted on OWL when they become

	available. Final exam grades and final course grades are not posted on OWL.
Can I come and see my exam?	You can review your exam during office hours or at any other mutually convenient time.
Can I use a different textbook?	You can use a different textbook, but it is your responsibility to ensure that you are learning all of the assigned material. Be aware that different textbooks may be organized differently and may cover different material.
There is so much material. How can I possibly remember everything?	You do not need to remember everything in the book. You need to understand the fundamental principles and how to apply them.
This mark is going to prevent me from getting accepted at Ivey/graduate school/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.