

UPPER IOWA UNIVERSITY INDEPENDENT STUDY PROGRAM

BA 393-09 PERSONNEL SELECTION AND EVALUATION

COURSE DESCRIPTION:

This course studies policies, procedures, and problems in the selection of personnel, focusing on job analysis, validation, legal constraints, criteria and application of specific techniques.

Prerequisite: BA 361. Three semester credits.

COURSE OBJECTIVES:

The major objective of this course is to foster an understanding of the pragmatic and legal issues involved in staffing an organization. This objective is provided through the combination of a scientific, theoretical approach and an applied, case-oriented approach. Upon completion of this course, each student should be able to:

1. Explain the nature and importance of staffing systems in organizations.
2. Evaluate the reasons behind the passage of EEO legislation as well as other major laws affecting equal employment opportunity.
3. Understand the importance of ethics in Human Resource functions.
4. Measure the relationship between human resource strategy and organizational strategy.
5. Prepare a job description based on a job analysis.
6. Construct a legally defensible, effective job interview and selection process.
7. Interpret the importance and use of measures in staffing activities.
8. Analyze internal versus external recruitment and selection methods.

REQUIRED COURSE MATERIALS:

1. **Text: Heneman, H. G. III, (2009). *Staffing Organizations 6th Ed.* New York, NY: McGraw-Hill Irwin. ISBN 10: -07-353027-1**

Additional text/reference manual – for all UIU undergraduate writing work you will need the APA style manual: ***Publication Manual of the American Psychological Association, Fifth edition (2004). Washington D C: American Psychological Association: Author.***

2. Syllabus
3. Students will need access to obtaining a current article related to the course for review and discussion of through a written paper. These may be obtained at your local library.

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study for your location.

WRITING PROFICIENCY:

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*. \$27.00 new.

CITATION:

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

COURSE OVERVIEW:

This course provides the student with a description and discussion of employee recruitment and selection from a total management perspective. It examines the commonly recognized objective of staffing an organization. This course covers the concepts, objectives, regulations and limitations in planning, implementing, managing and communicating with employees. It should provide students with an historic and legal foundation and an introduction to and interpretation of seemingly abstract language.

COURSE REQUIREMENTS:

Students are expected to read the chapters in the textbook assigned and to answer the study questions relating to each chapter and complete the assigned homework “units”. It is strongly recommended that students complete each unit and receive the graded work back from the Instructor prior to taking the exam. There are three exams consisting of true/false, multiple choice, and essay questions.

Students may request their exams using the Exam Request form in the syllabus at any time but should allow 2-3 weeks for the Unit assignments to be returned from the Instructor.

ASSIGNMENT INFORMATION:

When studying the textbook chapters refer to the study questions in this syllabus as your guide to the significant topic you should learn. These questions are designed to test your mastery of the important material in each chapter.

Keep your answers to the study questions as concise as possible, while being detailed enough to fully answer all the points of the question. While it is helpful if you type your answers, it is not necessary. Just remember your handwriting should be neat and legible. Remember to always make a copy of your assignment for your records prior to submitting it for grading.

EVALUATION PROCEDURE:

Components of Grade:

Three Homework Assignments	
Unit I Chapters 1-5.....	14.3%
Unit II Chapters 6-10.....	14.3%
Unit III Chapters 11, 12, 13, and 14.....	14.3%
 Three Proctored Exams	
Chapters 1 – 5.....	14.3%
Chapters 6 – 10.....	14.3%
Chapters 11, 12, 13, and 14... ..	14.3%
 One Current Article Review.....	14.2%
To be submitted with Unit II Homework	_____
 Total	100%

Your grade will be determined in accordance with the scale below:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 59%

UPPER IOWA UNIVERSITY USES A STANDARD GRADING SYSTEM

A = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

B = Understanding material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

C = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

D = Quality and quantity written and oral work is below average and barely acceptable.

F = Quality and quantity written and oral work is unacceptable.

EXAMINATION INFORMATION:

There are three (3) examinations. Each exam covers one UNIT of the textbook. Each examination covers only material from that particular UNIT.

Each exam consists of multiple choice, true and false, and essay questions. You have three hours to complete each examination. The best way to prepare for these exams is to review and study

the graded answers to your UNIT assignments. It may be assumed that all reading assignments will be completed prior to taking the examinations. **All essay questions on the exam were asked in the homework assignments. It is in your very best interest to review your graded homework before taking the examination.**

You are **NOT PERMITTED TO USE YOUR TEXTBOOK** during these examinations. No other materials, study guide, notes, etc., are permitted.

NOTE: In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender’s own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students’ work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person’s work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another’s published or unpublished work as one’s own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor’s discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2008/09 page 98.

http://www.uiu.edu/catalogs/eu/policies_1.html#conduct

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

LIBRARY RESOURCES:

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu/library. **To request usernames/passwords for remote library access contact the UIU Library either by phone (563)425-5270, (563)425-5356, or [(563)425-5261, library weekend hours] or, email library@uiu.edu** by clicking on the link. Please be sure to include your student ID number to help verify that you are an Upper Iowa University distance learner. (Hint: consider requesting accesses BEFORE you need the service.) Library help sheets can be found on myUIU.

OTHER HELPFUL WEBSITES:

Research and Writing: <http://owl.english.purdue.edu/> . Contains tips on how to write a research paper.

Bartleby.com: www.bartleby.com/reference. This site has excellent references, such as *American Heritage Dictionary*, *Roget's Thesaurus*, *Elements of Style* and *Bartlett's Quotations*.

Britannica.com: www.britannica.com. Plug in any subject, get articles and related Web sites.

Google: www.google.com. This site is a great all-purpose search engine on the Web.

The Internet Public Library: www.ipl.org. A great site to start research and has reference, newspaper, and magazine links. Also contains archives of academic papers and tutorials on how to improve writing.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the Independent Study office by phone or in writing. After your original six month enrollment

period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

This syllabus is tentative and subject to change.