Instructor: Kyle W. van Ittersum, Ph. D.
Office: Academic 104C
Email: kvanittersum@angelo.edu
Office Hours: Mondays: 12:00 – 3:30
Tuesdays: 12:30 – 4:00
Wednesdays: 12:00 – 3:00
*By appointment as needed

Course Overview

Course Description (From catalog): A focused exploration of training and performance evaluation in organizations. Emphasis will be placed on needs assessments, training theory, training planning and design, training evaluation, and performance evaluation techniques.

Required Texts:

Attendance Policy: This is a graduate course and a significant amount of material is covered each class period so regular attendance is expected. If you miss class for a legitimate reason, you will have to write a one-page, single-spaced summary of the material covered during that class period to earn your 10 points. If your absence is unexcused you do not have the ability to make-up any points you missed. I reserve the right to determine what reasons are legitimate and constitute an excused absence. If you have more than 2 unexcused absences, you will be dropped a letter grade for each subsequent absence.

Course Requirements and Assignments

In-class Quizzes, Assignments, and Activities: Each class period you will have the opportunity to earn 10 points through a quiz, assignment, or activity. If you read the material before class and show up prepared, you have the best chance at earning the most points. If I notice readings are not being done before class, I will give more quizzes which will be graded for accuracy. If everyone comes to class prepared, I will use more in-class writings, activities, or discussions which you will earn full points simply for engaging in. In other words, do your readings and these points will be essentially free.
Performance Appraisal Critique: For this course, you will need to acquire an existing performance appraisal instrument. You will also need some basic information about the performance appraisal system itself (i.e.: Who does the rating, how often does it occur, what are the results tied too, etc.). You will then use what we have covered in class to critique that appraisal instrument and process. If you cannot acquire an existing instrument, speak with me and we will find something for you. This project is worth 100 points and is due on 11/01. More information and specifics guidelines will be given in class.

Training Project: Over the course of the semester, you will also develop a training program for an existing job. You will be responsible for conducting a needs assessment, critiquing any existing training protocol(s), as well as developing your own suggestions for training. I do expect to see the use of course material and training literature as justification for your training program. This project will have 2 end products; one will be an in-depth paper detailing the process you used and the second will be an executive summary like the kind you would prepare for a manager or executive in a consulting situation. The total project will be worth 100 points and will be due 12/06.

Final Exam: At the end of the course you will be given a comprehensive, take-home final exam. The exam questions will be given on 11/29 and you will have two weeks to complete it. More specifics about what to expect will be given as the semester progresses.

Point Breakdown and Grading Policy

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>In-class assignments</td>
<td>150</td>
</tr>
<tr>
<td>PA Critique</td>
<td>100</td>
</tr>
<tr>
<td>Training Project</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
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<tr>
<td><strong>Total</strong></td>
<td>500</td>
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</table>

Final Grades

Final grades will be based on the following scale:

- 450 - 500 pts   A
- 400 - 449 pts   B
- 350 - 399 pts   C
- 300 - 349 pts   D
- 0 – 299 pts     F

Grade disputes: If you wish you discuss any points you did or did not receive in the class, you must discuss it with me within 2 weeks of the grade being posted.
Course Policies

Expectations for Class Conduct: Again, this is a graduate class. Show up on time, be prepared for class, engage in discussion, and be respectful of your classmates. If you are disruptive in class or engaging in other activities that are not class related (E.g.: texting, surfing the net, etc.) you will be asked to stop and if you do not, you will be asked to leave class and forfeit your points for that day. If you disrupt multiple class periods, you will forfeit your ability to take the final.

Statement Regarding Academic Honesty
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.

Statements for Academic Accommodations for Students with Disabilities
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting: dallas.swafford@angelo.edu

Title IX:
Angelo State University is committed to the safety and security of all students. If you or someone you know experience sexual harassment, sexual assault, domestic or dating violence, stalking, or discrimination, you may contact ASU’s Title IX Coordinator - Dr. Bradley Petty, Executive Director of Student Affairs at: Bradley.petty@angelo.edu
## Schedule for PSY 6356: Fall 2016

Note: Chapters are not necessarily presented chronologically

GF = Goldstein & Ford

All chapters marked with an *asterisk* indicate additional article readings provided below.

<table>
<thead>
<tr>
<th>Week: Date</th>
<th>Topic</th>
<th>Chapter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: 08/30</td>
<td>Intro to PA</td>
<td>*</td>
</tr>
<tr>
<td>2: 09/06</td>
<td>Contextual Issues for PA</td>
<td>*</td>
</tr>
<tr>
<td>3: 09/13</td>
<td>Purposes of PA</td>
<td>*</td>
</tr>
<tr>
<td>4: 09/20</td>
<td>Obtaining Performance Information</td>
<td>*</td>
</tr>
<tr>
<td>5: 09/27</td>
<td>Performance Standards</td>
<td>*</td>
</tr>
<tr>
<td>6: 10/04</td>
<td>Cognitive Processes in PA</td>
<td>*</td>
</tr>
<tr>
<td>7: 10/11</td>
<td>Rater Goals and Motivation</td>
<td>*</td>
</tr>
<tr>
<td>8: 10/18</td>
<td>PA Uses</td>
<td>*</td>
</tr>
<tr>
<td>9: 10/25</td>
<td>PA Outcomes and Implementation</td>
<td>*</td>
</tr>
<tr>
<td>10: 11/01</td>
<td>The Training Context and Approach</td>
<td>GF 1+2</td>
</tr>
<tr>
<td>11: 11/08</td>
<td>Needs Assessment for Training</td>
<td>GF 3</td>
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<tr>
<td>12: 11/15</td>
<td>The Training Environment</td>
<td>GF 4</td>
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<tr>
<td>13: 11/22</td>
<td>The Criterion Problem in Training</td>
<td>GF 5 *</td>
</tr>
<tr>
<td>14: 11/29</td>
<td>Training Evaluation</td>
<td>GF 6</td>
</tr>
<tr>
<td>15: 12/06</td>
<td>Training Delivery</td>
<td>GF 7+8</td>
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<tr>
<td>16: 12/13</td>
<td>No Class (Finals Due)</td>
<td></td>
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</tbody>
</table>

Note: All material must be read by the date assigned.

**Other Important Dates:**
11/01: Performance appraisal critique due
12/06: Training project due
12/13: Final exam due
Additional Readings

Week 1 (08/30): Intro to PA

Week 2 (09/06): Contextual Issues for PA


Week 3 (09/13): Purposes of PA


Suggested Reading:

Week 4 (09/20): Obtaining Performance Information


**Week 5 (09/27): Performance Standards**


**Week 6 (10/04): Cognitive Processes in PA**


*Suggested Reading:*


**Week 7 (10/11): Rater Goals and Motivation**


**Week 8 (10/18): PA Uses**


**Suggested Reading:**

**Week 9 (10/25): PA Outcomes and Implementation**


**Suggested Reading:**


**Week 13 (11/17): The Criterion Problem in Training**