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: When you are healthy and able to come to class, I would like you to come to class. If you must miss class for any reason, please speak with me. If you miss class, you will still need to turn in your weekly response and reflection paper. Repeated unexcused absences will result in dropping a letter grade.

Course Requirements and Assignments

Reading Response and Reflection Papers: Each week (beginning in week 2) you will write a one-page, single-spaced paper in which you respond to and reflect on the readings for the week. I want to see evidence that you have read the assigned material and thought about how to apply it. You may also incorporate questions you have that you would like to address together as a class. The paper will be due by noon each Tuesday and you will submit the papers through BlackBoard. Each paper is worth 10 points.

Participation: Throughout the semester you will be able to earn up to 30 points by being actively engaged in the course and course discussions. If you attend class and engage with myself and your classmates, 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 work to find something for you. This project is worth 100 points and is due on 11/02. 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 12/03.

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 11/30 and it will be due on 12/07. More specifics about what to expect will be given as the semester progresses. The final exam will be worth 150 points.

### Point Breakdown and Grading Policy

| Weekly Response and Reflection Papers (13 x 10pts) | 130 |
| Participation                                      | 20  |
| PA Critique                                       | 100 |
| Training Project                                  | 100 |
| Final Exam                                        | 150 |
| **Total**                                         | 500 |

### 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 statement
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.
You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D.
You may submit reports in the following manner:
- Online: www.angelo.edu/incident-form
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

Religious Holidays: If you must miss class to observe a religious holiday, please notify me as soon as possible.
Schedule for PSY 6356: Fall 2021
All chapters marked with an *asterisk* indicate additional article readings provided below.
MCH=Murphy, Cleveland, and Hanscom

<table>
<thead>
<tr>
<th>Week: Date</th>
<th>Topic</th>
<th>Chapter(s)</th>
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</thead>
<tbody>
<tr>
<td>1: 08/24</td>
<td>Intro to PA</td>
<td>MCH 1+2</td>
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<tr>
<td>2: 08/31</td>
<td>Defining Performance</td>
<td>MCH 3*</td>
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<tr>
<td>3: 09/07</td>
<td>Obtaining Performance Information</td>
<td>MCH 4+5</td>
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<tr>
<td>4: 09/14</td>
<td>Rating Scales and Rater Training</td>
<td>MCH 6 *</td>
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<tr>
<td>5: 09/21</td>
<td>PA Uses</td>
<td>MCH 8*</td>
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<tr>
<td>6: 09/28</td>
<td>Feedback and Reactions</td>
<td>MCH 9+10*</td>
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<tr>
<td>7: 10/05</td>
<td>Error and Accuracy</td>
<td>MCH 11*</td>
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<td>8: 10/12</td>
<td><strong>TBD</strong></td>
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<tr>
<td>9: 10/19</td>
<td>Rater Goals and Motivation</td>
<td>MCH 12*</td>
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<td>10: 10/26</td>
<td>PA Debate and Enhancement</td>
<td>MCH 13+14</td>
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<td>11: 11/02</td>
<td>The Training Context and Approach</td>
<td>Noe 1+2</td>
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<tr>
<td>12: 11/09</td>
<td>Needs Assessment for Training</td>
<td>Noe 3</td>
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<td>13: 11/16</td>
<td>Learning and Design</td>
<td>Noe 4+5</td>
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<td>14: 11/23</td>
<td>Training Evaluation</td>
<td>Noe 6</td>
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<tr>
<td>15: 11/30</td>
<td>Training Methods</td>
<td>Noe 7+8</td>
</tr>
<tr>
<td>15: 12/07</td>
<td><strong>Final Exam Due by 11:59pm</strong></td>
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Note: All material must be read by the date assigned.

**Other Important Dates:**
11/02: Performance appraisal critique due
12/03: Training project due (11:59pm)
12/07: Final exam due (11:59pm)
Additional Readings

Week 1 (08/24): Introduction
Suggested Reading:

Week 2 (08/31): Defining Performance

Week 4 (09/14): Rating Scales and Rater Training

Suggested Reading:


Week 5 (09/21): PA Uses

Suggested Reading:

Week 6 (09/28): Feedback and Reactions

Suggested Reading:
**Week 7 (10/05): Error and Accuracy**


**Week 9 (10/19): Rater Goals and Motivation**
