



A total of 350 points is available. Grades will be determined as follows:

	A	BA	B	CB	C	DC	D	E	
Percent		92	85	80	75	70	65	60	<60*
Points	322	298	280	263	245	228	210	<210*	

\* "<" means less than

Psychology master's and doctoral students must obtain at least a "B" in order to receive credit for the course in their program.

### Students with Disabilities

If you have a documented disability and need reasonable accommodations, please contact me during the first week of classes so that I have time to ensure that your needs are met in a timely manner. Students with disabilities should contact the University's Disabled Student Resources and Services and the Office of Services for Students with Learning Disabilities at the beginning of the semester to inform them of the disability and obtain information about their services. According to University policy: "Any student with a documented disability who needs to arrange reasonable accommodations must contact the professor and the appropriate Disability Services office at the beginning of the semester." According to University policy, in order for me to provide accommodations, I need authorization from the University.

### Religious Holidays and Religious Observance

I will excuse students from class for the purpose of observing major religious holidays provided they make a request to me two weeks in advance so that I can alternative arrangements for them to make up the work.

### Unit Exams

Exam study objectives. The course pack contains weekly study objectives over the text. The week's assignment is indicated at the top of each week's study objectives. Only the text material specified in the objectives will be covered on the exam (although the exams will also cover any additional material that I provide in lecture). Note carefully that the exams will be based on all of the study objectives whether or not I discuss them in lecture. It is important that you keep all of the study objectives so that you can refer to them later in the course. You will need to restudy some of the unit objectives for the make-up exams. I will give you a set of the objectives to review before to the make-up exams.

Exams. Exams will consist of short-answer questions (essay, fill-in-the-blank, listing information - they will NOT be multiple-choice). Questions will cover the study objectives **and** any additional material that I provide in lecture. It is important that you keep all of the exams so that you can refer to them later in the course.

Exam regrade policy. After exams have been graded, returned and discussed in class, you may, by submitting a written regrade request, ask me to regrade an item on your exam if you believe that it was not graded accurately. I have attached a sample regrade request form at the end of the syllabus - you can use your computer to make the form.

Regrade requests **MUST BE SUBMITTED IN WRITING** and **WITHIN ONE WEEK** after the exams have been returned.

When submitting a regrade request you should attach the exam questions and your answers. The request should state the reasons why more points should be awarded for a particular answer. References to a text page and paragraph or to specific lecture material will increase the likelihood that your request will be granted. Note that while I encourage students to submit regrade requests, I am unlikely to give points back if you use justifications such as the following: "because it is right" (without further explanation), "but that is what I meant to say", "I missed lecture when you explained this", or "Pat answered the same way and got more points" (I might have graded Pat's answer too leniently). If a particular student requests too many regrades or inappropriate regrades (e. g., asking me to review my grading on all or nearly all questions), I will first discuss the problem with the student. If the student continues to abuse the regrade request procedure I will regrade all of the offending student's exam answers in addition to the ones requested. If I feel my original grading was too lenient, I will take off additional points.

NOTE AGAIN: YOU MAY NOT REQUEST REGRADES VOCALLY
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I need to review the test question, recall my original grading criteria and re-evaluate your answer. In order to do this I **MUST** have the requests in writing.

#### Make-up Exams

If you miss an exam for any reason (illness, car trouble, injury, work, starting vacation early, etc.) you will receive a score of zero. Two make-up exams will be given to enable you to make up for two such absences; one each half of the semester. In other words, you may miss one exam each half of the semester without having it hurt your grade as long as you then take the scheduled make-up exam.

The job analysis project cannot be made up with make-up exams. You must complete this assignment or receive a zero.

The first make-up exam will be given on Wednesday, March 11. This exam will review material from Units 1-4. The score you earn on this exam may be used to replace a zero obtained on one of the first four exams.

The second make-up exam will be given on Monday, April 20 during final exam week. It will review material from Exams 5-8. (Units 9 and 10 consist of the job analysis project). The score you earn on this second make-up exam may be used to replace a zero obtained on one of these exams.

If you do not miss any exams and only if you do not miss any exams, the score you obtain on the first make-up exam may be used to replace the lowest score you obtained on Exams 1-4, and the score you obtain on the second make-up exam may be used to replace the lowest score on Exams 5-8. If your make-up exam scores are lower than the scores of your unit exams, then the make-up exam scores will be discarded. In other words, the make-up exams cannot hurt your grade.

If you do not miss any exams, the make-up exams are optional. If you are satisfied with the scores you have obtained on the unit exams, then you do NOT have to take the make-up exams - you get the day off.

#### Additional make-up exams.

As a rule, **NO** make-up exams will be given  
in addition to the scheduled make-up exams.

Under very, very special circumstances (such as a documented long illness or an automobile accident) you may be able to take a special make-up exam but this will be completely at MY discretion.

### **MAKE-UP EXAMS WILL NOT BE GIVEN FOR THE SCHEDULED MAKE-UP EXAMS**

#### Job Analysis Project

During this class, you will be learning about a number of different types of job analysis methods. You will conduct one type of job analysis, a task analysis. The task analysis is due on Monday, April 20 during final exam week (the same day as ME2). I am always willing to accept the task analysis earlier. If you want to know your grade on the job analysis project in order to determine whether you should take ME2, then the task analysis is due on Monday, April 13.

Detailed instructions on how to conduct this analysis and how to format the report are provided in the study objectives and will be discussed in class on Monday, March 16. On Monday, April 6, I will review and critique the work that you have done on the task analysis to date and give you some assistance. This task analysis "workshop" is **optional** - some of you may feel comfortable conducting this analysis without this additional assistance and thus you can simply not come to class. Others may wish to take advantage of this opportunity.

Points will be automatically deducted if you hand in the project late. Seven points (10%) will be deducted if you hand in the project after Monday, April 20 at 12:30 pm (the time class starts that day). If you do not hand the project in by Wednesday, April 22 at 5:00, you will receive a zero for the project since we will have reached the end of the semester and I need a day (or two) to read and grade your work.

#### Attendance at Lectures

Attendance at lectures is not required. However, if you miss a lecture you are responsible for the lecture material that I provide and any announcements regarding changes in the weekly

assignment, exam schedule, room location, etc. Therefore, if you must miss a lecture, you should ask another member of the class to take notes for you.

### Cell Phones and Pagers

Cell phones and pagers must be turned off during all classes, both lecture days and exam days.

### Academic Dishonesty

If I have evidence of any form of academic dishonesty, I will charge the student with violating the Academic Honesty Policy of the University in a report to the Office of Student Judicial Affairs (OSJA) (see the Student Code). You will be given the opportunity to review the charge by the OSJA. If you believe that you are not responsible, you will have the opportunity for a hearing. I will recommend to the committee that any student who is found responsible for an act of academic dishonesty be given a *failing* grade in the course.

Academic dishonesty consists of, but is not limited to, copying from another student's exam paper, from "crib sheets", from notes, from books, from any other material on which course information has been written, altering your original exam answers when submitting regrade requests, submitting work by another as your own, or submitting the same work for two different classes without prior permission to do so.

### Incompletes

In keeping with the university's policy on incompletes, I will not give an incomplete as a substitute for a failing grade - the failing grade stands.

### Emergency Class Cancellation

In the event that classes are officially cancelled (due to a snow storm, for example) the following schedule changes will AUTOMATICALLY be in effect:

1. If the day cancelled is a day on which an exam has been scheduled or a project due, then the exam will be given or the project will be due in the first class that occurs after classes resume.
2. (a) If the lecture day that immediately precedes the exam is cancelled or if both lectures that precede a scheduled exam are canceled, the exam will be given as scheduled in the first class that occurs after classes resume.  
(b) If the job analysis workshop is cancelled, the due date for the job analysis will not change.

**READ THIS POLICY CAREFULLY. IT IS NOT POSSIBLE TO PREDICT WHEN CLASSES WILL BE CANCELED AND THUS I WILL NOT BE ABLE TO REMIND YOU ABOUT THIS POLICY AT THE CRITICAL TIME!!**

## COURSE CALENDAR

## Monday

1/05 First Class  
 1/12 L1  
 1/19 No class: MLK Day  
 1/26 L2  
 2/02 L3  
 2/09 L4: Correlation and Reliability  
 2/16 E4  
 2/23 L5: Validity  
 3/02 No Class: Spring Break  
 3/09 E5

## Wednesday

1/07 L1: Legal Issues  
 1/14 E1  
 1/21 L2: Legal Issues  
 1/28 E2: Legal Issues  
 2/04 E3  
 2/11 L4  
 2/18 No class: OBMN conference  
 2/25 L5  
 3/04 No Class: Spring Break  
 3/11 ME1 (Units 1-4)

**MONDAY, 3/16: LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY**

<p>3/16 L6: Job Analysis          U9/10 Task analysis described</p> <p>3/23 E6</p> <p>3/30 L7</p> <p>4/06 Task analysis workshop:          OPTIONAL</p> <p>4/13 E8          Task analysis due if you want          your grade before ME2</p>	<p>3/18 L6</p> <p>3/25 L7: Tests</p> <p>4/01 E7</p> <p>4/08 L8: Application blanks/Interviews/T&amp;E's</p> <p>4/15 Return of E8          ME2 study objectives handed out</p>
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**Final Exam Week**

**MONDAY, 4/20, 12:30 - 2:30 pm: ME2 and task analysis due**

REGRADE REQUEST FORM  
Dr. A. Dickinson

Student Name: \_\_\_\_\_ Course #: \_\_\_\_\_ Exam Number: \_\_\_\_\_

Attach:

1. The exam questions
2. Your answers
3. My answers

Where to return the request:

1. Hand it to me in class or
2. Put in my faculty mailbox in Wood Hall

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EXAM ITEM NUMBER      REASON FOR THE REGRADE REQUEST