



Syllabus for PSYC 473-D01
Personnel Psychology
Department of Psychology
Fall 2026
08/24/2026—10/16/2026

ABOUT THE INSTRUCTOR

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ABOUT THE COURSE

Course Description

This course focuses on the psychological principles and techniques used in job selection, training, and employee evaluation.

Prerequisite Knowledge and Credit Hours

Undergraduate level PSYC 320 Minimum Grade of D or Undergraduate level MGMT 341
Minimum Grade of D

Course Goals and Objectives

When you have completed this course, you should be able to:

1. Define key concepts and terminology in human resource management, including competitive advantage, strategic capability, and high-performance work practices (HPWP).
2. Explain the major domains of HRM and their relationship to organizational strategy, including staffing, training and development, performance management, and employee relations.
3. Analyze the impact of globalization, workforce trends, and competitive pressures on HRM practices and organizational design.
4. Identify and classify different types of workplace stressors, strains, and coping strategies, using established frameworks from occupational health psychology.
5. Evaluate HRM metrics, measurement challenges, and workforce data to determine their effectiveness in supporting organizational goals.
6. Differentiate between problem-focused and emotion-focused coping strategies and assess their potential effectiveness in workplace scenarios.



7. Apply HRM and employee health/safety concepts to a real-world situation through an in-depth case study analysis, providing evidence-based recommendations.
8. Propose organizational-level strategies for improving employee well-being, engagement, and performance based on course theories and research.

Course Textbook

Undergraduate students can rent textbooks from SIUE. Please visit the Textbook Services website for more information. Look for this option: *"Off-Campus Classes have special instructions, click here for these."* Note that it may take up to 2 weeks to ship the textbook to your address.

- Bernardin, H. J., & Russell, J. E. (2013). *Human resource management: An experiential approach* (6th ed.). McGraw-Hill/Irwin.

COURSE REQUIREMENTS

Participation

Participation includes completing required course activities (quizzes, lecture notes, and self-reflections) and communicating professionally. Success in this course depends on timely communication, meeting deadlines, and active participation. Because this is a compressed winter-term online course, instructional days include weekdays and weekends. While no assignments are due on university holidays, deadlines may fall before or after holidays, and students are expected to plan accordingly.

Blackboard

Announcements, grades, and all course materials are posted on Blackboard, and all assignments must be submitted through Blackboard. Lecture videos are accessed within Blackboard, and quizzes will not become available until the lecture videos for that module are marked as "Reviewed." E-mailed assignments, shared links, or alternative submission methods will not be accepted. For best results, use Firefox or Chrome on a desktop or laptop when accessing Blackboard at <https://bb.siue.edu>. Avoid using the Blackboard app, Safari, or mobile devices, as they may cause display or submission issues. If Blackboard will not load or allow submission, first switch browsers and then try a different device. If the issue persists, contact ITS immediately and CC the instructor. If ITS confirms a Blackboard outage, the entire class will receive an extension equal to the length of the outage.

Online Class Behavior

- **Reflect** before you post an emotional response and reread what you have written to be sure it is professional. Communicate as if your comments are printed in a newspaper.



- **Communicate** effectively. Do not use all caps or multiple punctuation marks (!!!, ???, etc.). Be sure to define or explain acronyms, jargon or uncommon terms so everyone can understand and participate in the discussion.
- **Sign your name.** Take responsibility for your comments to build a strong classroom community.
- **Foster community.** Share your ideas and contribute to ongoing discussions. Make comments that add to, not detract from, a positive learning environment for the course.
- **Be constructive.** Challenge ideas and the course content but do so in positive ways. It's fine to disagree, but when done politely you stimulate and encourage helpful discussion, and you maintain positive relationships with fellow students.
- **Keep the conversation on topic.** Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, start a new thread.

Technology Requirement

Technical requirements for students can be found in this [ITS Knowledge Base article](#). Additional guidance for taking online courses can be found [here](#).

Students in this course should have access to:

- A computer with a camera and internet access and an updated internet browser,
- Their SIUE e-mail and Blackboard accounts,
- [Microsoft Office 365 \(Word and PowerPoint\)](#),
- Teams video conferencing, and
- [Respondus Lockdown Browser](#).

Students in this course should be able to:

- Identify their two disciplines/majors,
- Use a word processor to compose assignments and communicate with others in class,
- Follow APA style guidelines,
- Attach files to emails or course areas, and
- Navigate websites and course materials.

LEARNING ASSESSMENTS

Online Quizzes

After completing the assigned readings and lecture videos, you will complete each graded quiz using Respondus LockDown Browser and Monitor. This course includes 8 quizzes, each consisting of 50 multiple-choice and/or true/false questions designed to assess your understanding of the course material. All quizzes must be completed online through



Blackboard; no in-person or alternative formats are offered. Each quiz has a 100-minute time limit, must be completed in one sitting, and displays all questions at once so that you may review and change your answers before submitting. If the timer expires, your current responses will be submitted automatically; if you remain idle for an extended period, the quiz may close and cannot be reopened, so do not multitask during quizzes. You must install Respondus LockDown Browser before attempting a quiz; installation instructions are available through the SIUE KnowledgeBase. During quizzes, you must work independently, and notes, textbooks, phones, secondary devices, websites, artificial intelligence (AI) tools, and all other external materials or assistance are prohibited. Respondus Monitor will record your testing session as part of the proctoring process. Evidence of outside assistance, unauthorized materials, or other academic dishonesty will result in a score of zero and may be reported as academic misconduct. All quizzes are due by 11:59 PM CST on the assigned due date, and late submissions incur a 25% deduction per day. Sharing, posting, photographing, recording, reproducing, or distributing quiz questions or content in any form is considered academic misconduct.

Discussions

Throughout the semester, you will complete four connected discussions based on an imaginary small business. In the Week 1 discussion, you will introduce yourself and describe the small business you would like to create. In the remaining discussions, you will select one position within that business and use the corresponding O*NET occupation profile to make decisions about job analysis, recruitment and selection, performance measurement, training, orientation, compensation, employee correction and termination, and workplace health and safety. You will use the same business, position, and \$25,000 personnel budget throughout the discussions. Each discussion builds on your previous decisions and requires you to apply relevant course concepts. Discussions 2–4 require the O*NET profile and at least one relevant course source, supported by APA-style in-text citations and corresponding reference entries.

COURSE AND UNIVERSITY POLICIES

Regular and Substantive Interaction

Regular and Substantive Interaction (RSI) – RSI is required by the U.S. Department of Education for online courses and supports learning in all formats. SIUE faculty meet RSI expectations by creating frequent, timely opportunities to engage with students. Because RSI can take many forms, it may look different in each class. To learn more, use the Online Tips links for Faculty and Students in Blackboard or visit the Faculty Resources for Regular and Substantive Interaction webpage.

Missed/Late Assignments Policy

Late work loses 25% of the total points for each day it is late. No submissions will be accepted after the course ends. An assignment is considered late if it is submitted even one second past the deadline. For example, if it is due at 11:59 PM, submitting it at 11:59:01 PM is late.



Blackboard timestamps determine submission times. Emergencies, including technology problems or illness, do not exempt students from this policy. To avoid issues, plan ahead and submit all written assignments and the project well before the due date. Do not wait until the last minute.

Extended Absences Due to Serious Illness, Life Circumstances, Etc. Policy

If you need to miss many classes because of illness, personal issues, or other reasons and cannot meet assignment deadlines, it is strongly recommended that you withdraw from this course. You can enroll again in a future semester when you are able to fully participate. By remaining in the course, you acknowledge that the late work policy and all related policies will apply in every situation. For course withdrawal deadlines and the Department of Psychology policy on incomplete grades and withdrawal, please see the appropriate section in the syllabus.

Intermittent/Extended Absences Accommodation Policy

You do not need to complete an Access Extended or Intermittent Absence Form for this course. This section of the syllabus serves as the agreement for students who receive this accommodation. If Access requires the submission of a form, the policy in the syllabus will override anything written on that form. An intermittent or extended absences accommodation recognizes that students may have consecutive or recurring absences as documented by Access. This accommodation does not automatically grant deadline extensions. Because this is a compressed winter course, extensions may be limited. Any approved adjustments must be discussed in advance when possible. The instructor may decline requests for extensions. The instructor may also require additional documentation, such as hospital admission paperwork, if more than one quiz is missed during the semester. Students who expect to miss many days or assignments are encouraged to delay enrollment until a semester when they can fully participate. Students who receive this accommodation and miss class are responsible for following all steps in the Missed and Late Assignments Policy.

Testing Accommodations/Extended Time Policy

Some students may be approved for extended testing time by Access. Once the instructor receives the request, they will add the extension to all quizzes/tests.

Grading

Your final letter grade will be determined by your performance on the following assignments:

Learning Assignments	Course Outcomes	Points	% of Final Grade
1. Quizzes (8 @ 25 points each)	1-8	200	74.1
2. Discussions (4 @ 10-20 points)	1-8	70	25.9
TOTAL POINTS		270	100



Grading Scale

Final letter grades are based on the total points earned as shown in the following list:

- A = 90–100% (243.0–270.0): Excellent
- B = 80–89% (216.0–242.9): Good
- C = 70–79% (189.0–215.9): Satisfactory
- D = 60–69% (162.0–188.9): Poor
- F = 0–59% (0–161.9): Failure

Feedback and Grading

Grading rubrics can be found on Blackboard. Assignments are graded in the order they are submitted in Blackboard. Most grades will be posted within one week of the due date. You can view your grades by clicking the My Grades link on the left menu of the Blackboard course. If an assignment includes a rubric, click your score to see the instructor's written feedback, suggestions for improvement, and the rubric scores. You must discuss any grading discrepancies through Teams within one week of the grade being posted. Begin by emailing the instructor with the date and time you would like to meet during regular business hours and explain why you believe your work should be regraded. If your request is approved, the instructor will regrade the assignment. A regrade does not guarantee any change in points.

Other grading policies are as follows:

- Occasionally, the instructor may offer extra credit opportunities to the whole class. Please do not ask for individualized extra credit.
- Please do not request rounding or curving.
- Please do not resubmit an assignment after it has been graded; the instructor will grade one submission per student per assignment.

Academic Integrity/Plagiarism

Plagiarism is the use of another person's words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, or dismissal from the University, per the SIUE academic dishonesty policy. Students are responsible for complying with university policies about academic honesty as stated in the University's Student Academic Conduct Code. The use of artificial intelligence (AI) tools and applications (such as ChatGPT) to generate content for course assignments and assessments is prohibited. Any such use will be considered academic misconduct in this course. Plagiarism detection software may be used to analyze submitted work. All work submitted must be original and created specifically for this course. Students are not permitted to submit work previously produced for other courses, whether it is from the same course in a different semester or a different course entirely. Submitting work from previous courses will be treated as academic misconduct.



Email Etiquette

Before emailing the instructor, check the syllabus and then Blackboard for answers to your questions. When emailing the instructor, please include the following information in complete, coherent sentences:

- Your first and last name,
- Your course name and section number, which can be found at the top of this syllabus, and
- Your specific question, which cannot be answered by the syllabus, Blackboard, or course materials.

Diversity and Inclusion

SIUE is always committed to respecting everyone's dignity. To learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and social justice, where racism, sexism, classism, ableism, heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code. The Hub <https://www.siue.edu/csdi> is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Ms. Jamie Ball, Director in the Office of Equal Opportunity, Access and Title IX Coordination at (618) 650-2333 or jball@siue.edu. There is also an online form for reporting bias incidents at https://cm.maxient.com/reportingform.php?SIUEdwardsville&layout_id=10.

Pregnancy and Newly Parenting Policy

This policy and procedure are established to ensure the protection and equal treatment of pregnant students, students with pregnancy-related medical conditions including as a result of the termination of pregnancy, and students who become new parents including parents adopting or fostering to adopt for the first 12 weeks a child is in the home, in accordance with Federal and State guidelines and regulations. "New Parents" refers to a parent who has recently welcomed a newborn or adopted a child or is fostering to adopt a child and needs support to mitigate the disruption in academic progress within the first 12 weeks of parenting or a parent that needs support due to medical necessity attributed to pregnancy or delivery of a child; care of newborn; or lactation within the first year of child's life or legal adoption/fostering. Visit [Policies and Procedures - Student Rights and Conduct - Newly Parenting Policy - 3C15](#) to view the full policy and learn how to request accommodations through the Office of Equal Opportunity, Access, and Title IX Coordination (EOA).

Technology Privacy Information

We will be using Blackboard in this course. View the [Anthology Blackboard Privacy Statement](#) to review how your data is being used and stored.

ADDITIONAL SUPPORT

Services for Students Needing Accommodations

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community and Equitable Student Support (Access) and complete an intake process. Access is located in the Student Success Center, Room 1203, myaccess@siue.edu, 618-650-3726. Students with accommodations should discuss these with the instructor at the beginning of the course.

Academic and Other Student Services

As an enrolled SIUE student, you have a variety of support available to you, including:

- [Lovejoy Library Resources](#)
- [Academic Success Sessions](#)
- [Tutoring Resource Center](#)
- [The Writing Center](#)
- [Academic Advising](#)
- [Financial Aid](#)
- [Campus Events](#)
- [Counseling Services](#)

If you find that you need additional support, please reach out to me and let me know.

Cougar Care

Dealing with the fast-paced life of a college student can be challenging, and the instructor supports a student's decisions to prioritize mental health. Students have access to counseling services on campus (Student Success Center, 0222). Make an appointment by visiting cougarcare.siue.edu or by calling [618-650-2842](tel:618-650-2842).

Student Success Coaches

[Student success coaches](#) work across campus to serve the SIUE student population with the tools and resources to adjust to and meet the demands of the college experience. Success coaches provide direct services such as time management support and referrals to campus resources. If you find yourself in need of academic or personal support, or in a situation that is preventing you from being successful in the classroom, please utilize [Starfish](#) to connect with a coach as soon as possible. The sooner you engage, the sooner you can access the information or tools you need that may help you get back on track.

Technical Support

Since this is an online course, you are expected to have reliable Internet access on a regular basis. It is your responsibility to address any computer problems that might occur. Such



problems are not an excuse for delays in meeting expectations or for missing course deadlines. Contact ITS at [618-650-5500](tel:618-650-5500) or at help@siue.edu with any technical concerns. You can also check the functionality of University systems, including Blackboard, at the [ITS System Status page](#), or search the [ITS Knowledge Base](#) for various how-to and troubleshooting guides.

Tips for taking online assessments:

- Set up a wired (Ethernet) Internet connection on your computer.
- Do not use a mobile device, such as a phone or tablet.
- Read the instructions and directions carefully.
- Be prepared to complete the assessment in the allotted time.

PSYCHOLOGY DEPARTMENT POLICIES

Psychology Department's Policy on Plagiarism

Plagiarism includes presenting someone else's words without quotation marks (even if you cite the source), presenting someone else's ideas without citing that source, or presenting one's own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (<http://www.siue.edu/policies/3c2.shtml>). University policy states that "Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost." (<http://www.siue.edu/policies/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To ensure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at <http://www.siue.edu/education/psychology/plagiarism.shtml>.

Psychology Department's Policy on Incomplete Grades and Withdrawal

All withdrawals must be completed by the end of the 13th week of classes during fall and spring, and by a similarly late date (i.e., before 82% of class meetings have occurred) in any summer term. Grades that apply to students who initiate a withdrawal and grades that apply when a student fails to officially withdraw within established deadlines are determined by university policy (see <https://www.siue.edu/policies/table-of-contents/1j1.shtml>). The granting of a grade of I (Incomplete) is not automatic. It is available only in cases when a student has



completed most of the work required for a class but is prevented by a medical or similar emergency from completing a small portion of the coursework before the deadline for grade submission. An I must be approved by the instructor with appropriate documentation provided by the student. If an instructor agrees to give a student an I, the instructor will fill out a Memorandum of Incomplete Grade to be kept with the student's records. If the work is not completed by the time specified on the Memorandum, the student's grade will be changed from I to F.

Psychology Department's Writing Policy

As a student in this course, you will be expected to display university-level writing, which includes completing course assignments that meet the following basic writing criteria. Specifically, all written assignments completed for this course should include:

- clear transitions from sentence to sentence and idea to idea (e.g., paper is organized/flows well);
- verb tense consistency;
- clear and unambiguous sentences and ideas;
- writing that is free of typos, spelling errors, and major grammatical errors; and
- properly formatted citations and references (if relevant).

This is by no means an exhaustive list of basic writing skills, but it will give you an idea of what we are looking for in our papers. If you feel you need help with your writing, you are encouraged to seek assistance from the writing center on campus (<http://www.siue.edu/is/writing>) or utilize one of the many online resources they have identified to help students (<http://www.siue.edu/is/writing/resources.shtml>). If your graded written assignments fail to meet the basic writing requirements listed above (and any others found to be appropriate by your instructor), the instructor will stop the grading process and return the paper to you (see below for the specific policy for this class). The penalty for unacceptable writing in this class is as follows: You will have one week to revise and resubmit your paper through Blackboard, and you will lose 10 points from the final grade.

SIUE Statement on Diversity

All societies and people have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.

SIUE Nondiscrimination Policy

Southern Illinois University Edwardsville (SIUE) is a public comprehensive University committed to creating and maintaining a diverse community in which students, faculty, and staff can learn and work together in an environment free of discrimination and free from any form of illegal harassment. Such actions violate the dignity of the individual and the integrity of the University

as an institution of learning. SIUE prohibits discrimination against employees, applicants for employment and students based on age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status. Discrimination in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination.

COURSE SCHEDULE

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

Week	Topic	Learning Tasks	Assignments and Due Days*
1	Overview of Personnel Psychology	- Review "About This Course" page - Read Chapter 1 - Review Lecture 1 & take notes	- Quiz 1 (Sunday) - Discussion 1 (Sunday)
2	Legal Issues and Job Analysis	- Read Chapters 3 and 4 - Review Lecture 2 & take notes	Quiz 2 (Sunday)
3	Personnel Planning and Recruitment	- Read Chapter 5 - Review Lecture 3 & take notes	Quiz 3 (Sunday)
4	Selection	- Read Chapter 6 - Review Lecture 4 & take notes	- Quiz 4 (Sunday) - Discussion 2 (Sunday)
5	Job Performance	- Read Chapter 7 - Review Lecture 5 & take notes	Quiz 5 (Sunday)
6	Training and Development	- Read Chapters 8 & 9 - Review Lecture 6 & take notes	- Quiz 6 (Sunday) - Discussion 3 (Sunday)

7	Orientation, Compensation, Correction, & Termination	• Read Chapters 11 & 12 • Review Lecture 7 & take notes	• Quiz 7 (Sunday)
8	Occupational Health and Safety	• Read Chapter 14 • Review Lecture 8 & take notes	• Discussion 4 (Friday) • Submit Quiz 8 (Friday)

* All assignments must be submitted by 11:59 PM CST on the day listed in parentheses. Under no circumstances will the instructor accept late assignments.