Personnel Evaluation

EMR 6430

Course Syllabus

Fall Term 2013 (September 5, 2013 - December 14, 2013)
The course meets on Thursdays from 6:00 p.m. to 8:30 p.m.
The course will meet in Sangren Hall, room 4120

Instructor:
Gary Miron
Professor, Educational Leadership, Research & Technology
College of Education, WMU

Teaching Assistants
Nakia James, A.B.D.
Doctoral Student, Evaluation, Measurement & Research

Office hours:
- 1 hour before class and one-half hour after class.
- I am very flexible to meet by appointment. You can usually find me in my office in the ELRT Department. Otherwise you are welcome to call my cell. If you wish to schedule a private conversation by phone, skype, or live chat, you can do this by e-mail or phone. If you think your question(s) have a wider appeal, please use the course discussion board so that all students can benefit from the exchange.

Contact information for Gary Miron
ELRT Department, Sangren Hall
Office phone: 269-387-5122
Cell phone: 269-599-7965
e-mail. <gary.miron@wmich.edu>
Skype: gary.miron

Contact for TA:
Nakia James
Cell phone: 269-359-8131

Required Texts:


Other reading materials will be distribute in class or made available on the elearning system for this course.

Course Description
This course is an advanced graduate seminar designed to provide an overview of theory and practice related to personnel evaluation. Participants will learn how to conduct several types of job analyses and apply them to personnel decisions such as selection and performance appraisal. Participants will also learn a few distinct models for personnel evaluation, and will be introduced to diverse tools that can be used for performance evaluation.

**Modes of Instruction**
Weekly class sessions with lecture, discussion, and small group activities, weekly reading assignments, asynchronous discussion, and individual & group assignments.

**Course Expectations**
In order to receive the greatest benefit from your participation in this course, you are expected to attend all course sessions, read the course text and related documents, complete all assignments, and to actively engage in the online discussion board. Documentation of your mastery of the course content is demonstrated through engagement in class and group activities, successful completion of assignments and final examination.

**Need for Accommodations**
Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the professor and the appropriate Disability Services office at the beginning of the semester. The two disability service offices on campus are: Disabled Student Resources and Services 269-387-2116.

**Diversity Statement**
The Department of Educational Leadership, Research, and Technology and the Evaluation, Measurement & Research graduate program maintain a strong and sustained commitment to the diverse and unique nature of all learners and high expectations for each student.

**Professional Concerns and Academic Honesty**
You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate and Graduate Catalogs that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. [The policies can be found at http://catalog.wmich.edu under Academic Policies, Student Rights and Responsibilities.] If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test. In addition, you may review University policies related to Code of Honor and general academic policies on such issues as diversity, religious observance, student disabilities, etc. at http://osc.wmich.edu and http://www.wmich.edu/Registrar. Unless I am advised otherwise, by an administrator in a supervisory position, these policies will all apply as they are presented.

**WMU Plagiarism and Academic Honesty Syllabus Statement**
Students who take this class must be prepared to submit electronic copies of some or all assignments. The University
expects that all students will be evaluated and graded on their own work. If you use language, data, or ideas from other sources, published or unpublished, you must take care to acknowledge and properly cite those sources. Failure to do so may constitute plagiarism or other violation of University academic honesty policies (refer to the Undergraduate or Graduate catalogs for details).

To detect and deter plagiarism, encourage responsible student behavior, improve student learning, and ensure greater accountability, assignments for this class may be submitted for textual similarity review to Turnitin.com and/or other resource. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com website. Papers that are submitted to Turnitin.com become part of the Turnitin.com database (student identities are protected) solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site. Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism.

If you wish to request that your paper(s) not be included in the Turnitin.com reference database, I need to receive your request in writing prior to submission of any course assignments; the paper(s) can then be processed and reviewed accordingly. The results of a Turnitin.com originality report or other resources may be used as evidence to charge you with plagiarism or other offense. If that is the case, you will be given the opportunity to respond per the regular institutional process and procedures that govern student academic conduct (http://osc.wmich.edu/academicintegrity/).

**Grading**

Professionalism in all course-related endeavors and active online participation is expected. All work will be evaluated based on accuracy, adherence to guidelines and due dates, thoroughness, evidence of effort, evidence of professionalism, evidence of data integration, coherence, and appearance. Be sure to check, proof, and edit all work submitted.

**Course Participation**

Participants are expected to be actively engaged in the class. Participation will be evaluated based on (i) attendance, (ii) level and quality of engagement in class activities and on-line discussions, (iii) role in leading classroom discussions, and (iv) performance in group activities and submission of group assignments. Total of 35 points (17 points assigned after mid-term, and 18 points for participation assigned at end of course).

**Course Assignments**

There will be 4 course assignments that will vary in nature and scope. Points assigned for each assignments will reflect the scope and level of difficulty of each assignment. The course assignments will be worth a total of 40 points. More details regarding each one of these assignments will be made available during the course.

All course assignments are to be submitted in the elearning system. You must submit your assignments by 11:59 p.m. of the due day. All course assignment write-ups (when appropriate) are to be prepared in APA style. Two exceptions to the APA format are (i) you are required to use single space rather than double space text for all assignments, and (ii) do not create a separate cover page for assignments.

**Examinations**

There will be no midterm exam. The final exam will be worth a total of 25 points. You will have 2.5 hours to complete the exam which will be comprised of knowledge related items as well as applied/practical questions. The final exam is scheduled for December 12, 2013 from 6-8:30 p.m.
Grading Scale

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<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100 - 92.5</td>
<td>A</td>
</tr>
<tr>
<td>92.4 - 87.5</td>
<td>BA</td>
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<tr>
<td>87.4 - 82.5</td>
<td>B</td>
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<tr>
<td>82.4 - 77.5</td>
<td>CB</td>
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<tr>
<td>77.4 - 72</td>
<td>C</td>
</tr>
<tr>
<td>Below 72</td>
<td>E</td>
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</tbody>
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Incompletes will only be considered in the most dire of circumstances.

Late & Careless Work

Timely completion and the quality of your work will contribute to your overall course grade. In fairness to all, a penalty equivalent to a 15% deduction in points will be imposed for late course assignments. Re-writes requested by the instructor will also be subject to a deduction. Extenuating circumstances will be considered with proper documentation.

If you require help with your writing, please contact the WMU Writing Center [1343 Ellsworth Hall. tel. 269-387-4615; [http://www.wmich.edu/casp/writingcenter/]. The Writing Center provides short courses and individualized support which can help strengthen your writing. This is an important and valuable service that is paid for with your tuition dollars. Please plan to use the Writing Center.

Submission of Assignments and Digital Drop-Box

Unless otherwise noted, participants are required to submit assignments to the digital drop-box in Microsoft Word or WordPerfect file format. If you are unable to meet this requirement, please inform the instructor immediately. The Word or WordPerfect attachment requirement allows for easy handling from the course instructor and TA back to the students (with feedback included in the attached file).

The file names should identify the course assignment numbers as well as your first and last name; use the following file naming example as a guide: hw1_Gary_Miron.doc. **No spaces can be used in the file name.** Please get this correct!!

The following information MUST be included at the top of all assignments dropped into the Digital Drop Box:

1. Your first and last name
   - Example: Gary Miron
2. EMR6430
   - Example: EMR6430
3. Course Assignment
   - Example: HW3: Work Analysis Plan
4. Date
   - Example: November 10, 2013