

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

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### **PSYC 651**

#### **PERSONNEL AND PERFORMANCE MANAGEMENT**

#### **COURSE DESCRIPTION**

Examination of personnel psychology. Topics include workforce planning, recruitment and selection of employees, performance criteria and appraisal, job analysis, job evaluation, and compensation.

#### **RATIONALE**

This course presents the student with theory, research, and practical implementation in the concepts related to personnel and performance appraisals. As a future employee and/or employer, this gives the student the knowledge and the practice of working with and understanding organizational issues related to both personnel and performance management. This course is essential to understanding and working in and for organizations, as personnel and performance management are cornerstone issues that directly relate to the performance/functionality of the organization.

#### **I. PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

#### **II. REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

#### **III. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office

#### **IV. MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Utilize major topics and subspecialties, including critical theory and research findings, that have served to define the field of performance management.

- B. Explain the complicated systems of individual and group psychological processes involved in performance management.
- C. Connect both the basic and applied principles of performance management within organizations.
- D. Gain practical skills regarding performance management.
- E. Apply both the research and applied principles of performance management to work-related decisions.
- F. Apply a biblical worldview to the performance management field.

**V. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Weekly Reading Summaries (8)

The student is required to read and become familiar with the required reading material each module/week. The 1.5–2-page summary must include: an introduction paragraph that summarizes the reading for the module/week, 3–5 summary paragraphs each with a major theme from the reading material, and a concluding paragraph that summarizes the main themes and discusses the practical application of the material in a business setting. Each summary must be in current APA format with subheadings, a cover page, and a reference page which are not included in the page count.

- D. Weekly Content Presentations/Discussions (8)

The instructor will place the student into a group at the beginning of the course. The ideal number is 8, so that each person only has to present once. However, in situations where that is not possible, a student may have to present more than once. For the presentation, the student will take his/her reading summary and present it in PowerPoint form. This will require making a YouTube presentation in which the student narrates his/her PowerPoint presentation. This presentation must be 5–7 minutes and must illuminate the reading for the module/week in such a way that makes sense to the rest of the class. The presentation must conclude with 2 questions that the student’s classmates will respond to in discussion format for that module/week. One of these questions will deal with the research on the topic, and the other will pertain to its practical application. When not presenting, the student will respond to both of the presenter’s questions in at least 150 words. Also, each response must include 1 reference, making the student’s response contain a minimum of 2 references.

E. Case Studies (8)

In each module/week, the student will pick 1 of the cases that corresponds to the module/week’s reading material and will answer the questions associated with the case.

F. Research Article Reviews (8)

The student will take 1 of the articles found in the reference section of the module/week’s reading material and will write an article summary in at least 350 words. The student will be expected to follow the given review article format shown in the Research Article Review Example.

G. Performance Appraisal Project

The student will be asked to explain the value of performance assessment by answering a series of performance management-related questions concerning a workplace that he/she has worked in or with which he/she is familiar. Then, the student will create a performance appraisal for that position. The completed project must be at least 1,500 words.

H. Midterm Exam

The Midterm Exam will cover the Reading & Study material for Modules/Weeks 1–4. Each exam will be open-book/open-notes, contain 5 short answer questions, and have a time limit of 2 hours.

**VI. COURSE GRADING AND POLICIES**

A. Points

Course Requirements Checklist	10
Weekly Reading Summaries (8 at 25 pts ea)	200
Weekly Content Presentations/Discussions (8 at 20 pts ea)	160
Case Studies (8 at 40 pts ea)	320
Research Article Reviews (8 at 10 pts ea)	80
Performance Appraisal Project	140
Midterm Exam	100
<b>Total</b>	<b>1010</b>

B. Scale

A = 940–1010    A- = 920–939    B+ = 900–919    B = 860–899    B- = 840–859  
 C+ = 820–839    C = 780–819    C- = 760–779    D+ = 740–759    D = 700–739  
 D- = 680–699    F = 0–679

C. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Accommodation Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) to make arrangements for academic accommodations. Further information can be found at [www.liberty.edu/disabilitysupport](http://www.liberty.edu/disabilitysupport).

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and

Compliance by phone at (434) 592-4999 or by email at [equityandcompliance@liberty.edu](mailto:equityandcompliance@liberty.edu). Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

## ***COURSE SCHEDULE***

### **PSYC 651**

Textbook: Aguinis, *Performance Management* (2012).

<b>MODULE/ WEEK</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>1</b>	Aguinis: ch. 1 1 presentation	Course Requirements Checklist	10
		Class Introductions	0
		Weekly Reading Summary 1	25
		Weekly Content Presentation/Discussion 1	20
		Case Study 1	40
		Research Article Review 1	10
<b>2</b>	Aguinis: ch. 2 1 presentation	Weekly Reading Summary 2	25
		Weekly Content Presentation/Discussion 2	20
		Case Study 2	40
		Research Article Review 2	10
<b>3</b>	Aguinis: ch. 3 1 presentation	Weekly Reading Summary 3	25
		Weekly Content Presentation/Discussion 3	20
		Case Study 3	40
		Research Article Review 3	10
<b>4</b>	Aguinis: chs. 4–7 1 presentation	Weekly Reading Summary 4	25
		Weekly Content Presentation/Discussion 4	20
		Case Study 4	40
		Research Article Review 4	10
		Midterm Exam	100
<b>5</b>	Aguinis: ch. 8 1 presentation	Weekly Reading Summary 5	25
		Weekly Content Presentation/Discussion 5	20
		Case Study 5	40
		Research Article Review 5	10
<b>6</b>	Aguinis: ch. 9 1 presentation	Weekly Reading Summary 6	25
		Weekly Content Presentation/Discussion 6	20
		Case Study 6	40
		Research Article Review 6	10
<b>7</b>	Aguinis: ch. 10 1 presentation	Weekly Reading Summary 7	25
		Weekly Content Presentation/Discussion 7	20
		Case Study 7	40
		Research Article Review 7	10

<b>MODULE/ WEEK</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>8</b>	Aguinis: ch. 11 1 presentation	Weekly Reading Summary 8	25
		Weekly Content Presentation/Discussion 8	20
		Case Study 8	40
		Research Article Review 8	10
		Performance Appraisal Project	140
<b>TOTAL</b>			<b>1010</b>

DB = Discussion Board

**NOTE:** Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.