**PSYC 682: Personnel Seminar: Performance Appraisal**  
Spring 2005, W 9:00am-12:00pm, Psychology 335  

**Instructor:** Stephanie C. Payne, Ph.D.  
**Phone:** 845-2090  
**E-mail:** scp@psyc.tamu.edu (preferred)  
**Office:** Psychology Building 283  
**Office Hours:** Wed 12-2 and by appt

**Prerequisite:** PSYC 611 or approval of instructor


There are a number of journal articles and book chapters that you will also be responsible for obtaining copies of and reading. Soft copies of these articles are provided on the following website:

http://www.tamu.edu/classes/psyc/payne/PA/PA%20syllabus%20spring%202005

**Course Objectives:** The student who successfully completes this course should have acquired theoretical understanding of performance appraisal, obtain a current understanding of the status of research in this area, and have the knowledge and skills necessary to appropriately implement and maintain a performance appraisal system.

**Attendance and Course Structure:** Attendance is mandatory. The course is a seminar, therefore, you will be expected to attend class, complete all reading assignments, and be prepared to discuss articles at length.

**Grades:** Course grades will be determined by performance on 4 criteria: class participation (25%), research project (25%), applied project and presentation (25%), and take-home final exam (25%).

**Class Participation:** Again, this is a seminar, as a result, you will be responsible for much of the in-class dynamics. You will be expected to be able to summarize, raise questions, and answer questions about all of the readings. Your willingness and ability to participate will determine this portion of your grade (25%).

**Applied Project & Presentation:** You will need to obtain a copy of a current performance appraisal instrument utilized by an organization (not Texas A&M University) and prepare a critique of this form and the process used to implement it. You will then need to develop a new instrument and instructions for use that would replace the existing form. Finally, you will need to prepare a 15-minute presentation on the old and new forms and processes. Visual aids are strongly encouraged. Grading criteria will be provided in advance. The project will be due and presentations will be given on April 27th.
**Research Project:** Depending on the number of students enrolled in the class, we will decide as a class on 1-2 research projects related to PA to embark upon during the semester. We will establish a timeline and goals for this/these projects on the first day of class. Fulfilling these goals will comprise 25% of your grade.

**Final Exam:** Take home exam. 5 questions to be answered on one page each. Distributed April 27th. **Due May 4th.**

**ADA Policy Statement:** The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for a reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Department of Student Life, Services for Students with Disabilities in Room 126 of the Koldus Building, or call 845-1637. This should be done the first week of classes.

**Plagiarism:** As commonly defined, plagiarism consists of passing off as one’s own ideas, words, writings, etc., which belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have permission of that person. Plagiarism is one of the worst academic sins, for the plagiarist destroys the trust among colleagues without which research cannot be safely communicated. If you have any questions regarding plagiarism, please consult the latest issue of the *Texas A&M University Student Rules*, under the section “Scholastic Dishonesty”. [student-rules.tamu.edu](http://student-rules.tamu.edu)

**The Aggie Honor Code:** “An Aggie does not lie, cheat, or steal or tolerate those who do.” The Honor Council Rules and Procedures are available at www.tamu.edu/aggiehonor

**Tentative Schedule (Readings subject to change)**

**Week 1 (January 19):** Introductory class, review syllabus, discuss personal experiences with PA, decide on research projects

**Week 2 (January 26):** Overview of PA


**Week 3 (February 2): The Context of PA**


**Week 4 (February 9): Purposes/Uses of PA**


**Week 5 (February 16): Foundations of Appraisal Judgments**


**Week 6 (February 23): Multi-Source PA.**


**Week 7 (March 2): Cognitive Processes in PA**


**Week 8 (March 9): Rater Goals and Motivation**


**Week 9 (March 16): Spring Break!**

**Week 10 (March 23): Rater Error and Accuracy**


**Week 11 (March 30): Participation and Perceived Fairness of Evaluations**


**Week 12 (April 6): Evaluating Ratings**


Week 13 (April 13): The Organizational Perspective of PA, Feedback


Church, A.H. (1995). From both sides now. Performance appraisals: Political tools or effective measures? The Industrial-Organizational Psychologist, 33, (2) 57-64.


Week 14 (April 20): Evaluation of a PA/Management System/Future of PA


Week 15 (April 27): Applied Projects Dues, Presentations Given, Final Exam Distributed

Week 16 (May 4): Final Exam Due by noon to my box/office

Additional Readings