



## UNSW Course Outline

# PSYC1025 Psychology of Work - 2024

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## General Course Information

**Course Code :** PSYC1025

**Year :** 2024

**Term :** Term 1

**Teaching Period :** T1

**Is a multi-term course? :** No

**Faculty :** Faculty of Science

**Academic Unit :** School of Psychology

**Delivery Mode :** Online

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

# Course Details & Outcomes

## Course Description

How can knowledge of psychology help you to be a better manager, employee or employer? This course will examine the ways that industrial and organisational psychology is applied in the workplace. The course will examine research methods used to improve employee well-being and organisational productivity in areas such as recruitment and selection, personality and preferences at work, workplace emotions and assessment, motivation at work, team roles and dynamics, conflict resolution, leadership and organisational culture and change.

No Prior science, psychology or workplace knowledge needed.

## Course Aims

This course aims to provide UNSW students with a general understanding of the application of Psychology to the world of work. Students will gain an awareness of the types of issues dealt with in the workplace and an awareness of common research and practical tools and techniques used to deal with these issues.

# Course Learning Outcomes

| Course Learning Outcomes                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CLO1 : Demonstrate knowledge of the major theories and concepts of organisational psychology in order to understand personality and preferences at work, workplace emotions and assessment, motivation at work, job design, team roles and dynamics, conflict resolution, leadership and organisational culture and change. |
| CLO2 : Effectively communicate in written and verbal formats to convey your own skills and abilities in the context of recruitment, selection and professional development.                                                                                                                                                 |
| CLO3 : Understand and apply organisational psychology principles across a range of workplace contexts in order to solve common problems.                                                                                                                                                                                    |
| CLO4 : Demonstrate effective self-management, interpersonal, and teamwork skills for the purpose of professional and academic development.                                                                                                                                                                                  |

| Course Learning Outcomes                                                                                                                                                                                                                                                                                                    | Assessment Item                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| CLO1 : Demonstrate knowledge of the major theories and concepts of organisational psychology in order to understand personality and preferences at work, workplace emotions and assessment, motivation at work, job design, team roles and dynamics, conflict resolution, leadership and organisational culture and change. | <ul style="list-style-type: none"> <li>• Group presentation and peer review</li> <li>• Quiz 1</li> <li>• Portfolio</li> <li>• Quiz 2</li> </ul> |
| CLO2 : Effectively communicate in written and verbal formats to convey your own skills and abilities in the context of recruitment, selection and professional development.                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Group presentation and peer review</li> <li>• Portfolio</li> </ul>                                     |
| CLO3 : Understand and apply organisational psychology principles across a range of workplace contexts in order to solve common problems.                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Quiz 1</li> <li>• Quiz 2</li> <li>• Group presentation and peer review</li> </ul>                      |
| CLO4 : Demonstrate effective self-management, interpersonal, and teamwork skills for the purpose of professional and academic development.                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Portfolio</li> <li>• Group presentation and peer review</li> </ul>                                     |

## Learning and Teaching Technologies

Moodle - Learning Management System

# Assessments

## Assessment Structure

| Assessment Item                                                | Weight | Relevant Dates |
|----------------------------------------------------------------|--------|----------------|
| Group presentation and peer review<br>Assessment Format: Group | 30%    |                |
| Quiz 1<br>Assessment Format: Individual                        | 15%    |                |
| Portfolio<br>Assessment Format: Individual                     | 40%    |                |
| Quiz 2<br>Assessment Format: Individual                        | 15%    |                |

## Assessment Details

### Group presentation and peer review

#### Assessment Overview

You are required to complete a group assignment which consists of 3 parts. You will be distributed randomly into groups of 5-6 members. As a group you are required to submit three components. First, your group is required to prepare a presentation plan, which summarises your presentation topic and your strategy for completing the presentation by the due date, and a group charter, which summarises your group expectations (due Friday, Week 4 by 6pm). This is not assessed but feedback on your groups progress is given. Second, your group is required to submit a 10 minute presentation on your chosen topic (worth 20%, due Friday, Week 8 by 6pm). The presentation should include a summary of the topic, a discussion of relevant theories, a presentation of a relevant case study and a series of recommendations which can be utilised by managers. The content of the presentation should be based on independent research rather than lecture material. The presentation can use any kind of media that is relevant (e.g., PowerPoint, Video). Third, each individual group member is required to assess the performance of each of their fellow group members (worth 10%, due Friday, Week 9 by 6pm). Your grade will be based on the quality of your assessment of your peers and yourself, and your participation in the assessment. Late submission of peer assessments will result in a grade of zero for this portion of the assessment.

Marks will be returned to students within 10 working days of the due date.

#### Course Learning Outcomes

- CL01 : Demonstrate knowledge of the major theories and concepts of organisational psychology in order to understand personality and preferences at work, workplace emotions

and assessment, motivation at work, job design, team roles and dynamics, conflict resolution, leadership and organisational culture and change.

- CLO2 : Effectively communicate in written and verbal formats to convey your own skills and abilities in the context of recruitment, selection and professional development.
- CLO3 : Understand and apply organisational psychology principles across a range of workplace contexts in order to solve common problems.
- CLO4 : Demonstrate effective self-management, interpersonal, and teamwork skills for the purpose of professional and academic development.

## Quiz 1

### Assessment Overview

Quiz 1 is held online and is based on lecture and textbook material covered in the first half of the course. It consists of 20 MC questions.

### Course Learning Outcomes

- CLO1 : Demonstrate knowledge of the major theories and concepts of organisational psychology in order to understand personality and preferences at work, workplace emotions and assessment, motivation at work, job design, team roles and dynamics, conflict resolution, leadership and organisational culture and change.
- CLO3 : Understand and apply organisational psychology principles across a range of workplace contexts in order to solve common problems.

## Portfolio

### Assessment Overview

You are required to complete a 1200 word individual portfolio assignment that consists of 3 parts, each undertaken initially as non-assessed weekly online tutorial activities.

In Part A (due Friday, Week 2 by 6pm) you are required to identify and describe your personal strengths that could be applied to the workplace. In Part B (due Friday, Week 3 by 6pm) you are required to select and analyse a job advertisement. In Part C (due Friday, Week 4 by 6pm) you are required to create and answer interview questions related to the advertisement in part A using the SOAR framework. The final submission (due Friday by 6pm, Week 5) you are required to pull parts A, B, and C, together and submit a final portfolio to be assessed.

The portfolio assignment is graded in two ways. First, 6% of the final grade will be allocated for submitting each completed portfolio part by 6pm on the specified Friday. For each part submitted on time, you will be given 2%. Submissions received after 6pm or incomplete will be assigned a mark of zero for completion and timeliness. Second, the final portfolio submission is worth 34%. Although parts A, B and C will not be assessed or graded individually, careful and thorough completion of these will help you prepare a superior final portfolio, which will be assessed. The final portfolio will be marked according to the assessment criteria which is

available in the Portfolio section on Moodle.

Marks will be returned to students within 10 working days of the due date.

### **Course Learning Outcomes**

- CL01 : Demonstrate knowledge of the major theories and concepts of organisational psychology in order to understand personality and preferences at work, workplace emotions and assessment, motivation at work, job design, team roles and dynamics, conflict resolution, leadership and organisational culture and change.
- CL02 : Effectively communicate in written and verbal formats to convey your own skills and abilities in the context of recruitment, selection and professional development.
- CL04 : Demonstrate effective self-management, interpersonal, and teamwork skills for the purpose of professional and academic development.

### **Assessment Length**

1200 words Maximum

### **Submission notes**

See Moodle

### **Assessment information**

#### **Flexibility in task completion - Short Extension**

If you are struggling to meet the deadline for this assessment task, you may apply for a short extension of 2 days.

All short extension applications must be submitted *before* the task's due date.

For details on how to apply, and the conditions on applying, please visit the UNSW [Special Consideration](#) website.

*In general, In Psychology, short extensions (48 hours) may be available on assessments in which students submit a major piece of written work. Short extension applications do not require documentation. This portfolio assessment is always due on Friday at 6pm. With this short extension, the new due date and time is Sunday 6pm. This short extension does not apply to the formative weekly activities of portfolio parts A, B, and C*

### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

## Quiz 2

### Assessment Overview

Quiz 2 is held online and is based on lecture and textbook material covered in the second half of the course. It consists of 20 MC questions.

### Course Learning Outcomes

- CL01 : Demonstrate knowledge of the major theories and concepts of organisational psychology in order to understand personality and preferences at work, workplace emotions and assessment, motivation at work, job design, team roles and dynamics, conflict resolution, leadership and organisational culture and change.
- CL03 : Understand and apply organisational psychology principles across a range of workplace contexts in order to solve common problems.

## General Assessment Information

Students should be familiar with the School of Psychology Student Guide, which contains key staff contact details and important information about policies and procedures related to courses and assessment

**Special Consideration:** Students who experience circumstances outside of their control that prevent them from completing an assessment task by the assigned due date due can apply for Special Consideration. Special Consideration applications should include a medical certificate or other documentation and be submitted within 3 days of the sitting/due date.

**Important note:** UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

Once your application has been assessed, you will be contacted via your student email address and advised of the official outcome. If the special consideration application is approved, you may be given an extended due date, or an alternative assessment/supplementary examination may be set. For more information about special consideration, please visit: <https://student.unsw.edu.au/special-consideration>.

**Alternative assessments:** will be subject to approval and implemented in accordance with UNSW Assessment Implementation Procedure and Psychology Student Guide.

**Supplementary examinations:** will be made available for students with approved special consideration application and implemented in accordance with UNSW Assessment Policy and Psychology Student Guide.

All course assessments have been designed and implemented in accordance with [UNSW Assessment Policy](#).

The APA (7<sup>th</sup> edition) referencing style is to be adopted in this course. Students should consult the publication manual itself (rather than third party interpretations of it) in order to properly adhere to APA style conventions. Students do not need to purchase a copy of the manual, it is available in the library or online. This resource is used by assessment markers and should be the only resource used by students to ensure they adopt this style appropriately: [APA 7th edition](#).

Grading Basis

Standard

# Course Schedule

## Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

# Staff Details

| Position | Name              | Email | Location | Phone | Availability | Equitable Learning Services Contact | Primary Contact |
|----------|-------------------|-------|----------|-------|--------------|-------------------------------------|-----------------|
|          | Karen Whittingham |       |          |       |              | Yes                                 | Yes             |

# Other Useful Information

## Academic Information

Upon your enrolment at UNSW, you share responsibility with us for maintaining a safe, harmonious and tolerant University environment.

You are required to:

- Comply with the University’s conditions of enrolment.
- Act responsibly, ethically, safely and with integrity.
- Observe standards of equity and respect in dealing with every member of the UNSW community.

- Engage in lawful behaviour.
- Use and care for University resources in a responsible and appropriate manner.
- Maintain the University's reputation and good standing.

For more information, visit the [UNSW Student Code of Conduct Website](https://student.unsw.edu.au/conduct).

## Academic Honesty and Plagiarism

**Referencing** is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>

**Academic integrity** is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage. At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity, plagiarism and the use of AI in assessments can be located at:

- The [Current Students site](https://student.unsw.edu.au/current-students),
- The [ELISE training site](https://student.unsw.edu.au/elise), and
- The [Use of AI for assessments](https://student.unsw.edu.au/use-of-ai) site.

The Student Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>

## Submission of Assessment Tasks

### Penalty for Late Submissions

UNSW has a standard late submission penalty of:

- 5% per day,
- for all assessments where a penalty applies,
- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

***Any variations to the above will be explicitly stated in the Course Outline for a given course or assessment task.***

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

### Special Consideration

If circumstances prevent you from attending/completing an assessment task, you must officially apply for special consideration, usually within 3 days of the sitting date/due date. You can apply by logging onto myUNSW and following the link in the My Student Profile Tab. Medical documentation or other documentation explaining your absence must be submitted with your application. Once your application has been assessed, you will be contacted via your student email address to be advised of the official outcome and any actions that need to be taken from there. For more information about special consideration, please visit: <https://student.unsw.edu.au/special-consideration>

**Important note:** UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

### Faculty-specific Information

#### Additional support for students

- [The Current Students Gateway](#)
- [Student Support](#)
- [Academic Skills and Support](#)
- [Student Wellbeing, Health and Safety](#)
- [Equitable Learning Services](#)
- [UNSW IT Service Centre](#)
- Science EDI Student [Initiatives](#), [Offerings](#) and [Guidelines](#)