Course Outline

PSYC1025

Psychology of Work

School of Psychology

Faculty of Science

T3, 2021

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1. Staff

Position	Name	Email	Consultation times and locations	Contact Details
Course Convenor	Dr Karen Whittingham	k.whittingham@unsw.edu.au	By email/By appointment	Email
Lecturer	Dr Karen Whittingham	k.whittingham@unsw.edu.au	By email/By appointment	Email

2. Course information

Units of credit: 6

Pre-requisite(s): You cannot enrol in this subject if you have completed or are enrolled in PSYC3141

Teaching times and locations: Lectures Online via Moodle.

2.1 Course summary

Have you ever wanted to get a better job, get promoted, be a manager or a leader? Have you ever wanted to start your own business? The knowledge of psychology as it applies to workplaces can help you to be a better manager, employee or even an employer!

The course will examine the three tiers of organisational psychology; individuals in organisations, teams and their dynamics and organisational culture and change. We look at research and evidence based practices to improve employee well-being and organisational productivity in areas such as Personality and Preferences at work, Workplace Emotions and Assessment, Job Design, Motivation at Work, Team Roles and Dynamics, Conflict Resolution, Leadership and Organisational Culture and Change.

2.2 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.

2.3 Course learning outcomes (CLO)

At the successful completion of this course the student should be able to:

1. Demonstrate knowledge of the major theories and concepts of organisational psychology in order to understand influences 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.
2. Undertake effective interpersonal, written and oral communication in various formats facilitating efficient teamwork and respect for sociocultural diversity.
3. Understand and apply organisational psychology principles in a broader framework in order to solve problems in everyday workplaces and oneself.

2.4 Relationship between course and program learning outcomes and assessments

	Program Learning Outcomes						
CLO	1. Knowledge	2. Research Methods	3. Critical Thinking Skills	4. Values and Ethics	5. Communication, Interpersonal and Teamwork	6. Application	**Assessment**
1.	Lectures, online activities, readings, forums, revision quizzes	Lectures, online activities, readings, forums, revision quizzes				Lectures, online activities, readings, forums, revision quizzes	Portfolio, Group presentation, exam
2.					Lectures, online activities, forums		Portfolio, Group presentation, exam
3.				Lectures, online activities, readings, forums, revision quizzes		Lectures, online activities, readings, forums, revision quizzes	Portfolio, Group presentation, exam

3. Strategies and approaches to learning

3.1 Learning and teaching activities

This course complements other courses in human resources and management by emphasising findings from psychological research and evidence based practice. Principles learned in this course will help those students entering the workforce in the next year or two.

A number of different strategies are used to convey psychological theories and illustrate the practical application of these theories. Strategies include formal lectures and the use of case studies, practical examples and research findings to illustrate points of interest. Timely completion of online tutorials is essential in accordance with UNSW Assessment Implementation Procedure.

The lecture content of this course is presented entirely online via the Moodle eLearning website. The format of the lectures involve PowerPoint slides with accompanying audio. In addition, PDF slides of the lectures are made available. Students should both read through the lectures and write separate notes to maximise their understanding and retention of the material. The lectures will be made available at the start of each week and will be left online for the duration of the course. This will allow students to go through the lectures at their own pace. While it will not be monitored directly, all students must listen to the lectures in the week in which they are set. The content of this course is extensive and at times complex; students who do not stay up to date with course material each week will likely find it difficult to prepare for assessment tasks and exams due to the cumulative nature of the content.

The Lecture Discussion Forum provides students with an opportunity to question and clarify the concepts and ideas mentioned in the lectures. Students are strongly encouraged to engage with this forum by posting questions or comments, and reading, answering, or replying to other student's posts to enhance understanding of the content, critical thinking, and written communication skills.

The Study Group Forum connects students in the course to encourage discussion of weekly content, revision, or topics of interest with each other. Regular engagement in the Study Group Forum will help students gain an understanding of the material, critique the contributions of fellow students, and help develop written communication skills.

Formative topic revision quizzes are available for students that provide an opportunity to evaluate understanding of course material on a weekly basis. Timely completion of the weekly quizzes will assist students in gaining a proper understanding of each topic so that this knowledge can be built on in future content.

3.2 Expectations of students

It is expected that students are aware of UNSW Assessment policy and understand how to apply for special consideration if they are unable to complete an assignment/exam due to illness and/or misadventure.

It is expected that students have read through the School of Psychology Student Guide.

All news updates and announcements will be made on the 'Announcements' forum on the Moodle page and/or by email. It is the student's responsibility to check Moodle and their student emails regularly to keep up to date. Although this is an online course, it is expected that students dedicate the same amount of time each week to studying for this course as they would for an 'on-campus' course.

The Moodle forums should be the first line of contact with the Course Co-ordinator (only personal matters etc. can be sent by email in the first instance). Due to the online nature of the course, under no circumstances are specific exam/quiz questions/answers to be discussed online or via email, such matters can only be discussed during in person appointments with the Course Coordinator.

Students registered with Equitable Learning Services must contact the course co-ordinator immediately if they intend to request any special arrangements for later in the course, or if any special arrangements need to be made regarding access to the course material. Letters of support must be emailed to the course coordinator as soon as they are made available.

4. Course schedule and structure

Each week this course typically consists of 2 hours of online lecture material and 2 hours of online activities. Students are expected to take an additional 6 hours of self-determined study to complete assessments, readings, and exam preparation.

Week	Online Lectures	Online activities	Self-determined activities
Week 1	Introduction to the Course & Psychology of Work	Revision quiz; Forums	Reading; Ch 1
Week 2	Individuals at Work: Individual Differences in the Workplace	Revision quiz; Forums	Reading; Ch 2, 3, Group work
Week 3	Individuals at Work: Workplace Emotions	Revision quiz; Forums	Reading Ch 4; Portfolio Part A; Group work
Week 4	Individuals at Work: Motivation at Work, Applied Performance Practices	Revision quiz; Forums	Reading Ch 5,6 ; Portfolio Part B; Group work
Week 5	Individuals at Work: Decision Making and Creativity Unconscious Bias	Revision quiz; Forums	Reading Ch 7; Portfolio Part C; Group work
Week 6	Break	Revision quiz; Forums	Group work: Quiz 1
Week 7	Teams at Work: Team Dynamics	Revision quiz; Forums	Reading Ch 8; Group work
Week 8	Teams at Work: Communicating, Conflict and Negotiation	Revision quiz; Forums	Reading Ch 9, 11; Group work
Week 9	Teams at Work: Leading Organisations and Teams	Revision quiz; Forums	Reading Ch , 12,; Group work
Week 10	Organisational Processes: Organisational Cultures and Change	Revision quiz; Forums	Reading Ch 14, 15; Group work
Study period			Quiz 2
Exam period			

5. Assessment

5.1 Assessment tasks

All assessments in this course have been designed and implemented in accordance with UNSW Assessment Policy.

Assessment task	Length	Weight	Mark	Due date
Assessment 1: Portfolio	Varied	40%	/40	Week 6
Assessment 2: Group presentation and peer review	Varied	30%	/30	Week 8, Week 9
Assessment 3: Exam 1	20 mins	15%	/15	Mid term
Assessment 4: Exam 2	20 mins	15%	/15	Final Week

Assessment 1: 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 3 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 4 by 6pm) you are required to select and analyse a job advertisement. In Part 3 (due Friday, Week 5 by 6pm) you are required to create and answer interview questions related to the advertisement in part 1 using the STAR/SOAR framework. **The final submission (due Friday by 6pm, Week 6) you are required to pull parts 1, 2, and 3, 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 timeliness. Second, the final portfolio submission is worth 34%. Although parts 1, 2 and 3 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.

Assessment 2: 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). Late submission of peer assessments will result in a grade of zero for this portion of the assessment.

Assessment 3: Quiz 1. There will be a 20 question online multiple choice quiz worth 15%. The quiz will be based on the first half of the material in the course.

Assessment 4: Quiz 2. There will be a 20 question online multiple choice quiz worth 15%. The quiz will be based on the second half of the material in the course.

UNSW grading system: https://student.unsw.edu.au/grades

UNSW assessment policy: https://student.unsw.edu.au/assessment

5.2 Assessment criteria and standards

Further details and marking criteria for each assessment will be provided to students closer to the assessment release date (see 4.1: UNSW Assessment Design Procedure).

5.3 Submission of assessment tasks

Assessment 2: In accordance with UNSW Assessment Policy the portfolio must be submitted online via Turnitin. No paper or emailed copies will be accepted.

Late penalties: deduction of marks for late submissions will be in accordance with School policy (see: Psychology Student Guide).

Special Consideration: Students who are unable to complete an assessment task by the assigned due date can apply for special consideration. Students should also note that UNSW has a Fit to Sit/Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/submits an assignment, they are declaring themselves well enough to do so and are unable to subsequently apply for special consideration. If a student becomes ill on the day of the exam, they must provide evidence dated within 24 hours of the exam, with their application.

Special consideration applications must be submitted to the online portal along with Third Party supporting documentation. Students who have experienced significant illness or misadventure during the assessment period may be eligible. Only circumstances deemed to be outside of the student's control are eligible for special consideration. Except in unusual circumstances, the duration of circumstances impacting academic work must be more than 3 consecutive days, or a total of 5 days within the teaching period. If the special consideration application is approved, students may be given an extended due date, or an alternative assessment/supplementary examination may be set. For more information see https://student.unsw.edu.au/special-consideration.

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

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

5.4. Feedback on assessment

Feedback on all pieces of assessment in this course will be provided in accordance with UNSW Assessment Policy.

Assessment	When	Who	Where	How
Individual assignment	Week 8	Lecturer	Online	Turnitin
Group presentation	Week 10	Lecturer	Online	Moodle
QUIZ	O*nline upon*	Via Moodle	Online	Moodle

	closing			

6. Academic integrity, referencing and plagiarism

The APA (7th 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.

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.[1] 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 and **plagiarism** can be located at:

- The *Current Students* site https://student.unsw.edu.au/plagiarism**,** and
- The *ELISE* training site http://subjectguides.library.unsw.edu.au/elise

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

7. Readings and resources

Textbook	**Prescribed (you should purchase this text – we'll use it extensively)**: McShane, S. L., Olekalns, M., Newman, A. H., & Travaglione, A. (2019). Organisational behaviour: emerging knowledge, global insights. Sydney, NSW: McGraw-Hill Education***. 6th* ed ***Highly Recommended (only purchase these if you plan to become an Org Psych or work in HR – copies of earlier editions in the library and are still suitable)*** Bright, J., and Earl, J.K. (2004) *Resumes that get shortlisted*. Sydney: Allen and Unwin.
Course information	Available on Moodle
Required readings	Relevant additional readings will be posted on Moodle. Knowledge of the information in the textbook relating to the topics covered in class is needed for successful achievement of learning outcomes. School of Psychology Student Guide.

[1] International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

Recommended internet sites	UNSW Library UNSW Learning Centre ELISE Turnitin Student Code of Conduct Policy concerning academic honesty Email policy UNSW Anti-racism policy UNSW Equity, Diversity and Inclusion policy

8. Administrative matters

The School of Psychology Student Guide contains School policies and procedures relevant for all students enrolled in undergraduate or Masters psychology courses, such as:

- Attendance requirements
- Assignment submissions and returns
- Assessments
- Special consideration
- Student code of conduct
- Student complaints and grievances
- Equitable Learning Services
- Health and safety

It is expected that students familiarise themselves with the information contained in this guide.

9. Additional support for students

- The Current Students Gateway: https://student.unsw.edu.au/
- Academic Skills and Support: https://student.unsw.edu.au/academic-skills
- Student Wellbeing, Health and Safety: https://student.unsw.edu.au/wellbeing
- Equitable Learning Services: https://student.unsw.edu.au/ELS
- UNSW IT Service Centre: https://www.myit.unsw.edu.au/