COUSE OUTLINE FOR GENS9005

This document is to be read in conjunction with the course planner on Blackboard.

The course planner will provide supplementary information about assessment tasks and course topics by week

Course Readings are taken from **Kalliath, T., Brough, P., O'Driscoll, M, Manimala, M.J., and Siu, O (2011). Organisational Behaviour. McGraw Hill** and you should read the chapter matching the topic heading

FACULTY OF SCIENCE

SCHOOL
OF
PSYCHOLOGY

GENS9005

Psychology of Work

SESSION 1, 2012

Contents

1. Information About the Course

NB: Some of this information is available on the

Year of Delivery	**2012**
Course Code	**GENS9005**
Course Name	**Behaviour in Organisations**
Academic Unit	**School of Psychology**
Level of Course	**General Education**
Units of Credit	**6 UOC**
Session(s) Offered	**Session 1**
Assumed Knowledge, Pre- or Co-requisites and Exemptions	**You cannot enrol in this subject if you have completed or are enrolled in PSYC3141**
Hours per Week	**2 hrs lectures/reading and 2 hrs assignments – approx. 4 hours additional work**
Number of Weeks	**12 weeks**
Commencement Date	**Week 1 February 27th**
Summary of Course Structure (for details see 'Course Schedule')	
Special Details	- Important announcements and any changes to this document will be posted on the **Blackboard course website**. This document will be available on the site. - You are also required to submit your assignments to the **Blackboard course website using Turnitin** - Please read the school's policy regarding plagiarism

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[1] UNSW Virtual Handbook: http://www.handbook.unsw.edu.au/2006/index.html

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convener and Lecturer		Dr. Paula Saunders	MAT Room 1001, ph 9385 1553, paula.saunders@unsw.edu.au	Email for personal or admin matters.

3. Course Details, Rationale, Underpinning Strategies and Graduate Outcomes

Course Description (Handbook Entry)	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. We examine researched methods to improve employee well being and organisational productivity in areas such as recruitment and selection, training, leadership, motivating employees, managing performance, job analysis and design.
Course Aims	The 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 and an awareness of common research and practical tools and techniques used.
Student Learning Outcomes	Students who have completed this subject should be able to: • Describe what is meant by work and how these definitions influence the design of jobs • Identify common approaches in selection and the efficacy of these • Identify different ways to explain employee motivation and how these are used in practice • Methods used in training employees and evaluating the effectiveness of training interventions • Recognising the importance of feedback, factors influencing performance improvement and sustaining performance over time.
Major Topics (Syllabus Outline)	Please refer to the course planner.
Relationship to Other Courses	This course complements other courses in human resources and management by emphasizing findings from psychological research and evidence based practice.
Teaching Strategies	A number of different strategies are used to convey psychological theories and illustrate the practical application of these theories. Strategies include formal lectures, using case studies, practical examples, and using research findings to illustrate points of interest.
Rationale for learning and teaching in this course	Principles learned in this course will help those students entering the workforce in the next year or two.

4. Graduate Attributes Developed in this Course

Attribute	Focus *1 = Minimal, 2 = minor, 3 = major*	Activities/Assessment
1. **Research, inquiry and analytical thinking abilities**	3	*Defined: Technical competence and discipline specific knowledge. Ability to construct new concepts or create new understanding through the process of enquiry, critical analysis, problem solving, research and inquiry.* Your group presentation will enable you to extend your own research skills and encourage you to critically evaluate the content of published research studies.
2. **Capability and motivation for intellectual development**	2	*Defined: Capacity for creativity, critical evaluation and entrepreneurship. Ability to take responsibility for and demonstrate commitment to their own learning, motivated by curiosity and an appreciation of the value of learning.* The quizzes will give you an opportunity to reflect on your understanding of the materials and to adjust your learning strategies to optimize your results.
3. **Ethical, social and professional understanding**	2	*Defined: Ability to critically reflect upon broad ethical principles and codes of conduct in order to behave consistently with a personal respect and commitment to ethical practice and social responsibility. Understanding of responsibility to contribute to the community. Respect and value social, multicultural, cultural and personal diversity.* You might like to think about organisations as macrocosms of the broader community. As an employee, employer or manager you have a responsibility to model appropriate behaviours and challenge organizations to act in ethical and socially responsible ways.
4. **Communication**	2	*Defined: Effective and appropriate communication in both professional (intra and inter disciplinary) and social (local and international) contexts.* Your written communication skills should be developed further in preparing your portfolio assignment and group presentation. The group presentation requires you to prepare a concise summary of the relevant psychological theories and to identify applications to organisations. Discussions during your group meetings will allow you to exercise your oral communication skills.
5. **Teamwork, collaborative and management skills**	3	*Defined: Ability to recognise opportunities and contribute positively to collaborative scientific research, and to perceive the potential value of ideas towards practical applications. Demonstrate a capacity for self management, teamwork, leadership and decision making based on open-mindedness, objectivity and reasoned analysis in order to achieve common goals and further the learning of themselves and others.* Preparing a group presentation with other students will provide opportunities for teamwork and allow application of principles taught in the course. You have only a short period of time in which to prepare and produce a presentation so working together will be critical for a great result.
6. **Information literacy**	3	*Defined: Ability to make appropriate and effective use of information and information technology relevant to their discipline.* In completing the group presentation you should demonstrate reading beyond the suggested text. You should develop further competence in using databases such as PsycInfo and PSYCarticles.

5. Additional Resources and Support

Text Books	***Prescribed (you should probably purchase this – we'll use it extensively)***: Kalliath, T., Brough, P., O'Driscoll, M, Manimala, M.J., and Siu, O (2011). Organisational Behaviour. McGraw Hill. ***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. Landy, F. J., & Conte, J. M. (2011). *Work in the 21st Century: An Introduction to Industrial and Organizational Psychology* (3rd edition): Wiley Muchinsky, P.M. (2009). Psychology Applied to Work. Belmont, CA: Thomson Wadsworth (9th ed).
Course Manual	There is no course manual, but there is a general Guide for Psychology Students located at http://www.psy.unsw.edu.au/students/current/files/Student_Guide.pdf.
Required and additional readings	Relevant *additional* readings will be posted on Blackboard. No readings are specifically *required*, although knowledge of the information in the textbook relating to the topics covered in class is needed for successful achievement of learning outcomes.
Recommended Internet Sites	Internet sites relevant to topics will be posted on Blackboard. In addition, you should be aware of policies regarding your behaviour at the university. Familiarize yourself with the following: Student Code of Conduct, Policy concerning academic honesty, UNSW Anti-racism policy statement, UNSW Equity and Diversity policy statement, UNSW Equal opportunity in education policy statement, Email policy
Societies	Professional Societies relevant to this course will be noted on Blackboard.
Computer Laboratories or Study Spaces	Computer facilities are available throughout the University. Students should consult their program officer for information about available facilities.
Equipment	N/A
Enabling Skills Required	Students should be competent to use library catalogues and SIRIUS to access journal articles. Ask the library information desk for course information If additional training is needed.

6. Course Evaluation and Development

Student feedback is gathered periodically by various means and considered carefully with a view to constructively acting on it where possible. The following feedback has helped shape and develop this course:

Review Mechanisms	Last Review Date	Comments or Changes Resulting from Reviews
Major Course Review	2011	Teaching of some topics has been streamlined as teaching weeks reduced to 12 weeks in line with university policy. In addition, the assignment was changed and brought forward to allow earlier feedback.
CATEI	2011	A CATEI evaluation will take place at the end of session.
Student surveys	2011	Student attitudes towards various career and pedagogical issues are surveyed in GENS9005 as part of an ongoing research program to improve our understanding of students' preferences and decision making.
Other	2011	Although formal course evaluation will be held at the end of the session using UNSW's Course and Teaching Evaluation and Improvement Process, student feedback will be solicited throughout the session. This information is taken seriously and continual improvement is made to the course. We value your feedback and would like to hear from you.

7. Administration Matters

Expectations of Students	See the School of Psychology's Student Guide (http://www.psy.unsw.edu.au/students/current/files/Student_Guide.pdf) for more information about the following issues: 1. Expectations of students. 2. Academic honesty, including misconduct such as cheating on exams or by copying other students' assignments and plagiarism (more information on last page of this document) 3. Procedures for submitting assignments and the School's policy concerning late submissions (e.g., for assignments, 2% of the marks will be deducted for each working day overdue). 4. Examination procedures and advice concerning illness or misadventure. 5. Student support services (including services for students who have a disability that requires some adjustment in their teaching or learning environment). ***You are responsible for familiarizing yourself with this information. This means you cannot say "I didn't know" if you violate any regulations set out in this document.***
Assignment Submissions	Assignments must be submitted via Turnitin on Blackboard for plagiarism checking. Late submission of assignments: 2% of the marks allocated for assignments will be deducted each working day overdue. So for example, a report marked 70/100 would be reduced to 68/100 if handed in a day late. Extensions must be negotiated with the course convener prior to submission date where possible, and must be accompanied by a medical certificate or other relevant documentation. A formal special consideration form is necessary only if the assessment is worth more than 20%; see https://my.unsw.edu.au/student/atoz/SpecialConsideration.html.
Assessment Procedures	You must complete all components of the assessment to pass the course. If you are unable to complete the on-line quizzes, you will be required to submit copies of your medical certificate or other relevant documentation ***to the course convener*** as soon as possible following the quizzes and lodge a special consideration form via UNSW Student central. These forms take some time to be processed, so you MUST contact the course coordinator. The form and further details are available here: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html

Equity and Diversity	Students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course convener prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (9385 4734).
	Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

	School Contact	**Faculty Contact**	**University Contact**
Grievance Policy	TBA	Dr Noel Whitaker Associate Dean (Education) n.whitaker@unsw.edu.au Tel: 9385 7930 **OR** Dr Ian McFarlane Associate Dean (Student Affairs) i.mcfarlane@unsw.edu.au Tel: 9385 6122	Graduate Research School Tel: 9385 2969 University Counselling Services: www.counselling.unsw.edu.au Email: counselling@unsw.edu.au Fax: 9385 6115 Tel: 9385 5418

8. UNSW Academic Honesty and Plagiarism

Academic honesty	Academic honesty and plagiarism includes misconduct such as cheating (on exams or by copying other students' assignments) and plagiarism. To avoid plagiarism, you must acknowledge others people's work by referencing it. If you are unsure about what constitutes plagiarism, please talk with the lecturers or tutors. Please read the following explanation carefully, and you can consult http://www.lc.unsw.edu.au/plagiarism/index.html. "Turnitin" software is used to verify the originality of any submission.
Penalties	The penalties for academic dishonesty are severe, and can at the very least mean failure in the assignment or exam or the course, and also can mean exclusion from the university for two years. A brief description of what constitutes plagiarism appears below. Please read this carefully and ask lecturers and tutors if you need clarification.
What is Plagiarism?	Plagiarism is the presentation of the thoughts or work of another as one's own. Examples include*: • direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement; • paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original; • piecing together sections of the work of others into a new whole; • presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and • claiming credit for a proportion of work contributed to a group assessment item that is greater than that actually contributed.† For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism. Knowingly permitting your work to be copied by another student may also be considered to be plagiarism. Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material. The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does not amount to plagiarism.

	The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via: www.lc.unsw.edu.au/plagiarism. The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:
Learning Centre resource	• correct referencing practices; • paraphrasing, summarising, essay writing, and time management; • appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts. Individual assistance is available on request from The Learning Centre.
Time management	Students are reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle.

† Adapted with kind permission from the University of Melbourne.

9. Using Turnitin as a Student

About Turnitin	You may be asked to submit your work to your teacher via the Turnitin service, via Blackboard. Your lecturer may allow various settings in Turnitin. They may allow you to:
	• make multiple submissions during a specified time period, or only one • view the originality reports, or not have access to them • receive multiple originality reports every time you make a submission, or only one. These settings may be determined by an individual academic, by a course convener, or by the School in which you are studying. Any questions about how Turnitin is being used should be directed to your teacher or course convener. Your lecturer may also require you to submit the final version of your assignment into the Blackboard Assignment Tool after you have obtained a Turnitin originality report. If you are not sure what is expected of you, ask for clear instructions on where to submit your assignments and the associated deadlines. Turnitin accepts electronic files in MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text format. No other file types are accepted. Only one file per student can exist for each assignment. While an Originality Report is being generated the Originality Report icon will appear grayed out. Please note, an Originality Report for a student's initial submission to an assignment will generate within ten minutes of the submission, however Originality Reports for re-submissions to an assignment can take up to 24 hours to generate. After you submit your assignment Turnitin will display a digital receipt on the screen. If you can't see a receipt it means that you have not successfully submitted your assignment. If you submit through Blackboard the receipt will also be sent to your Blackboard course Mailbox. If the Mail tool is enabled inside your Blackboard course you will be able to access your receipt and download it. The Mail tool is always available in the My eLearning portal. Otherwise click on your assignment title inside the Turnitin submission box to view your receipt number. Ref: http://elearning.unsw.edu.au/turnitin /content/TurnItInStudentSupport.cfm?ss=0

What you need to know about papers submitted to Turnitin	• Student papers are submitted to the Turnitin database and will remain in the database for an unknown/undisclosed period of time.
	• Papers may be used by others to determine academic misconduct of other individuals. This may occur as long as the papers remain in the Turnitin database. Therefore, personal details (such as your name and/or contact details which can be used to identify you) should be removed from your papers to protect your privacy. Only use your student ID to identify yourself in your papers.
	• Turnitin stores your document both in its original form and in an 'electronic fingerprint' form. The electronic fingerprint of the document is used to compare against other documents submitted to Turnitin. The original form of the document is only available to you as the original author and to the lecturer of the course to which you submit the document. Neither UNSW nor Turnitin administration staff are able to view your submitted assignments.
	• If another document is subsequently submitted to Turnitin and matches text in one of your assignments, the lecturer responsible for the new document will only be provided with the:
	o name of the institution from which the matching assignment originated
	o course name that the matching assignment was submitted to
	o name and email address of the lecturer responsible for that course
	o file name of the matching assignment
	o date the matching assignment was submitted.
	• This lecturer may email your own lecturer and request their permission to view a copy of your assignment. UNSW lecturers are advised not to disclose authorship details to any person who makes this request.