

## ***Code of Conduct for MPsychol (Organisational) students attending UNSW in 2012***

### ***Introduction***

This year we have students coming to us from a number of universities across Australia. While students who completed their undergraduate degree at UNSW may understand the rules concerning their behaviour, students coming from other universities may not. To be fair to everyone therefore, we have set down our expectations in this Code of Conduct document and we expect all students attending the MPsychol (Org) program to adhere to these rules while attending UNSW.

### ***Dress and attendance***

Students are expected to dress appropriately for the event they will be undertaking at UNSW. For classroom lectures and for students working in CRAS, this is typically smart casual attire. For students who are attending placements outside UNSW, dress should be appropriate for the business venue concerned. You should check the dress code with the Placement Supervisor. If there is any doubt, see Winston for advice.

Being punctual and on-time for appointments, is a key feature of conscientiousness. Classes in the School of Psychology start at 5 minutes past the hour and finish at 5 minutes to the hour. If you are going to be late you must contact your lecturer and advise him/her via either email or phone. The contact details of all staff are given below. It is a requirement that, if enrolled in a subject, students must attend 80% of all lectures. If you have a genuine reason for missing a class, you must advise the lecturer concerned at least 30 minutes before the class commences. If you have an appointment with a lecturer or tutor you must be on time. Try to arrive 5 minutes before the scheduled time and come prepared with all the material that you need for your meeting. If you are delayed or cannot make the meeting, advise your lecturer/tutor by phone or email of your situation. If you are attending a placement or meeting with a placement supervisor, you need to find out when you are expected to start. If you are running late or cannot make the meeting, phone the placement supervisor and inform them of your situation.

### ***Managing yourself***

This course is a professional preparation program for Organisational Psychologists. We expect you to behave as professionals. In particular, this means observing the following guidelines:

***Mobile phone use.*** Turn your phone off, or switch it to “silent” whenever you are in a lecture or attending a meeting with a staff member or field supervisor. In the event that you are expecting a call regarding a medical or family emergency, inform your lecturer and set your phone to “vibrate”. If you receive such a call during a lecture you can excuse yourself and leave the classroom to take the call.

***Sociability and Assertiveness.*** Many students are not naturally assertive or sociable. These two attributes are, however, very much required at almost all placements and at uni, especially during group exercises and projects. You will gain the most during this program if you are prepared to speak up and express your opinions. If you don't understand something, then speak up at an appropriate time and ask for further

information such as clarification, or an example etc. You will also find that you learn a lot from interacting with your classmates. Don't be afraid to ask questions and to challenge the assumptions of other students. If you find that a number of your classmates are confused about what a lecturer has said, then at an appropriate time, ask him or her for clarification. Do not be afraid to challenge your lecturers or tutors.

***Communicating electronically.*** Be careful in communicating electronically. By all means use email, but be careful with attachments. For example, many mail servers will not accept attachments larger than 5MB. Jo Earl has already sent an email to all of you regarding your email address. She mentioned that as soon as possible you should update your email addresses to official UNSW format. The format needs to be one of the following: firstinitial.surname@student.unsw.edu.au or first name.surname@student.unsw.edu.au. UNSW accounts are the only email accounts that program staff will use from March 7<sup>th</sup>.

***Innovation.*** To be successful as an Organisational Psychologist you need to be ready to embrace change and capable of implementing desirable change initiatives. While this does not mean that you have to be the innovator, you do need to be receptive to the innovative ideas of others and be prepared to implement them. Such a mind-set, of course, presupposes that the Organisational Psychologist is aware of the practical difficulties in implementing change and this is where your knowledge of people and psychological principles comes in. Textbook solutions to "real world" problems very seldom work. The Organisational Psychologist practitioner must be prepared to tailor established theory and practice so that solutions are effective. You will find that innovation, resourcefulness, participation, hard work and enthusiasm are rewarded during this course. Don't be scared to be innovative and to try out new evidence-based ideas and challenge established assumptions, even fundamental ones. UNSW's School of Psychology has an outstanding reputation for research excellence, and we didn't get that by applying off-the-self solutions to complex problems.

### ***Working in CRAS***

A placement in CRAS is compulsory. This means that you will sooner or later be assigned to CRAS as a placement. CRAS is a commercial unit of the School of Psychology and this means that clients pay for the service we provide. Because looking after clients is the first rule in providing good customer service, you need to be alert so that you are at all times thoroughly professional. In CRAS this means that the work carried out in CRAS is CRAS work, and not your personal work. In addition, the CRAS office is not to be used as a social gathering venue by members of the class who may, or may not, be currently assigned to a CRAS placement. Students assigned to CRAS, may of course talk to other CRAS interns about technical or administrative matters relating to CRAS assessment activities, but they should not discuss private matters in the CRAS office.

The phone and email contact details for staff concerned with the MPsychol (Org) program are:

Dr Jo Earl (Program Co-Ordinator): [j.earl@unsw.edu.au](mailto:j.earl@unsw.edu.au) ; direct phone 9385-3017

Dr Karen Whittingham(Lecturer): [k.whittingham@unsw.edu.au](mailto:k.whittingham@unsw.edu.au)

Dr Paula Saunders (Lecturer): [paula.saunders@unsw.edu.au](mailto:paula.saunders@unsw.edu.au)

Mr Winston Horne (Placement Coordinator): [w.horne@unsw.edu.au](mailto:w.horne@unsw.edu.au) ; direct phone 9385-3048

Prof. Jim Kehoe(Professor): [j.kehoe@unsw.edu.au](mailto:j.kehoe@unsw.edu.au) ; direct phone 9385-3826

I certify that I have read the Code of Conduct, that I understand the content of the code, and that I agree to abide by the rules specified.

Signature.....Date:.....

Print your name in full here:.....