



The University of Southern Queensland

## Course specification

The current and official versions of the course specifications are available on the web at  
<<http://www.usq.edu.au/coursespecification/current>>.  
Please consult the web for updates that may occur during the year.

### Description: Industrial and Organisational Psychology

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
PSY	3730	86567	1, 2009	EXT	1.00	Toowoomba

<b>Academic group:</b>	FOSCI
<b>Academic org:</b>	FOS005
<b>Student contribution band:</b>	1
<b>ASCED code:</b>	090701

### STAFFING

Examiner: Yong Goh  
Moderator: Andrea Lamont-Mills

### OTHER REQUISITES

Recommended Pre-requisite: PSY1020 and PSY2010

### RATIONALE

Organisations are an integral part of life. Understanding the behaviour of people, individually and collectively in organisations, is essential for the development and effective management of the human resources of industry. The prime aim then is for the student to achieve this understanding through the knowledge and methodology of the scientific study of behaviour.

### SYNOPSIS

This course concentrates on how psychological knowledge and methods can be applied in industrial and organisational settings. Particular topics concern such matters as job analysis and performance appraisal, recruitment and selection techniques, group behaviour, leadership and participation, ergonomics and safety in the workplace.

### OBJECTIVES

On completion of this course students will be able to:

1. explain the competencies required to be an organisational psychologist (Exam);
2. identify the issues involved in a job analyses (Assignment and/or Exam);
3. describe how to effectively appraise employee performance (Exam);
4. identify tests that are both reliable and valid predictors of performance (Exam);
5. explain the scientific approach to validating selection procedures (Assignment and/or Exam);
6. conduct a training needs analysis, design and evaluate a career development programme (Assignment and/or Exam);
7. explain strategies that improve team-work in the workplace (Exam);

8. explain the range of leadership styles and how they differ across cultures and other contexts (Exam);
9. identify the issues involved in occupational stress (Exam);
10. explain the influence of the work environment on individual behaviour and safety outcomes (Exam).

## TOPICS

	Description	Weighting (%)
1.	The Scientific Basis of Industrial & Organisational Psychology	10.00
	1.1. - the scientist-practitioner model - competencies for organisational psychologists - professional societies and resources - research methods and ethical issues	
2.	Analysing Work	10.00
	2.1. - the "criterion problem" - criterion development - job analysis and the different kinds of occupational information - dynamic job performance criteria	
3.	Appraising Worker Performance	10.00
	3.1. - performance appraisal methods - rater training - performance appraisal interviews and feedback - what do you do with poor performers?	
4.	Assessing Individuals	10.00
	4.1. - issues in determining the quality of predictors - psychological tests - competencies for test administration and scoring scores of information about psychological tests	
5.	Assessing Person-job Fit	10.00
	5.1. - personnel selection and placement - selection in settings with small numbers - selection strategies to maximise person-job fit - establishing the validity of selection techniques	
6.	Training and Developing Employees	10.00
	6.1. - analysing training needs - designing training programs - training for transferable skills - evaluation of training effectiveness	
7.	Job Redesign and Development of Work Teams	10.00
	7.1. - assessing the need for job redesign - methods of redesigning jobs and evaluating the effectiveness of job redesign - team training and team building - teamwork principles	
8.	Leadership and Decision Making	10.00
	8.1. - types of leadership - cross-culture differences in leadership - diversity issues in leadership - leadership training	

- |     |  |       |
|-----|--|-------|
| 9.  | Maintaining Employees' Health and Well-Being   | 10.00 |
|     | 9.1. - the impact of organisational change on employee well-being<br>- assessing the determinants and outcomes of occupational stress<br>- stress management interventions - psychological effects of unemployment |       |
| 10. | Designing Safe Work Environments   | 10.00 |
|     | 10.1. - psychological approaches to accident reduction - flexible working hours/locations - human-computer interactions - changes in the nature of work  |       |

### **TEXT and MATERIALS required to be PURCHASED or ACCESSED**

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Aamodt, M.G 2007, *Applied Industrial/Organizational Psychology: An Applied Approach*, 5th edn, Thomson Wadsworth, Australia.

### **REFERENCE MATERIALS**

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

The International Review of Industrial and Organizational Psychology edited by Cary L. Cooper and Ivan T. Robertson. It is published annually by John Wiley & Sons.

The second edition of the Handbook of Industrial and Organizational Psychology is edited by Marvin D. Dunnette and Leaetta M. Hough. It was published in four volumes between the years 1990 and 1994 by Consulting Psychologists Press.

The Handbook of Industrial, Work & Organizational Psychology (Volumes 1 & 2) edited by Neil Anderson et al. published in 2001 by Sage Publications, London

The Industrial-Organizational Psychologists is available online at <http://www.siop.org>.

The Annual Review of Psychology which comes out annually also has very relevant articles in it.

Glendon, I, Thompson, BM & Myors B 2007, *Advances in Organisational Psychology*, Australian Academic Press,

(The most useful sources of reference are the following publications:)

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	30.00
Directed Study	70.00
Examinations	2.00
Private Study	60.00
Residential Schools	8.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT	100.00	50.00	15 May 2009
PTA OF 2HR RESTRICTED EXAM CMA	60.00	40.00	END S1 (see note 1)
PTB OF 2HR RESTRICTED EXAM S/A	100.00	10.00	END S1

### NOTES

1. Examination dates will be available during the semester. Please refer to the examination timetable when published.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available for each assignment. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination. Students do not have to satisfactorily complete each assessment item to be awarded a passing grade in this course. Refer to Statement 4 below for the requirements to receive a passing grade in this course.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without (prior) approval of the examiner then a penalty of 10% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded. No assignments will be accepted after model answers have been posted.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:

The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:

In a Restricted Examination, candidates are allowed to bring only writing and drawing instruments into the examination. Students whose first language is not English, may, take an appropriate unmarked non-electronic translation dictionary (but not technical dictionary) into the examination. Dictionaries with any handwritten notes will not be permitted.

Translation dictionaries will be subject to perusal and may be removed from the candidate's possession until appropriate disciplinary action is completed if found to contain material that could give the candidate an unfair advantage.

7 Examination period when Deferred/Supplementary examinations will be held:

Any Deferred or Supplementary examinations for this course will be held during the next examination period.

8 University Regulations:

Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10

Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL

<http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

## **ASSESSMENT NOTES**

9 The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.

10 Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner.

11 Students will require access to email and internet access to USQConnect for this course.