The University of Southern Queensland

Course Specification

Description: Personnel and Organisational Psychology

<table>
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<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
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Academic Group: FOSCI

Academic Org: FOS005

HECS Band: 1

ASCED Code: 090701

STAFFING
Examiner: Tony Machin
Moderator: Gerry Fogarty

OTHER-REQUISITES
"Only available to students enrolled in the BSc (Hons) in Psychology major".

SYNOPSIS
This course focuses on giving students a solid foundation in career development principles as well as practice in using assessment results to increase clients' self-awareness and make rational career choices. Students will acquire detailed knowledge of assessment results in a wide variety of counselling situations. The career development of adults in organisations will be a particular focus of this course.

OBJECTIVES
On successful completion of this course students will have demonstrated competence in the following areas:

- extensive knowledge of a conceptual model for the use of assessment results in career counselling;
- administering, scoring and reporting the results of a range of assessment instruments;
- the design, delivery and evaluation of career development training workshops;
- self-awareness of one's own career development issues;
- active participation in career development activities.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tr>
<td>1. Conceptual models for use of assessment results in career counselling</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.

Study Book 2002, Course PSY4050 Personnel and Organisational Psychology, USQ, Distance Education Centre, Toowoomba.


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.

Albion, M.J 2000, Developing and validating a model of career decision making (Unpublished dissertation), University of Southern Queensland, Toowoomba.

Liptak, J.J 2001, Treatment Planning in Career Counselling, Thomson Learning, Belmont, CA.


STUDENT WORKLOAD REQUIREMENTS

ACTIVITY HOURS
Assessment 30
Critical Incident Diary and Reflection 20
Examinations 2
Private Study 90
Tutorial 20

ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
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<th>Due Date</th>
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<tr>
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<td>TWO HOUR OPEN EXAMINATION</td>
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NOTES:
. Refer to the Examiner for information about these due dates.
. Examination dates will be available during the Semester. Please refer to the examination timetable when published.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   Attendance at the on-campus workshops is compulsory.

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. If students obtain less than 50%, they may be required to resubmit the assignment to include the recommended changes.

3 Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available for the assignment will apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
   Students will need to have gained at least 65% of the total marks available for all summative assessment items.

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 an Open Examination, candidates may have access to any material during the examination except the following: electronic communication devices, bulky materials, devices requiring mains power and material likely to disturb other students.

7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the examination period at the end of the semester of the next offering of this course.

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/SECARIAT/calendar/Part5/ or in the printed version of 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 Participation in the electronic discussion list is an essential of the course. Students will be assessed on the number of contributions they make. A final summary of each student's contributions must be submitted at the end of the course with the student's reflections and comments about how involvement in the course has assisted them in developing competency in at least five of the competency domains defined by the National Career Development Association.

OTHER REQUIREMENTS

1 Attendance at the on-campus workshops is compulsory.

2 To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available for each assignment. If students obtain less than 50%, they may be required to resubmit the assignment to include the recommended changes.

3 To be assured of a pass in this course, students must demonstrate that they have acquired the minimum competency level in five of the eleven designated areas (refer to the National Career Development Association website at www.ncda.org for a description of their competencies for career development facilitator). Students will need to obtain an overall mark of at least 65%.

4 Final grades for students will be determined by the addition of the marks obtained in each assessment item, weighted as in the assessment details assigned to the seminar manual is only an indicator that this has been submitted.
The due date for assignments is the date by which the assignment must be despatched to USQ. Electronic submission of assignments is permitted only when prior approval of the examiner has been obtained.

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

In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances. This policy may be found in the USQ Handbook, the Distance Education Student Guide and the Faculty of Sciences' Orientation Handbook for on-campus students. All students are advised to study and follow the guidelines associated with this policy.

Open examination. Candidates may have access to any material during the examination except the following: electronic communication devices, bulky material, devices requiring mains power and anything likely to disturb other students.

An assignment, submitted after the due date without an extension approved by the examiner, will attract a penalty of 20 percent of the assigned mark for each day (or part thereof) that the assignment is late.

Participation in the electronic discussion list is an essential of the course. Students will be assessed on the number of contributions they make. A final summary of each student's contributions must be submitted at the end of the course with the student's reflections and comments about how involvement in the course has assisted them in developing competency in at least five of the competency domains defined by the National Career Development Association.