Description: Industrial and Organisational Psychology

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<tbody>
<tr>
<td>PSY</td>
<td>3730</td>
<td>62718</td>
<td>1, 2007</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
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</table>

Academic group: FOSCI
Academic org: FOS005
Student contribution band: 1
ASCED code: 090701

STAFFING
Examiner: Yong Goh
Moderator: Tony Machin

REQUISITES
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);
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);
6. conduct a training needs analysis, design and evaluate a career development programme (Exam);
7. identify the issues involved in occupational stress (Exam);
8. explain strategies that improve team-work in the workplace (Exam);
9. explain the range of leadership styles and how they differ across cultures and other contexts (Exam);
10. explain the influence of the work environment on individual behaviour and safety outcomes (Exam).

### TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Scientific Basis of Industrial &amp; Organisational Psychology</td>
<td>10.00</td>
</tr>
<tr>
<td>1.1. - the scientist-practitioner model - competencies for organisational psychologists - professional societies and resources - research methods and ethical issues</td>
<td></td>
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<tr>
<td>2. Analysing Work</td>
<td>10.00</td>
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<tr>
<td>2.1. - the &quot;criterion problem&quot; - criterion development - job analysis and the different kinds of occupational information - dynamic job performance criteria</td>
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<tr>
<td>3. Appraising Worker Performance</td>
<td>10.00</td>
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<tr>
<td>3.1. - performance appraisal methods - rater training - performance appraisal interviews and feedback - what do you do with poor performers?</td>
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<td>4. Assessing Individuals</td>
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<tr>
<td>4.1. - issues in determining the quality of predictors - psychological tests - competencies for test administration and scoring scores of information about psychological tests</td>
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<tr>
<td>5. Assessing Person-job Fit</td>
<td>10.00</td>
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<tr>
<td>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</td>
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<tr>
<td>6. Training and Developing Employees</td>
<td>10.00</td>
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<tr>
<td>6.1. - analysing training needs - designing training programs - training for transferable skills - evaluation of training effectiveness</td>
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<tr>
<td>7. Maintaining Employees' Health and Well-Being</td>
<td>10.00</td>
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<tr>
<td>7.1. - the impact of organisational change on employee well-being - assessing the determinants and outcomes of occupational stress - stress management interventions - psychological effects of unemployment</td>
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<tr>
<td>8. Job Redesign and Development of Work Teams</td>
<td>10.00</td>
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<tr>
<td>8.1. - assessing the need for job redesign - methods of redesigning jobs and evaluating the effectiveness of job redesign - team training and team building - teamwork principles</td>
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</table>
9. Leadership and Decision Making
   9.1. - types of leadership - cross-culture differences in leadership
        - diversity issues in leadership - leadership training

10. Designing Safe Work Environments
    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).

Wadsworth, California.

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 most useful sources of reference are the following publications:
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. It can be found in the USQ
Library at 158.7 p.2 in the Serials section.

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. It can be found in the Reference section of the
USQ Library at 158.7 Han.

The Annual Review of Psychology which comes out annually also has very relevant articles in it.
It can be found in the USQ Library at 150 P3 in the Serial section. It is available, online, via the
USQ Library catalogue. It is also available on full-text databases such as EbscoHost & online at
http://psych.annualreviews.org/

The Industrial-Organizational Psychologists is available online at http://www.siop.org
The Handbook of Industrial, Work & Organizational Psychology (Volumes 1 & 2) edited by Neil
STUDENT WORKLOAD REQUIREMENTS

<table>
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<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tr>
<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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</tr>
<tr>
<td>Examinations</td>
<td>2.00</td>
</tr>
<tr>
<td>Private Study</td>
<td>60.00</td>
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<tr>
<td>Residential Schools</td>
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ASSESSMENT DETAILS

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<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tr>
<td>ASSIGNMENT 1</td>
<td>100.00</td>
<td>20.00</td>
<td>30 Apr 2007</td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>100.00</td>
<td>40.00</td>
<td>04 Jun 2007</td>
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<tr>
<td>PT A (M/C) OF 2HR CLOSED EXAM</td>
<td>60.00</td>
<td>30.00</td>
<td>END S1 (see note 1)</td>
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<tr>
<td>PT B (S/A) OF 2HR CLOSED EXAM</td>
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<td>10.00</td>
<td>END S1 (see note 2)</td>
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</table>

NOTES
1. Examination dates will be available during the semester. Please refer to the examination timetable when published.
2. 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 then a penalty of 10% 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:
   To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by: (i) satisfactorily completing the examination and assignments; and (ii)
obtaining at least 50% of the total weighted marks available for all summative assessment items. Students who do not qualify for a Passing grade may, at the discretion of the Examiner, be awarded a Supplementary Examination and/or assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students will have gained at least 45% 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 a Closed Examination, candidates are allowed to bring only writing and drawing instruments into the examination.

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/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.