

PSYC6110: Psychology Skills in the Workplace

Singapore NAIHE and Online
Trimester 1 - 2024



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OVERVIEW

Course Description Students enrolled in this course will learn the foundational psychology skills for effectively managing people in the workplace. Students will develop an understanding of the strategic framework in which applied psychologists work, including theories of strategic human resource management and tools that assist in making these decisions. The remaining content of this course addresses specific skills within strategic human resource management, including job design and evaluation, selection and recruitment of new employees, communication, and the process behind effective performance appraisals. By the end of this course students will be well equipped to apply these psychology skills in their own workplaces.

This course is not part of an APAC accredited sequence.

Academic Progress Requirements Nil

Assumed Knowledge Completion of an APAC accredited program in psychology or equivalent
OR
PSYC6000 and PSYC6050

Contact Hours **Singapore NAIHE**
Online Activity
Online
2 hour(s) per week(s) for 12 week(s) starting Week 1

Workshop
Face to Face on Campus
2 hour(s) per week(s) for 12 week(s)

Online
Online Activity
Online
4 hour(s) per week(s) for 12 week(s) starting Week 1

Unit Weighting Workload 10
Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10-unit course.

COURSE OUTLINE

CONTACTS

| | |
|---------------------------|--|
| Course Coordinator | Singapore NAIHE and Online Dr Laura Wall Laura.Wall@newcastle.edu.au (02)40339228 Consultation: Via zoom appointment |
| Teaching Staff | Other teaching staff will be advised on the course Canvas site. |
| School Office | School of Psychological Sciences W210 Behavioural Sciences Building Callaghan psyc-admin@newcastle.edu.au +61 2 4921 5505 Newcastle Australia Institute of Higher Education Pte Ltd 100 Victoria Street #13-01/02 National Library Building Singapore Singapore-StudentCentral@newcastle.edu.au +65 6221 3306 |

SYLLABUS

| | |
|---------------------------------|---|
| Course Content | <ul style="list-style-type: none">• Human Resource Management• Strategic planning• Job Analysis• Selection and Recruitment• Performance management• Communication• Interviewing skills• Job Design |
| Course Learning Outcomes | On successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Describe the links between strategy, HRM, HRD and planning.2. Apply HRM tools, including skills in selection and recruitment and interviewing.3. Explain the relationship between HRM, job attitudes, motivation, and job design.4. Recommend strategies for an effective performance appraisal.5. Recognise effective organisational communication. |
| Course Materials | Other Resources: Links to required online content will be provided on the Canvas site. Recommended Reading: There is no prescribed or required textbook for this course however the following textbooks are recommended reading (Note: other editions of the texts are acceptable): <ul style="list-style-type: none">- Aamodt, M.G. (2016). Industrial/Organizational Psychology: An applied approach (8th ed). Cengage Learning, Boston. ISBN 9781305118423- Levy, P.E. (2020). Industrial/Organizational psychology: Understanding the workplace. Worth Publishers, USA. ISBN 9781319324735- Woods, S.A., & West, M.A. (2019). The psychology of work and organizations. Hampshire, UK: South-Western Cengage Learning. ISBN 9781473767171 All chapters from these texts (and others), specified as relevant for each module, will be provided on canvas in the course readings section. |

SCHEDULE

| Week | Week Begins | Topic | Learning Activity | Assessment Due |
|---------------------------|-------------|--|--|---|
| 1 | 29 Jan | Module 1 (Strategic Human Resource Management) | Students engage with module activities and assessments and complete required and/or recommended readings | |
| 2 | 5 Feb | Module 1 continued (Strategic Human Resource Management) | Students engage with module activities and assessments and complete required and/or recommended readings | |
| 3 | 12 Feb | Module 2 (Job Analysis) | Students engage with module activities and assessments and complete required and/or recommended readings | |
| 4 | 19 Feb | Module 2 continued (Job Analysis) | Students engage with module activities and assessments and complete required and/or recommended readings | Quiz 1 (Module 1) and Quiz 2 (Module 2) due 11.59pm Sunday February 25 |
| 5 | 26 Feb | Module 3 (Job Evaluation) | Students engage with module activities and assessments and complete required and/or recommended readings | |
| 6 | 4 Mar | Module 3 continued (Job Evaluation) | Students engage with module activities and assessments and complete required and/or recommended readings | |
| 7 | 11 Mar | Module 4 (Recruitment and Selection) | Students engage with module activities and assessments and complete required and/or recommended readings | |
| 8 | 18 Mar | Module 4 continued (Recruitment and Selection) | Students engage with module activities and assessments and complete required and/or recommended readings | Quiz 3 (Module 3) and Quiz 4 (Module 4) due 11.59pm Sunday March 24 |
| 9 | 25 Mar | Module 5 (Performance Appraisal) | Students engage with module activities and assessments and complete required and/or recommended readings | |
| 10 | 1 Apr | Module 5 continued (Performance Appraisal) | Students engage with module activities and assessments and complete required and/or recommended readings | Short Answer Exam due 11.59pm Sunday April 07 (available from March 31) |
| 11 | 8 Apr | Module 6 (Communication) | Students engage with module activities and assessments and complete required and/or recommended readings | |
| 12 | 15 Apr | Module 6 continued (Communication) | Students engage with module activities and assessments and complete required and/or recommended readings | Quiz 5 (Module 5) and Quiz 6 (Module 6) due 11.59pm Sunday April 21 |
| Examination Period | | | | Report due WEDNESDAY April 24 11:59pm |

ASSESSMENTS

This course has 3 assessments. Each assessment is described in more detail in the sections below.

| | Assessment Name | Due Date | Involvement | Weighting | Learning Outcomes |
|---|-------------------------|--|-------------|-----------|-------------------|
| 1 | 6 multiple choice tests | Quiz 1 (Module 1) & Quiz 2 (Module 2) due 11.59pm Sunday February 25 (Week 4) Quiz 3 (Module 3) & Quiz 4 (Module 4) due 11.59pm Sunday March 24 (Week 8) Quiz 5 (Module 5) & Quiz 6 (Module 6) due 11.59pm Sunday April 21 (Week 12) | Individual | 30% | 1, 3, 5 |
| 2 | Report | 11.59pm Wednesday April 24 (Week 13) | Individual | 40% | 1, 2, 4 |
| 3 | Short answer questions | 11.59pm Sunday April 07 (Week 10) | Individual | 30% | 1, 2, 3 |

Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

Assessment 1 - 6 multiple choice tests

Assessment Type

Quiz

Purpose

Online quiz to assess your understanding and application of key content from each respective Module and provide feedback of progress.

Description

There will be 6 multiple choice online quizzes to complete: one quiz for each of the six modules. Once a quiz is opened, thirty (30) minutes will be allowed to complete it. Each quiz must be completed in a single session. Each quiz will contain 5 questions and will be worth 5% of the final grade, thus collectively, the 6 quizzes will constitute 30% of your final course mark.

The questions are drawn from the module content and may require an application of content knowledge.

Quiz 1 will assess content from Module 1. Quiz 2 will assess content from Module 2. Quiz 3 will assess content from Module 3. Quiz 4 will assess content from Module 4. Quiz 5 will assess content from Module 5. Quiz 6 will assess content from Module 6. It is intended that you complete each quiz after completing the relevant module.

Weighting

30%

Length

Each quiz contains 5 multiple choice questions

Due Date

Quiz 1 (Module 1) & Quiz 2 (Module 2) due 11.59pm Sunday February 25 (Week 4)

Quiz 3 (Module 3) & Quiz 4 (Module 4) due 11.59pm Sunday March 24 (Week 8)

Quiz 5 (Module 5) & Quiz 6 (Module 6) due 11.59pm Sunday April 21 (Week 12)

Submission Method

Online

Each quiz will be completed online via the course Canvas site

Assessment Criteria

Students will receive a mark for each correct answer, and no marks for an incorrect answer

Return Method

Online

Feedback Provided

Online - After due date. Feedback of results will be provided after the due date, or once all students have completed the relevant quiz if prior to the due date

Assessment 2 - Report

Assessment Type

Report

Purpose

Experience in professional report writing and assessment of knowledge and application of key module content

Description

The report format is commonly used in consulting. This assessment is intended to provide you with some practice with this format. In this report, you'll apply the methods, theories, and research findings that you've learned about in the modules. You will be provided with an organisational scenario, asked to identify the strategy being pursued, suggest a new strategy supported by the appropriate analyses, and discuss the job analysis and communication strategies required.

| | |
|----------------------------|--|
| Weighting | 40% |
| Length | 2,000 words (+/- 10%) Word limits include headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices, and footnotes. The word limit will allow a tolerance of 10% and any work after the maximum word limit will not be included within the allocation of marks. In other words, the marker will STOP reading at 2200 words. |
| Due Date | 11.59pm Wednesday April 24, 2024 (Week 13) |
| Submission Method | Online Students are to submit a draft report to Turnitin within 48 hours of the deadline. Final submissions are to be labelled as FINAL and uploaded to the Turnitin assignment submission portal on the course Canvas site by the due date. |
| Assessment Criteria | Professional writing skills, content accuracy, and concept application. Full details will be provided via Canvas. |
| Return Method | Online |
| Feedback Provided | Online - After final course results are released. Marks and feedback will be released via Canvas. |

Assessment 3 - Short answer questions

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|----------------------------|---|
| Assessment Type | Quiz |
| Purpose | Short Answer Exam to assess key content from Modules and provide feedback of progress. |
| Description | The Short Answer Exam will contain three (3) questions (from a bank of questions) drawn from Modules 1-4 (module content and readings). This is a three-hour timed exam which must be completed online in a single sitting. The online exam will be available via the course Canvas site throughout Week 10. |
| Weighting | 30% |
| Length | Approximately 500-word response per question. Word limits include headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices, and footnotes. The word limit will allow a tolerance of 10% and any work after the maximum word limit will not be included within the allocation of marks. In other words, the marker will STOP reading at 550 words. |
| Due Date | 11.59pm Sunday April 07 2024 (Week 10) |
| Submission Method | Online The exam is to be completed online via the course Canvas site. |
| Assessment Criteria | Students will be marked on their application and critical analysis of the module content in answering each question. Full details will be provided via Canvas. |
| Return Method | Online |
| Feedback Provided | Online - Within 2 weeks of the due date. Feedback of results will be provided via the Canvas. |

ADDITIONAL INFORMATION

Grading Scheme

This course is graded as follows:

| Range of Marks | Grade | Description |
|----------------|-----------------------|---|
| 85-100 | High Distinction (HD) | Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives. |
| 75-84 | Distinction (D) | Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives. |
| 65-74 | Credit (C) | Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes. |
| 50-64 | Pass (P) | Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an |

| | | |
|------|-----------|---|
| | | adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes. |
| 0-49 | Fail (FF) | Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action. |

*Skills are those identified for the purposes of assessment task(s).

Communication Methods

Communication methods used in this course include:

- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.
- Email: Students will receive communications via their student email account.

Course Evaluation

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

As a result of student feedback, the following changes have been made to this offering of the course:

- The length (in content required and word count) of the final report has been reduced and suggested progress dates provided to students to assist with the previous burden of completing a very large assessment at the very end of trimester.
- The length of the short answer exam has been reduced with more time allocated to assist with the time pressure.

Oral Interviews (Vivas)

As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the [Oral Examination \(viva\) Procedure](#). In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the [Student Conduct Rule](#).

Academic Misconduct

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students at the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to <https://policies.newcastle.edu.au/document/view-current.php?id=35>.

Adverse Circumstances

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. the assessment item is a minor assessment item, and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system.
3. you are requesting a change of placement; or
4. the course has a compulsory attendance requirement.

Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at:

<https://policies.newcastle.edu.au/document/view-current.php?id=236>

Reasonable Adjustment Plan (RAP)

If you are registered with Accessibility and have been provided with a Reasonable Adjustment Plan (RAP), please ensure that you provide your Course Coordinator with a copy as soon you can or let your Course Coordinator know that you are still waiting for your RAP.

Important Policy Information

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at

<https://www.newcastle.edu.au/current-students/respect-at-uni/policies-and-procedures> that support a safe and respectful environment at the University.

This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified, and an amended course outline will be provided in the same manner as the original.

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