

PSYC6210: Workplace Assessment and Interviewing

Singapore NAIHE and Online
Trimester 1 - 2024



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OVERVIEW

Course Description Psychological assessment is a key component of organisational psychology skill set. This course covers a broad range of psychological interviewing and assessment skills and measures. Course modules are primarily designed in relation to organisational and business psychology fields. Students will learn how to evaluate appropriate tools for capturing desired data, within an ethical framework. A variety of interviewing, survey and other methods will be reviewed and practiced. Emphasis will be placed on the scientific analysis of interview and other assessment data, including the limitations of each measure.

This course is not part of an APAC accredited sequence.

Academic Progress Requirements Nil

Assumed Knowledge Completion of an APAC accredited 3-year 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 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">• Introduction to psychological testing: Test scores and norms• Reliability and validity• Test construction• Intelligence testing and personality assessment• Performance testing and employee selection• Interviewing and future developments
Course Learning Outcomes	On successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Critically evaluate the objectives and psychometric principles of psychological assessment.2. Select appropriate assessment tools for business and organisational applications.3. Accurately interpret results from different forms of psychological assessment.4. Design effective interviewing procedures for organisational and business applications.
Course Materials	Required Text: <ul style="list-style-type: none">- Shum, D., O’Gorman, J., Myers, B., & Creed, P. (2017). Psychological Testing and Assessment. Oxford University Press. ISBN: 9780190305208. Note: an ebook is available in the course electronic readings

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	29 Jan	Module 1 (Introduction to Psychological Testing: Test Scores & Norms)	Students engage with module activities and assessments and complete required and/or recommended readings	
2	5 Feb	Module 1 continued (Introduction to Psychological Testing: Test Scores & Norms)	Students engage with module activities and assessments and complete required and/or recommended readings	
3	12 Feb	Module 2 (Reliability &	Students engage with module	

		Validity)	activities and assessments and complete required and/or recommended readings	
4	19 Feb	Module 2 continued (Reliability & Validity)	Students engage with module activities and assessments and complete required and/or recommended readings	Online Quizzes 1 and 2 due 11.59pm Sunday February 25
5	26 Feb	Module 3 (Test Construction)	Students engage with module activities and assessments and complete required and/or recommended readings	
6	4 Mar	Module 3 continued (Test Construction)	Students engage with module activities and assessments and complete required and/or recommended readings	
7	11 Mar	Module 4 (Intelligence Testing & Personality Assessment)	Students engage with module activities and assessments and complete required and/or recommended readings	Assessed Online Discussion Forum Post due 11.59pm Sunday March 17
8	18 Mar	Module 4 continued (Intelligence Testing & Personality Assessment)	Students engage with module activities and assessments and complete required and/or recommended readings	Online Quizzes 3 and 4 due 11.59pm Sunday March 24
9	25 Mar	Module 5 (Organisational Testing & Assessment)	Students engage with module activities and assessments and complete required and/or recommended readings	
10	1 Apr	Module 5 continued (Organisational Testing & Assessment)	Students engage with module activities and assessments and complete required and/or recommended readings	
11	8 Apr	Module 6 (Interviewing & Future Developments)	Students engage with module activities and assessments and complete required and/or recommended readings	Essay/Written Assignment due 11.59pm on Sunday April 14
12	15 Apr	Module 6 continued (Interviewing & Future Developments)	Students engage with module activities and assessments and complete required and/or recommended readings	Online Quizzes 5 and 6 due 11.59pm Sunday April 21
Examination Period				

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	Online Discussion	11.59pm Sunday March 17(Week 7)	Individual	20%	1, 2, 3
2	Online Quizzes on Module Content	Quiz 1 and 2 (Modules 1 & 2) due 11.59pm Sunday February 25 (Week 4) Quiz 3 and 4 (Modules 3 & 4) due 11.59pm Sunday March 24 (Week 8) Quiz 5 and 6 (Modules 5 & 6) due 11.59pm Sunday April 21 (Week 12)	Individual	30%	1, 2, 3, 4
3	Essay/Written Assignment	11.59pm on Sunday April 14, (Week 11)	Individual	50%	1, 2, 3, 4

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 - Online Discussion

Assessment Type	Online Learning Activity
Purpose	Online written assessment of student understanding and application of key content from Modules 1-3 and provision of feedback of progress.
Description	This assignment is an assessed discussion forum contribution reflecting on student learning in the first half of the course (Modules 1-3). Students may select a topic/focus area from the relevant modules. The online contribution should be written in an engaging manner with fellow students in mind, so that it encourages discussion on the forum.
Weighting	20%
Length	500 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 550 words.
Due Date	11.59pm Sunday March 17 (Week 7)
Submission Method	Online Students are to submit their work to the nominated discussion forum on the course Canvas site.
Assessment Criteria	Professional/engaging writing skills, content accuracy, and concept application. Full details will be provided via Canvas. 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 refers to the primary post (not any replies) and will allow a tolerance of 10%. 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.
Return Method	Online
Feedback Provided	Online - Within 2 weeks of due date.. General feedback will be provided via Canvas

Assessment 2 - Online Quizzes on Module Content

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. Each quiz will relate to the content from each of the six consecutive 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 modules and readings and may require application of that 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 modules.
Weighting	30%
Length	Each quiz contains 5 multiple choice questions
Due Date	Quiz 1 and 2 (Modules 1 & 2) due 11.59pm Sunday February 25 (Week 4) Quiz 3 and 4 (Modules 3 & 4) due 11.59pm Sunday March 24 (Week 8) Quiz 5 and 6 (Modules 5 & 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 3 - Essay/Written Assignment

Assessment Type	Written Assignment
Purpose	Experience in academic writing and assessment of knowledge and application of key module content
Description	The written assignment is intended to assess student knowledge of key module content, professional writing skills and the ability to develop an academic argument. Students may

Weighting Length	select any area of psychological assessment covered in this course and highlight its significance, application, and strengths and limitations. Use of evidence and illustration of concepts from organisational practice is also required. 50% 1500 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 1650 words.
Due Date Submission Method	11.59pm on Sunday April 14 (Week 11) 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, academic argument, use of evidence and examples and concept application. Full details will be provided via Canvas. Word limits include headings, sub-heading, quotes, in-text citations 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 1650 words.
Return Method Feedback Provided	Online Online - After final course results are released. Marks and feedback will be released via 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	<p>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.</p> <p>As a result of student feedback, the following changes have been made to this offering of the course:</p> <ul style="list-style-type: none">- The final assessment has been brought earlier, reduced in length (content required and words), and more guidance has been provided regarding how to construct an argument to address concerns that it was too large of an assessment too late in the course without enough guidance.
Oral Interviews (Vivas)	<p>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.</p>
Academic Misconduct	<p>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.</p>
Adverse Circumstances	<p>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:</p> <ol style="list-style-type: none">1. the assessment item is a major assessment item; or2. 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; or4. the course has a compulsory attendance requirement. <p>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</p>
Reasonable Adjustment Plan (RAP)	<p>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.</p>
Important Policy Information	<p>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.</p>

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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