Faculty of Science
School of Psychology

PSYC 3141
Behaviour in Organisations

Semester 1, 2015

1. Information about the Course

FACULTY	Science		
SCHOOL OR DEPARTMENT	Psychology		
COURSE CODE	PSYC3141		
COURSE NAME	Behaviour in Organisations		
SEMESTER	Semester 1	**YEAR**	2015
UNITS OF CREDIT	6	**LEVEL OF COURSE**	UG, 3rd year
ASSUMED KNOWLEDGE, PREREQUISITES OR CO-REQUISITES	PSYC1001, PSYC1011, PSYC2011, AND PSYC2061		
SUMMARY OF THE COURSE	Behaviour in Organisations concerns the application of general psychological theories and principles to contemporary management problems. It will acquaint students with research in employee motivation, satisfaction, selection, training, evaluation, and teamwork as well as other topics in industrial and organisational psychology.		

2. Staff Contact Details

COURSE COORDINATOR

Name	Phone	Email	Office	Contact Time & Availability
Dr Lorayne Botwood	9385 1553	l.botwood@unsw.edu.au	MAT Room 906	Email for personal or admin matters, or see immediately after lectures.

LECTURERS

Name	Phone	Email	Office	Contact Time & Availability
Dr Lorayne Botwood	9385 1553	l.botwood@unsw.edu.au	MAT Room 906	Email for personal or admin matters, or see immediately after lectures.

TUTORS & DEMONSTRATORS

Name	Phone	Email	Office	Contact Time & Availability
Dr Lorayne Botwood	9385 1553	l.botwood@unsw.edu.au	MAT Room 906	Email for personal or admin matters, or see immediately after lectures / tutorial.
Elizabeth Barrett-Cheetham		e.barrett-cheetham@unsw.edu.au		Email or see immediately after tutorials.
Liz Goldenberg		lgoldenberg@psy.unsw.edu.au		Email or see immediately after tutorials.

3. Course Timetable

Component	Class Number	Day	Time	Location
Lecture 1	3526	Monday	09:00 – 10:00	Old Main Building 229
Lecture 2	3526	Thursday	12:00 – 13:00	Central Lecturing Block 8
Lab 1	3532	Monday	11:00 – 13:00 (EBC)	Mat 306
Lab 2	3531	Tuesday	09:00 – 11:00 (LG)	Mat 307
Lab 3	3530	Tuesday	11:00 – 13:00 (LG)	Mat 307
Lab 4	3527	Wednesday	09:00 – 11:00 (EBC)	Mat 313
Lab 5	3529	Thursday	10:00 – 12:00 (LB)	Mat 307

NB. Course timetables are subject to change without notice. Students are advised to check regularly for updates on the Moodle course site.

4. Aims of the Course

This course concerns the application of general psychological theories and principles to contemporary management problems. It will acquaint students with research in employee motivation, satisfaction, selection, training, evaluation, and teamwork as well as other topics in industrial and organisational psychology, including the role of the professional in organisations and in dealing with other professionals.

The course aims to provide psychology students with a general understanding of the field of organisational psychology. Students will gain an awareness of the research on workplace issues and the practical tools organisational psychologists can use to address these.

We want students to critically evaluate research in organisational psychology and to consider how findings might be used to improve work environments. As potential organisational psychologists, students have the opportunity to make a difference to people's lives through their work and to challenge organisations to implement the best evidence-based solutions possible. Principles learned in this course will help those students entering the workforce in the next year or two to make better decisions about workplace practices. The course will provide students pursuing postgraduate studies in the Masters of Organisational Psychology with a solid theoretical foundation.

5. Student Learning Outcomes

By the end of this course you will be able to:

1. A knowledge and understanding of psychology with regard to:	1.1.	What is meant by work, psychology and organisational behaviour and how these definitions influence the design of jobs?
	1.2.	What is the nature of the organisational psychology profession, such as the types of roles played by organisational psychologists in organisations, and the relationship of this professional area with other areas of psychology?
	1.3.	Common approaches in job analysis, selection, and performance management and the efficacy of these.
	1.4.	Different ways to explain employee motivation and how these are used in practice.
	1.5.	Methods used in training employees and evaluating the effectiveness of training interventions.
	1.6.	Methods used to deal with occupational stress and evaluating the effectiveness of workplace stress interventions.
	1.7.	Different ways to explain effective leadership, high performing teams and workplace communication and how these are used in practice.
	1.8.	Importance of individual differences in influencing performance improvement and sustaining performance over time.
2. An advanced knowledge of research methods in psychology, enabling you to:	2.1.	Describe, apply and evaluate different research methods used in organisational psychology.
	2.2.	Understand the types of constraints that impact on the conduct of research in organisational psychology, and evaluate the strengths and limitations of the major research methods used in organisational psychology.

3.	Develop advanced critical thinking skills in Psychology, enabling you to:	3.1.	Apply knowledge of the scientific method in thinking about problems related to organisational behaviour.
		3.2.	Demonstrate an understanding of the issues and evidence concerning the major theories covered in the lectures, as well as their implications for organisations.
4.	Develop an advanced appreciation of values in Psychology, including the ability to:	4.1.	Use information in an ethical manner.
		4.2.	Exhibit a scientific attitude in critically thinking about, and learning about, organisational behaviour.
		4.3.	Promote evidence-based approaches to understanding and changing human behaviour.
5.	Develop effective communication skills in Psychology including the ability to:	5.1.	Write effectively in a variety of formats (evidence based review assignment, tutorial exercises, and exam questions) and for a variety of purposes (e.g., informing, explaining).
		5.2.	Demonstrate effective oral communication skills in various formats (e.g., group discussions, presentation).
		5.3.	Demonstrate effective interpersonal communication skills including: listening accurately and actively; providing constructive feedback to others; adopting flexible techniques to communicate sensitively and effectively with diverse ethnic and cultural partners, including in the context of teamwork and tutorial exercises.
		5.4.	Collaborate effectively, demonstrating an ability to: work with a group to complete projects within reasonable timeframes and in an ethical manner.
6.	Come to understand and apply psychological principles derived from an understanding of organisational psychology in a broader framework, including the ability to:	6.1.	Apply psychological concepts, theories, and research findings to solve problems in organisations.
		6.2.	Demonstrate insightful awareness of one's feelings, motives, and cognitions based on principles of organisational psychology.

6. Graduate Attributes

School of Psychology Graduate Attributes*	Level of Focus 0 = No focus 1 = Minimal 2 = Minor 3 = Major	Activities/Assessment
1. Core knowledge and understanding	3	You should be able to demonstrate a good understanding of the major concepts, theoretical perspectives, and empirical findings relevant to organisational psychology in all of the assessments (exams, empirical evidence-based essay, and the group presentation).
2. Research methods in psychology	3	The empirical evidence-based essay and the group presentation will enable you to extend your own research skills and allow you to develop competence in using databases such as PsycInfo and PSYCarticles. In completing these assessments you are required to demonstrate reading beyond the suggested text.
3. Critical thinking skills	3	The mid-term and final exams will give you an opportunity to reflect on your understanding of the materials and to adjust your learning strategies to optimize your results. Successful completion of the empirical evidence-based essay and the group presentation will encourage you to critically evaluate the content of published research studies.
4. Values, research and professional ethics	2	You might like to think about organisations as macrocosms of the broader community. As an employee, employer or manager you have a responsibility to model appropriate behaviours and challenge organizations to act in ethical and socially responsible ways.
5. Communication skills	3	Your written communication skills should be developed further in completing the empirical evidence-based essay. The group presentation will allow you to exercise and build upon your oral communication skills.
6. Learning and application of psychology	2	Upon completing the course, you should be able to apply the psychological principles derived from organisational psychology to your own career and workplace experiences.

7. Rationale for the Inclusion of Content and Teaching Approach

This course provides a sound basis for the Masters in Organisational Psychology. It builds on, and assumes knowledge from, early courses in personality, assessment, social psychology and learning. Principles learned in this course will help those students entering the workforce in the next year or two.

8. Teaching Strategies

A number of different strategies are used to convey psychological theories and illustrate the practical application of these theories. Strategies include formal lectures, using case studies, practical examples, and using research findings to illustrate points of interest. Slides are provided ahead of lectures so that students may focus on listening and understanding in class, and not on extensive note-taking. In tutorials there are hands-on activities and discussions of readings to enable transfer of learning from lectures to the world of work.

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* The *Graduate Attributes of the Australian Undergraduate Psychology Program* was produced as part of the Carrick Associate Fellowship project, "Sustainable and evidence-based learning and teaching approaches to the undergraduate psychology curriculum", and "Designing a diverse and future-oriented vision for undergraduate psychology in Australia", a Discipline-based Initiative funded by the Carrick Institute for Learning and Teaching in Higher Education (see Appendix II), and supported by the Australian Psychological Society, and the University of New South Wales (School of Psychology; Learning and Teaching @UNSW).

9. Course Schedule				
Week	**Monday Lecture Topic**	**Thursday Lecture Topic**	**Tutorial/Lab Content**	**Required Readings**
Week 1 w/b March 2nd	Introduction to the Course & Assessments	Introduction to the Course and Behaviour in Organisations	No Tutorial	Chapter 1
Week 2 w/b March 9th	Job Analysis	Individual Differences	Introduction	Chapter 3 (pp. 80-94) & Chapter 5
Week 3 w/b March 16th	Recruitment & Selection	Recruitment & Selection	Job Analysis	Chapter 4
Week 4 w/b March 23rd	Performance Management & Appraisal	Performance Management & Appraisal	Recruitment & Selection	Chapter 10 (pp. 296-302)
Week 5 w/b March 30th ASSIGNMENT DUE 2/4/15	Teams	Teams	Performance Management & Appraisal	Chapter 9
Mid-Semester Break (3-12 April)				
Week 6 w/b April 13th	Leadership	Leadership	No tutorial	Chapter 11
Week 7 w/b April 20th IN-CLASS EXAM 20/4/15	**Multiple choice test in class: Covers material from Weeks 1-6**	Organisational Communication	Teams	Chapter 15 (pp. 444-457)
Week 8 w/b April 27th	Motivation	Motivation	Leadership	Chapter 6
Week 9 w/b May 4th	Work Attitudes and Values	Organisational Conflict	Organisational Communication	Chapter 7 + pp.457- 463
Week 10 w/b May 11th	Stress	Stress	Motivation	Chapter 8
Week 11 w/b May 18th GROUP PRESENTATIONS DUE IN TUTORIALS	Learning, Training & Development (Guest Lecturer: Dr Jo Earl)	Learning, Training & Development (Guest Lecturer: Dr Jo Earl)	**Group Presentations**	Chapter 10
Week 12 w/b May 25th	Review	Review	No tutorial	N/A

*All required readings come from the prescribed textbook: Kalliath, T., Brough, P., O'Driscoll, M, Manimala, M.J., and Siu, O. (2014). Organisational Behaviour. McGraw Hill.

10. Assessment

Assessment Task	Weight	Learning Outcomes Assessed	Graduate Attributes Assessed	Date of		Feedback		
				Release	Submission	Who	When	How
Written Assignment (2000 words): Essay based on an empirical evidence-based review	20%	1-6	1-6	Week 1	**Week 5 2/4/15 5PM VIA MOODLE**	Tutors	Week 8	Comments/ marks via Moodle; Feedback sheet handed back in class.
Group Presentation: Video presentation based on the written assignment. (YouTube link or USB)	20%	1-6	1-6	Week 1	**Week 11 PRESENTED IN TUTORIALS**	Tutors	Week 13	Marks via Moodle; Feedback sheet handed back to nominated team member in class.
Mid-semester multiple choice in-class exam	20%	1,3,5,6	1,3,6	Week 7	**Week 7 20/4/15 9AM IN LECTURE**	Lorayne Botwood	Week 7	Exam marks will be posted on Moodle
Final examination	40%	1,3,5,6	1,3,6	Examination Period	**Examination Period TBD**	Lorayne Botwood	After final marks have been released	By appointment

Written Assignment (20% of your final mark): Thursday April the 2nd, 5pm, via Moodle. Hard copies are not required.

You are expected to write a 2000 word essay on a topic relevant to Organisational Psychology. The topic will be given to you in Week 1. You are required to research the specific topic and based on the empirical evidence you obtain through your readings, you are required to summarise the evidence and propose specific recommendations so that a manager can improve their recruitment and selection process. Your assignment will be assessed according to your ability to work within the word limit to review key theoretical models and empirical studies, collected from peer-reviewed journal articles, demonstrating effective techniques for the manager to use in order to better their recruitment and selection strategy for a particular role. More details on this assignment will be presented in Lecture 1.

Group Presentation (20% of your final mark): Week 11, in Tutorials

During Week 11, you, along with your group members, will be asked to present a video which integrates and builds upon the content of the written assignments completed by each of your group members. More details on the presentation will be provided in Lecture 1. You cannot chose to present your presentation in live format on the day – **it must be pre-recorded** and available for the tutor at the time of your tutorial. You may choose to upload your presentation to YouTube (preferred) or provide content on a USB.

Mid-session exam (20% of your final mark): Tuesday 9th September
This exam is based on the material covered in Weeks 1-6 and will be multiple choice. This exam will be held in class and it must be completed within 50 minutes.

Final exam (40% of your final mark): Exam period
This exam is based on all lecture topics with an emphasis on materials covered in Weeks 7-12. This 2-hr exam will consist of both multiple choice and short answer questions. The exam will be held during the university exam period at the end of session 1.

11. Expected Resources for Students

TEXTBOOKS	Prescribed (you should <u>purchase</u> this – we'll use it extensively):
	Kalliath, T., Brough, P., O'Driscoll, M, Manimala, M.J., Siu, O., and Parker, S. (2013). Organisational Behaviour: A Psychological Perspective for the Asia-Pacific (2nd Edition). McGraw Hill. ISBN: 1743071531.
	Highly Recommended (only purchase these if you plan to become an Org Psych or work in HR – copies of earlier editions in the library and are still suitable)

	Bright, J., and Earl, J.K. (2004) *Resumes that get shortlisted*. Sydney: Allen and Unwin. Landy, F. J., & Conte, J. M. (2011). *Work in the 21st Century: An Introduction to Industrial and Organizational Psychology* (3rd edition): Wiley
COURSE MANUAL	There is no course manual, but there is a general Guide for Psychology Students located at: http://www.psy.unsw.edu.au/current-students/student-guide
REQUIRED READINGS	Relevant additional readings will be posted on Moodle. Knowledge of the information in the textbook relating to the topics covered in class is needed for successful achievement of learning outcomes.
RECOMMENDED INTERNET SITES	Internet sites relevant to topics will be posted on Moodle. In addition, you should be aware of policies regarding your behaviour at the university. Familiarize yourself with the following: Student Code of Conduct, UNSW's policy concerning academic honesty, UNSW Anti-racism policy statement, UNSW Equity and Diversity policy statement, UNSW Equal opportunity in education policy statement, and the UNSW email policy.

12. Course Evaluation & Development

Courses are periodically reviewed and students' feedback is used to improve them. Feedback is gathered using various means including UNSW's Course and Teaching Evaluation and Improvement (CATEI) process.

13. Plagiarism & Academic Integrity

What is plagiarism?

Plagiarism is presenting someone else's thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

UNSW groups plagiarism into the following categories:

- **Copying:** using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

- **Inappropriate paraphrasing:** changing a few words and phrases while mostly retaining the original structure and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit. It also applies to piecing together quotes and paraphrases into a new whole, without referencing and a student's own analysis to bring the material together.

- **Collusion:** working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

- **Duplication:** submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Where can I find out more information?

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism. The first place you can look is the section about referencing and plagiarism in each Course Guide, as this will also include information specific to the discipline the course is from. There are also other sources of assistance at UNSW:

- **How can the Learning Centre help me?**

    The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: https://my.unsw.edu.au/student/atoz/Plagiarism.html. They also hold workshops and can help students one-on-one.

- **How can Elise help me?**

    ELISE (Enabling Library & Information Skills for Everyone) is an online tutorial to help you understand how to find and use information for your assignments or research. It will help you to search databases, identify good quality information and write assignments. It will also help you understand plagiarism and how to

avoid it. All undergraduate students have to review the ELISE tutorial in their first semester and complete the quiz, but any student can review it to improve their knowledge: https://my.unsw.edu.au/student/atoz/ELISE.html.

- **What is Turnitin?**

Turnitin is a checking database which reviews your work and compares it to an international collection of books, journals, Internet pages and other student's assignments. The database checks referencing and whether you have copied something from another student, resource, or off the Internet. Sometimes students submit their work into Turnitin when they hand it in, but academics can also use it to check a student's work when they are marking it. You can find out more about Turnitin here: https://student.unsw.edu.au/turnitin-support.

What if plagiarism is found in my work?

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However more serious instances in first year, such as stealing another student's work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in a honours thesis) even suspension from the university. The Student Misconduct Procedures are available here

http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf.

Examples of plagiarism

Using the internet appropriately

A first year student handed in an assignment where she had copied from a website. Her lecturer realised she didn't understand you have to reference websites in the same way you reference books and journal articles. The lecturer explained how to reference and sent her to a workshop at the Learning Centre to help her improve her skills.

Working together on a math assignment

A group of Mathematics students worked together on an assignment when they had been told this was not allowed. All questions where the students had worked together were given zero, and this lead to some student failing the assessment.

No referencing in an assessment

A third year student submitted a major assessment that included material from a journal article published in Canada. When his essay was submitted into Turnitin, it let the academic know that the student didn't reference the material. The student was given zero for the essay, and because it was worth 50 per cent he failed the course.

Copying design work

A final year design student used images of someone else's designs in her work and he said the designs were his own. The matter was formally investigated by his Faculty and he was found to have committed academic misconduct and failed the course.

Further information and assistance

If you would like further information or assistance with avoiding plagiarism, you can contact the Learning Centre. The Learning Centre at The University of New South Wales has two locations:

UNSW Learning Centre

Lower Ground Floor, North Wing, Chancellery Building
(C22 Kensington Campus – near Student Central)
www.lc.unsw.edu.au
Phone: 9385 2060

Email: learningcentre@unsw.edu.au

Opening Hours:
Monday to Thursday: 9am - 5pm and
Friday: 9am - 2.30pm

COFA Campus Learning Centre

Email: cofalearningcentre@unsw.edu.au
Phone: 9385 0739

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14. Administrative Matters

The *School of Psychology Student Guide*, available on http://www.psy.unsw.edu.au/sites/all/files/quicklink_file_attachment/Psychology_Student_Guide_2014.pdf, contains School policies and procedures relevant for all students enrolled in undergraduate or Masters psychology courses, such as:

- Attendance requirements;
- Assignment submissions and returns;
- Assessments;
- Special consideration in the event of illness or misadventure;
- Student Code of Conduct;
- Student complaints and grievances;
- Student Equity and Disability Unit; and
- Occupational Health & Safety.

Students should familiarise themselves with the information contained in this *Guide*.