



PSYO960

Professional Skills Development

S2 Day 2019

Department of Psychology

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	2
<u>Delivery and Resources</u>	4
<u>Policies and Procedures</u>	4
<u>Graduate Capabilities</u>	5

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General Information

Unit convenor and teaching staff Ben Searle ben.searle@mq.edu.au
Linda Yeomans linda.yeomans@mq.edu.au
Credit points 4
Prerequisites Admission to GradDipBusPsy
Corequisites
Co-badged status
Unit description This unit introduces students to the ethical and professional issues relevant to applied practice in areas related to business psychology. Students will develop skills necessary to engage with individual clients in organisational settings through participation in a workshop and 90 hours of placement.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

- Apply the principles of ethical practice in business psychology
- Demonstrate professional conduct in workplace environments
- Communicate effectively in writing, verbally and in teamwork contexts
- Distinguish the roles available in applied business psychology practice

Assessment Tasks

Name	Weighting	Hurdle	Due
Ethics Quiz	15%	No	Week8

Name	Weighting	Hurdle	Due
<u>Reflective journal</u>	40%	No	Week 13
<u>Placement assessment</u>	45%	No	Week 13

Ethics Quiz

Due: **Week 8**

Weighting: **15%**

Students complete a multiple-choice quiz relating to ethical practice in business psychology

On successful completion you will be able to:

- Apply the principles of ethical practice in business psychology

Reflective journal

Due: **Week 13**

Weighting: **40%**

1500 words of journal entries reflecting on placement experiences and how these have developed skills taught within the Business Psychology program, as well as developing understanding of workplace problems, and how these are addressed in terms of concepts and theories taught within the Business Psychology program.

On successful completion you will be able to:

- Apply the principles of ethical practice in business psychology
- Communicate effectively in writing, verbally and in teamwork contexts
- Distinguish the roles available in applied business psychology practice

Placement assessment

Due: **Week 13**

Weighting: **45%**

Evaluation by appropriately qualified placement supervisor on student's achievement of placement goals, including but not limited to professional conduct and competent performance.

On successful completion you will be able to:

- Apply the principles of ethical practice in business psychology
- Demonstrate professional conduct in workplace environments
- Communicate effectively in writing, verbally and in teamwork contexts

Delivery and Resources

Students have an individual meeting with Ms Yeomans to undergo a career assessment, in order to support the identification of a suitable placement opportunity as well as appropriate placement goals. Ms Yeomans provides liaison with placement supervisors and students, from facilitation of initial contacts and throughout the placement process.

Students participate in an on-campus workshop to support the development of skills necessary to engage with individual clients in organisational settings and apply psychology knowledge and skills in professional contexts.

Most of the unit involves undertaking a 90 hour work placement within which psychology knowledge and skills obtained in the Business Psychology program may be applied in practice.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway \(https://students.mq.edu.au/support/study/student-policy-gateway\)](https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the

University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](#) or if you are a Global MBA student contact globalmba.support@mq.edu.au

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](#)

If you are a Global MBA student contact globalmba.support@mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Apply the principles of ethical practice in business psychology

- Demonstrate professional conduct in workplace environments
- Communicate effectively in writing, verbally and in teamwork contexts

Assessment tasks

- Reflective journal
- Placement assessment

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Apply the principles of ethical practice in business psychology
- Demonstrate professional conduct in workplace environments
- Distinguish the roles available in applied business psychology practice

Assessment tasks

- Ethics Quiz
- Placement assessment

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Demonstrate professional conduct in workplace environments
- Distinguish the roles available in applied business psychology practice

Assessment tasks

- Reflective journal
- Placement assessment

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create

new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcome

- Demonstrate professional conduct in workplace environments

Assessment task

- Placement assessment

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Demonstrate professional conduct in workplace environments
- Communicate effectively in writing, verbally and in teamwork contexts

Assessment tasks

- Reflective journal
- Placement assessment

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- Apply the principles of ethical practice in business psychology
- Demonstrate professional conduct in workplace environments

Assessment tasks

- Ethics Quiz
- Placement assessment