PSYB8960

Professional Skills Development

Session 2, Special circumstance 2020

Department of Psychology

Contents

Disclaimer

Notice

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff Ben Searle ben.searle@mq.edu.au
Credit points 10
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 manage professional relationships and act professionally in the application of psychological principles.

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:

ULO1: Apply the principles of ethical practice in business psychology

ULO2: Demonstrate advanced professional conduct in workplace environments

ULO3: Communicate effectively in writing, verbally and in teamwork contexts

ULO4: Demonstrate specialised knowledge of the application of psychological principles

Assessment Tasks

Name	Weighting	Hurdle	Due
Reflective journal	50%	No	November 16, 2020
Ethics Quizzes	15%	No	21/08/20
Applied Psychology Project	35%	No	November 16, 2020

Reflective journal

Assessment Type [1]: Reflective Writing
Indicative Time on Task [2]: 30 hours
Due: **November 16, 2020**
Weighting: **50%**

Students will submit journal entries in1500 words reflecting on project experiences and how these have developed skills taught within the program, as well as developing understanding of workplace problems, and how these are addressed in terms of concepts and theories.

On successful completion you will be able to:

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

Ethics Quizzes

Assessment Type [1]: Quiz/Test
Indicative Time on Task [2]: 6 hours
Due: **21/08/20**
Weighting: **15%**

Multiple choice quizzes on the ethics content

On successful completion you will be able to:

- Apply the principles of ethical practice in business psychology

Applied Psychology Project

Assessment Type [1]: Project
Indicative Time on Task [2]: 70 hours
Due: **November 16, 2020**
Weighting: **35%**

Students will complete a major project involving the application of psychology to work contexts. The student's involvement will be assessed in the reflective journal assessment listed. A third party will submit an evaluation of the students' performance in this project with no word length

specified.

On successful completion you will be able to:

- Apply the principles of ethical practice in business psychology

- Demonstrate advanced professional conduct in workplace environments

- Communicate effectively in writing, verbally and in teamwork contexts

- Demonstrate specialised knowledge of the application of psychological principles

[1] If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment

- the Writing Centre for academic skills support.

[2] Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

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.

An online workshop is provided 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 70-90 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). 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.)*

Students seeking more policy resources can visit the 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).

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 help you improve your marks and take control of your study.

- Getting help with your assignment
- Workshops
- StudyWise
- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

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.

Changes from Previous Offering

Workshop, meetings, and quiz delivered online in 2020.