# PSYO8921

## Applied Psychology in Human Resource Management

Session 2, In person-scheduled-weekday, North Ryde 2024

*School of Psychological Sciences*

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General Information

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Unit Convenor
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AHH 2.655
By Appointment

Lecturer
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Contact via Email: narelle.hess@mq.edu.au
AHH 2.654
By Appointment

Credit points
10

Prerequisites
Admission to MOrgPsych

Corequisites

Co-badged status

Unit description
This unit is designed to integrate organisational psychological perspectives with the practical, day-to-day opportunities and challenges faced by organisations. You will develop the skills necessary to interpret and communicate reports relating to human resources, will be able to apply advanced psychological knowledge and theory in the management of human resources, and apply organisational psychological paradigms in recruitment and selection and organisational systems and design.

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: Interpret findings relating to the management of human resources and communicate their conclusions using culturally appropriate language. (Capability 4: Professional)

ULO2: Apply advanced psychological knowledge in applied psychology and human resource management relevant to the successful functioning of organisations and individuals within organisations to practice in organisational psychology. (Capability 2: Psychologist Practitioner)

ULO3: Apply advanced psychological knowledge of organisational paradigms of workplace and workforce performance in human resource management to practice in organisational psychology. (Capability 2: Psychologist Practitioner)

ULO4: Apply advanced psychological knowledge of organisational paradigms of workplace and workforce performance in recruitment and selection to practice in organisational psychology. (Capability 2: Psychologist Practitioner)

ULO5: Apply advanced psychological knowledge of organisational paradigms of workplace and workforce performance in organisational systems and design to practice in organisational psychology. (Capability 2: Psychologist Practitioner)

General Assessment Information

Grade descriptors and other information concerning grading are contained in the Macquarie University Assessment Policy. All final grades are determined by a grading committee, in accordance with the Macquarie University Assessment Policy, and are not the sole responsibility of the Unit Convenor.

Students will be awarded a final grade and a mark which must correspond to the grade descriptors specified in the Assessment Procedure (clause 128).

To pass this unit, you must demonstrate sufficient evidence of achievement of the learning outcomes, meet any ungraded requirements, and achieve a final mark of 50 or better.

Further details for each assessment task will be available on iLearn.

For word count penalties, 5% of the possible mark will be deducted per 100 words over the word limit for written assessment tasks. An additional 99 words beyond the limit can be written without penalty. In fairness to your classmates presentation times are strictly monitored and must be delivered in the time allocated.

Late Submissions

Unless a Special Consideration request has been submitted and approved, a 5% penalty (OF THE TOTAL POSSIBLE MARK) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of ‘0’ will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern. You must alert
your Unit Convenor to technical problems experienced via email with details of the assessment
task and problems experienced.

For example:

<table>
<thead>
<tr>
<th>Number of days (hours) late</th>
<th>Total Possible Marks</th>
<th>Deduction</th>
<th>Raw mark</th>
<th>Final mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day (1-24 hours)</td>
<td>100</td>
<td>5</td>
<td>75</td>
<td>70</td>
</tr>
<tr>
<td>2 days (24-48 hours)</td>
<td>100</td>
<td>10</td>
<td>75</td>
<td>65</td>
</tr>
<tr>
<td>3 days (48-72 hours)</td>
<td>100</td>
<td>15</td>
<td>75</td>
<td>60</td>
</tr>
<tr>
<td>7 days (144-168 hours)</td>
<td>100</td>
<td>35</td>
<td>75</td>
<td>40</td>
</tr>
<tr>
<td>&gt;7 days (&gt;168 hours)</td>
<td>100</td>
<td>-</td>
<td>75</td>
<td>0</td>
</tr>
</tbody>
</table>

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance
assessments/presentations, and/or scheduled practical assessments/labs, students need to
submit an application for Special Consideration.

**Special Consideration**

If you are unable to complete an assessment task on or by the specified date due circumstances
that are unexpected, unavoidable, significantly disruptive and beyond your control, you may
apply for special consideration in accordance with the special consideration policy. Applications
for special consideration must be supported by appropriate evidence and submitted via
ask.mq.edu.au.

**Assessment Tasks**

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Quiz</td>
<td>20%</td>
<td>No</td>
<td>See iLearn</td>
</tr>
<tr>
<td>Job Analysis</td>
<td>40%</td>
<td>No</td>
<td>2024-09-14</td>
</tr>
<tr>
<td>Case Report</td>
<td>40%</td>
<td>No</td>
<td>2024-10-05</td>
</tr>
</tbody>
</table>

**Online Quiz**

Assessment Type ¹: Quiz/Test
Indicative Time on Task ²: 13 hours
Due: See iLearn
Weighting: 20%
Online quizzes delivered online throughout the semester.

On successful completion you will be able to:

- Apply advanced psychological knowledge in applied psychology and human resource management relevant to the successful functioning of organisations and individuals within organisations to practice in organisational psychology. (Capability 2: Psychologist Practitioner)
- Apply advanced psychological knowledge of organisational paradigms of workplace and workforce performance in human resource management to practice in organisational psychology. (Capability 2: Psychologist Practitioner)
- Apply advanced psychological knowledge of organisational paradigms of workplace and workforce performance in recruitment and selection to practice in organisational psychology. (Capability 2: Psychologist Practitioner)
- Apply advanced psychological knowledge of organisational paradigms of workplace and workforce performance in organisational systems and design to practice in organisational psychology. (Capability 2: Psychologist Practitioner)

Job Analysis

Assessment Type 1: Practice-based task
Indicative Time on Task 2: 30 hours
Due: **2024-09-14**
Weighting: **40%**

This assessment involves conducting a job analysis, summarising the outcomes, and crafting the selection criteria for a job.

On successful completion you will be able to:

- Interpret findings relating to the management of human resources and communicate their conclusions using culturally appropriate language. (Capability 4: Professional)
- Apply advanced psychological knowledge of organisational paradigms of workplace and workforce performance in recruitment and selection to practice in organisational psychology. (Capability 2: Psychologist Practitioner)
- Apply advanced psychological knowledge of organisational paradigms of workplace and workforce performance in organisational systems and design to practice in organisational psychology. (Capability 2: Psychologist Practitioner)
psychology. (Capability 2: Psychologist Practitioner)

Case Report
Assessment Type 1: Report
Indicative Time on Task 2: 50 hours
Due: 2024-10-05
Weighting: 40%

This assessment involves the preparation of a report reviewing current human resource management strategies within an organisation proposing alternative strategies to improve the psychological health, well-being, and/or performance of staff.

On successful completion you will be able to:

- Interpret findings relating to the management of human resources and communicate their conclusions using culturally appropriate language. (Capability 4: Professional)
- Apply advanced psychological knowledge in applied psychology and human resource management relevant to the successful functioning of organisations and individuals within organisations to practice in organisational psychology. (Capability 2: Psychologist Practitioner)
- Apply advanced psychological knowledge of organisational paradigms of workplace and workforce performance in human resource management to practice in organisational psychology. (Capability 2: Psychologist Practitioner)

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
As a student enrolled in this unit, you will engage in a range of face-to-face and online learning activities, including readings, lectures, individual and group tasks, and lecture recordings. Details can be found on the iLearn site for this unit.
Recommended Readings
A list of weekly readings (linked to the Macquarie Library site) can be found by clicking on the Leganto icon on the iLearn site for this unit.

Technology Used
Active participation in the learning activities throughout the unit will require students to have access to a tablet, laptop or similar device. Students who do not own their own laptop computer may borrow one from the university library.

Unit Schedule

<table>
<thead>
<tr>
<th>Theme</th>
<th>Week</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Week 1</td>
<td>On-campus Class</td>
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<tr>
<td>Job Analysis</td>
<td>Week 2</td>
<td>Online Activities</td>
</tr>
<tr>
<td></td>
<td>Week 3</td>
<td>On-campus Class</td>
</tr>
<tr>
<td>Performance Management</td>
<td>Week 4</td>
<td>Online Activities</td>
</tr>
<tr>
<td></td>
<td>Week 5</td>
<td>On-campus Class</td>
</tr>
<tr>
<td>Conflict Management</td>
<td>Week 6</td>
<td>Online Activities</td>
</tr>
<tr>
<td></td>
<td>Week 7</td>
<td>On-campus Class</td>
</tr>
<tr>
<td>Stress, Mental Health and Wellbeing</td>
<td>Week 8</td>
<td>Online Activities</td>
</tr>
<tr>
<td></td>
<td>Week 9</td>
<td>On-campus Class</td>
</tr>
<tr>
<td>Working in Teams</td>
<td>Week 10</td>
<td>Online Activities</td>
</tr>
<tr>
<td></td>
<td>Week 11</td>
<td>On-campus Class</td>
</tr>
<tr>
<td>Career Development</td>
<td>Week 12</td>
<td>Online Activities</td>
</tr>
<tr>
<td></td>
<td>Week 13</td>
<td>On-campus Class</td>
</tr>
</tbody>
</table>

Policies and Procedures
Macquarie University policies and procedures are accessible from Policy Central (https://policies.mq.edu.au). 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
- Assessment Procedure
- Complaints Resolution Procedure for Students and Members of the Public
- Special Consideration Policy

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

To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.edu.au) and use the search tool.

**Student Code of Conduct**

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/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

**Academic Integrity**

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

**Student Support**

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

**The Writing Centre**

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.
Student Services and Support

Macquarie University offers a range of Student Support Services including:

- **IT Support**
- **Accessibility and disability support** with study
- **Mental health support**
- **Safety support** to respond to bullying, harassment, sexual harassment and sexual assault
- **Social support including information about finances, tenancy and legal issues**
- **Student Advocacy** provides independent advice on MQ policies, procedures, and processes

**Student Enquiries**

Got a question? Ask us via AskMQ, or contact Service Connect.

**IT Help**

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

**Inclusion and Diversity**

Social inclusion at Macquarie University is about giving everyone who has the potential to benefit from higher education the opportunity to study at university, participate in campus life and flourish in their chosen field. The University has made significant moves to promote an equitable, diverse and exciting campus community for the benefit of staff and students. It is your responsibility to contribute towards the development of an inclusive culture and practice in the areas of learning and teaching, research, and service orientation and delivery. As a member of the Macquarie University community, you must not discriminate against or harass others based on...
on their sex, gender, race, marital status, carers’ responsibilities, disability, sexual orientation, age, political conviction or religious belief. All staff and students are expected to display appropriate behaviour that is conducive to a healthy learning environment for everyone.

**Professionalism**

In the Faculty of Medicine, Health and Human Sciences, professionalism is a key capability embedded in all our courses.

As part of developing professionalism, students are expected to attend all small group interactive sessions including clinical, practical, laboratory, work-integrated learning (e.g., PACE placements), and team-based learning activities. Some learning activities are recorded (e.g., face-to-face lectures), however you are encouraged to avoid relying upon such material as they do not recreate the whole learning experience and technical issues can and do occur. As an adult learner, we respect your decision to choose how you engage with your learning, but we would remind you that the learning opportunities we create for you have been done so to enable your success, and that by not engaging you may impact your ability to successfully complete this unit. We equally expect that you show respect for the academic staff who have worked hard to develop meaningful activities and prioritise your learning by communicating with them in advance if you are unable to attend a small group interactive session.

Another dimension of professionalism is having respect for your peers. It is the right of every student to learn in an environment that is free of disruption and distraction. Please arrive to all learning activities on time, and if you are unavoidably detained, please join activity as quietly as possible to minimise disruption. Phones and other electronic devices that produce noise and other distractions must be turned off prior to entering class. Where your own device (e.g., laptop) is being used for class-related activities, you are asked to close down all other applications to avoid distraction to you and others. Please treat your fellow students with the utmost respect. If you are uncomfortable participating in any specific activity, please let the relevant academic know.

Unit information based on version 2024.01 of the Handbook