



# PSYO8973

## Organisational Psychology Placement 3

Session 1, In person-placement, On location 2024

*School of Psychological Sciences*

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## General Information

Unit convenor and teaching staff

Unit Convenor / Academic Lead (Placements)

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16 University Avenue, Room: 2.654

By Appointment

Placement Coordinator / Placement Education Lead

Linda Yeomans

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Contact via via email

16 University Avenue, Macquarie University Psychology Clinic

By Appointment

Credit points

10

Prerequisites

Admission to MOrgPsych

Corequisites

Co-badged status

Unit description

This unit extends students' capacity to apply specific organisational psychology skills in the workplace under the supervision of an Adjunct supervisor. Students will develop skills in training needs analysis, change management, and employee counselling. This practical placement unit is at least 300 placement hours but may be between 300-340 hours workload. Students are required to complete at least a thousand hours across all placements in the program to meet accreditation requirements. The diversity of tasks and roles within organisational psychology means that even students who have repeatedly demonstrated competency may still have gaps in professional knowledge and skill that may limit their competency in some specific contexts.

## 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:** Demonstrate excellent depth and breadth of knowledge and scholarly understanding required of organisational psychologists in determining client needs and designing and implementing evidence-based interventions.

**ULO2:** Demonstrate excellent communication skills across a wide range of client groups, colleagues and other professionals, using a variety of formats to function empathically within and across cultures and life stages.

**ULO3:** Demonstrate excellent communication skills across a wide range of client groups, colleagues and other professionals, using a variety of formats to function empathically within and across cultures and life stages.

**ULO4:** Demonstrate detailed knowledge of the legislative frameworks relevant to organisational psychologists and undertake practice according to professional standards and the Psychology Board of Australia's code of ethics.

**ULO5:** Demonstrate employment-ready capabilities required of those entering a registrar program in organisational psychology, along with the professional and personal skills for assessing continuous development needs.<sup>5</sup>

## General Assessment Information

PSYO8973 requires the completion of at least 300 placement hours, inclusive relevant supervision, documented in a Logbook. The Supervision Agreement must be completed before or at the commencement of the placement and approved by the Placement Education Lead and/or Macquarie University Staff before any placement hours can be accrued.

The MPR needs to be completed for all placements of more than 100 hours. The indicative date for the MPR and placement goals are established and approved at the commencement of the placement with the submission of the Supervision Agreement. During the MPR, your supervisor will provide ratings on your level of goal attainment for the negotiated placement goals.

The EPR is completed at the end of the placement. During the EPR, your supervisor will provide ratings on your level of goal attainment for the negotiated placement goals, provide ratings on your level of competency development across employability and psychological competency areas, comment on your response to supervision, and provide an overall rating of your performance.

At the completion of the EPR, the form needs to be signed by the student and supervisor for submission. Ensure that the total hours allocated in your logbook are the same as the total hours allocated on the completed EPR.

Your placement unit will be assessed and finalised by the Placement Education Lead and/or Macquarie University Staff with the timely submission of all required placement documentation,

including Supervision Agreement, Mid-Placement Review, End-Placement Review, and Logbook.

Please refer to the ILearn site for access to all required placement forms - [PSYOPL Organisation al Psychology Placements All placement information 2024](#).

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 or Placement Supervisor.

You will be awarded a final grade corresponding to the grade descriptors specified in the [Assessment Procedure](#) (clause 127 and 128).

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

## Late Submissions

Unless a Special Consideration request has been submitted and approved, a 5% penalty (OF THE TOTAL POSSIBLE MARK) may be applied each day an assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded for that assessment task, even when 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.

For example:

Number of days (hours) late	Total Possible Marks	Deduction	Raw mark	Final mark
1 day (1-24 hours)	100	5	75	70
2 days (24-48 hours)	100	10	75	65
3 days (48-72 hours)	100	15	75	60
7 days (144-168 hours)	100	35	75	40
>7 days (>168 hours)	100	-	75	0

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.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Mid-placement review (MPR)</u>	0%	No	11:55pm within 7 days of the completion of the MPR.
<u>Weekly Supervision and Professional Service Provision</u>	40%	No	Final logbook with EPR.
<u>End of placement review (EPR)</u>	60%	No	11:55pm within 7 days of the completion of the EPR.

### Mid-placement review (MPR)

Assessment Type <sup>1</sup>: Work-integrated task

Indicative Time on Task <sup>2</sup>: 1 hours

Due: **11:55pm within 7 days of the completion of the MPR.**

Weighting: **0%**

This is a mid-placement assessment of competency, conducted in the placement setting with the supervisor using a survey of expected behaviours and outcomes from the Supervision Agreement. Feedback is on developing competency across standard performance domains.

On successful completion you will be able to:

- Demonstrate excellent depth and breadth of knowledge and scholarly understanding required of organisational psychologists in determining client needs and designing and implementing evidence-based interventions.
- Demonstrate excellent communication skills across a wide range of client groups, colleagues and other professionals, using a variety of formats to function empathically within and across cultures and life stages.
- Demonstrate excellent communication skills across a wide range of client groups, colleagues and other professionals, using a variety of formats to function empathically within and across cultures and life stages.
- Demonstrate detailed knowledge of the legislative frameworks relevant to organisational psychologists and undertake practice according to professional standards and the Psychology Board of Australia's code of ethics.
- Demonstrate employment-ready capabilities required of those entering a registrar program in organisational psychology, along with the professional and personal skills for assessing continuous development needs.<sup>5</sup>

## Weekly Supervision and Professional Service Provision

Assessment Type <sup>1</sup>: Work-integrated task

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **Final logbook with EPR.**

Weighting: **40%**

Students participate in project Management under close supervision. Students will be assessed on formative project skills, professional conduct, self-reflection, ethics and communication skills including report writing and response to supervision.

On successful completion you will be able to:

- Demonstrate excellent depth and breadth of knowledge and scholarly understanding required of organisational psychologists in determining client needs and designing and implementing evidence-based interventions.
- Demonstrate excellent communication skills across a wide range of client groups, colleagues and other professionals, using a variety of formats to function empathically within and across cultures and life stages.
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- Demonstrate employment-ready capabilities required of those entering a registrar program in organisational psychology, along with the professional and personal skills for assessing continuous development needs.<sup>5</sup>

## End of placement review (EPR)

Assessment Type <sup>1</sup>: Work-integrated task

Indicative Time on Task <sup>2</sup>: 1 hours

Due: **11:55pm within 7 days of the completion of the EPR.**

Weighting: **60%**

This is an end of placement assessment of competency, conducted in the placement setting with the supervisor using a survey of expected behaviours and outcomes from the supervision agreement. Feedback is on developing competency on standard performance criteria.

On successful completion you will be able to:

- Demonstrate excellent depth and breadth of knowledge and scholarly understanding

required of organisational psychologists in determining client needs and designing and implementing evidence-based interventions.

- Demonstrate excellent communication skills across a wide range of client groups, colleagues and other professionals, using a variety of formats to function empathically within and across cultures and life stages.
- Demonstrate excellent communication skills across a wide range of client groups, colleagues and other professionals, using a variety of formats to function empathically within and across cultures and life stages.
- Demonstrate detailed knowledge of the legislative frameworks relevant to organisational psychologists and undertake practice according to professional standards and the Psychology Board of Australia's code of ethics.
- Demonstrate employment-ready capabilities required of those entering a registrar program in organisational psychology, along with the professional and personal skills for assessing continuous development needs.<sup>5</sup>

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<sup>1</sup> 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.

<sup>2</sup> 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

Please refer to the 2024 Placement Manual as stored on the ILearn: [PSYOPL Organisational Psychology Placements All placement information 2024](#) for all operational and placement unit delivery, resources, and scheduling requirements.

## 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) (<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) (<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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

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](#). The policy applies to all who connect to the MQ network including students.

## Changes from Previous Offering

Assessment information, due dates, and links to the 2024 Placement Manual have been amended for this Unit Guide.

## 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 placements, 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, and when on placement representing Macquarie University, you must not discriminate against or harass others based 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 and work environment for everyone, including when on all placement activities.

## 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, you are expected to attend all interactive sessions and learning activities. 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 supervisors and/or all Macquarie University staff assisting with placements by communicating with them in advance if you are unable to attend. Please arrive at all learning activities and placements on time, and if you are unavoidably detained, please communicate with the supervisors and/or all Macquarie University staff assisting with placements to inform them of your delay and take action as required. Phones and other electronic devices that produce noise and other distractions must be turned off prior to entering interactive sessions and should only be used as approved when on external placements. If you are uncomfortable participating in any specific activity, please let the relevant academic and/or placement supervisor know in a professional manner as soon as practically possible.

Please also ensure you have read and understand your responsibilities while on placements as detailed in the 2024 Field Placement Manual as stored on the ILearn: [PSYOPL Organisational Psychology Placements All placement information 2024](#).

## Changes since First Published

Date	Description
12/06/2024	PSYO8973 Unit Guide updated to confirm minimum 300 placement hours requirement.

Unit information based on version 2024.02 of the [Handbook](#)