



Organisational Psychology Student Guide

2011

Department of Psychology

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**MACQUARIE UNIVERSITY
DEPARTMENT OF PSYCHOLOGY
Organisational Psychology
Student Handbook**

2011 First Half-Year Intake

Students in this program of coursework should read this guide carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

MESSAGE FROM THE DIRECTOR

Welcome to our new and continuing students for 2011

Organisational psychology is playing an increasingly important role in the workplace and a greater number of organisations than ever is recognising the value of people, and of understanding, recognising and measuring aspects of human behaviour.

We are very proud of our organisational psychology programs at Macquarie University. Our core units enable students to learn to apply psychological theories and methods, applications that are practical, yet based on evidence obtained through scientific studies. Students can choose among a number of elective coursework units and contribute to different research projects to achieve their own career goals. Students in our programs also have the opportunity to build peer and industry networks that will stand them in good stead in their future careers.

Our organisational psychology programs were initially launched in 1997 through the vision and hard work of Professor Beryl Hesketh. We quickly developed a national reputation for quality, and we are particularly proud of our alumni.

Your selection into the Organisational Psychology program at Macquarie University is both a privilege and opportunity to contribute to organisational psychology nationally and internationally. We welcome the opportunity to work with you in developing your knowledge and skills as ethical practitioners and researchers.

Associate Professor Mark Wiggins

Director, Organisational Psychology programs

B.SocSci (UNE), BA(Hons) (UNE), MA(Psych) (Otago), PhD (Otago), Registered Psychologist (NSW), MAPS, Member of the College of Organisational Psychologists, International Affiliate of the Society of Industrial and Organizational Psychology (USA)

IMPORTANT INFORMATION FOR 2011

Enrolment: <http://www.mq.edu.au/postgrad/EnrolmentInstructions.html>

| | |
|------------------------------|----------------------|
| Continuing Students | Jan 10 - 27 |
| New (domestic) students | Feb 9 - 18 |
| New (international) students | Feb 10 (Orientation) |

For Semester Dates go to:

<http://www.postgradandbeyond.mq.edu.au/Coursework/Dates.htm>

(for semester breaks, classes, exam periods, etc).

For the University Timeline go to: <http://www.mq.edu.au/senate/dates.html>

(for future academic year plans and detailed dates for the year)

For details on graduation proceedings see:

<http://www.mq.edu.au/graduation/>

April Graduation Ceremony (Mid January deadline for completions)

September Graduation Ceremony (Mid June deadline for completions)

Student Enquiries: www.student.mq.edu.au

University Website: www.mq.edu.au

Psychology Website: www.psy.mq.edu.au

Please contact your course coordinator or unit chair for problems relating to the particular course or unit. For administrative problems please consult this handbook first for information and if your query is not covered in here then contact:

Postgraduate Officer

Marcus Ockenden, C3A 513, psy.pgofficer@mq.edu.au

Dates subject to change.

MASTER OF ORGANISATIONAL PSYCHOLOGY

The Master of Organisational Psychology program aims to integrate theory, research and practice to solve practical problems in the workplace. Students completing this course will work as organisational psychologists in consultancies, large companies or government departments in areas such as human resource management, training, selection, organisational change, job evaluation, job design, workplace and career development, rehabilitation and occupational health and safety. The program involves:

- 14 core units and 3 “elective” units (see Program Details next page);
- attendance at the University for several evening classes, one afternoon class, and at least one class delivered in workshop format (four whole days);
- 1,000 hours of supervised placement under the supervision of experienced and qualified psychologists;
- a research proposal and a dissertation.

CONTENT

The program is based on the scientist-practitioner model, which means that practical training is grounded in the theoretical and empirical literature and the evaluation of organisational methods is emphasised.

The course aims to develop an understanding and application of scientifically based organisational knowledge across a range of organisational problems and settings. An appreciation of a variety of approaches is encouraged. To meet these aims, the program includes theoretical, practical and research training. Two or three of these areas of training are included in each of the three components:

- (a) Theoretical/practical units covering areas fundamental to practise and research in organisational psychology,
- (b) Supervised placements in organisational settings, and
- (c) A research proposal and dissertation.

One of the units (PSY 863) is shared with students enrolled in the Master of Clinical Psychology and Master of Clinical Neuropsychology programs.

DURATION

Full-time candidature in the Master of Organisational Psychology is two years. Part-time options are available in all organisational degrees. Minimum rates of progress are at the discretion of the Faculty of Human Sciences and students are

advised that the organisational program director must approve candidature lengths greater than 4 years. Students are advised to plan their degree accordingly and seek academic advice prior to enrolling.

EXEMPTIONS

All students must complete all core units and the required number of elective units. Formal exemptions may be granted to students (upon application) who can demonstrate proven completion of organisational units of the same academic level at another institution. In addition, students who have completed organisational subjects might be given an alternative program of study, provided that the completed units of study have been accredited by the Australian Psychology Accreditation Council (APAC). A special application must be made to the Postgraduate Studies Committee, via the Program Director.

COURSEWORK UNITS

The coursework units contain a blend of theory and practice, some giving more emphasis to one than the other. The development of skills is expected to occur primarily through supervised placements. The wide choice of placements provides you with the opportunity to select the ones that allow you some degree of specialisation in the approaches of interest to you.

SCHEDULE OF UNITS

| | |
|---------------------------|--|
| Course Code: | MORGPSY |
| Program Director: | A/Prof Mark Wiggins |
| Location: | C3B 529 |
| Telephone: | 9850 9705 |
| Standard Completion Time: | 2 years full-time, part-time options available |
| Total Student Load: | 64 postgraduate credit points |

| Prescribed Program | | When Offered | PG cr pts |
|--------------------|--|--------------|-----------|
| <i>Core Units</i> | | | |
| PSYO921 | Applied Psychology in HRM | D1 | 4 |
| PSYO914 | Industrial and Organisational Psychology | D1 | 4 |
| PSYO915 | Organisational Change and Development | W2 | 4 |
| PSYO919 | Training in Organisations | D2 | 4 |
| PSYO940 | Psychological Assessment and Evaluation | E1 | 4 |
| PSY863 | Research Design and Evaluation | D1 | 4 |
| PSYO930 | Supervised Placement I | D1 - 3 | 1 |
| PSYO931 | Supervised Placement II | D1 - 3 | 1 |
| PSYO932 | Supervised Placement III | D1 - 3 | 1 |
| PSYO933 | Supervised Placement IV | D1 - 3 | 1 |
| PSYO934 | Professional Practice I | E1 | 2 |
| PSYO935 | Professional Practice II | E2 | 2 |
| PSYO936 | Professional Practice III | E1 | 2 |
| PSYO937 | Professional Practice IV | E2 | 2 |

| | | | |
|--|--|-------|---|
| PSYO944 | Research Proposal | D1-D3 | 8 |
| PSYO945 | Dissertation (Masters) Org | D1-D3 | 8 |
| Elective Organisational Units (Choose 12 cp from the following units) | | | |
| PSYO920 | Human Factors and New Technology | D2 | 4 |
| PSYO946 | Performance Assessment in Orgs and Individuals | E2 | 4 |
| PSYO939 | Team Factors in the Workplace | E2 | 4 |
| PSY 963 | Coaching and Positive Psychology | W1 | 4 |
| Other | Contact your Program Director for more information | | |

D = Day (9-5), D* = start 5pm, E = Evening, W = Workshops (e.g. 4 x Fridays 9-5)
1 = Semester 1, 2 = Semester 2, 3 = Full year

SUGGESTED STUDY PLANS

Students who must study full-time for visa, scholarship or concession permit requirements must be enrolled in a minimum of **24** credit points per year

While we recommend taking PSYO921 Applied Psychology in Human Resource Management before PSYO914 Industrial and Organisational Psychology, there are still a number of options as to how to organise your study for the MOrgPsy program. The below plan is of a suggested full-time load over two years

A full-time load over two years might consist of:

| | Semester 1 | Semester 2 |
|---------------|--|---|
| Year 1 | PSYO930 Supervised Placement I PSYO934 Professional Practice I PSYO921 Applied Psychology in HRM PSY863 Research Design & Evaluation PSYO940 Psychological Assess. & Eval. <i>Total 15 cps</i> | PSYO931 Supervised Placement II PSYO935 Professional Practice II PSYO919 Training in Organisations PSYO915 Organisational Change & Dev. PSYO946 Perf. Assess in Orgs & Individuals <i>Total 15 cps</i> |
| Year 2 | PSYO932 Supervised Placement III PSYO936 Professional Practice III PSYO914 Industrial & Org. Psychology PSYO944 Research Proposal (full year) PSYO920 Human Factors & New Tech. <i>Total 15 cps</i> | PSYO933 Supervised Placement IV PSYO937 Professional Practice IV PSYO944 Research Proposal (full year) PSYO939 Team Factors in the Workplace PSYO945 Dissertation (Semester Two) <i>Total 19 cps</i> |

A restructure of Postgraduate studies is underway and will come in effect in 2013. So as not to create confusion part-time study suggestions are not provided here, all part-time study should be individually planned with the help of the Program Director and Postgraduate Officer

POSTGRADUATE DIPLOMA IN ORGANISATIONAL BEHAVIOUR

This program involves completing 8 units that are part of the Masters program in Organisational Psychology, but without either the 1,000 hours of placement or the research component. This will require a total of 32 credit points, 16 credit points from the list of core units, and up to 16 credit points from the alternative approved units in addition to other units approved by the Program Director.

Core Units

Applied Psychology
Organisational Change and Development
Psychological Assessment and Evaluation
Training in Organisations

Plus 4 of the following:

Industrial and Organisational Psychology
Team Factors in the Workplace
Human Factors and New Technology
Performance Assessment in Organisations and Individuals
Research Design and Evaluation
Coaching and Positive Psychology (Enrolment quota applied)
All elective choices are subject to availability and enrolment procedures.

NOTE:

This program does not lead to membership of the Australian Psychological Society or eligibility for registration with the Psychology Board of Australia. However, students who complete units for the Postgraduate Diploma in Organisational Behaviour may credit these towards the Masters of Organisational Psychology, providing they apply to, and are accepted into, the full Masters program. The application process is competitive and entrance to the Masters program is not guaranteed for Diploma students.

The Postgraduate Diploma in Organisational Behaviour can be undertaken full-time but due to unit availability the duration may be between 1 and 2 years.

Students undertaking the Postgraduate Diploma in Organisational Behaviour who successfully apply to the Master of Organisational Psychology will need to allow 1.5 – 2 years to complete the remaining coursework, placement and research units.

The expected completion time using this model is 3 years.

SCHEDULE OF UNITS - DIPLOMA

Course Code: PD-ORGBEH
 Program Director: A/Prof Mark Wiggins
 Location: C3B 529
 Telephone: 9850 9705
 Standard Completion Time: 1-2 years full-time, part-time options available
 Total Student Load: 32 postgraduate credit points

| Prescribed Program | | When Offered | PG cr pts |
|---|--|--------------|-----------|
| <i>Core</i> | | | |
| PSYO921 | Applied Psychology in Human Resource Mgmt | D1 | 4 |
| PSYO915 | Organisational Change and Development | W2 | 4 |
| PSYO940 | Psychological Assessment | E1 | 4 |
| PSYO919 | Training in Organisations | D2 | 4 |
| <i>Elective (16 credit points required)</i> | | | |
| PSYO914 | Industrial and Organisational Psychology | D1 | 4 |
| PSYO920 | Human Factors and New Technology | D2 | 4 |
| PSYO939 | Team Factors in the Workplace | E2 | 4 |
| PSYO946 | Performance Assessment in Orgs and Individuals | E2 | 4 |
| PSY 863 | Research Design and Evaluation | D1 | 4 |
| PSY 963 | Coaching and Positive Psychology | W1 | 4 |

D = Day (9-5), D* = start 5pm, E = Evening, W = Workshops (e.g. 4 x Fridays 9-5)

1 = Semester 1, 2 = Semester 2, 3 = Full year

POSTGRADUATE CERTIFICATE IN ORGANISATIONAL BEHAVIOUR

This program involves completing 4 units (16 credit points), which are part of the Masters program in Organisational Psychology, but without either the 1,000 hours of placement or the research component.

Units making up the Postgraduate Certificate are prescribed below, although in special cases it is possible to take other units with the permission of the Program Director.

Core Units

Applied Psychology in Human Resource Management
Organisational Change and Development

Plus two of the following units:

Training in Organisations
Psychological Assessment and Evaluation
Industrial and Organisational Psychology
Performance Assessment in Organisations and Individuals
Team Factors in the Workplace
Human Factors and New Technology
Research Design and Evaluation

NOTE: This program does not lead to membership of the Australian Psychological Society or eligibility for registration with the Psychology Board of Australia. However, students who complete units for the Postgraduate Certificate in Organisational Behaviour may credit these towards the Postgraduate Diploma in Organisational Behaviour or the Masters of Organisational Psychology, providing they apply for and are accepted into one of these programs. The application process is competitive and entrance to the Masters program is not guaranteed for Diploma students.

The Postgraduate Certificate can be undertaken full-time but due to unit availability the duration may be between 1 and 2 years.

Students undertaking the Postgraduate Certificate in Organisational Behaviour who successfully apply to the Postgraduate Diploma in Organisational Behaviour or Master of Organisational Psychology will need to allow 1.5 – 2 years to complete the remaining coursework, placement and research units.

The expected completion time using this model is 3 years.

SCHEDULE OF UNITS - CERTIFICATE

Course Code: PC-ORGBEH
 Program Director: A/Prof Mark Wiggins
 Location: C3B 529
 Telephone: 9850 9705
 Standard Completion Time: 1 year full-time, part-time options available
 Total Student Load: 16 postgraduate credit points

| Prescribed Program | | When Offered | PG credit points |
|-------------------------------------|--|--------------|------------------|
| Core | | | |
| PSYO921 | Applied Psychology in HRM | D1 | 4 |
| PSYO915 | Organisational Change and Development | W2 | 4 |
| Elective (8 credit points required) | | | |
| PSYO914 | Industrial and Organisational Psychology | D1 | 4 |
| PSYO919 | Training in Organisations | D2 | 4 |
| PSYO920 | Human Factors and New Technology | D2 | 4 |
| PSYO939 | Team Factors in the Workplace | E2 | 4 |
| PSYO940 | Psychological Assessment and Evaluation | E1 | 4 |
| PSYO946 | Performance Assessment in Orgs and Individuals | E2 | 4 |
| PSY863 | Research Design and Evaluation | D1 | 4 |

D = Day (9-5), D* = start 5pm, E = Evening, W = Workshops (e.g. 4 x Fridays 9-5)

1 = Semester 1, 2 = Semester 2, 3 = Full year

ASSESSMENT RULES

Assessment rules for postgraduate students are provided in the Handbook of Postgraduate Studies. In addition to these rules, students should be aware of the candidature rules of the Psychology Department that apply to the coursework and placements in the Master of Organisational Psychology, Doctor of Psychology (Organisational Psychology) and Doctor of Philosophy/Master of Organisational Psychology. Requirements for satisfactory progress of students in the organisational psychology program are listed below

1. Students must maintain regular attendance in all classes; a minimum 80% attendance is required.
2. Students must pass all skills assessments, seminar presentations, practical work, assignments and examinations as set by the unit chair for each and all coursework units achieving a minimum professional standard of a credit (65 - 74) grade for the unit. The failure to meet these minimum professional standards may result in a 'show cause' letter being issued by the Psychology Department.
3. Failure in any placement unit may result in a 'show cause' letter being issued by the Psychology Department. Students deemed to have provided unsatisfactory cause for failure may be excluded from all future inclusion in their program (refer to Handbook of Postgraduate Studies under Termination of Candidature for Masters by Coursework).
4. Should any student be found to be in breach of the code of Ethics and Ethical Guidelines of the Australian Psychological Society the student will immediately be excluded from all placement activities which may result in a 'show cause' letter being issued by the Psychology Department.
5. Failure to obtain registration with the Psychologists Registration Board of NSW may result in exclusion from all placement units.
6. Suspension or cancellation of registration with the Psychologists Registration Board of NSW may result in exclusion from all placement units.
7. A student who has commenced candidature after 1 January 2010 for one of the following degrees:
 - i. Doctor of Psychology (all strands)
 - ii. Doctor of Philosophy/Master of Psychology (all strands)
 - iii. Master of Clinical Neuropsychology
 - iv. Master of Clinical Psychology
 - v. Master of Organisational PsychologyAnd has failed any two practicum units (two fails on their transcript) as prescribed for that degree is excluded from any further enrolment in the degrees listed above.

NSW HEALTH POLICY

Students in the Master of Organisational Psychology, Doctor of Organisational Psychology and Doctor of Philosophy/Master of Organisational Psychology must comply with NSW Health policy directives upon the commencement of and throughout the duration of their candidature.

The NSW Health publication “NOTICE TO STUDENTS ENROLLING IN COURSES THAT REQUIRE CLINICAL PLACEMENTS IN NSW HEALTH PUBLIC HEALTH FACILITIES” contains details of the NSW Health policy and instructions for commencing and continuing students.

http://www.health.nsw.gov.au/resources/jobs/student_clearance/pdf/S3_Instruction_to_Students_TOC.pdf

As stated in the notice, all students must:

1. **Obtain a National Police Certificate**
http://www.police.nsw.gov.au/_data/assets/pdf_file/0012/15132/P799.pdf
2. **Read and Sign the NSW Health Student Undertaking**
http://www.health.nsw.gov.au/resources/jobs/student_clearance/S8_Student_Undertaking_pdf.asp
3. **Read and Sign NSW Health Code of Conduct Agreement**
http://www.health.nsw.gov.au/resources/jobs/student_clearance/CoC_pdf.asp
4. **Sign a Commission for Children and Young People Student Declaration**
http://www.health.nsw.gov.au/resources/jobs/student_clearance/Appendix_6_pdf.asp

Refer to full notice for complete instructions.

The responsibility for complying with NSW Health policy rests with the student, the Psychology Department cannot interpret NSW Health policy and students who encounter difficulty with policy directives must contact NSW Health for assistance.

Some of the policy requirements referred to in the notice were first implemented in late 2010, continuing students are advised to read the documentation and comply where necessary.

For example, continuing students should hold evidence of a completed criminal record check and Prohibited Employment Declaration, these students in most cases need not apply for a National Police Check and Student Declaration but will need to sign and submit a NSW Health Code of Conduct Agreement and Student Undertaking Form. Contact NSW Health for clarification and further information.

ENROLMENT

HOW TO | ENROL / UNENROL IN UNITS?

All enrolment changes for **Masters, PGDip and PGCert** students are made via eStudent <https://student1.mq.edu/t1tbmain.asp> Academic advice should be considered before making changes.

Technical enquiries should be directed to eStudent support. General enquiries can be made by contacting the Student Enquiry Service on 9850 6410 or sesinfo@mq.edu.au or go in person to the Student Enquiry Services in the Lincoln Building.

For instructions and important dates go to

<http://www.student.mq.edu.au/enrol/current/enrol&RegisterCurrent.html>

For all **HDR** students (**Research DPSYCH, Combined and PhD**) a “Change of Program” (COP) form is required to change your enrolment.

This form must bear the signature of the student, primary supervisor, Dept Head and Associate Dean HDRO to be processed. Students should obtain the signature of their supervisor then submit the form to Erin Thatcher in C3A510 so that the remaining signature can be requested. Students are to keep a copy of all submitted paperwork. See http://www.hdr.mq.edu.au/information_about/forms for HDR forms

Penalties can be applied for late enrolment changes

For the exact census dates go to http://www.postgrad.mq.edu /IMP_DATES.htm

FULL-TIME vs. PART-TIME

In a coursework degree the rule to be considered a Full-Time student is that you must be enrolled in at least 75% of the standard load; calculated annually.

This translates to:-

Masters = 64 credit points over 2 years (full-time)

Therefore the standard load is 32 credit points per year.

75% of this is 24 credit points – if you are enrolled in less than 24 you will be automatically classified as a Part Time student.

Diploma = 32 credit points over 1 year (full-time)

Therefore the standard load is 32 credit points per year

75% of this is 24 credit points – if you are enrolled in less than 24 you will be automatically classified as a Part Time student.

The remaining 8 credit points can only be undertaken on a Part-Time basis.

Certificate = 16 credit points over 1 year (full-time)
 Therefore the standard load is 16 credit points per year
 75% of this is 12 credit points – if you are enrolled in less than 12 you will be automatically classified as a Part Time student.
 The remaining 4 credit points can only be undertaken on a Part-Time basis

NOTE: HDR degrees (Combined PhD / Masters and Research DPSYCH) have set candidature times limits. Students declare their study status as Full-Time or Part-Time dependant on their personal completion plans.
 If an HDR student undertakes a heavy coursework load (e.g., 28 credit points) but has chosen a Part-Time status their degree study status will not automatically convert to Full-Time. For more details contact the Higher Degree Research Office <http://www.hdr.mq.edu.au/>

ASSIGNMENTS, WORK SUBMISSIONS AND EXTENSIONS

Students must follow the rules for each respective unit as described in the Unit Outline. Each unit has different requirements and deadlines and it is the student's responsibility to read and comply with the rules and requirements of each Unit Outline.

In general, extension requests must first be directed to the unit chair. If the requested extension period is within semester (no later than the last week of classes) approval is required from the unit chair only.
 If the requested extension period puts the submission date beyond the last week of classes students must apply first consult the Postgraduate Officer to ensure sufficient time exists to allow the extension. In some cases students may need to apply to withdraw without penalty from the unit.

GRADING AND SUBMISSION DEADLINES – COURSEWORK AND RESEARCH UNITS

GRADING

Coursework and research units are graded as follows:

| Grade | Abbr | SNG | GPA Weighting | Old Grade Equivalence (pre-2001) |
|------------------|------|--------|---------------|----------------------------------|
| High Distinction | HD | 85-100 | 4 | A |
| Distinction | D | 75-84 | 4 | A |
| Credit | Cr | 65-74 | 3 | B |
| Pass | P | 50-64 | 2 | C |
| Fail | F | 0-44 | 0 | F |

Exceptions to this grading system are Supervised Placements and Professional Practice units, which are graded as follows:

| Grade | Abbr | SNG | GPA Weighting | Old Grade Equivalence (pre-2001) |
|--------------|------|------------|---------------|----------------------------------|
| Satisfactory | S | Not graded | N/A | Completed |
| Incomplete | I | Not graded | N/A | Incomplete |

SUBMISSION DEADLINES

All assessments are to be submitted to the unit chair by the due date unless an extension has been given. In most cases extensions would be within 3 weeks of the end of semester. Except under exceptional circumstances, extensions will be given no longer than to 30th August (for first semester units) or to 30th January (for second semester or full year units). If there is outstanding work in any unit on 30th August (Semester 1) or 30th January (Semester 2) for which an extension has not been granted a failure may be recorded on your academic record for that unit.

To reattempt a failed unit, re-enrol in the next available session. Each enrolment will trigger fees which must be paid by the due date.

Student should only enrol once in each placement unit. Placement units are time-based and exempt from the census dates, this means incomplete grades can remain incomplete until the placement has been passed. Do not re-enrol in any placement unit.

For students enrolled in the Unit PSYO945 Dissertation (masters only) re-enrolment in the unit is possible if additional time is required to complete the research.

Permission to re-enrol must be granted by the program director and arrangements to re-enrol must be made with the postgraduate officer at least one month prior to the end of the enrolment period.

The request must contain the students name and student number, unit name and number and the period in which they wish to re-enrol.

Re-enrolling in the dissertation will trigger the charging of unit fees to your account and you will be required to pay by the fees due date date, students eligible for FEE-HELP may use this service.

Re-enrolled students who submit their completed dissertation prior to the respective census date can receive a reimbursement of the fees for the re-enrolled period provided they withdraw from the unit. Unit withdrawals are completed via eStudent.

For more information please consult the postgraduate officer.

ACADEMIC HONESTY

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the *Handbook of Undergraduate Studies* or on the web at:

<http://www.student.mq.edu.au/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

ACADEMIC STAFF

Members of the Psychology department with primary involvement in the program are introduced below, although many other members of the department contribute in some way to the program.

Dr Allan Bull, BA (Psychol) (Hons), PhD (Macq).



My primary areas of interest are employee motivation; incentive program efficacy; and employee performance assessment.

Dr Barbara Griffin, BPsych (Hons), PhD (USyd)



My research focuses on decision-making and adaptive and maladaptive behaviour in the workplace, with an emphasis on incivility. My other interests include retirement decision-making and transition, and selection.

Dr Ben Searle, BSc (Psychol) (Hons), PhD (UNSW)



My primary areas of interest are characteristics of individuals, jobs and organisations, and how these combine to influence employee behaviour (proactivity, innovation, citizenship, anti-social acts and performance) and employee wellbeing.

Assoc.Prof Mark Wiggins, B.SocSci, BA (Hons), MA (Psychol) (Otago), PhD (Otago)



My primary areas of interest are in diagnosis, skill acquisition, decision support systems, and training, particularly in advanced technology environments.

CONSULTATION

Your contributions to the course are encouraged. You are also welcome to consult any of the staff. Consultation is normally by appointment.

Director

A/Prof Mark Wiggins C3A 529 9850 9705 mark.wiggins@mq.edu.au

Other Academic Staff

Dr Allan Bull C3A 401 9850 8108 allan.bull@mq.edu.au

Dr Barbara Griffin C3A 526 9850 9430 barbara.griffin@mq.edu.au

Dr Ben Searle C3A 525 9850 8066 ben.searle@mq.edu.au

Postgraduate Officer:

Marcus Ockenden C3A 513 9850 8087 psy.pgofficer@mq.edu.au

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://www.student.mq.edu.au>.

If you are experiencing difficulty with any aspects of your studies, please let us know. The person to see (or to start with) varies for different difficulties:

| | |
|-------------------------|--|
| Specific unit: | Unit Chair |
| Program: | Program Director Mark Wiggins 9850 9705 |
| Placements: | Placement Director (Academic) Allan Bull 9850 8108 |
| Administrative Issues: | Postgraduate Officer Marcus Ockenden 9850 8087 |
| University Regulations: | Registrar's Office or Postgraduate Studies Section |
| Personal Problems: | Student Counsellor (Counselling and Health Services 9850 7497) |

PROFESSIONAL MEMBERSHIPS

REGISTRATION AS A PSYCHOLOGIST

In Australia, you need to be registered with the Australia Health Protection Agency (AHPA) to use the title 'psychologist'. The Master of Organisational Psychology has been approved by The Australian Psychology Accreditation Council (APAC) as a pathway to endorsement as an Organisational Psychologist in Australia.

See <http://www.psychologyboard.gov.au/> and <http://www.apac.psychology.org.au/> for further information

PROVISIONAL REGISTRATION AS A PSYCHOLOGIST

Commencing students are required to hold provisional registration as a psychologist, applying for provisional registration is the responsibility of the student. The Department of Psychology may provide assistance upon request. For information forms and FAQ's on provisional registration in Australia go to <http://www.psychologyboard.gov.au/FAQ-and-Fact-Sheets.aspx>

Diploma and Certificate students do not need to apply for provisional registration as these degrees do not contain placements and do not lead to registration. However, should Diploma or Certificate successfully apply to the Masters they will need to apply for provisional registration at the commencement of their Masters program.

COLLEGE OF ORGANISATIONAL PSYCHOLOGISTS

Postgraduate students are eligible to become student members of the Australian Psychological Society's (APS) College of Organisational Psychologists (COP). We strongly encourage our students to take this step. Graduates are eligible, with further experience, to apply for membership of COP. To fulfill requirements, you need to be supported by two COP members who have had a close knowledge of your work, and to engage in a period of supervised work in organisational psychology after completing the Masters of Organisational Psychology. Further details can be obtained from the APS website: <http://www.psychology.org.au>

THE AUSTRALIAN PSYCHOLOGICAL SOCIETY (APS)

All students studying an APS accredited psychology course are eligible for some grade of APS membership. The membership grade depends on the length of

study. Students who have successfully completed their fourth year (either honours or postgraduate diploma) are eligible to become Associate Members.

Associate Members enjoy more membership benefits than Affiliates or Student Members of the APS, but membership is more expensive as well. Associate Members need to have two APS [full] Members support their application. Affiliates only need to apply. The APS offers reduced subscription fees to Associate Members who are enrolled in full-time fifth and sixth year courses accredited by the APS, or full-time fifth and sixth year research degrees.

For general information, the APS Membership website is <http://www.psychology.org.au/membership/>

GRADUATION

The University has deadlines for the completion of all requirements (including the examination of the research project) for each graduation ceremony. The deadline for the April graduation ceremony is generally mid-January and the deadline for the September graduation ceremony is generally mid-June. In order to allow external examiners time to assess your research project, it must be submitted at least 2 months before the deadline of the relevant graduation ceremony (ie January or June). If the Christmas season falls during the 2-month period, then a 3-month assessment period is likely to be needed. If you do not have everything passed and completed by mid-Jan or mid-June then you will have to graduate at the subsequent ceremony. Note that submitting a thesis is NOT passing it. **Therefore, to graduate in April the thesis must be submitted by 31st October the previous year and for graduation in September by 30th April at the latest.**

In cases where amendments to the dissertation are required or where additional examiners are appointed due to a large difference in the reports of the first examiners; students should expect to be allocated to a later ceremony (e.g., September from April)

Once you have been approved to graduate, you will receive a letter from the Graduation Unit which contains information about the graduation ceremony, date and time, hiring of gowns, how many guests you can bring etc. You can elect to defer graduation once only.

Visit the Graduation Unit website for FAQ's and related information <http://www.graduation.mq.edu.au/>

CONFLICTS OF INTEREST

Psychologists and psychologists-in-training are bound by ethical codes. One of these relates to handling situations where there is a real or perceived conflict of interest. The APS Code of Ethics states that in order to behave ethically,

“Psychologists declare to clients any vested interests they have in the psychological services they deliver, including all relevant funding, licensing and royalty interests.”

This has implications for student conduct in all aspects of postgraduate psychology study.

- Conflicts of interest, particularly those relating to employment by potential competitors of placement partners or their clients, must be declared during placement activities just as would be expected of a registered psychologist.
- Conflicts of interest may need to be declared as a preface to a research dissertation, for example where a student’s professional activities may be perceived to compromise the independence of their research.
- Conflicts of interest may need to be declared during class activities, for example where a student’s employment may be perceived to affect judgement of different psychological tools or practices.

DISCONTINUING STUDY

Deferment is not an available option for postgraduate students. Should a break from study be required that is in excess of one semester an application to an “Application for Re-Admission” will be required. The application can only be considered during the main intake for first half-year unless approval is granted by the Organisational Director.

Application forms are available at <http://www.postgrad.mq.edu.au/forms.html>

Students who have discontinued their course of study and do not wish to return to complete the award may be eligible to exit the degree with a lesser degree. See the Organisational Director to discuss as approvals are given on a case-by-case basis. Consultation with the Postgraduate Office is also required. Applications to exit are assessed by Academic Program Section.

JUSTICE OF THE PEACE

The Student Enquiry Service has a Justice of the Peace, for service times and details go to <http://www.student.mq.edu.au/ses/JPservice.html>

PSYCHOLOGY POSTGRADUATE GRANT (HDRG)

To cover research costs Master of Organisational Psychology students are eligible to apply for up to \$1000 under a competitive psychology postgraduate grant. Applications can be made at any time of the year, but a student can only be awarded only one grant per calendar year.

The HDRG was designed for HDR students and the amounts available are allocated by degree.

To apply for the grant, first go to <http://www.psy.mq.edu.au/postgraduate.htm> and READ the GUIDELINES. Once you are familiar with the process follow the “How to Apply” processes.

TEST LIBRARY

Commercially produced tests, testing books, books related to psychological assessment and some non-commercial tests are held in the test library in C3A333. The contact in the Test Library is Janna Enger on 9850 8113. The library hours are shown on the door of the Library. Holdings within the Test Library are listed on Psychology homepage at <http://www.psy.mq.edu.au/testlibrary/index.html>

Some tests are in very high demand (eg. Honours, postgraduate diploma and masters students all need to administer individual intelligence tests at some time during the year). Failure to return test materials can result in fines and a loss of University Library borrowing privileges. If you require any tests for research or placement purposes that are not held in the test library, it might be possible to acquire them. Please contact Janna Enger, Test Library Manager, on 9850 8113 with your request as early as possible. There is often a time lag of two months or more between ordering tests and receiving them.

DISSERTATIONS

Copies of the dissertations submitted by previous students are available in The Test Library. More recent dissertations are also often held by the Postgraduate Office.

Current student are welcome to view previous students dissertations but they may not be kept indefinitely.

UNIT DESCRIPTIONS

These may be found in the Postgraduate Handbook of Studies at <http://www.handbook.mq.edu.au/2011/>

Contact the Unit Chair or Program Director for further details

UNIVERSITY LIBRARY

The Academic Liaison Librarians are the main Library contacts for postgraduate students at Macquarie. See below for the contact details of librarians responsible for the area of Psychology. These liaison librarians can provide advice and assistance relating to literature searches on your research topics and any other information need related to your studies at Macquarie. They can also provide you with any passwords you may need to access Library databases.

The library runs training sessions each semester on research databases and EndNote for Psychology postgraduates. For dates of the next sessions see under Training on the Library's homepage, or phone one of the liaison librarians. The most useful databases for psychology postgraduate students are PsycINFO, ScienceDirect, Web of Knowledge (Web of Science and Current Contents Connect), and Expanded Academic,. All these databases are accessible from the Library's Homepage (<http://www.lib.mq.edu.au>). The Library subscribes to a large number of full-text electronic journals in Psychology; these are listed in Journal Finder (via the Library homepage) and in the Library catalogue.

The library also runs tours to introduce students to ongoing and new facilities and services. WE ENCOURAGE STUDENTS TO TAKE A TOUR OF THE LIBRARY – even if you studied at Macquarie in the past!

Liaison Librarians for Psychology:

- Mary Simons 9850 7536
- Karen Marks 9850 9009

More details on specific Library Services can be located on the Library's web page: <http://www.library.mq.edu.au/> In some cases issues arise with using the Library when completing a thesis unit while not enrolled in any other subjects (this should be avoided) however if you find yourself in this situation, ask the Postgraduate Officer to provide you with a letter to access library facilities.

VIDEO LIBRARY

The Department has started to develop a library of professional videotapes and we will add to the collection annually. Please suggest videos that we should consider purchasing to Janna Enger, Test Library Manager. The University Library also has a good collection of professional audio/video tapes either for loan or for viewing in the library.

COMPUTERS

Organisational psychology students may use the Resources Room C3A418 on a drop-in basis. The PC's and Apple' are updated with the latest software including SPSS. See <http://www.psy.mq.edu.au/techsupport/index.htm> for problem reporting

There is a photocopying machine available in C3A 419; students may set up Pre-paid accounts for photocopying Contact Neville McElroy (C3A 516, 9850 8065) for information about feasibility, cost and usage procedures. If you need to undertake large amounts of photocopying for solving,

For security reasons the room will be kept locked out of hours, the Postgraduate Office and Stores Office can provide access when required. The room is not a storeroom so do not leave valuables unattended.

SUPERVISED PLACEMENTS

For information on placements see the Organisational Psychology Field Placement Manual http://www.psy.mq.edu.au/courses/c_time.htm

PLEASE NOTE

At the time of publication, all information contained in this handbook was as accurate and up-to-date as possible. Any updates or changes throughout the year will be notified to you via email so please ensure your details are always up to date and that you check your email regularly.

For this reason also please ensure that each year you obtain a new updated Student Handbook and Supervised Placement Handbook.

This book is meant for you as a guide so any information you find is incorrect or anything that you think should be added to it please let the Postgraduate Officer know so that the book can keep being improved upon. As this handbook is to help you, it would be appreciated by all staff if you could help us by referring to it first before asking questions. This enables staff to deal with other enquiries more promptly.

APPENDIX: MANDATORY NOTIFICATION PROCEDURE FOR PSYCHOLOGY POST-GRADUATE PROGRAMS

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| <p>Purpose</p> | <p>Education providers are required to make mandatory notification under the National Law (NSW Health Practitioner Regulation Act 2009 No 86) Part 8 Division 2 Section 143") of Impaired Students to the Australian Health Practitioner Regulation Authority (AHPRA). This procedure is designed to meet those requirements outlined in the <i>Psychology Board of Australia's (PBA) Guidelines for Mandatory Notification</i>. In this context, "students" are defined as those enrolled in a program of study or where clinical training is arranged by the education provider. "Impairment" is behaviour that puts the public at substantial risk of harm. "Public" is defined as persons accessing the student's services. Education providers who make notification in "good faith" are protected from civil, criminal or defamation actions. Legally mandated notification requirements override privacy laws. The report should be based on observed behaviour but does not need to be conclusive. These behaviours include, 1) practicing while intoxicated/drugged (capacity to exercise reasonable care and skill is compromised); 2) the student is otherwise impaired (affects ability to assess and treat). Protective factors such as adequate supervision need to be considered. Notification is incident by incident. Notification is not required if it is <i>reasonably believed</i> (direct knowledge) that a notification has already been made. Students (peers) are not mandated to notify impaired performance in a practitioner. Notification does not reduce responsibility to manage the student's performance. However, management does not mean that a student shouldn't be reported, even if they choose to leave the program. Notification needs to occur before the student's enrolment in a program ends.</p> |
| <p>Procedure</p> | <p>This procedure requires actions by the following:</p> <ul style="list-style-type: none"> • <i>Course Directors of Psychology Professional Post-graduate coursework degree Programs</i> • <i>Registered Psychologists involved in teaching, supervising, administering and arranging clinical training</i> <ol style="list-style-type: none"> 1. Students will be informed in all manuals that the University is required to make Mandatory Notification of Impairment and therefore that their emotional and mental status may be questioned if the department has grounds to believe that they might be impaired as defined by the PBA Guidelines for Mandatory Notification. 2. Students appearing to be experiencing mental distress/ dysfunction or drug affected, will be interviewed by Course staff and appropriate risk management strategies will be adopted. 3. A student, who is <i>observed</i> to be impaired to a level that would put the public at risk, will meet with the staff member who observed the action for clarification of current status and planned action. The student will be informed that the issue will be escalated to the Unit Chair and Course Director at this time, <i>even if this does not result in subsequent notification</i>. The behaviour and the meeting with the student will be documented and kept on their academic file. |

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| | <ol style="list-style-type: none"> 4. The staff member will then meet with the relevant Unit Chair and Course Director to assess level of risk to the public, proposed management plan within the program, and then decide whether the evidence of impairment warrants notification. This meeting will be documented and the outcome provided in writing to the student and kept on their academic file. If deemed not notifiable, appropriate risk management strategies will be put in place. 5. If reportable, the Course Director or their nominee will make a notification to the NSW Health Care Complaints Commission (instead of to AHPRA in NSW). Notification can be made by any method set out in the Guidelines for Mandatory Notification. Documentation will include full details of the incident in question, including the date/time/location the impairment was observed. 6. Whilst awaiting the PBA decision on action, the student will cease all placements as well as other activities as assessed necessary on a case-by-case basis. |
| Responsible Officer 1 | Course Directors of Post-graduate Psychology Professional Coursework Programs |
| Responsible Officer 2 | Registered Psychologists involved in teaching, supervising, administering and arranging clinical training |

