



MURDOCH
UNIVERSITY
PERTH, WESTERN AUSTRALIA

SCHOOL OF PSYCHOLOGY

Organisational Psychology Handbook

2008

**Programs for Specialised Training
by Coursework & Research**

**Master of Applied Psychology (Organisational)
Doctor of Psychology**

&

**Postgraduate Certificate in Organisational Human
Resources & Safety**

&

Postgraduate Diploma in Consultancy Psychology

CONTENTS

Post-Graduate Studies by Coursework	2
1. MURDOCH'S POSTGRADUATE PROGRAMS IN ORGANISATIONAL PSYCHOLOGY	3
1.1 Master of Applied Psychology	3
1.2 Doctor of Psychology	4
1.3 Combining Organisational Psychology training with a PhD	6
1.4 Postgraduate Certificate in Organisational Human Resources & Safety	6
1.5 Postgraduate Diploma in Consultancy Psychology	7
2. UNIT DESCRIPTIONS	9
3. ADMISSION REQUIREMENTS & APPLICATION INFORMATION	12
3.1 Admission Requirements	12
Master of Applied Psychology (M.App.Psych.) & Doctor of Psychology (D.Psych.)	
Postgraduate Certificate in Organisational Human Resources and Safety (PgCertOHRS)	
Postgraduate Diploma in Consultancy Psychology (PgDipConsultPsych)	
3.2 Application Procedure	12
3.3 Awards	13
3.4 Fees	13
4. ADDITIONAL INFORMATION	14
4.1 Management of student progress	
4.2 student time commitment	
4.3 Grading of units	
4.4 Enrolment and withdrawal from units	
4.5 Assignments and exams	
4.6 Attendance in class	
4.7 Residential accommodation	
4.8 Emergency contact	
4.9 Ethical standards	
4.10 Australian Psychological Society	
4.11 The College of Organisational Psychology Western Australia.	
5. OCCUPATIONAL/ORGANIZATIONAL PSYCHOLOGY STAFF	17

Postgraduate Studies in Organisational / Occupational Psychology

This booklet is intended as a course guide for those studying towards the degrees of Master of Applied Psychology (Organisational Psychology stream), Doctor of Psychology (Organisational Psychology stream) Postgraduate Diploma in Consultancy Psychology, and the Postgraduate Certificate in Organisational Human Resources and Safety.

The School of Psychology at Murdoch University offers an occupational/organisational psychology stream within its postgraduate Applied Psychology programme. This programme leads to either a Master of Applied Psychology (M.App.Psych.) or Doctor of Psychology (D.Psych.) qualification. The programme is accredited by the Australian Psychological Society and is suitable for those working towards full membership of the Society and/or professional registration. The Masters and Doctoral degrees provide course work and practical experience in the first year and research work and more extensive practical experience in the later years.

Under certain circumstances students may concurrently complete a PhD and Applied Psychology Masters programme. Students who successfully complete the PhD will be exempted from the thesis component of the Masters programme.

In addition to the Occupational/Organisational Psychology specialisation within the Applied Psychology programme, the School offers a Postgraduate Certificate in Organisational Human Resources and Safety. This provides students with the opportunity to complete the coursework component of the Masters programme without the requirement of thesis research and practical placement work. The Postgraduate Certificate prepares candidates for work in the Human Resources field and may provide useful top-up study to those already working in the area. Under certain circumstances Postgraduate Certificate candidates may apply to upgrade their enrolment to the Masters programme.

The School also offers a Postgraduate Diploma in Consultancy Psychology. This course is available to candidates who hold a Bachelor's degree or Graduate Diploma in a relevant discipline, or who possess relevant work experience, and provides students with the opportunity of combining postgraduate organisational psychology units with areas of counselling, law and business. The Postgraduate Diploma is suitable for candidates who wish to establish themselves as Organisational Consultants.

Should you have any questions relating to the programme please contact the Programme Convenor, Associate Professor Laurence Hartley (l.hartley@murdoch.edu.au) or the Postgraduate Programme Chair, Dr Max Sully (m.sully@murdoch.edu.au)

1. Murdoch's Postgraduate Programs in Organisational Psychology

1.1 MASTER OF APPLIED PSYCHOLOGY YEAR 5 & 6 STUDIES

The Master of Applied Psychology (Organisational stream) is an intensive program of study dealing with the application of scientifically acquired psychological knowledge within commercial, state and other forms of organisations. The programme broadly follows the scientist-practitioner understanding of applied psychology and stresses a systematic, problem solving approach to training in the discipline. The programme includes components of academic instruction, practical work and research. The objective is to prepare psychologists who have a broad range of skills and competence. On completing the course, graduates qualify as organisational psychologists at Masters Degree level.

The Program has been accredited by the Australian Psychological Society (APS) for membership in the APS and approved by the APS College of Organisational Psychologists. The course is recognised by the W.A. Psychologist's Registration Board as providing postgraduate training that leads to the use of Specialist Titles in the areas covered after a further two years of supervised, approved practice.

Program structure (48 points)

The Program requires two years of full-time study or not more than eight years part-time. The typical course structure for full-time study is as follows:

Year 1

A) Required Units - 21 points

CODE	SEMESTER	UNIT TITLE	CREDIT POINTS
PSY562	Both	Psychological Assessment Methods	3 pts
PSY 563	Both	Professional Practice and Organisational Consulting	3 pts
PSY 570	Both	Organisational Psychology Practicum I	6 pts
PSY 568	One	Human Resources	3 pts
PSY 512	Two	Work and Wellbeing	3 pts
PSY 552	Two	The Organisation of Work	3 pts

NB: Organisational specialisation students must enrol in PSY570, PSY563 and PSY562 under the double semester option (Y); these units are not available for Organisational students as single semester options ('1' or '2').

B) Elective unit – 3/4 points

Students must select one elective unit from the following list of recommended alternatives.

Note:

- Details of these units may be obtained from the University Handbook (available online).
- Some of these recommended units require the permission of the relevant coordinator for enrolment.
- If you wish to enrol in a unit not listed here, you must obtain approval from the Program Convenor.

PSY565 Clinical Psychology – Adult (Semester two)
PSY531 Principles of Counselling 1 (Semester one)
PSY532 Principles of Counselling 2 (Semester two)
PSY524 Counselling in Organisations (Semester two)
MBS507 Marketing Management (Trimester 1, commencing January)
EDU645 Adult Learning in Education and Work (Semester one)
EDU634 Qualitative Research Methods 1A (Semester one)
PSY633 Psychology: Program Evaluation Methods (Semester one)
EDU637 Program Evaluation
EDU646 Cultural Diversity in Learning and Working
Independent Study Contract (3 points)

Year 2

Required Units – 24 points

CODE	SEMESTER	UNIT TITLE	CREDIT POINTS
PSY 600	Both	Applied Psychology Dissertation	12 pts
PSY 603	Both	Organisational Psychology Practicum II	12 pts

**1.2 DOCTOR OF PSYCHOLOGY
YEAR 5 to 7 STUDIES**

The specific purpose of the Doctor of Psychology (DPsych.) Program is to enable a high degree of specialisation in a selected area of practice and research. The Program goes beyond general applied skills to prepare scientist-practitioners who will contribute to program and policy development and evaluation, and who will supervise and instruct other professionals in their area of specialisation.

The Program has been accredited by the Australian Psychological Society (APS) for membership in the APS and approved by the APS College of Organisational Psychologists. The course is recognised by the W.A. Psychologist's Registration Board as providing postgraduate training that leads to the use of Specialist Titles in the areas covered after a further 21 months of supervised, approved practice.

Although students may enrol directly into the DPsych programme, the preferred path is via transfer from the Masters programme in the second year of study. General preconditions for enrolment into the DPsych include sound academic achievement in the Masters coursework units (*"D" Aggregate*) and particular demonstration of

research competence by way of achievement in appropriate theory units and/or prior research involvement.

Students wishing to upgrade their enrolment to a DPsych should have an established supervisor and have made reasonable progress with their research planning and development before applying for transfer. Typically this would occur only in the second year of enrolment.

Prior to submitting a formal application for enrolment in the DPsych the student is expected to conduct a presentation to a panel of academic staff with the aim of outlining their intended research and describing progress made to-date. The “panel” will typically comprise the programme chair, stream coordinator, supervisor and one or two additional members of academic staff as appropriate. The panel will make a recommendation as to the suitability of the research for the Doctoral degree. Feedback on the outcome of the discussion will be provided to the candidate by his/her supervisor.

Program Structure (72points)

The Doctor of Psychology is an intensive 3-year professional degree course consisting of seminars, supervised practical work and applied research.

Year 1

Required & Elective Units - 24 points

The first year of study is the same as Year 1 of the Master of Applied Psychology Program. These courses are described in the Masters of Applied Psychology section above.

Year 2

Required Units - 24 points

CODE	UNIT TITLE	CREDIT POINTS
PSY 700	Doctor of Psychology Thesis	18 pts
PSY 702	Doctor of Psychology (Organisational) Practicum I	6 pts

Year 3

Required Units - 24points

CODE	UNIT TITLE	CREDIT POINTS
PSY 700	Doctor of Psychology Thesis	18 pts
PSY 703	Doctor of Psychology (Organisational) Practicum II	6 pts

1.3 COMBINING ORGANISATIONAL PSYCHOLOGY TRAINING WITH A PhD

Students who wish to combine their organisational psychology training with a strong research emphasis may consider completing a PhD after having completed the coursework components of the Masters programme. A candidate who has completed a PhD on a topic relevant to organisational psychology may apply for exemption from the Masters thesis (PSY600). Applicants will normally apply for enrolment in the PhD programme on completion of the first year (24 points) of the Master of Applied Psychology Program.

1.4 POSTPOSTGRADUATE CERTIFICATE IN ORGANISATIONAL HUMAN RESOURCES & SAFETY

The Postgraduate Certificate comprises the course work component of the Master of Applied Psychology (Organisational). The Certificate carries the weighting of one semester of full-time study and may be completed over the period of one or more years.

The programme is available to graduates of any discipline including Psychology who do not intend to pursue a career as a Registered Psychologist but who will work in an area where knowledge of organisational-occupational psychology will be of benefit.

Although enrolment is open to graduates in any discipline, candidates should possess a functional understanding of statistics and research methods. Candidates holding a four-year psychology degree and who intend to pursue a career as a Registered Psychologists, should normally enrol for the Master of Applied Psychology. However, those four-year psychology graduates who complete the Certificate, and who subsequently enrol in the Masters programme will be given credit for the units completed. (Note that students without a four-year degree in Psychology are not eligible for admission to the Master of Applied Psychology).

The Postgraduate Certificate is relevant to those wishing to apply knowledge of occupational-organisational psychology in business, industrial and other organisational contexts. It is particularly appropriate as a second discipline area for graduates in Commerce, Law, Education, Sociology, and Environmental or Biological Science who intend working in an area requiring knowledge of: Job Assessment Methods, Performance Appraisal, Staffing, Human Resource Development, Training, Safety, Rehabilitation, Retirement, Retrenchment, Management of Change and Organisational Decision Making.

Program Structure (12points)

Required

CODE	SEMESTER	UNIT TITLE	CREDIT POINTS
PSY 568	One	Human Resources	3pts
PSY 512	Two	Work and Wellbeing	3pts
PSY 552	Two	Organisation of Work	3 pts

Elective Unit

Students must select one unit from the following list.

- The following are recommended units. Some require the permission of the relevant unit or program coordinator for enrolment.
- If you wish to enrol in a unit not listed here, you must obtain approval from the Program Chair.

MBS 507 Marketing Management (Trimester 1, Winter)
EDU 645 Adult Learning in Education and Work (Semester 1)
EDU 637 Program Evaluation (Semester 1)
EDU 646 Cultural Diversity in Learning and Working (Semester 1)
PSY 633 Psychology: Program Evaluation Methods (Semester 1)

Independent Study Contract at a 500 / 600 level (3 points) (note in some circumstances an ISC may be developed on the basis of a project conducted at the candidate's workplace)

Other electives at a 500 / 600 level may be substituted with permission from the program chair.

1.5 POSTGRADUATE DIPLOMA IN CONSULTANCY PSYCHOLOGY

The Postgraduate Diploma in Consultancy Psychology is designed to provide candidates with advanced skills and knowledge in organisational psychology and consulting practice. The course is suitable for individuals who wish to establish themselves as consultants to business and other forms of organisations or work within organisations in consulting relationships. The curriculum combines a range of postgraduate organisational psychology units with elective options drawn from the areas of law and business.

The Postgraduate Diploma carries the weighting of one year of full-time study or part-time equivalent. Relevant units completed in the Postgraduate Diploma in Consultancy Psychology may be used as advance standing toward the Master of Applied Psychology (Organisational Psychology). Units completed in the Postgraduate Certificate in Organisational Human Resources and Safety may be used as advanced standing toward the Postgraduate Diploma in Consultancy Psychology.

Program Structure (24points)

Required

CODE	SEMESTER	UNIT TITLE	CREDIT POINTS
PSY 568	One	Human Resources	3 pts
PSY 512	Two	Work and wellbeing	3 pts
PSY 552	Two	Organisation of Work	3 pts
PSY 563	Both	Professional Practice and Organisational Consulting	3 pts

Specified Electives

Students must select 12 points from the following list; at least one unit must be from the Psychology list and no more than 8 points may be from the General list.

Psychology List

CODE	SEMESTER	UNIT TITLE	CREDIT POINTS
PSY531	One	Principles of Counselling 1	3 pts
PSY532	Two	Principles of Counselling 2	3 pts
PSY624	Two	Counselling in Organisations	4 pts
PSY633	One	Psychology: Program Evaluation Methods	4 pts

General List

CODE	SEMESTER/ TERM	UNIT TITLE	CREDIT POINTS
EDU 637	Semester One	Program Evaluation	4 pts
MBS 513	Trimester One	Accounting for Managers	4 pts
MBS 507	Trimester One, Winter	Marketing Management	4 pts
MBS 506	Trimester Two	Business Finance	4 pts
MBS 502	Trimester Three	Law for Business	4 pts

2. Unit Descriptions

PSY600

Dissertation

Coordinator: Assoc. Professor Laurence Hartley.

Prerequisites: Admission to M.App.Psych. program. Completion of M.App.Psych. year 1 required units or equivalent.

Unit requirements: 12 hours per week.

Credit points: 12 points.

Description: This unit consists of a substantial investigation of some aspect of applied psychology, which ideally should be of a standard that is suitable for publication in a professional psychological journal. The choice of topic is limited only by practical considerations such as the availability of time, access to participants and the availability of an appropriate supervisor. In length the thesis should be between 9000 –15000 words.

PSY603

Organisational Psychology Practicum II

Coordinator: Dr Max Sully.

Prerequisites: completion of PSY560 or PSY570.

Unit requirements: 108 days of placement in selected organisations, plus fortnightly seminar attendance while on placement.

Credit points: 12 points.

Description: Placements are chosen by the student in consultation with the unit coordinator from a wide range of options in both public and private sector organisations. On placement, the student works with an approved, experienced psychologist in applying knowledge and skills to the problems with which the agency deals. Where a placement organisation does not employ a psychologist, an appropriate member of the organisation and an academic staff member jointly provide supervision. PSY603 has three assessment components: ratings of performance by the placement supervisor; and evaluation of work samples and experiential diary by the academic supervisor.

PSY512

Work and Well-being

Coordinator: Libby Brook.

Prerequisites: Admission to Master of Applied Psychology, D.Psych., Grad. Cert. OHRs or Postgrad Dip in Consultancy Psychology Programs, or with the permission of the unit co-ordinator.

Unit requirements: 3 hours per week, semester two

Credit Points: 3 points.

Description: This unit focuses on the issues of well-being, health and safety in the workplace. Topics: theories and management of work related stress, mental health (and ill health) at work, rehabilitation, and the impact of retirement, retrenchment and unemployment. The unit also covers issues of safety and accident causation, and human factors underlying work performance. Treatment of these topics deals with the maintenance of the physical and psychological well-being of the individual employee in a climate, which is compatible with the attainment of organisational objectives.

PSY 552

Organisation of Work

Coordinator: Dr Max Sully.

Prerequisites: Admission to Master of Applied Psychology, D.Psych., Grad. Cert. OHRs or Postgrad Dip in Consultancy Psychology Programs, or with the permission of the unit co-ordinator.

Unit requirements: 3 hours per week, semester two

Credit Points: 3 points.

Description: This unit aims to explore psychological, social and organisational processes that are influential in the workplace. Topics include work motivation and attitudes, work teams, group processes, decision-making, power and influence, and employer-employee relations. Issues relating to organisational development such as diagnosis, job design and management of change are also dealt with. Coverage of each topic aims to strike a balance between theory and research, and the demands of psychological practice in applied settings.

PSY562

Psychological Assessment Methods

Coordinator: Dr Simon Davies.

Prerequisites: Admission to Master of Applied Psychology or D.Psych. Programs.

Unit Requirements: 3 hours per fortnight, semester one & two

Credit Points: 3 points

Description: This unit covers psychological investigation methods for use with persons of all ages in clinical and occupational settings. The approach is eclectic. It includes practice in intellectual, developmental, behavioural, personality, educational and vocational measurement techniques. Neuropsychological assessment methods are also introduced. The units are composed of seminars and practical work which demand a high degree of student participation. Assessment of students is by written assignments and practical exams.

PSY563

Professional Practice and Organisational Consulting

Coordinator: Libby Brook.

Prerequisites: Admission to M.App.Psych. Program., D.Psych or Postgrad Dip in Consultancy Psychology Programs.

Unit Requirements: 3 hours per fortnight, semesters one & two

Credit Points: 3 points

Description: This unit focuses on professional, practical and methodological issues related to the practice of organisational psychology. It includes discussion of ethical and legal issues, cultural and ethnic issues, and consulting to organisations. In addition, issues and problems encountered in working as a private practitioner are covered, including how to run your own business.

PSY568

Human Resources

Coordinator: Dr Robert Bennett.

Prerequisites: Admission to Master of Applied Psychology, D.Psych., Grad. Cert. OHRs or Postgrad Dip in Consultancy Psychology Programs, or with the permission of the unit co-ordinator.

Unit requirements: 3 hours per week, semester one

Credit Points: 3 points.

Description: This unit deals with traditional issues in the management of human resources in occupational and service settings. Topics cover theoretical and practical problems of human resource management, including job analysis,

recruitment and selection, performance management, performance appraisal, and human resource development. Treatment of these topics deals with both the organisation's welfare (which enables it to offer a stable environment to its work force) and the wellbeing of individual employees as this is affected by personnel practices.

PSY570

Organisational Psychology Practicum I

Coordinator: Libby Brook.

Prerequisites: Admission to M.App.Psych. or D.Psych. programme.

Unit requirements: Attendance on campus one day per week, one evening per fortnight.

Credit points: 6 points.

Description: Organisational Psychology Practicum I consists of a series of activities and projects completed on campus. Short activities aim to familiarise students with basic techniques employed by Organisational Psychologists. A number of projects are completed during the year in core human resource areas (job analysis, selection, performance management, training) and in the measurement of individuals and organisational research. These projects provide students with the basic skills required for entry into second and third year placements in organisations outside the University.

PSY700

Doctor of Psychology Thesis

Coordinator: Assoc. Professor Peter Drummond.

Prerequisites: Admission to D.Psych. Program.

Unit requirement: 12 hours per week

Description: An innovative and systematic quantitative investigation of an applied psychological problem, conducted usually in an applied setting, is required. Each student will have a thesis supervisor appointed from the University lecturing staff in Psychology. The thesis must be presented for examination in accordance with University requirements for MPhil and PhD theses. It will be assessed by two examiners, at least one of which must be external. The length of the thesis should not normally exceed 70 000 words.

PSY701

Doctor of Psychology (Organisational) Practicum I and

PSY702

Doctor of Psychology (Organisational) Practicum II

Coordinator: Dr Max Sully

Prerequisites: Admission to D.Psych. programme.

Unit requirements: Both units require 72 days of placement in selected organisations, plus fortnightly seminar attendance while on placement.

Credit points: 6 points each.

Description: Placements are chosen by the student in consultation with the unit coordinator from a wide range of options in both public and private sector organisations. On placement, the student works with an approved, experienced psychologist in applying knowledge and skills to the problems with which the agency deals. Where a placement organisation does not employ a psychologist, an appropriate member of the organisation and an academic staff member jointly provide supervision. PSY702 has three assessment components: ratings of performance by the placement supervisor; and evaluation of work samples and experiential diary by the academic supervisor.

3. Admission Requirements & Application Information

3.1 ADMISSION REQUIREMENTS

Master of Applied Psychology (M.App.Psych.) and Doctor of Psychology (D.Psych.) Programs

Entry to these Programs is competitive and requires at least a 2nd class Honours degree in Psychology or its equivalent (eg. Bachelor of Psychology, Post Graduate Diploma). Prospective students may apply for admission to the first year of the Master of Applied Psychology or Doctor of Psychology Programs. Applicants are assessed on the basis of their academic performance, referees' reports and relevant past experience. Applicants for the D.Psych. are required to submit a synopsis of their research proposal and the name of a supervisor on the staff of the University as part of their application. In addition they may be called upon to present their research plans to a panel of psychology staff.

Postgraduate Certificate in Organisational Human Resources and Safety (GradCertOHRs)

Applicants should hold at least a three year degree in any discipline and preferably have quantitative/statistical skills and an understanding of research.

Postgraduate Diploma in Consultancy Psychology (PgDipConsultPsych)

Applicants should hold a Bachelor's degree or Graduate Diploma in psychology or other relevant discipline. Applicants with a degree in an unrelated discipline are required to possess at least one year of relevant work experience.

3.2 APPLICATION PROCEDURE

Application forms for the Postgraduate Certificate, Postgraduate Diploma and Masters programme are available from 01 September from:

The Prospective Student Centre

Murdoch University

South St

Murdoch 6150

Tel: (08) 9360 2570

Email: admissions@murdoch.edu.au

Website:

http://choose.murdoch.edu.au/postgrad/index.php?title=Application_Forms

or

<http://www.murdoch.edu.au/Future-students/Entry-Requirements/Gaining-entry-to-Murdoch-University/>

Application forms for the DPsych. and PhD and scholarships are available from:

Office of Research Management

Murdoch University

Murdoch 6150

Western Australia

Tel: (08) 9360 6506

Email: research@murdoch.edu.au

<http://www.research.murdoch.edu.au/gradcentre/forms.html>

Overseas applicants should write directly to the International Office at Murdoch University for further details, information on fees and admission procedures. They can be emailed via internat@murdoch.edu.au.

Closing dates for Applications

Applications for entry to the Masters and Postgraduate Certificate programmes close on the last Friday of October.

Applications for scholarships close 31st October.

It is expected that initial offers of places will be made in late December. The academic year begins towards the end of February.

3.3 AWARDS AND STUDY SUPPORT

Students completing the Masters and Certificate programmes may qualify for funding support under the HECS-HELP scheme. For information on this see: <http://www.goingtouni.gov.au/Main/Resources/ICSS/HECSHELPAssistance/Default.htm>

The School of Psychology offers one bursary/award of \$3,000 for the academically strongest applicant for the Organisational Psychology Masters in any given year.

Candidates enrolling for the M.Phil and PhD degrees are eligible to apply for the Australian Postgraduate Awards and Murdoch University Research Studentships. Details are obtainable from the Research Centre or visit <http://www.goingtouni.gov.au/Main/CoursesAndProviders/Applying/ForScholarships.htm>.

3.4 FEES

The cost of each unit of study depends on its discipline and the associated Field of Education. The Field of Education is the basis of Commonwealth Government funding for Commonwealth supported students, and is therefore used by the University as the basis for determining tuition fees for domestic fee paying students.

As an example, the tuition fee for 24 points of enrolment in the year was \$10,800 in 2005 or \$450 fee per credit point. For further information, please visit <http://www.oss.murdoch.edu.au/fees/>.

4. Additional Information

4.1 MANAGEMENT OF STUDENT PROGRESS.

A Programme Committee comprising teaching and supervisory staff carefully monitor the progress of individual students through each phase of the programme. The programme chair will ensure that the committee meets regularly to assess student performance and respond to any difficulties that may arise. During the course of their studies, students will be supervised by several staff and have extensive face-to-face supervision contact.

4.2 STUDENT TIME COMMITMENT.

In Year I, full-time commitment requires: course work, a minimum of 9 hours of contact time per week for 26 weeks; practical placements, 2 days per week for 8 months. In Year II, placements occupy 3 days per week for 9 months. The remaining time is devoted to individual dissertation research. In the case of part-time study about 1 day per week on campus, or on placement elsewhere, is regarded as the minimum. As a general guide, it is expected that in order to obtain an "average" passing grade, a student will probably need to set aside some 40 hours per week for each 12 points of course work attempted during the normal 12pts/18-week semester (13 weeks of classes, 2 or 3 weeks of lecture recess for study, 1 week of revision and 2 weeks of examinations. The estimated workload includes the time spent at scheduled lectures, and seminars, as well as library work, general revision, independent study and research for assignments and projects

4.3 GRADING OF UNITS.

In awarding grades, Psychology does not adhere to any predetermined distribution. Final grades are awarded on the basis of the work of each student and are determined at the School Examiners' Meeting held in July and December of each year.

While students may use marks allotted for segments of course work completed during the semester as a guide to their overall level of academic achievement in certain parts of each subject, these marks cannot be used to calculate precisely what final grades will be obtained.

4.4 ENROLMENT AND WITHDRAWAL FROM UNITS.

Students should ensure that they are properly enrolled for the units they intend to undertake prior to the commencement of lectures in those units. Students who wish to withdraw without penalty from a unit must do so by sending the appropriate form to Admissions no later than the third week of semester. Students who withdraw from units without formal notification by the prescribed date will be deemed to have failed those units.

4.5 ASSIGNMENTS AND EXAMS.

Nearly all units require a certain amount of written work to be submitted during the semester. A pass in a subject cannot be awarded unless all the required work has been submitted according to the unit requirements. Dates for the submission of assignments will be given early in the semester.

Students who, for health or other serious reasons, must miss an exam, need to apply in writing to Student Administration before the end of week 13 or, if the circumstances

arose after that date, before the examination (if the unit does not have an examination, then before the end of the assessment period).

Appeals against a final Unit Grade must be made within fourteen days of the posting of the grade and cannot be made on grounds of unit objectives or level of the grade. Guidelines on unit appeals are contained in the University Handbook.

4.6 ATTENDANCE IN CLASS.

Practical classes, lectures and seminars are required components. In all units attendance and participation is expected, together with the completion of any associated assignments and reports.

4.7 RESIDENTIAL ACCOMMODATION.

Murdoch University has residential accommodation facilities. Student Village comprises blocks of on-campus flats and Pinewood, a small group of self-contained units. There is also a register of private off-campus accommodation. Detailed information is available from the Student Village Housing Office (08) 9360 2909 or email village@murdoch.edu.au or visit www.murdoch.edu.au/village/village.html. Accommodation on campus cannot be guaranteed, but every effort will be made to help students find appropriate accommodation.

4.8 EMERGENCY CONTACT.

The School will only accept telephone messages for students enrolled in the Programmes in exceptional circumstances. Please note that it is frequently extremely difficult to get in contact with students unless they are on campus at the time.

4.9 ETHICAL CONSIDERATIONS.

All research and consultancy must be carried out under the supervision of a permanent member of the lecturing staff of psychology. Research in Psychology necessarily involves the use of human participants either as subjects, actors, respondents, or informants. Ethical guidelines have been established for the discipline, which guarantee the rights of those whose participation in research provides the data for the research. No student within Psychology may undertake any experiment, testing, survey, field research or other investigation unless the approval of the supervisor and the University Ethics Committee has been obtained. All Postgraduate year research dissertations require ethical approval before commencement, including the statement of "voluntary consent" which all subjects must sign before participating in any study. (Forms are available on-line).

Any student conducting research that requires actors, subjects, respondents or informants should be familiar with the code of ethics that governs the discipline.

Copies of the relevant professional codes are available through the Program Secretary. It should be clearly understood that no student in Psychology may initiate an experimenter-subject, counselling, therapeutic or interview relationship with an individual, client or organisation without the direct guidance of a permanent member of staff who is a qualified Psychologist. Any queries concerning ethical considerations should be referred to your lecturer or supervisor or, alternatively, to the Senior Academic.

4.10 AUSTRALIAN PSYCHOLOGICAL SOCIETY.

The Australian Psychological Society is the professional organisation of psychologists in Australia. At the moment there are more than 6,000 psychologists distributed through all states and territories of Australia. The objects of the society are the advancement and diffusion of knowledge of psychology, to promote a high standard of professional education and knowledge, and to encourage the observance of strict rules of professional conduct as a condition of membership.

Membership of the Society

The grades of voting members are:

(a) Associate Member.

An Associate Member shall have successfully completed a degree including a sequence of four years training approved for the purpose of Associate Membership, of which not less than 50% shall be in Psychology as a main subject (major).

(b) Member.

In addition to the above requirements for Associate Membership, a Member shall have obtained an approved Master of Psychology degree.

(c) Fellowship.

This grade of membership is open to members who have made outstanding contributions to the advancement of psychological knowledge or practice. In addition, Honorary Fellowships may be bestowed. Two of the eight Fellows in WA are on Murdoch's staff.

(d) Student Subscribers.

Persons who are undergoing courses of instruction in Psychology at an approved institution may become Student Subscribers. Student Subscribers are entitled to attend meetings and receive Journals of the Society, but not to take part in the government of the society.

4.11 THE COLLEGE OF ORGANISATIONAL PSYCHOLOGY WESTERN AUSTRALIA.

COPWA is an active association operating under the auspices of the APS. The College manages several activities which may benefit trainee and established psychologist and postgraduate students are encouraged to become members.

5. Organisational/Occupational Psychology Staff

Dr Bob Bennett, B.A., Ph.D.

Teaching: Sensation and Perception, Occupational Psychology, Psychological Research Methods, Postgraduate Applied Psychology (occupational).

Research: Visual and auditory perception; occupational selection; the quality movement and organizational change, and Applied Cognitive Psychology.

Tel: (08) 9360 2268

Email: R.Bennett@murdoch.edu.au

Mrs Libby Brook B.Psych, M.App.Psych (Occupational)

Teaching: Organisational Psychology, Practical placements, Work and wellbeing, Professional Practice and Organisational Consultancy,.

Research: Recruitment and selection, particularly in public safety roles; measurement in organisations and alertness and fatigue in shiftworkers.

Tel: (08) 9360 2637

Email: L.Brook@murdoch.edu.au

Assoc. Professor Laurence Hartley, B.Sc. (Hons), Ph.D., FAPsS (PROGRAMME CONVENOR)

Teaching: Postgraduate Applied Psychology, (Occupational) Ergonomics, Advanced Human Factors, Human Learning and Motivation.

Research: Perception and memory; stress and cognitive performance (Psychopharmacology), noise, circadian rhythms, sleep-loss and drug effects in adults and children; ergonomics and human factors, fatigue, road safety.

Tel: (08) 9360 2398

Email: L.Hartley@murdoch.edu.au

Dr Simon Davies, BSc.(Hons), MPsych (Clinical), PhD.

Teaching: Relevant teaching area - psychological assessment .

Research: Theories of normal cognition, especially cognitive development and individual differences in general intelligence (g); evidence-based assessment.

Tel: (08) 9360 2810

Email: Simon.Davies@murdoch.edu.au

Dr Max Sully, B.A. (Hons), MA (Industrial Psychology), Ph.D.

(Postgraduate Programme Chair)

Teaching: Organisational Behaviour, Work and Well-being, Organisational Psychology.

Research: Work values, organisational change, entrepreneurial behaviour and business development.

Tel: (08) 9360 2253

Email: M.Sully@murdoch.edu.au