THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

School of Psychology

Program Handbook

Master of Business Psychology Program

2017

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Introduction

Welcome to postgraduate study in the Centre for Organisational psychology at the School of Psychology at The University of Queensland (UQ)!

This Program Handbook has been designed to provide our students with an understanding of the requirements of our Master of Business Psychology programs. It is designed to provide information about:

- The objectives and goals guiding the programs and course structure; ¬
- Staff members teaching in these programs; ¬
- Support and resources provided by the School of Psychology; ¬
- How the course operates including work project placements ; ¬
- Expectations on you as a student in the masters of Business Psychology.

What is Business Psychology?

Business Psychology is a specialty area that combines advanced study in organisational psychology (the study of human behaviour in work settings) with key business skills (strategic management and business acumen) to solve workplace issues and to improve workplace effectiveness (at the individual, group, and organisational levels) within the context of successful business practice. Business psychology practitioners combine skills in applying psychological principles, methods and tools to understand and change human behaviour at work with knowledge of business process and operations and organisational structures to provide a holistic approach that takes account of the business bottom line. Practitioners with this core psychology expertise and business acumen work as practitioners and business consultants across business, government and not-for-profit settings.

What is the Business Psychology difference?

Business psychology work does not have the clinical focus that is required by other psychology courses (eg MOP students are required to undertake clinical training as part of their APAC requirements) and this allows the flexibility to focus on the combination of relevant psychology courses with key business skills courses.

What makes Business Psychology Practitioners different from other Organisational Consultants?

We have diagnostic savvy – as well as our ingrained and well skilled research analytics - to complete the behavioural part of the org big picture.

We also have business knowledge and training and can build a bridge between the people side and the business effectiveness side. This gives the business psych consultants a competitive advantage – we create holistic interventions based on a sound business case

- We know about what questions to ask – and which solutions to apply – Our training in research and research methods gives us the edge. We also understand best practice and are able to identify what framework/theory etc applies to which organisational problem.
- We have an understanding of test methodology and can administer many tests – but can also develop a method or tool if none is available.

- We can work well with teams and groups –we understand behaviour and the basis of relationships, and can use a number of psychology based interventions rather than the off the shelf tools that may not fit.
- We know how to measure effectively so we can evaluate and show the true ROI of any intervention and the impact on the bottom line.

Our knowledge is straight from the horse's mouth – the research base of psychology informs most of the thinking in HR and people management generally - so organisations using a business psychology practitioner are dealing with someone with first-hand knowledge of the science that underpins it all plus knowledge of org practices and operations generally.

Centre for Organisational Psychology at UQ

Postgraduate students in business psychology are affiliated with the Centre during their course. In alignment with the strategic goals of UQ, the Centre for Organisational Psychology in the School of Psychology has several key objectives:

¬ to develop the disciplines of business and organisational psychology by conducting high-quality basic and applied programs of research that provide a link between organisational theory and practice;

¬ to provide students with high-quality teaching programs by offering postgraduate training in the professional practice of business and organisational psychology;

¬ to develop the profession of organisational psychology and business psychology practice by engaging with government, industry, and community groups.

The centre is the direct link with the Masters of Business Psychology, Masters of Organisational Psychology and the PhD (Org) programs

Postgraduate Programs in Business and Organisational Psychology

The main objective of our postgraduate programs in business and organisational psychology is to prepare students for professional work in an organisational context by combining academic learning, a research orientation to problem-solving, and practical experience.

Three Main Approaches

Theory – students will acquire empirically-based theoretical frameworks for understanding individual and group behaviour in social systems and organisations as well as strategic management and business topic knowledge.

Research – students will develop and consolidate their skills in methodological, statistical, and other empirical techniques in order to develop research and evaluation skills useful in organisational settings. The major work project will give students an opportunity to utilise research skills and methodologies as this work project forms a field work based thesis equivalent but provides the opportunity to research in a real world environment.

Practice – students will be trained in core professional competencies for business consultants working in organisational settings as well as core business skills for diagnosis and interventions in a range of business contexts. They will receive training in business consultancy skills, diagnostics, process mapping and causal analysis to enable them to consult into organisations. They will also have the opportunity to practice these skills in work projects within organisations.

Staff Involved in the Business Psychology Programs

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The Masters of Business Psychology program

The Masters of Business Psychology is designed to give students the skills required to become an organisational consultant, specialising in the use of psychology to enhance the productivity and effectiveness of individual teams and organisations and to improve the quality of working life. The course provides practical skills in the areas such as: selection, training and development; leadership and talent management, change management, work redesign, human factors and safety as well as core consultancy skills. The program is designed for people working as internal and external consultants in both the public and private and NFP sectors.

The program trains students in the use of the scientist-practitioner model in their professional work. This also helps to develop a critical mind and the ability to evaluate evidence which complements and supports the business skills area of the program. As such the Masters of Business Psychology provides in-depth theoretical knowledge and associated professional skill development for effective practice in business psychology. The programs focus on issues that are confronting and changing the way work is managed, organised, and conducted today within the business operating context, and the theoretical and practical approaches that business psychology consultants can take to enhance quality of work life for employees and using their business acumen improve organisational effectiveness.

Key Business Competencies for Business Psychology students

The coursework and work projects all provide opportunities to build and meet the competency set for business psychology practitioners working in an organisational context. These competencies were developed with input from business, government and major multi-nationals who are core employers of business psychology professionals. Thus, learning experiences offered in the program are designed to provide opportunities for students to acquire the key competencies.

The competencies for the Masters of Business Psychology program capture the knowledge skills and abilities required to be a business consultant across a range of organisations. The competencies fall into a matrix of

- Personal capabilities that are behaviours, abilities and attributes any organisational consultant would need to possess to perform competently in the field. These can be enhanced with experience.
- Professional skills that consist of the knowledge based and skills based competencies that a business consultant needs to operate in organisational environments. These are often learned and acquired knowledge sets.

The competencies are also arranged hierarchically from basic foundations skills to competencies that develop through dealing with increasingly complex issues and through broader ranging experiences to the strategic skill level. It is intended that students will have opportunities to develop the first 2 levels of competencies (foundation, operational) during the course and be on the way to meeting some strategic level ones.
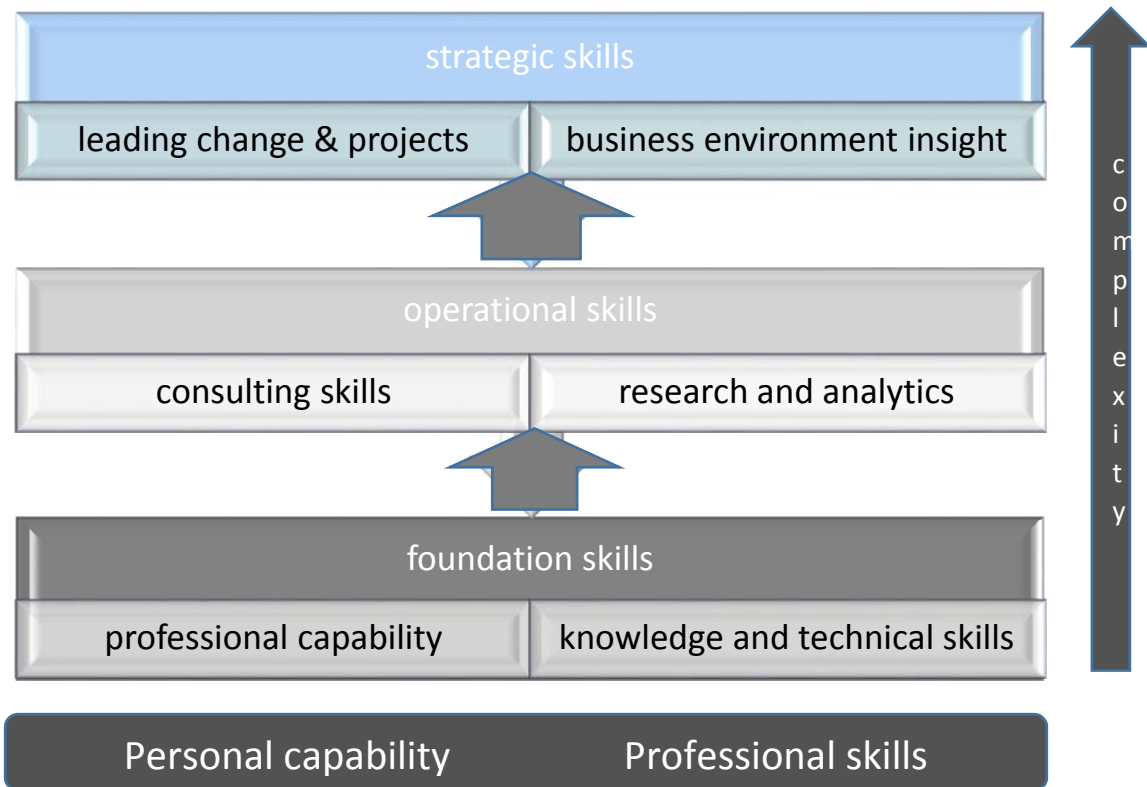
The practical work project program aims to develop skills from foundational through to strategic by mapping competencies to different level project types and experiences.

These 6 competencies are listed in hierarchical order below:

Professional skills – appropriate business consultancy including - Self management skills – operating with integrity, ethics, and accountability ,delivering on time and balancing priorities - Well developed communication skills – both verbal and written competent with business report and proposal writing. - Appropriate judgement and decision making for a business context - Client centric in approach while balancing the need for valid best practice solutions	Knowledge and technical skills ability to apply business psychology concepts – - Sound knowledge of relevant concepts, principles, theories, and techniques from both psychology and business, and the evidence base for these. - Ability to critically evaluate psychological research and translate theory into practical solutions - Accesses appropriate resources and keeps knowledge up to date to ensure best practice contemporary technical skills Knowledge areas of job design, workforce design, workforce planning, engagement, org culture and climate, leadership/management systems, training, change management, group processes, performance
Consulting skills - Understand and undertake the consultancy lifecycle – from contracting to evaluation and exit - Advanced Stakeholder engagement and management - Ability to listen effectively and negotiate and influence appropriately in a commercial environment (including facilitation skills) - Appropriate use of consultancy tools – eg needs analysis, business process mapping, contracting, RCA, and also continuous improvement process eg lean 6 sigma to provide workable and effective solutions - Able to use a variety of assessment tools eg culture diagnostics, Hogan inventories etc - Understand the project management process and competent in the use of project management tools eg Gant charts.	Research skills and analytics in organisations - Understands organisational diagnosis principles and approaches eg able to use HR data and organisational metrics - Selects and uses appropriate tools and methodologies to identify , analyse and define issues - Able to identify trends and causal issues - Uses best practice and benchmarking research to complement analysis to ensure robust and accurate solutions
Leading change and projects - Understands and leads the end to end change management process from	Business environment Insight - Understanding business models and processes – operating costs, profit

scoping to close off/handover including roles and responsibilities – - Leads teams and uses appropriate resources and project management tools effectively to deliver - Can organise and delegate project tasks etc and coach others. - Identifies and defines risk and develops risk management approaches - Exceptional presentation skills/strategic influencing to gain buy-in and signoff from stakeholders and execs - Well developed evaluation skills	margins, ROI, resourcing and broader Operational strategies, business principles and business functional areas - Understand Business information systems – KPIs, strategic management info and how to use these - Understanding and consideration of the clients market and business segment including political processes and power dynamics - Utilises innovation and systems thinking in working in the broader organisational environment

The Competancy framework- overview

strategic skills

leading change & projects | business environment insight

operational skills

consulting skills | research and analytics

foundation skills

professional capability | knowledge and technical skills

Personal capability Professional skills

complexity

Program of Study for MBusPsych

The MBusPsych is a 1.5 years full-time or 3 years part-time program. Students wishing to extend these timeframes or change their enrolment status must have approval from the Program Director.

MBusPsych Course List

Students need to gain a total of **#24** (credit points) comprising:

Course	Units
12 units for	
PSYC7424 Job and Organisational Design	#2
PSYC7464 Organisational Change: Theory and Practice	#2
PSYC7474 Applied Research Methods	#2
PSYC7484 Advanced Personnel Training	#2
PSYC7405 Business Skills for Consultants	#2
MGTS7303 Principles of Strategic Management	#2
6 units for	
PSYC7415 Business Psychology Project A	#2
PSYC7425 Business Psychology Project B	#2
PSYC7423 Business Psychology Project C	#2
6 units from the following electives:	
PSYC7454 Advanced Organisational Psychology	#2
PSYC7594 Motivating and Leading in the Workplace	#2
PSYC7514 Advanced Psychological Research Methods	#2
FINM7401 Finance	#2
MKTG7501 Fundamentals of Marketing	#2
MGTS7609 Contemporary Employment Relations	#2

Recommended Study Plan

Year 1, Semester 1	Year 1, Semester 2
PSYC7484 Advanced Personnel Training	PSYC7464 Organisational Change
MGTS7303 Principles of Strategic Management	PSYC7425 Business Psychology Project B
PSYC7405 Business Skills for Consultants	PSYC7424 Job and Organisational Design
PSYC7415 Business Psychology Project A	1 Elective
Total of #8	Total of #8

Year 2, Semester 1	
PSYC7474 Applied Research Methods	
PSYC7435 Business Psychology Project C	
2 Electives	
Total of #8	

Study Load

As a general rule, students should expect to undertake at least 2 hours of additional non-contact time (in pre- or follow-up reading and assignment preparation) for each hour of contact time. This means that students should devote a minimum of 9 hours each week per course of the program (i.e., 3 hours contact + 6 hours of preparation). Thus, full-time students undertaking 4 courses per semester should expect to devote a minimum of 36 hours per week to the program. Part-time students must be available to devote 18 hours per week to their coursework requirements.

Requirements of the Program - University Guidelines

The UQ Program Rules for the MBus Psych can be found at:
http://www.uq.edu.au/study/program.html?acad_prog=5665

Students' progression through the program is according to the UQ enrolment and academic progression rules:
http://www.uq.edu.au/student/GeneralRules2016/2016Enrolment_and_Academic_Progression_Rules.pdf

Full-time MBus Psych students should complete approximately #8 per semester in order to complete the program in the recommended timeframe.

Part-time MBus Psych students should complete approximately #4 per semester.

A student who commences, but does not successfully complete a placement through academic withdrawal (W) or receiving a fail grade (X or N), must apply for approval to the Associate Dean (Academic) Faculty of Health and Behaviourial Sciences to re-enrol in that placement in a following semester. You must discuss your program of enrolment with the Program Director and Placement Manager/s prior to requesting approval from the Associate Dean. Please refer to the program rules for full information on enrolment and placement requirements.

Students also are referred to the UQ 2016 Enrolment and Academic Progression Rules. In particular, Part 5 (Academic Standing) provides information in regards to the requirements for satisfactory academic performance.

Professional Conduct

As a student choosing to work in a professional business environment, it is expected that certain standards of conduct and behaviour are observed.

The university requires that Students must conduct themselves in a manner consistent with the standards of behaviour set out in the University's Student Charter as well as any relevant codes or guidelines issued by their Faculty, discipline professional body, registering authority or placement organisation.

The code of conduct that is relevant to professional conduct as part of the Masters of Business Psychology course is at Appendix 1. This code of conduct supports and complements the University codes and policies

The University's student charter is the primary document governing behaviour and can be found at: https://ppl.app.uq.edu.au/content/3.60.01-student-charter

At the same time students must also adhere to the requirements of the new fitness to practice policy: https://ppl.app.uq.edu.au/content/3.30.14-fitness-practise

Fitness to practice covers not only behaviour but also knowledge skills and fit required to successfully progress in a program. Students must demonstrate during their studies that they have the required aptitude, knowledge, skills and attitudes expected of student practitioners at the appropriate stage of their education and training within their profession.

The fitness to practice policy details the processes the university will take where students enrolled in programs or courses that include practical placements have concern(s) raised about their Fitness to Practise in situations where they:

a) Engage in conduct outside the bounds of that considered acceptable or worthy of the membership of the profession (**conduct**); and/or

b) Demonstrate performance that is not consistent with the profession's established standards (**performance**); and/or

c) Exhibit disregard for, or are unable to meet, the rules, regulations or standards for practising as a member of the profession or for undertaking professional practice with a professional practice provider (**compliance**); and/or

d) Display a disability or health condition that impairs their capacity to practise as required by the profession (**disability or health**).

Master of Business Psychology Program Handbook, School of Psychology, The University of Queensland

Academic Progress

Coursework Attendance Requirements

For MBP students it should be noted that the expectation is you attend coursework lectures, tutorials, and workshops as required by University. As such, given the highly interactive nature of courses at this level, involving group work and in class practical work, it is important that you attend classes. Not all of course materials will be available digitally. Course Coordinators document class attendance on a weekly basis during the semester.

Students are expected to attend all classes during the 13 weeks of semesters. It is important you notify any absences in advance to the course coordinator. You can provide a medical certificate to the course coordinator for medical or counselling certified reasons, or for exceptional circumstances.

Thus, repeated failure to attend class without appropriate notification and documentation may result in course failure and will be dealt with in accordance with the student academic progress policies. Students may have to complete an additional work project or further coursework on completion of their degree in order to satisfy the requirements of the program.

This is particularly important in terms of the Business Psychology Work projects where you are working in a business environment within an organisation. Timeliness and attendance are important both for your project progress and also your own career development and opportunities. Attendance that conforms to expected professional behaviour reflects well on yourself and the university in terms of its relationships with placement providers.

Business Psychology Work Project Placement Program

The MBP is a course that is responsive to the contemporary needs of business and organisations and the skills they want in their business/organisational consultants.

To ensure we meet those requirements and continue to provide students with the best knowledge, skills and abilities to be effective and competitive in their field, we combine coursework with practical experiences to ensure students are well equipped to step into business consultancy roles.

Based on a scientist-practitioner model, the work project placement program provides an opportunity for students to apply the skills, theoretical frameworks and business skills acquired through coursework and research to practise ethically, critically and professionally as business psychology practitioners in an organisational setting.

An essential element of the program is the work project placements. These enable students to develop and refine their practical skills and put their learning into action. Placements are designed to give students the opportunity to develop the first two levels of competencies and go some way to developing the 3rd level (strategic) competencies. Each work project will have competencies that need to be demonstrated and evidenced. Demonstrating the competencies is required to pass the project course.

Placements are more flexible than accredited courses eg., there is a broader range of business environments, with people from a range of disciplinary backgrounds. The focus is on tailoring a placement program to reflect student career aspirations in conjunction with the contemporary needs of business while still meeting the course requirements.

 The aim is to allow students to enhance their skills on the job in a supported environment. We want students to have a variety of experiences across a variety of organisations so the placement process is principles based rather than a defined rules based approach to support that flexibility.

Business Psychology work project principles

Work projects

o will be loosely linked to semesters (there are 3 business psychology project courses available across 3 semesters). However, projects can have different timings than semesters depending on business and student needs e.g. there is flexibility for longer projects or summer/winter internships. However, students must undertake a minimum of 3 different work projects to meet the diversity of experience required by the program.
o have a minimum of 100 hours per work project and a minimum of 600 hours required across all projects. There is no maximum number of hours per project – however one work project will be a major project with a minimum of 250 hours required.
o involve approximately a 2 to 2.5 days (15 hours) per week on average recommended time investment. Over 3 work projects these average hours will ensure the minimum of 600 hours is met. This can be lower for shorter placements and longer for the major work project placement. This can also change depending on part-time versus intensive student full-time placements and also on the project size and demand but students need to ensure they accrue hours on a regular basis.
o will have the majority of work project hours undertaken on site at the placement organization. This ensures that the skill and practice of business consulting work is fully experienced.
o each need to be different from one other in terms of the type of work undertaken, settings for the work, and type of project (e.g. leadership assessment vs downsizing vs learning program development) in order to give students a cross section of working environments and contexts across 3 placements and the opportunity to develop the business psychology competencies.
o will be a mix of internship and externship type projects.
   ▪ The first project (project A) would typically be run as an internship where students will work in pairs or a group on a consultancy project for an organizational client under the supervision of an experienced business consultant affiliated with the Centre for Organisational Psychology.
   ▪ The other two projects (B&C) would be more typically run as externships where the student works for and within the external organization as an internal consultant. Supervision is a mix of internal workplace supervision and University based supervision/mentoring.

Work Project assessment

Assessment on the initial 2 projects will be made on a pass/fail basis against a set of competency standards and against the project plan deliverables. The competency standards identify the attributes and skills identified as required to be an effective consultant. At the beginning of each project the student and the placement manager will identify the scope and deliverables of the project, the learning objectives and the competencies that can be evidenced.

- Students will produce a project plan at the beginning of the placement to detail the scope of the project to be undertaken. The project plan contains a project proposal outlining the proposed intervention and deliverables, the research and data gathering to be undertaken, the diagnostics to be undertaken, and what issues are in and out of scope and a timeline. As the project placement progresses the project plan will be updated to include status reports (stage gates) towards the project deliverables, risks, blockers, and the planned intervention and evaluation. The project plan (completed) must accompany the project report at the end of the placement (1 week after the last day on placement).

- Students at the end of the placement will produce a business project report. The project report details to both the organisation and the university the work undertaken and the results achieved. It complements the project plan details what occurred at each step in the project, including outcomes, process, rationale, risks, blockers and issues, costings, resources and timelines. It details the final recommendations and any artefacts developed and is individual in form and content for each student.

- Performance will be formally reviewed midway through the project to ensure deliverables and project goals are on track.

- The final review will take place at the end of the project and will cover the aspects of the project plan and competencies to be developed. It also covers the quality of work produces and the behavior and fit of the placement.

The major project

The major project will be at least 250 hours and has a major project report required to be submitted to the university and the project organisation detailing an end to end approach from scoping and research to implementation and evaluation:

- The major project will have a data collection and data analysis requirement as part of the research /needs analysis section of the project. The report will contain information on data collected and details of the analysis and causal problem/s identification
- The project must have some implementation/intervention or an evaluation of another intervention carried out as part of the project.
- The report will contain details of the engagement /consultancy arrangements with the organisation (scope, timeline, deliverable products) as well as the identification of the organisation presenting issue and the intervention recommended.
- The major project will be assessed on a 1-7 scale

Other Project placement information

- Work projects that are externships will be supervised by the organization supervisor but the university will have a quality assurance role to ensure
  - Project is suitable for an MBP student in scope and size and content
  - Project is progressing appropriately
  - Student is able to achieve the required competencies for that placement
  - University code of conduct and legal requirements are being met
  - Students are supported and on track for a successful placement
- Work projects are identified either by the School of Psychology MBP placement officer or by the student but must meet the following project criteria
  - Offer appropriate educational opportunities across the core area of business psychology practice and which complement the program courses
  - Allows the student to develop core competencies and show evidence for those competencies
  - Work in a business consultancy field that involves human capital management or organisational development areas that have direct links to the courses undertaken.

Note: Any work project placements identified by the student will need to be approved by the course coordinator.

Work projects will be allocated to students through a selection process that matches student developmental needs, aspirations and organisation requirements.

Project course Enrolment and completion

Enrolment in the Business Psychology project courses should be in sequential order and at the rate of one placement per semester for full time students, and at least one per year for part time students),

Although all reasonable flexibility will be extended to accommodate placement timings, placement must be fully completed to the required assessment standard in a timeframe that meets University guidelines, in order for a grading to be awarded.

Before enrolling in project course, ensure you can make the commitment necessary in undertaking a placement, as this impacts on the operations of the Centre's industry partners, in addition to your academic requirements and professional reputation. Consider your semester workloads, your other work/life commitments.

Process for placements

Project identified –

The university or the student may identify a potential project placement.

1. the Placement manager will assess the project for suitability for student placement and identify the competencies to be developed
2. Project will be advised to students and placement allocated

Placement information –

1. Placement agreement put in place with organization and student
2. Student develops project plan for sign off with organization/ UQ
3. Other advice provided to organization (WIL, insurance information)

Placement progress –

1. Placement continues.
   a. Student updates project plan as project continues eg amending dates and deliverables and scope.
   b. At mid-point in placement a mid-point review will occur between student, organization and UQ placement manager. Review will be a conversation around progress to date towards deliverables, competencies, expectations and fit. Review whether the student has been ethical and behaved in accordance with the student code of conduct and the placement agreement.
   c. Final review. Review covers same topics as Mid review and also includes a review of the placement as a whole and learnings from the experience

Placement complete –

2. Placement finalizes
   a. Student submits project report to project placement manager and the organization.

Placement support –

All placements are supported by the program placement coordinator – who provides mentoring of students on their work projects. This mentoring can be provided one on one or in groups and is usually university based.

Students will have an individual program plan that outlines their professional learning and development goals and preferences. The program plan is developed initially by the student and agreed with the placement coordinator and outlines a program of coursework and practice that meets individual goals in terms of the types of placements to meet career plans but still allows student to develop and meet the competency set,

To support and complement work projects, there will be an on-campus component of each Business psychology project enrolment. As some of the placements will be in organisations where the line supervisor may not have any psychology background and may not be able to support the student in some areas of skills development, these sessions will provide skills support and involve

- group coaching and mentoring sessions to support the student with work projects – provide additional input and discuss alternatives options and approaches for the project.
- Sharing and discussion with other students of their projects and understanding other work projects

- guest speakers from business providing special topic seminars
- an opportunity to develop further practical skills or in some cases certification eg "project management"

Career Pathing

- As part of the competency based development approach to the Masters of Business Psychology each student will put together an individual program plan outlining their professional learning and development goals and commitments at the beginning of the program,
- This plan which is a working document that may evolve and change over the program will assist the Placement officer identify project options and opportunities for students to develop skills in their identified areas of interest within the constraints of available course and placement opportunities.

Additional placement Information

Work projects are undertaken as part of the university.

Students are covered for professional indemnity by the University whilst enrolled on the program, provided their applied practice is unpaid and has been formally approved using the required forms as detailed in this manual.

It is an expectation that students, in committing to a practicum course enrolment, make arrangements to be available for voluntary supervised practice, as outlined in this handbook, at a placement organisation identified by program staff as suitable to meet the developmental and operational needs of both parties. Students' personal considerations and preferences will be accommodated where this is reasonably achievable and in consideration of the broader needs of all students on the program. **It is the student's responsibility to alert staff to any personal, work-related, health, disability or learning issues which could impact on their capacity to meet the expectations of, or safely perform, their supervised practice.**

While on placement you are still an enrolled student not an employee of the organisation so your line of sight management will be through the Placement officer even though your work is undertaken and you in the organisation. Any issues difficulties or problems with the placement should be reported to the placement officer as soon as possible

Workplace Health and Safety

The University takes Work Health & Safety (WHS) seriously, and is obligated to ensure your safety when undertaking University-related activities when off campus. The relevant policy is located in UQ's Policies and Procedures Library:http://ppl.app.uq.edu.au/content/2.10.08-risk-assessment-and-managementTo this end, your cooperation is required in reading and acknowledging a risk assessment that has been prepared regarding the possible hazards you might face whilst undertaking placements and research activities during your time on the program, and the control measures to minimise risk of injury or illness. This process should take you no longer than about 10 minutes and would usually only need to be completed once during your program enrolment.

The action you need to take is as follows:

1. Click this link to take you to the Risk Management Database web page:
   http://www.uq.edu.au/ohs/risk-management-assessment

2. Here you will find the entry point to the database, *"Launch the UQ Risk Management Database"*

3. Below that link, under "Information, Training and Resources" is a link to "Risk Management Database Instructional Training Videos"

4. These very brief videos step you through the process to:
   a) Create your database profile (this just involves logging in to enter your name, UQ email address, School & Faculty –Health & Behavioural Sciences)
   b) Search for the *"Organisational Psychology Postgraduate Program"* risk report (Task ID 42606) and acknowledge that you have read and understood it by clicking "Read" at the bottom of the task bar and then clicking "Yes".

You are expected to comply with the WHS guidelines of your placement or research worksite, and to exercise all reasonable (common sense) self-care and precautions during the course of the University-related activity and when travelling to and from worksites.

Additional information that is relevant:

- Driver safety http://www.uq.edu.au/ohs/off-campus-work-e-g-travel-field-work

- Workplace ergonomics http://www.uq.edu.au/ohs/computer-workstations

- Occupational stress
  http://www.deir.qld.gov.au/workplace/subjects/stress/about/index.htm

Note that you will not be able to complete this task remotely unless you download a VPN via the IT website.

Additional information is available in the Appendices.

Appendix 1

Code of conduct/Ethical Principles

Based on the UQ ethical principles

Ethical Principle 1 – Integrity and Impartiality

It is that all students in work projects act in a way that does not impact adversely the reputation of the University. This means students on placement must:

a. be committed to, and to act in accordance with, the highest ethical standards;
b. act with objectivity, independence and impartiality;
c. show respect, courtesy and responsiveness towards all persons including other members of the organisation, to students to university staff and to the general public;
d. ensure that any conflict of interest issue is resolved or appropriately managed in accordance with the University's Conflict of Interest Policy; and
e. be committed to honest, fair and respectful engagement with the project organisation and its staff.
f. adhere to the memorandum of understanding and student placement agreements especially in regards improper use of information and confidentiality in the workplace

Ethical Principle 2 – Accountability and transparency

Students on placement must:

a. perform their duties conscientiously and professionally, with proper diligence, care and attention and in a manner that reflects well on themselves and the University;
b. be accountable for their conduct and decisions;
c. use resources effectively, efficiently and economically
d. comply with the organisations policies, procedures and decisions except when in contradiction of the University
e. comply with the laws of the State and the Commonwealth

Appendix 2

Support Resources and Useful Information for Students

Other Professional Associations

Many students express their interest in developing their academic and professional networks from the outset of their postgraduate training through other organisations and associations. Professional bodies relevant to research and practice of business psychology, both nationally and internationally, include:

Academy of Management (AOM)
http://www.aom.org/

Australian Human Resources Institute (AHRI)
http://www.ahri.com.au/

Australian Institute of Management (AIM)
http://www.aim.com.au

Australian Institute of Training and Development (AITD)
http://www.aitd.com.au

Australian and New Zealand Academy of Management (ANZAM)
http://www.anzam.org/

Change Management Institute (CMI)
http://www.change-management-institute.com/

European Association of Work and Organisational Psychology (EAWOP)
http://www.eawop.org

International Commission on Occupational Health (ICOH)
http://www.icohweb.org/

Society for Industrial and Organisational Psychology (SIOP, 14th Division of APA)
http://www.siop.org/

Computing Facilities

Shared desks and computer facilities for all Postgraduate Coursework Students in the School of Psychology are located in Rooms 24-s202 and 24-s228. These rooms are accessible via a swipe card system – if you don't have access please contact pgenq@psy.uq.edu.au or (07) 3365 4919. For further information about computing facilities, contact the Duty Programmer on help@its.uq.edu.au.

Email Signature

It is recommended that students include the following information in the format listed below for their email signature in all correspondence using their uqconnect or uq.net.au email address.

Name (followed by abbreviations for undergraduate qualifications)
MBusPsych Candidate
School of Psychology
The University of Queensland

Psychological Test Library

The Professional Resource Centre stores the psychological test library ((Room 24A-206), including over 300 psychological tests and associated user manuals. For further information about accessing and borrowing testing materials, contact Ms Danico Jones on psyresource@psy.uq.edu.au.

UQ Library & Contact your Research Information Service Librarian

The University Library also offers free workshops, from sessions on using the catalogue and databases, to more advanced classes on citation searching, using Endnote, alerting services, and more. Please check out the Training Sessions page at the following web-link: https://www.library.uq.edu.au/training/

The Library offers a wealth of resources, in print and online, to support your study and research. Currently the collection provides approximately 2 million volumes, 85,000 journals, 900 databases, 500,000 ebooks, and 30,000 DVDs. Come on a Library tour at the start of semester, or view the virtual tour at: https://www.library.uq.edu.au/help/online-tutorials

Generous borrowing privileges are provided for all students and staff. If you need access to a book or article not held in UQ Library, you can request it through the Library's Document Delivery Service, and it will be obtained for you from another Library. Use the online request form at: https://www.library.uq.edu.au/about-us/acquiring-material

During semester, the Social Sciences and Humanities Library (which houses most Psychology publications) is open 7 days per week, and the Biological Sciences Library is open 24/7, providing computer access and study space.

The University Library's Multimedia Service http://www.library.uq.edu.au/tals/mm/ provides audio and visual resources, including over 30,000 DVDs and videos, for borrowing and online. To book materials for teaching purposes, ring x64318 or email: avsbook@library.uq.edu.au Bookings can be made up to 6 months in advance. Requests from the National Film Library require at least 10 working days' notice. All UQ Library audio visual material is listed in the Library catalogue.

Many videos are now available through the Library website in digital form, and can be viewed from anywhere by UQ staff and students. Digital videos can also be linked to Blackboard courses. Collections of online videos relevant to Psychology include *Counselling and Therapy in Video I and II*, and the Australian database *TVNews*. TV programmes recorded off-air by the Library can also be made available in digital form for teaching purposes.

The Library provides a wide range of support for both coursework and research students. Information especially for researchers can be found at: https://www.library.uq.edu.au/research-support

Postgraduate students are welcome to make an appointment to meet individually with a librarian from the Research Information Service, to look at Library resources and techniques relevant to your topic area. Contact Miranda Newell on m.newell@library.uq.edu.au

Seminar Series

The School of Psychology offers a seminar series during Semesters 1 and 2. Seminars are held at 3.00pm on Fridays and speakers are advertised via electronic mail and the School website. All postgraduate students are invited to attend seminars.

Since this Program Handbook is designed to be useful to our students, it remains a work-in-progress. You are very welcome to provide suggestions for improvement and should feel free to discuss or clarify the information in this Handbook with the Program Director.