

COURSE UNIT INFORMATION SHEET (SYLLABUS)

2020/2021

Name Work Psychology
Teaching staff Isabel Paredes (Invited Professor) (Professor in charge)
ECTS 6 ECTS
Functioning In-person or online classes and schedule defined on a case-by-case basis in accordance with the Contingency Plan in force.
Learning goals - To obtain and build knowledge to understand and explain the behavior and performance of people at work by applying theory and methods from Psychology; - To know how to use work and job analysis methods to understand and describe job content and work context, and to generate a person specification for the job role, ensuring that we have the information needed for the solution of virtually every human resource question in an organization; - To acquire positive attitudes in terms of continuous self-actualization about the world of work and the occupations, and about the impact that job content and work context have on behaviors, competencies, well-being, and motivation of the individuals.
Skills to be developed - Knowledge and understanding about Work Psychology core topics and their impact and application in human resources management in Organizations; - Practical application of some of the theories studied and of data collection methods; - Positive attitudes towards the continuous research and self actualization in this field; - Written and oral communication skills, interview skills and initiative (transferable competencies).
Prerequisites (precedence) Not applicable

Contents

1. Job and work analysis. Job content and context description and person specification. Personal job demands/worker attributes requirements and competency profiles. Competency models and frameworks.
2. Job design.
3. Ergonomics and human machine/computer interaction.
4. Job evaluation.
5. Performance measurement, appraisal and management. Systems, methods and criteria used.
6. People, organizations and economical context.

Bibliography

Arnold, J., Randall, R., Patterson, F., Silvester, J., Robertson, I., Cooper, C., ...Axtell, C. (2016). *Work psychology: Understanding human behaviour in the workplace* (6th ed.). Harlow, UK: Pearson.

Chmiel, N., Fraccaroli, F., & Sverke, M. (Eds.). (2017). *An introduction to work and organizational psychology: An international perspective* (3rd ed.). Chichester, UK: John Wiley & Sons.

Morgeson, F. P., Brannick, M. T., & Levine, E. L. (2020). *Job and work analysis: Methods, research, and applications for human resource management* (3rd ed.). Los Angeles: Sage Publications.

Peeters, M. C. W., De Jonge, J., & Taris T. W. (Eds.) (2014). *An introduction to contemporary work psychology*. Chichester, UK: John Wiley & Sons.

Wilson, M. A., Bennett, Jr., W., Gibson, S. G., & Alliger, G. M. (Eds.). (2012). *The handbook of work analysis: Methods, systems, applications, and science of work measurement in organizations*. New York: Routledge.

Teaching methods

Lectures by teacher, analysis and oral presentation of articles and book chapters, individual and group work, and a field work (job analysis).

Evaluation Regimes

There is only a general evaluation regime.

Evaluation Elements

The evaluation comprises two formal elements:

- An individual practical activity: job analysis to produce a job description and person specification (10 Pages + Appendixes). 50% weight on the final grade. Minimum mark = 10 (on a 0-20 scale). Deadlines: First examination period – 8th January 2021; Second examination period – 25th January 2021; Special examination period – 3rd September 2021.
- A final written open book in-person or online exam. Students can search and consult any source of information. At the end of the time allowed, students must submit their written work on Moodle. Automatic submission to URKUND (anti-plagiarism system) is enabled. 50% weight on the final grade. Minimum mark = 10 (on a 0-20 scale). According exam scheduling.

Participation during classes, oral presentations, group reports and comments on articles have a positive impact on the final grade.

Rules for grade improvement Job Analysis and/or Exam repetition.
Rules for students having previously failed the course unit Repetition or completion of the missing evaluation elements.
Requirements on attendance and punctuality Attendance record but without absence limit. The attendance has a positive impact on the final grade.
Rules for special students There is only a general evaluation regime.
Language of instruction Portuguese. Bibliography mostly in English. Erasmus students can give their presentations in English or Spanish, and present their written works in English, French or Spanish.
Disciplinary violations and penalties According to the Evaluation of Learning Regulation of the Faculty of Psychology of the University of Lisbon, the following behaviors are considered as disciplinary offenses subject to disciplinary action: a) To use or attempt to use materials, information, notes, study resources or other objects and equipment not authorized in academic exercises; b) To help or try to help a colleague in committing a disciplinary offense; c) To submit the same written work for evaluation in different course units without permission from the instructors, even if with minor changes; d) To present someone else's work as one's own; e) To forge, or change without permission from the author, any information or citation in an academic work; f) To interfere, change or attempt to change grades; g) To try to prevent or interfere with the proper functioning of classes, research or other academic activities; h) To make false accusations regarding instructors, governance bodies, other students or non-teaching staff of the FPUL; i) To falsify signatures in attendance sheets, documents relating to evaluation elements or in any official document relating to an academic process or status. Disciplinary offenses committed in any assessment element can lead to its annulment, and must be reported to the Pedagogical Council or, considering their gravity and repetition, may lead to other penalties, to be determined by the Rector of the University of Lisbon.