MA Applied Psychology
Work and Organisational Psychology/Behaviour

School of Applied Psychology

University College Cork

Course Handbook

2018-2019

School of Applied Psychology
Enterprise Centre
North Mall
Cork

Table of Contents

This handbook is intended for students on the MA Work and Organisational Psychology/Behaviour in 2018-2019. It should be read *in conjunction with the College Calendar* and the appropriate entry in the Marks and Standards **.* While every effort has been made to ensure that the information contained herein is accurate and up-to-date, it should not be construed as imposing any legal obligations on UCC or the School of Applied Psychology.

* https://www.ucc.ie/calendar/postgraduate/Masters/arts/page122.html

** http://www.ucc.ie/admin/registrar/marksandstandards/

On behalf of the staff who teach, support and supervise on the MA in Work and Organisational Psychology/Behaviour (MAWOP) (MAWOB) programme, we would very much like to welcome you to the School of Applied Psychology. We hope that you find your programme a stimulating and inspiring experience and that you will graduate from it with a clear understanding of issues involved in applying psychology in work and organisations, and a sense of your own competence in this field.

It is important for you to recognise and remember that you come to the programme with previous experiences of college education and a variety of work and personal experiences. All of these will provide you with resources which we encourage you to draw on and share with each other and with staff in order to further your own and your colleagues' learning experience.

The MAWOP/MAWOB can be a challenging course. We will support you in negotiating the course and also encourage you to be open to receiving support from each other. We believe that active student participation in the lectures, online environment and assignments is fundamental in furthering a students' intellectual and professional growth. To this end we expect to witness your active participation throughout the course. The online or blended element of the programme may be a new experience for you. It is important that you engage with the online materials consistently week by week throughout the programme as many of the in-class lectures and workshops are predicated on you being prepared and up to date with your online learning.

As you will see from the handbook and timetable, the course comprises of a range of modules incorporating theoretical, practical and indeed experiential learning. In order to facilitate a meaningful understanding of issues covered, students on the course will experience a range of teaching methods including lectures, discussion seminars, role play and self-directed learning delivered in both in-class and online environments.

To respond to challenges the MAWOP/MAWOB will present you with it is important that you give due time and consideration to the types of supports and resources that you need to put in place to look after yourself as you progress through your studies and learning experiences. We look forward to working with you this year and hope that you will find the MAWOP/MAWOB a rewarding experience on many levels.

It is your responsibility to ensure that you read this handbook several times – it contains important information that will guide you through the course. It is your first point of reference for queries you may have in relation to the programme.

About the School of Applied Psychology

Who to Contact when you have a Query

The Course Administrator Anne Fitzpatrick, email anne.fitzpatrick@ucc.ie phone 021 490 4604 is your first point of contact about illness, changes of modules, timetabling, lateness, or any other administrative difficulty or issue.

The School Technician, Mick Mackey mmackey@ucc.ie and Aaron Bolger aaron.bolger@ucc.ie are responsible for any queries or issues relating to equipment as well as the photocopier, computer room etc.

If you are unsure whether your query relates to an administrative or academic issue, then it is best to address it to a member of the administrative staff in the first instance. Administrative staff are experienced and knowledgeable and will probably be able to answer most questions you may have. If not, they will direct you to the appropriate member of the academic staff.

Administrative Office Opening Hours (Located in the Peter Dempsey; 1st Floor, Enterprise Centre)
10.00-12.00
14.00-16.00

Programme Director	Dr. Carol Linehan	carol.linehan@ucc.ie	021 490 4608	Availability: Email for an appointment

Semester Dates Academic Year 2018-2019

Registration: Please note first year post-graduate registration for Masters in Applied Psychology Work and Organisational will take place on Thursday, 6th September, from 4:00 pm to 4:30 pm in the Kampus Kitchen on the basement floor of the Kane Building.

Autumn Semester	**Spring Semester**
10th September - 30th November 2018	14th January – 5th April 2019
	Easter recess from 15th April - 26th April
Review Week:	**Review Week:**
3rd December 2018	8th April 2019
Exams: 10th- 21st December 2018	**Exams:** - 26th April – 10th May 2019

School Facilities

As stated above, the office is the first point of contact for all queries in relation to modules, timetables, tutorials, and submission deadlines etc. Please note however, that the office does not supply any items of stationery to students. There are also computer facilities available to students on the first floor of the School building but please note that hours available are restricted by the teaching which also takes place in the computer lab. The timetable for the lab is posted on the door.

There are a number of computers available for use for all students of the School of Applied Psychology. These computers are located in the Computer Centre on the first of the School. There are also five computers available to students on Masters programmes – these can be found in the taught Masters student room which is on the ground floor of the School.

UCC open access computer labs are available for student use: Boole basement, Block A, Level 4 Food Science building, 3.15 & 3.16 O'Rahilly Building and Aras na MacLeinn. If you have problems with your e-mail please contact the computer centre at ext. 2622 or 1886 or on studentIT@ucc.ie

Parking

There is absolutely **no** parking for students at the School of Applied Psychology, UCC. Provision for student parking is at the following:
- Visitor/short stay car parks at Perrott's Inch and Perrot's Avenue. €1 per hour for the first two hours this then rises to €1.50 for the next four hours and then rises again to €2 for the next 6 hours.
- Dennehy's Cross (PBC Sports Ground, Park & Ride) Parking here is <u>free</u> of charge
- Pouladuff (Park & Ride) – Parking here is <u>free</u> of charge

More information can be found at can be found at https://www.ucc.ie/en/visitors/parking/

Keeping in Touch

Your email address, Blackboard and other means of keeping you informed

- As you know your email address consists of your 9 digit student number with the extension @umail.ucc.ie (i.e., 109******@umail.ucc.ie). It is vital that you log in to your student email on a regular basis and keep it active as it is the School's principal means of staying in touch with you (in relation to timetable changes and other important notices and information).
- Vital information on course content is held on the Blackboard system at: http://blackboard.ucc.ie and is regularly updated by your lecturers. You will have been provided with details regarding Blackboard on registration. Further details on logging on to Blackboard can be found in the Learning Technologies Guide to Blackboard at https://www.ucc.ie/en/media/support/computercentre/ltu/bbstudentguide-1.pdf
- Please note that any difficulties you experience with logging on should be addressed to the Computer Centre Student Helpdesk at sit@ucc.ie. The Blackboard system is managed by the Learning Technologies Unit which can be reached ltu@ucc.ie on 021 490 3965/3966.
- The School website is at https://www.ucc.ie/en/apsych/
  It has course timetables, handbooks and other useful information.
- You will have given your mobile phone number to Central Admin as part of the registration process. The School will use this when we need to contact you urgently; an example of this would be where a lecture has to be cancelled at short notice. In this instance you will receive a text from the main office. Please be assured however that the School never passes on student contact details to third parties.

Contacting Academic Staff

Academic Staff within the School of Applied Psychology make a special effort to be available to students and will be available to meet with you outside of designated lecture and seminar times. Most lecturers have Office Hours during the week and you can call during these times to discuss your work. If you cannot make it to one of the office hours, then please email and make an appointment. **Queries relating to changes of module, timetable, illness etc., should be referred to support staff as outlined above**.

If you have a question, your first action should always be to check your module handbook. It is very likely that your question has already been answered there. If you cannot find the answer, then please bring your query up at an appropriate lecture or on an online forum.
If you have personal issues to bring up with a lecturer or the programme director, then it would probably be best to arrange a meeting during their office hours.

Professional Conduct

While completing the MAWOP/MAWOB programme we expect students to act professionally; communicate clearly about arrangements whether they are verbal or written (email); be reliable, courteous, and sensitive to the culture of the institution and outside agencies that you may engage with.

You are reminded that you are bound to attend **all** timetabled teaching, unless unavoidably prevented from doing so. In such an instance students are required to let the lecturer know of their absence in advance and forward a medical certificate if on sick leave to the main office.

Remember your professional conduct and attendance while on the course may be referred to in references thereafter.

Student Responsibilities

If you have any type of specific learning disability or other health condition or circumstance that may require attention we ask that you notify the course administrator and course director as soon as possible so that the necessary support systems can be accessed.

As noted previously students are required to attend all core modules and confirmed elective modules, meet all deadlines and conduct themselves in a professional manner. They are bound by all University Rules and Regulations. We encourage lecturers to note attendance as patterns of attendance and absence may require discussion between course team and student. Further, such information is often requested in references for students during and on completion of the programme. It is the student's responsibility to access any missed material by getting class notes and handouts/materials. *In the event of a high or regular pattern of absence from the course a student will be asked to attend a meeting with the Course Director(s).* If a student wishes to withdraw from the course at any time, they are requested to meet with Course Director(s). Once agreed, the student must provide a letter to the Course Director clarifying this decision and the date from which the withdrawal is effective.

Programme Organisation and Structure

The MA Applied Psychology (Work and Organisational Psychology) is aimed at psychology graduates while the MA Applied Psychology (Work and Organisational Behaviour) is aimed at non-psychology graduates. Both programmes are available for 1 year full-time or 2 years part-time.

Psychology applied to the domain of work is a fascinating and multi-faceted area. From improving recruitment decisions to understanding how technology affects our work performance and experience, from coaching individuals to developing organisational capacity, psychology can be applied to enhancing peoples' well-being and performance at work and contributing to organisational effectiveness. This programme will be of interest to anyone who wishes to enhance their knowledge and skills in work psychology and pursue career options in that area.

By engaging with the programme you will develop a range of practical skills in conducting research, critical thinking and analysis, and a range of competencies relevant to professional work. The aim is to equip graduates of this programme with the building blocks to operate as effective and reflective professionals.

The programme is delivered via blended learning. The core modules incorporate a combination of self-guided online materials, web-based lectures and seminars, occasional online discussion groups and online assessments. Students must also attend face to face classes on campus on a weekly basis during semesters one and two.

The full-time programme runs for one calendar year from the date of first registration for the programme (full-time, from September). You are expected to complete Parts I and II in one year (12 months). The part-time programme runs over two calendar years.

In order to be eligible for the award of the Masters, students must have successfully completed taught modules to the value of 60 credits (1200 Marks) in Part I as well as a Research Dissertation to the value of 30 credits (600 Marks) in Part II.

On completion of this programme it is expected that you will be able to demonstrate:

- Critical reflection on professional ethics guiding skilled action.
- Skills commensurate with planning, conducting and writing up an effective research programme.
- Critical reflection on the nature of the employment relationship, and display sensitivity to differing stakeholder interests.
- An awareness of organisational theory and the role of organisational context in understanding organisations, leadership and organisational development interventions.
- A critical appraisal of the psychological literature on individual differences and its application to making decisions in the workplace about personnel selection, assessment, and performance.

- An understanding of contemporary theories of learning, well-being and participation at work to optimise opportunities for learning and development in work organisations.
- The ability to evaluate appropriate ergonomic and human computer interaction models and evidence around the design, appropriation, experience and impacts, of technologies in a work environment

Programme Overview

Full-Time (90 credits in total) running over one calendar year.

Part I
Students take **60** credits as follows:

Core Modules
Core Modules (50 credits)

AP6016	Research Methods and Data Analysis (10 credits)	
AP6169	Learning, Well-being and Participation at Work (10 credits)	
AP6166	Personnel Selection and Assessment (10 credits)	
AP6170	Professional Skills (5 credits)	
MG6020	Changing, Leading and Developing Organisations (5 credits)	
AP6168	Designing in Work and Workplaces (10 credits)	

Elective Modules
Elective Modules (choice of modules below to the value of 10 credits).

Five credits to be taken in semester one and five credits in semester two.

AP6159 Positive Organisational Psychology (5 credits)
AP6160 Private Practice (5 credits)
AP6161 Coaching Skills (5 credits)
AP6176 Cognitive Enhancement (5 credits)

In making your decision on elective modules, please go to the UCC Book of Modules http://www.ucc.ie/modules where you will find information on any pre-requisites, the semester in which the module is taught and assessment.

Part II
AP6171 Research Dissertation (30 credits 600 marks). Key deliverables for the dissertation are the dissertation report (600 marks) and a fully documented 20 minute presentation to an audience of peers and experts (compulsory, pass/fail assessment).

Part-Time (90 credits in total) running over two calendar years.

Part I (60 credits in total)

Year One Semester One (20 credits)
AP6166 Personnel Selection and Assessment (10 credits)
MG6020 Changing, Leading and Developing Organisations (5 credits)

And one elective from the list below (5 credits).

Year One Semester Two (25 credits)
AP6169 Learning, Well-Being and Participation at Work (10 credits)
AP6170 Professional Skills (5 credits)
AP6168 Designing in Work and Workplaces (10 credits)

Year Two Semester One (15 credits)
AP6016 Research Methods and Data Analysis (10 credits)
One five credit elective from list below, not previously taken in Semester One Year One (5 credits)

Elective Modules (choice of any modules below to the value of 5 credits in each year)
AP6159 Positive Organisational Psychology (5 credits)
AP6160 Private Practice (5 credits)
AP6161 Coaching Skills (5 credits)
AP6176 Cognitive Enhancement (5 credits)

Part II (30 credits in total)

AP6171 Research Dissertation (30 credits)

In making your decision on elective modules, please go to the UCC Book of Modules http://www.ucc.ie/modules where you will find information on any pre-requisites, the semester in which the module is taught and assessment.

Exit Awards

Postgraduate Diploma in Work and Organisational Psychology (NFQ Level 9, Major Award) (for psychology graduates). Students who have completed and passed modules to the value of at least 60 credits in Part I and who fail AP6171 or do not wish to proceed to Part II may be awarded a Postgraduate Diploma in Work and Organisational Psychology.

Postgraduate Diploma in Work and Organisational Behaviour (NFQ Level 9, Major Award) (for non-psychology graduates). Students who have completed and passed modules to the value of at least 60 credits in Part I and who fail AP6171 or do not wish to proceed to Part II may be awarded a Postgraduate Diploma in Work and Organisational Behaviour.

Progression to Part II

Part I and Part II must be passed separately. All modules must be passed prior to submitting the dissertation. The pass standard for each module is 40%. Special Requirements for individual modules, if any, are detailed in the *Book of Modules.*

On the recommendation of the School an Examination Board may decide that a dissertation is a borderline pass/fail and may agree to permit the student to make minor corrections to achieve the pass standard for the Dissertation within six weeks of the publication of examination results.

Honours

Students are eligible for the award of honours on the basis of the marks achieved over the Summer, Autumn Supplemental and Winter Examination Boards. To be eligible for honours, students must pass all modules.

The grade of honours shall be determined as follows:

First Class Honours
an aggregate of not less than 1260/1800 marks (70%)
Second Class Honours Grade 1
an aggregate of not less than 1080/1800 marks (60%)
Second Class Honours Grade 2
an aggregate of not less than 900/1800 marks (50%)

AP6171 Research Dissertation

A major element of your course is the carrying out and reporting of a piece of research you have done yourself, with the guidance of a member of staff as supervisor. You are expected to carry out research which is publishable and to report it to professional standards. You will present your work in two ways. One will be a conference-type presentation to your classmates, a number of lecturers assessing your presentation, and any other staff interested in attending. This will last approximately 20 minutes (including a five-minute question time at the end.) The other is a write-up to the APA standard to a maximum of 15,000 words excluding references and appendices.

You will meet some staff at your orientation day and you can get further information on all staff research interests via the individual staff research pages on the school website. You should arrange to meet with potential supervisors as soon as possible thereafter. You should go to these meetings prepared to discuss ideas for research that relate to the staff member's research interests. When there is agreement between you and a member of staff that they will supervise your research dissertation, this should be confirmed by filling in the agreement to Supervise Form.   (See Appendix 2). This form **MUST** be signed by both student and supervisor and submitted to the Main Office in the School of Applied Psychology by Thursday October 4th 2018.

As well as support via one to one sessions with your supervisor there will be extra support sessions associated with this module throughout the year. You will also find that other core modules this year will help you build up your skills and expertise and we hope that working with your supervisor will be an apprenticeship experience.

Orientation Programme Details

Date	Time	Location	Content
Thursday 6th - September 2018	9.15 4.30pm	Beginning in CEC 7&8, School of Applied Psychology, North Mall And Post lunch sessions on main campus	Orientation Programme Introduction to library services and research skills (2:00-3:30pm, Catherine Clehane, Boole Library) 4pm registration (Kampus Kitchen)

Key Dates and Deliverables for the Dissertation

(See Dissertation Handbook for further information)

September 11ᵗʰ
> Staff presentations (Room G20).
> This session is supported online at the module blackboard site (AP6171) for MAWOP/WOB students

September 18th
> Staff presentations (Room G20).
> This session is supported online at the module blackboard site (AP6171) for MAWOP/WOB students

October 4th
> Submit form (signed by a supervisor) agreeing to supervision *(Appendix 2)*

October 18th
> Submit research proposal
> (*Appendix 3)*

November 8th
> Submit ethics approval forms (via supervisor)

Late November
> Finalise ethics and start piloting your study

Early January 2019
> Start data collection

March 21th 2019
> Finalise data collection and do first analysis

Submit interim report

June 5th 2019
        Presentation

June 13th 2019
        Submit full first draft to supervisor

September 2nd 2019
        Submit final draft

Psychometric Assessment/Certificate Programme

As an extra benefit of the programme you have the opportunity to participate in an externally provided, fully accredited, training programme to enable you to acquire an internationally recognised psychometric testing qualification. Details are given in a separate brochure but key workshop dates given below for your information.

Date	Task
Wednesday November 7th and 21st 2018	Two workshops, and associated online work as part of AP6166, School of Applied Psychology
Friday 15th February 2019 9-5pm	Workshop, School of Applied Psychology, G20 and G03
Saturday 16th February 2019 9-5pm	Workshop, School of Applied Psychology, G20 and G03
Friday 22nd February 2018 9-5pm	Workshop, School of Applied Psychology, G20 and G03

Submission of Course Work

All continuous assessment must be submitted electronically via Turnitin links on BlackBoard. Receipts will be issued by BlackBoard for work submitted electronically. ***Please note that we NEVER accept work submitted via email under ANY circumstances. Please do not submit work via email to lecturers, tutors or the Admin Team. Work submitted in this way will not be acknowledged, receipted or recorded as received.***

Please **ensure that you include a front sheet to your work clearly giving**
- Your name and student number
- The code and title of the module

- The title or number of your assignment
- Due date for your assignment

You are also required to put the following declaration on this front sheet

DECLARATION OF ACADEMIC HONESTY: I declare that the content of this assignment is all my own work. It has not been submitted in respect of any other course/module. Where I have used the work of others it is acknowledged and referenced accordingly.

A Warning About Plagiarism

All work will be checked for plagiarism. Students who are guilty of plagiarism will go on record as having plagiarised and this record will be kept for the duration of their degree programme. Second and subsequent plagiarism cases are dealt with very seriously indeed.

In the writing of your continuous assessment assignments, you will of course need to refer to both printed and online books, papers and resources. The work you submit however must be in your own words, with direct quotations or reference to other people's work supported by proper references and a bibliography. Direct copying or paraphrasing of another person's words or ideas without appropriate acknowledgement, constitutes plagiarism. In order to maintain academic integrity, the School of Applied Psychology takes plagiarism very seriously. If you are found to have plagiarised other people's ideas or words you will lose some or all marks for the relevant piece of work. The School follows UCC policy on the issue, and you will find an outline of this policy at https://www.ucc.ie/en/exams/procedures-regulations/

Of course, when you are under pressure with competing deadlines it can seem very easy and very tempting to cut and paste material directly from the internet into your own work. Please do not do this; not only will a change of style be immediately obvious to the lecturer correcting your work, but the School also avails of an electronic checking system (TURNITIN), which will detect and give a full report on the source that has been copied from, be that a paper already submitted by another student, or a chunk of text copied from Wikipedia or some other online journal or resource.

Best Practice in Academic Writing

Our aim is to promote best practice, and also of course to help you in developing and improving your academic writing skills, so please feel free to contact your module co-ordinator for clarification on any issue surrounding plagiarism. There are many excellent student guides that deal with the issue, including The Good Study Guide by Andy Northedge (OU, 2005). There are copies of this book in the library, or you could purchase the most recent print or Kindle editions of this text.

UCC also has some really good guides to help you with studying, note-taking, writing and avoiding plagiarism at http://www.ucc.ie/en/red/

Please do take time to look at these online resources as they will answer most questions you may have on plagiarism.

Late Assignments

Please take careful note of deadline dates and times set for assignments as there are serious lateness penalties as per the book of modules, which states that:

"Work which is submitted late shall be assigned a mark of zero"

The school policy is that there are no extensions on work set.

The deadline time for all assignments is 11am. The Turnitin link for each assignment will close at 11.00 and you will be unable to submit your assignment to this link after the deadline has passed. A new late assignment link will be available for two weeks after the initial deadline to which you can submit your assignment if it was not possible for you to submit on time. Please note that all work submitted to this late link will automatically be given a grade of zero unless you apply for, and are granted, a waiver of the late penalty. No assignments will be accepted more than two weeks after the initial deadline. If you have missed the second deadline please contact the School Manager, Dr Tara Singleton: tara.singleton@ucc.ie.

Late assessment forms are reviewed by the school teaching and learning committee and waivers will normally be given in cases of serious illness or family bereavement. Appropriate documentation, such as a doctor's certificate covering the time specified, must be provided. In respect of other reasons for late work, the committee will consider each lateness application on a case by case basis.

The late assessment form can be found online on the School website, https://www.ucc.ie/en/apsych/currentstudents/schoolpoliciesforms/ or a copy can be picked up from the main office.

Information on Exams

Resource	Web Link
Details of Assessment for each module	https://www.ucc.ie/admin/registrar/modules/
Exam Procedures and Regulations	http://www.ucc.ie/en/exams/

Autumn Repeat Examinations

All notifications regarding repeat continuous assessment assignments for Autumn will be distributed via Blackboard. Notifications regarding repeat examinations will be issued by student records and exams. Please make sure to check your student e-mail and student profile.

Deferral

Your circumstances may be such that you are unable to sit for exams or submit continuous assessment during the Summer Exam Session. If this is the case, then you may apply for a deferral. If granted it means that you can take your exams in the Autumn Exam Session without the usual capping of 40% being applied to your results. See http://www.ucc.ie/en/exams/procedures-regulations/ for further information and to access a copy of the Mitigation Application Form

Mitigation

If you fail exam(s) or continuous assessments in the Winter/Summer Exam session and you feel that the reasons for your failure are exculpatory, then you may apply for Mitigation. If your application is successful it means that you can retake exam(s) without the usual capping of 40% being applied to your results. See http://www.ucc.ie/en/exams/procedures-regulations/ for further information and to access a copy of the Mitigation Application Form

UCC Formal Appeals Processes

An appeal of an examination result will be considered only if:

There is evidence of substantive irregularity in the conduct of an examination *or* the student, on stated grounds, considers that the mark assigned in an examination is erroneous (Student's contention that he/she ought to have done better cannot ground a claim under this head) *or* there were circumstances of which the Examination Board was not aware when its decision was taken.

The completed form should be returned within 2 weeks of the issuing of exam results with a fee of €70.00 which is refundable if the appeal is upheld. The result of an appeal will be communicated in writing.

The Examinations Appeals Officer is: Dr Daniel Blackshields at d.blackshields@ucc.ie Further information and the Examination Appeal Application form is available at http://www.ucc.ie/en/exams/procedures-regulations/

Student Advisor and Ombudsman
The purpose http://www.ucc.ie/en/studentombudsman/ of the post of Student Advisor and Ombudsman is to advise and assist students with the resolution of difficulties, complaints or grievances involving staff or services of the University in an informal manner. All enquiries to the Student Advisor and Ombudsman will remain confidential, except in cases of serious threat to life or property.

The current Student Advisor and Ombudsman is Professor Fred Powell. Professor Powell welcomes enquiries from students by email at studentombudsman@ucc.ie. The services provided for by this post are complementary to a range of existing student services and the Student Advisor and Ombudsman may refer relevant student issues for resolution by those services as appropriate.

Special Circumstances/Long Term Difficulties

Our aim as a School is to provide you with the resources and support to ensure that your experience of studying psychology is productive and enjoyable. If, for any reason you are having unforeseen or on-going problems or doubts about your studies, we invite you to let us know as soon as they arise. We are here to support you in working through personal or work difficulties in any way possible. Be assured that your privacy will be respected and any documentation you submit to the School will be treated as confidential. Also, don't forget that you have recourse to a variety of support agencies in UCC, details of these are given below.

Resources and services for students

Name	Service	Website	Phone
PASS (Peer Assisted Student Support)	Students provide information and support to first year students	http://www.ucc.ie/en/pass/	021 420 5188
Student Counselling & Development	Professional and confidential counselling service. Regular workshops on study and life skills	http://www.ucc.ie/studentcounselling/	021 490 3565 or Text: 087 215 2505
Nite Line	Listening service operating 21.00 – 01.00 on Mon-Thurs in term.	http://www.ucc.ie/en/pass/niteline/	1800 32 32 42
UCC Chaplaincy	Open to student of all religions offering a variety of activities.	http://www.ucc.ie/en/chaplaincy/	021 490 2459
Disability Support Service	Practical supports and counselling to students with disabilities.	http://www.ucc.ie/en/dss/	021 490 2985
UCC Careers Service	Careers advise, work experience	http://www.ucc.ie/careers/	021 490 2349
Students' Union	Clubs and societies	http://www.collegeroad.ie	021 490 3218

Useful Campus Information & Web-Pages

Careers Service
Details of the careers service can be found at **http://www.ucc.ie/careers/**

Library
Details of UCC's Boole Library can be found at **http://booleweb.ucc.ie/**

Student Health Service
Details of UCC's Student Health Service can be found at http://www.ucc.ie/en/studenthealth/

Student Counselling and Development Service
Details of UCC's Student Counselling and Development Service can be found at
http://www.ucc.ie/services/studentcounselling/

Disability Support Service
Details of UCC's Disability Support Service can be found at **http://www.ucc.ie/en/dss/**

Student Welfare Officer: 021-4902181
NITELINE support line for student's available Mon, Tues, Weds and Thurs nights 9pm – 1am. Free phone: 1800 32 32 42

Appendix One: Timetables
MA WOP/WOB Term Timetable 2018-2019

Full-Time Students

Autumn Semester One: 10th September – 30th November 2018
Review week: 3rd – 7th December 2018
Exam Period Dates: 10th – 21st December, including Saturdays.

Time	Tuesday	Wednesday	Saturday
10.00-11.00			**AP6159** Positive Organisational Psychology (full day workshops) Saturday 22nd Sept (ORB Rm 2.44) Saturday/Sunday 21st/22nd Oct. (ORB Rm 2.44); Saturday 17th Nov 10am-13.00pm, and 14.00pm-17.00pm (ORB Rm 2.02)
11.00-12.00			
12.00-13.00		**AP6016** tutorial support sessions CEC Computer Lab	
13.00-14.00			
14.00-15.00		**AP6166** Personnel Selection & Assessment **DIST G01**	
15.00-16.00		**AP6166** Personnel Selection & Assessment **DIST G01**	
16.00-17.00		**AP6016** Research Methods & Data Analysis **CEC 7&8**	
17.00-18.00		**AP6016** Research Methods & Data Analysis **CEC 7&8**	
18.00-20.00	**AP6161** Coaching Skills MAWOP groups **CEC G20/G06** **Plus one Saturday workshop on 22nd September**	**MG6020** Changing, Leading & Developing Organisations **CEC G20**	

In addition, you need to factor in consultation periods with your thesis supervisor.
Key: Black for core modules and orange for electives

Full time Students; Spring Semester Two: 14th January – 5th April 2019

Review Week: 8th April 2019
Exam Period Dates: 26th April – 10th May 2019

Time	Tuesday	Wednesday	Saturday
09.00-10.00			
10.00-11.00			
11.00-12.00		**AP6176** Cognitive Enhancement **CEC G03**	
12.00-13.00		**AP6176** Cognitive Enhancement **CEC G03**	
13.00-14.00	**AP6171** Research Dissertation CEC G20 *(see below for dates for dissertation support sessions)		
14.00-15.00		**AP6168** Designing in Work and Work Places **BB 2.24**	
15.00-16.00		**AP6168** Designing in Work and Work Places **BB 2.24**	
16.00-17.00		**AP6169** Learning & Well-being & Participation at work **CEC G06**	
17.00-18.00		**AP6169** Learning & Well-being & Participation at work **CEC G06**	
18.00 20.00	**AP6160** Private Practice CEC G20 Weeks 1-3 Tuesdays Week 4 Saturday workshop Weeks 5-7 Tuesdays Week 8 Saturday workshop Presentation day	**AP6170** Professional Skills **CEC G06**	

*AP6171; Dissertation Support sessions; (See Dissertation Handbook for additional information)
This module will have regular meetings, but will not meet each week. Below are the scheduled class meetings dates.
September 11th (G20); September 18th (G20); September 25th (G09B); October 9th (G09B)
October 23rd (G09B); November 6th (G09B); November 20th (G09B)
Two additional lectures will be scheduled in 2nd semester. These dates will be announced at a later date.

MA WOP/WOB Term Timetable 2018-2019

Year One Part-Time Students

Autumn Semester One: 10th September – 30th November 2018.

Review week: 3rd – 7th December 2018
Exam Period Dates: 10th – 21st December, including Saturdays.

Time	Tuesday	Wednesday	Saturday
10.00-11.00			**AP6159** Positive Organisational Psychology (Full day workshops) Sat 22nd Sept (ORB Rm 2.44) Sat/Sunday 21st/22nd Oct. (ORB Rm 2.44); Saturday 17th Nov 10am-13.00pm, and 14.00pm-17.00pm (ORB Rm 2.02)
11.00-12.00			
12.00-13.00			
13.00-14.00			
14.00-15.00		**AP6166** Personnel Selection & Assessment ***DIST G01**	
15.00-16.00		**AP6166** Personnel Selection & Assessment ***DIST G01**	
16.00-17.00		Study Option Open Access Computer Lab **CEC 1.10**	
17.00-18.00		Study Option Open Access Computer Lab **CEC 1.10**	
18.00-20.00	**AP6161** Coaching Skills MAWOP groups **CEC G20/G06 Plus one Saturday workshop on 22nd September**	**MG6020** Changing, Leading & Developing Organisations **CEC G20**	

Key: Black for core modules and orange for electives

Part Time Year 1; Spring Semester Two: 14th January – 5th April 2019

Review Week: 8th April 2019
Exam Period Dates: 29th April – 10th May 2019

Time	Tuesday	Wednesday	Saturday
09.00-10.00			
10.00-11.00			
11.00-12.00		**AP6176** Cognitive Enhancement **CEC G03**	
12.00-13.00		**AP6176** Cognitive Enhancement **CEC G03**	
13.00-14.00			
14.00-15.00		**AP6168** Designing in Work and Work Places **BB 2.24**	
15.00-16.00		**AP6168** Designing in Work and Work Places **BB 2.24**	
16.00-17.00		**AP6169** Learning & Well-being & Participation at work **CEC G06**	
17.00-18.00		**AP6169** Learning & Well-being & Participation at work **CEC G06**	
18.00 20.00	**AP6160** Private Practice **CEC G20** **Weeks 1-3 Tuesdays** **Week 4 Saturday workshop** **Weeks 5-7 Tuesdays** **Week 8 Saturday workshop** **Presentation day**	**AP6170** Professional Skills **CEC G06**	

MA WOP/WOB Term Timetable 2018-2019

Year Two Part-Time Students

Autumn Semester One: 10th September – 30th November 2018.

Review week: 3rd – 7th December 2018

Exam Period Dates: 10th – 21st December, including Saturdays.

Time	Tuesday	Wednesday	Saturday
10.00-11.00			**AP6159** Positive Organisational Psychology (Full day workshops) Saturday 22nd Sept (ORB Rm 2.44) Saturday/Sunday 21st/22nd Oct. (ORB Rm 2.44); Saturday 17th Nov 10am-13.00pm, and 14.00pm-17.00pm (ORB Rm 2.02)
11.00-12.00			
12.00-13.00		**AP6016** tutorial support sessions CEC Computer Lab	
13.00-14.00	**AP6171** Research Dissertation CEC G20 *(see below for dates for dissertation support sessions)		
14.00-15.00			
15.00-16.00			
16.00-17.00		**AP6016** Research Methods & Data Analysis **CEC 7&8**	
17.00-18.00		**AP6016** Research Methods & Data Analysis **CEC 7&8**	
18.00-20.00	**AP6161** Coaching Skills MAWOP groups **CEC G20/G06**		

In addition, you need to factor in consultation periods with your thesis supervisor.

Key: Black for core modules and orange for electives

*AP6171; Dissertation Support sessions; (See Dissertation Handbook for additional information)
This module will have regular meetings, but will not meet each week. Below are the scheduled class meetings dates.
September 11th (G20); September 18th (G20); September 25th (G09B); October 9th (G09B)
October 23rd (G09B); November 6th (G09B); November 20th (G09B); Two additional lectures will be scheduled in
2nd semester. These dates will be announced at a later date.

Part Time Year 2; Spring Semester Two: 14th January – 5th April 2019

Review Week: 8th April 2019
Exam Period Dates: 26th April – 10th May 2019

Time	Tuesday	Wednesday	Saturday
09.00-10.00			
10.00-11.00			
11.00-12.00		**AP6176** Cognitive Enhancement **CEC G03**	
12.00-13.00		**AP6176** Cognitive Enhancement **CEC G03**	
13.00-14.00			
14.00-15.00			
15.00-16.00			
16.00-17.00			
17.00-18.00			
18.00 20.00	**AP6160** Private Practice CEC G20 Weeks 1-3 Tuesdays Week 4 Saturday workshop Weeks 5-7 Tuesdays Week 8 Saturday workshop Presentation day		

Appendix 2
Agreement to Supervise
Submit to Main Office by October 4th 2018

Project Working Title_____

Student Name_____

Student Signature_____

Supervisor Name_____

Supervisor Signature_____

Date_____

Appendix 3: Research Dissertation Proposal Form

MA Applied Psychology Students
School of Applied Psychology 2018-2019

PLEASE SUBMIT TO THE MAIN OFFICE, SCHOOL OF APPLIED PSYCHOLOGY
18TH OF OCTOBER 2018

Student's Name: _____

Supervisor's Name: _____

Project Title:

_____

Please attach a 1000-1500 word research proposal describing at least the following:

- Your research question/problem to be addressed

- Reference to literature which has attempted to address it and a clear statement of your specific goals and/or hypotheses

- Ethical issues - identify ethical issues and describe how you have responded to them in your proposed design

- Method proposed - design, subjects/participants, outline of procedure

- Statistical or other analysis proposed – e.g. what methods of analysis will you use and why

- Special resources needed e.g. space or equipment

- Specific skills you will need help in developing (e.g. statistical packages, typing, qualitative analysis) and your plans for getting the help

Your supervisor must agree with and sign off on your project proposal.

I submit this project proposal as a true indication of my intentions

Student Signature: _____   Date: _____

Supervisor Signature: _____   Date: _____

Your supervisor will keep this proposal on file and it is an indication of your project work plan.