

TEACHING GUIDE
ORGANIZATIONAL AND INDUSTRIAL PSYCHOLOGY

**GRADO EN PROTOCOLO, ORGANIZACIÓN DE EVENTOS Y
COMUNICACIÓN CORPORATIVA (INGLÉS)**

ACADEMIC YEAR 2024-25

Date: 30-06-2024



 **Q2803011B UNIVERSIDAD REY JUAN CARLOS**
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I.-Subject Identification	
Type	OBLIGATORIA
Teaching period	1 course, 2Q semester
Nº of credits	6
Language in wich the subject is taught	English

II.-Presentation
<p>The main goal of this class is to present students with the most relevant knowledge, both theoretical and practical, related to the study of human behavior at work, as well as the fundamental contributions of Social Psychology applied to the field of organizations. This study will be addressed from three levels of analysis: work context, worker issues, and management, allowing this psychosocial approach a better understanding of the interactions of the three perspectives and their influences on the functioning of organizations. With this approach, it is intended that students acquire specific knowledge about the dynamic and complex conditions in which work is carried out in our society and its effects on work behavior, attitudes, and experiences of people.</p> <p>Furthermore, students are intended to take an active role in the assimilation of these contents, by promoting reflection and critical thinking through analyses and debates that take into account the different points of view and the different interests of the social actors who intervene in work processes, in companies and organizations, and in the social, political, economic, cultural, and technological context where this activity is carried out.</p>

III.-Competences
<p>Generic competences</p> <p>CG3. Ability to analyse, gather and summarise information and data CG5. Development of autonomous learning in the field of study CG6. Planning and organisation skills CG9. Ability to gather, evaluate and interpret information from different sources CG12. Development of interpersonal skills CG14. Critical-thinking and self-criticism skills CG15. Ability to coordinate, manage and motivate work teams in order to gain benefits and achieve results for other people CG16. Leadership, with a conscious and ongoing commitment to respond constructively to challenges, contributing towards their resolution with experience, knowledge and action</p>
<p>Specific competences</p> <p>CE11. Knowledge of the professional and business environment related to the practice of the profession CE36. Ability to use organisational assessment techniques, identify factors that promote the well-being and effective performance of staff in the workplace, adapting professional profiles to people, as well as implementing occupational and psychosocial risk-prevention plans CE37. Ability to analyse and make decisions regarding the organisational structure of the work, as well as put into practice organisational strategies that improve the use and performance of available human resources</p>



IV.-Contents

IV.A.-Syllabus

I. Conceptual basis

Unit 1. Psychology of Work and Organisations: conceptual delimitation and types of organizations

II. The context.

Unit 2. Work context factors: working conditions and culture.

Unit 3. Work organisation: material, temporal and social aspects.

Unit 4. Psychosocial factors I: interaction and work teams.

Unit 5. Psychosocial factors II: leadership and climate.

III. The worker

Unit 6. Labour activity: performance and motivation.

Unit 7. Values and attitudes towards work.

Unit 8. Well-being at work.

IV. Management

Unit 9. Communication management in organizations.

Unit 10. Conflict management and decision making in organizations.

Unit 11. Occupational health management: prevention of occupational and psychosocial risks.

IV.B.-Training activities

Type	Title
Individual and / or group practical activities to apply the theoretical contents (for instance, gathering information on given topics and subsequent oral presentation)	Tutorials during the semester
Lecture classes	Cases studies
Individual test to assess knowledge acquisition	Reading
Reading recommended research articles, book chapters, ..	oral presentations



V.-Student workload	
Lecture classes	35
Practical classes/resolution of exercises, case studies, etc.	20
Practical sessions in technological laboratories, hospitals, etc.	0
Tests	5
Academic tutorials	32
Related activities: conferences, seminars, etc.	16
Preparation of lecture classes	15
Preparation of practices, exercises, cases studies work	23
Test preparation	34
Total student workload	180

VI.-Methodology and academic programme		
Type	Period	Content
Master classes	Week 16 to Week 30	Lectures. Active participation of students is required. Different resources will be available in the virtual classroom to help students prepare each topic.
Work placements	Week 16 to Week 30	Individual / group practical activities will be proposed in classroom. Group work may be carried out using collaborative tools.
Master classes	Week 16 to Week 30	Compulsory and / or supplementary readings (for instance, reports and scientific papers) will be provided in the virtual classroom.
Tests	Week 16 to Week 30	Continuous assessment exams will be carried out.
Academic Tutorials	Week 16 to Week 30	Group or individual tutorials, face-to-face or through the virtual classroom. Appointments will be made at the request of students and will be confirmed by the professor.



VII.-Assessment methods

VII.A.-Assessment weighting

Continuous ordinary assessment:

The distribution and characteristics of the assessment tests are those described below. Only in exceptional case and for special reasons may the teacher add changes to the Guide. These changes will require the prior consultation with the Subject Head and the prior and explicit authorisation of the Degree Programme Coordinator, who will notify the Vice-Rector's office in charge of Academic Affairs of the modifications made. In any case, the changes proposed must take into account the stipulations of the verified report. In order for these changes to take effect, they must be duly communicated at the start of the course to the students using Aula Virtual.

The combination of activities that are not re-assessable cannot exceed 50% of the subject grade and, in general, cannot have a minimum grade (except for the case of laboratory or clinical work placements, where duly justified), and tests which exceed 60% of the subject weighting cannot be added.

Extraordinary assessment: Students who do not manage to pass the ordinary assessment, or who did not attend, will be subject to completion of an extraordinary assessment to verify their acquisition of the skills established in the guide, only for activities that are re-assessable.

Description of the tests for assessment and their weights.

This class will be evaluated based on continuous assessment of both theoretical, and practical aspects.

A. THEORY

During the semester, 2 midterms will be conducted. The minimum grade to pass each exam will be 5 out of 10, and all exams must be passed to pass the theoretical part of the subject. In case of failing any of them, students must retake that midterm in the extraordinary assessment period.

The theoretical final grade is the average of the 2 midterms carried out. Weighting: 50% of the overall final grade of this class.

B. PRACTICAL EXERCISES

During the semester, various practical activities and exercises will be carried out. These activities, individual and / or group, will be mandatory. Students will prepare written documents (e.g., reports or essays) that will be submitted through the virtual classroom (deadlines will be indicated at the beginning of the semester), and will give a oral presentation of one activity at class. Weighting: The written practical part represents 40% of the final grade of this subject and the oral practical part represents 5%.

To pass the practical part of the class, all activities' grades must be equal to or greater than 5 points out of 10. Those students who fail any of the activities must repeat it in the extraordinary assessment period.

In addition to the contents, in the grading of practical activities different formal aspects that contribute to correct oral / written communication (such as the presentation, structure, organization of ideas and contents, correct spelling and punctuation, as well as APA citation) will be evaluated.

C. ATTENDANCE AND PARTICIPATION IN LEARNING

Furthermore, attendance and participation in learning will be evaluated through observation techniques of the student's activity and / or face-to-face registration. Weighting: 5% of the overall final grade of this subject.

FINAL GRADE

The final grade will be assigned on the basis of the aggregate of the weighted marks obtained for each of the assessment items in the course. The final grade of this subject consists of: (A) 50% - theoretical part of the subject; (B) 35% - written practical part, and 10% - oral practical part; and (C) 5% - attendance and participation (total = 100%, maximum grade: 10 points).

To make this weighted average, the marks of parts A and B must be equal to or greater than 5 points. Otherwise, the final grade will be "No Pass".

VII.B. Assessment of students with an academic exemption

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Student who wish to opt for this assessment will have to get an academic exemption for the subject, which they will have to request from the Dean or Director of the Centre which teaches their course. An academic exemption may be granted where the subjects own characteristics allow for it.

Subject with the possibility of an exemption: Yes

VII.C. Review of assessment tests

In accordance with the exam appeal regulations of the Universidad Rey Juan Carlos.

VII.D.-Students with a disability or special educational needs

Curricular adaptations for students with a disability or special educational needs will be determined by the Disabled Students Support Department, in accordance with the regulations governing the Disabled Students Support service, approved by the Universidad Rey Juan Carlos Council, in order to guarantee equal opportunities, inclusive treatment, universal accessibility and a greater guarantee of academic success.

For this purpose, this Department will have to issue a curricular adaptation report, therefore students with disabilities or special educational needs must contact the Department to analyse the different alternatives together.

VII.E.-Academic behaviour, academic integrity and honesty

The Universidad Rey Juan Carlos is completely committed to the highest standards of academic integrity and honesty. Therefore, studying at the URJC means you accept and agree to the academic integrity and honesty values described in the University's Code of Ethics. In order to monitor this procedure, the University has Regulations on academic behaviour at the Universidad Rey Juan Carlos and uses different tools (anti-plagiarism, supervision?) which provides a collective assurance that these essential values are completely developed



VII.-Bibliography

Reference Generic

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- Websites
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- SIOP - The Society for Industrial and Organizational Psychology. <https://www.siop.org/>

Reference literature

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IX.-Lecturers/Teachers/Professors