



Information about the subject

Degree: Bachelor of Science Degree in Psychology

Faculty: Faculty of Psychology

Code: 290306 **Name:** Psychology of Labour and Human Resources

Credits: 6,00 **ECTS Year:** 3 **Semester:** 2

Module: PSYCHOLOGY OF WORK, ORGANISATIONS AND HUMAN RESOURCES

Subject Matter: OCCUPATIONAL PSYCHOLOGY **Type:** Compulsory

Field of knowledge: Health Sciences

Department: -

Type of learning: Classroom-based learning / Online

Languages in which it is taught: Spanish

Lecturer/-s:



Module organization

PSYCHOLOGY OF WORK, ORGANISATIONS AND HUMAN RESOURCES

Subject Matter	ECTS	Subject	ECTS	Year/semester
SOCIAL PSYCHOLOGY	12,00	Group Psychology	6,00	4/1
		Social Psychology	6,00	2/2
OCCUPATIONAL PSYCHOLOGY	12,00	Psychology of Labour and Human Resources	6,00	3/2

Recommended knowledge

Prior knowledge is not required.

Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 Acquiring basic theoretical knowledge
- R2 Learning to analyze and describe the factors (internal and external) that influence the individual's behavior and the work environment.
- R3 Learning to manage and develop human potential through the resources that are available from the organization as well as solving possible problems that may emerge in the work context.
- R4 Learning to express the acquired knowledge in written form.
- R5 Learning to perform a search and selection of information as well as working in teams.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

SPECIFIC	Weighting			
	1	2	3	4
CE5 Identifying differences, problems and needs.			X	
CE9 Analyzing and assessing interaction processes, organizational and inter-organizational dynamics and structure.				X
CE10 Identifying organizational and inter-organizational problems and needs.				X
CE11 Analyzing the context in which personal behaviors, group and organizational processes take place.			X	
CE26 Writing oral and written reports.				X
CE29 To know the basic laws of the different psychological processes.			X	
TRANSVERSAL	Weighting			
	1	2	3	4
CT1 Capacity to analyze and synthesize.				X
CT2 Capacity to organize and plan.				X
CT3 Mastering Spanish oral and written communication.				X
CT12 Interpersonal skills.			X	
CT32 Sensitivity to personal, environmental and institutional injustices.			X	
CT37 Being able to collect information from other people.			X	



Assessment system for the acquisition of competencies and grading system

In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
	60,00%	Oral and/or written tests employed in initial, training and/or summative student assessment.
	20,00%	Presentation of practical activities.
	20,00%	Attendance and active participation: lessons, group assignments and tutoring sessions. It will be monitored and registered by the teacher.

Observations

Practical activities and assignments must reach an overall grade of at least 5 in order for the whole course to be passed. Similarly, a minimum score of 4 is will be required in order to pass the course. If both, assignments and exam, reach these minimum requirements, the final grade for the course will be calculated as the weighted average between assignments, attendance, and exam. HONORS. As a sign of academic excellence, based on the professor's judgement, and with restrictions on the amount per number of students imposed by the legislation, to those students who have reached a total final grade equal to, or greater than, 9.00 will be awarded with the "cum laude" distinction.

Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
	70,00%	Final evaluation consisting of essay questions and hypothetical scenarios.
	5,00%	Submitted tasks
	25,00%	Attendance and participation in synchronic communication activities.

Observations

Practical activities and assignments must reach an overall grade of at least 5 in order for the whole course to be passed. Similarly, a minimum score of 4 is will be required in order to pass the course. If both, assignments and exam, reach these minimum requirements, the final grade for the course will be calculated as the weighted average between assignments, attendance, and exam.



HONORS. As a sign of academic excellence, based on the professor's judgement, and with restrictions on the amount per number of students imposed by the legislation, to those students who have reached a total final grade equal to, or greater than, 9.00 will be awarded with the "cum laude" distinction.

In accordance with the regulations governing the assessment and grading of subjects in force at UCV, the distinction of "Matrícula de Honor" (Honours with Distinction) may be awarded to students who have achieved a grade of 9.0 or higher. The number of "Matrículas de Honor" (Honours with Distinction) may not exceed five percent of the students enrolled in the group for the corresponding academic year, unless the number of enrolled students is fewer than 20, in which case a single "Matrícula de Honor" (Honours with Distinction) may be awarded.

Exceptionally, these distinctions may be assigned globally across different groups of the same subject. Nevertheless, the total number of distinctions awarded will be the same as if they were assigned by group, but they may be distributed among all students based on a common criterion, regardless of the group to which they belong. The criteria for awarding "Matrícula de Honor" (Honours with Distinction) will be determined according to the guidelines stipulated by the professor responsible for the course, as detailed in the "Observations" section of the evaluation system in the course guide.

Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Teacher presentation of contents, competency analysis, explanation and demonstration of capacities, abilities and knowledge in the classroom (presential modality).
- M2 Teacher-supervised groupwork sessions: case studies, diagnostic tests, problems, fieldwork, IT room, visits, data searches, libraries, web, Internet, etc. Building knowledge significantly through interaction and student activities (presential modality).
- M3 Supervised monographic sessions with shared participation.
- M4 Application of interdisciplinary knowledge.
- M6 Personalized attention in small groups. Training and/or orientation period by a teacher aimed at revising and discussing the materials and topics presented in the lessons, seminars, lectures, assignments, etc.
- M7 Set of oral and/or written tests employed in initial, training or summative assessment of the student.



- M8 Group preparation of readings, essays, problem resolution, seminars, assignments, reports, etc. to be presented or handed in during theory lessons, practical lessons and/or tutoring sessions in small groups. Tasks done on the platform or other virtual spaces.
- M9 Students' independent study: individual preparation of readings, essays, problem resolution, seminars, assignments, reports, etc. to be presented or handed in during theory lessons, practical lessons and /or small-group tutoring sessions. Tasks on the platform or other virtual spaces.
- M10 Training activities related with the competencies that the student must acquire throughout the module.
- M11 Teacher presentation of contents, competencies analysis, explanation and demonstration of capacities, abilities and knowledge on the virtual classroom.
- M12 Group work sessions via chat moderated by the teacher. Case studies –both real and fictional– aimed at building knowledge through interaction and students' activities. Critical analysis of values and social commitment.
- M13 Monographic sessions throughout the course, focused on current aspects and applications of the subject.
- M14 Set of oral and/or written tests employed in initial, training or summative assessment of the student.
- M15 Student's individual study: individual preparation of readings, essays, problem resolution, seminars, assignments, reports, etc. to be discussed or turned in in electronic format.
- M16 Individualized attention for the monitoring and orientation in the learning process, performed by a tutor in order to revise and discuss the materials and topics, seminars, readings and assignments, etc.
- M17 Group preparation of readings, essays, problem resolution, seminars, assignments, reports, etc. to be discussed or handed in.
- M18 Participation and contributions to discussion forums related to the subject and moderated by the module's teacher.
- M19 Problem resolution, comments, reports to be handed in according to the deadlines throughout the course.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
ON-CAMPUS CLASS Teacher presentation of contents, analysis of competences, explanation and in-class display of skills, abilities and knowledge. M1, M2, M6	R1, R2, R3	37,50	1,50
PRACTICAL CLASSES Group work sessions supervised by the professor. Case studies, diagnostic tests, problems, field work, computer room, visits, data search, libraries, on-line, Internet, etc. Meaningful construction of knowledge through interaction and student activity. M2, M6	R1, R2, R3, R4, R5	10,00	0,40
SEMINAR Supervised monographic sessions with shared participation. M1	R1	2,50	0,10
GROUP WORK EXHIBITION Application of multidisciplinary knowledge. M2, M6	R1, R2, R5	5,00	0,20
OFFICE ASSISTANCE Personalized and small group attention. Period of instruction and/or orientation carried out by a tutor to review and discuss materials and topics presented in classes, seminars, papers, etc. M1, M6	R1, R2, R3, R4, R5	2,50	0,10
ASSESSMENT Set of oral and/or written tests used in initial, formative or additive assessment of the student. M7	R1, R2, R3, R4	2,50	0,10
TOTAL		60,00	2,40



LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
GROUP WORK Group preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions. Work done on the university e-learning platform M7	R2, R4, R5	45,00	1,80
INDEPENDENT WORK Student study: Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions. Work done on the university e-learning platform. M7	R1, R2, R4	45,00	1,80
TOTAL		90,00	3,60



ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Virtual session (distance learning) M11	R1, R2, R3	37,50	1,50
Virtual practical session (distance learning) M12, M17, M19	R1, R2, R3, R4, R5	10,00	0,40
Seminar and virtual videoconference (distance learning) M11	R1	2,50	0,10
In-person or virtual assessment (distance learning) M14	R1, R2, R3, R4	2,50	0,10
Individual tutoring sessions (distance learning) M16	R1, R2, R3, R4, R5	2,50	0,10
Discussion forums (distance learning) M18	R2, R3, R5	2,50	0,10
Continuous assessment activities (distance learning) M14	R2, R3, R4, R5	2,50	0,10
TOTAL		60,00	2,40

ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual work activities (distance learning) M14, M15	R2, R3, R4, R5	45,00	1,80
Teamwork (distance learning) M12, M17, M19	R2, R3, R4, R5	45,00	1,80
TOTAL		90,00	3,60



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
BLOCK 1 - WORK PSYCHOLOGY	TOPIC 1. INTRODUCTION TO THE PSYCHOLOGY OF WORK TOPIC 2. MEANING OF WORK AND LABOR VALUES UNIT 3. THE STUDY OF WORK: WORK ACTIVITY AND PERFORMANCE TOPIC 4. LABOR MOTIVATION TOPIC 5. JOB SATISFACTION TOPIC 6. WORK STRESS: MOBBING, SEXUAL HARASSMENT AND BURNOUT
BLOCK 2 - HUMAN RESOURCES PSYCHOLOGY	TOPIC 7. INTRODUCTION TO HUMAN RESOURCES UNIT 8. JOB ANALYSIS AND DESIGN TOPIC 9. HUMAN RESOURCES PLANNING UNIT 10. RECRUITMENT AND SELECTION OF PERSONNEL TOPIC 11. REMUNERATION AND COMPENSATION UNIT 12. DEVELOPMENT PROCESS AND SUBSTRATES. TOPIC 13. WORK CLIMATE AND INTERNAL COMMUNICATION TOPIC 14. PAYROLL AND SOCIAL INSURANCE



Temporary organization of learning:

Block of content	Number of sessions	Hours
BLOCK 1 - WORK PSYCHOLOGY	15,00	30,00
BLOCK 2 - HUMAN RESOURCES PSYCHOLOGY	15,00	30,00

References

BASIC: De la Calle, M.C. and Ortiz, M. (2004). Fundamentals of Human Resources. Madrid: PrenticeHall. Gómez-Mejía, L.R. ; Balkin, D.B. and Cardy, R.L. (2016). Human resources management. Pearson. Peiró, J. M. and Prieto, F. (Eds.) (2014): Treaty of Work Psychology, vol. I. The activitywork in context. Madrid: Synthesis. Peiró, J. M. and Prieto, F. (Eds.) (2014): Treaty of Work Psychology, vol. II. Aspects psychosocial work. Madrid: Synthesis. Puchol, L. (2007). Management and human resources management. ESIC. COMPLEMENTARY: Alcover de la Hera, CM. (2005). Introduction to Work Psychology. Ed. MacGraw-Hill. Fernández Rios, M. and Sánchez, J. C. (1997). Organizational Psychology Practice Manual. Amarú. Gil-Monte, P. (2011). The syndrome of being burned by work (burnout): professional groups of risk. Pyramid. Muchinsky, P. (2004). Psychology applied to work. Auditorium. Osca, A. (2004). Psychology of work and organizations. Ed. Sanz and Torres. Osca, A. (2004). Work and Organization Psychology Practices. Ed. Sanz and Towers. Rodríguez, A., Zarco, V. and González González, J.M. (2009). Work Psychology. Madrid: Pyramid. Trechera, J. L. (2003). Introduction to the psychology of work. Desclée de Brouwer.



Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

Microsoft Teams

Kaltura



Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

Microsoft Teams

Kaltura

Explanation about the practical sessions:



2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System:



ONLINE WORK

Regarding the Assessment Tools:

The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System: