

## SUBJECT TEACHING GUIDE

G400 - Work Psychology

Double Degree in Business Administration and Management and Labour Relations  
Degree in Labour Relations

Academic year 2021-2022

1. IDENTIFYING DATA					
Degree	Double Degree in Business Administration and Management and Labour Relations			Type and Year	Core. Year 3 Core. Year 1
Faculty	Faculty of Law				
Discipline	Subject Area: Workplace Psychology Basic Training Module				
Course unit title and code	G400 - Work Psychology				
Number of ECTS credits allocated	6	Term	Semester based (1)		
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. EDUCACION
Name of lecturer	JOSE NICASIO GUTIERREZ FERNANDEZ
E-mail	nicasio.gutierrez@unican.es
Office	Edificio Interfacultativo. Planta: + 2. DESPACHO MINERVA ISABEL PEREZ ORTEGA (213)
Other lecturers	

### 3.1 LEARNING OUTCOMES

- To contribute with knowledge and abilities to the representation , negotiation and extrajudicial resolution, from a psychological point of view, of different human resources problems.
- To elaborate, develop and evaluate occupational and continuous training programmes in formal and informal settings.
- To analyze, support and make decisions about organizational structure, labour organization, methodologies and labour time studies.
- To apply qualitative and quantitative techniques of social research to the working environment.
- To understand social climate and the human factor in enterprises and to apply techniques and make decisions in the human resources area.
- To direct groups of people.
- To develop the communicative competence and self-knowledge.
- To express technically and appropriately in front of a auditory and to express correctly in formal writing.

### 4. OBJECTIVES

1. Know and value the contributions of Psychology to work organizations.
2. know the basic psychosocial processes in work organizations.
3. Develop communicative competence and self-knowledge as a way to integrate in the work place.
4. Obtain basic knowledge about Psychological assessment for work intervention.

### 6. COURSE ORGANIZATION

CONTENTS	
1	Study of work behaviour. Work Psychology
2	Thought and social behaviour.
3	Psychological approach to work
4	Groups. Work groups. Team work.
5	The organization: nature, theory and culture. Organizational climate.
6	Management and leadership. Management skills.
7	Internal communication in organizations.
8	Workplace analysis.
9	Motivation and job satisfaction.
10	Recruitment and personnel selection
11	Training in the workplace.
12	Conflict management
13	Stress management and wellness in the workplace.

## 7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Final test. It will include theory and practice.	Written exam	Yes	Yes	60,00
Portfolio. It will collect the activities from each topic and the practical classes.	Work	No	Yes	40,00
<b>TOTAL</b>				<b>100,00</b>
<b>Observations</b>				
<p>1. It is assumed that university students have acquired linguistic abilities in relation to oral and written expression. Therefore, spelling, accentuation, punctuation, grammar and lexical correction in assignments and exams are an obligatory prerequisite to pass the subject. Spelling, grammatical or orthographic errors can result on -0.5 points in each essay or exam.</p> <p>2. Regarding the fraudulent performance of the evaluation tests, the final mark complies with the provisions of article 54.1 of the Regulation of the evaluation processes at the University of Cantabria: 'The fraudulent conduct in exams or assignments will be graded as Fail '0' in the subject and will automatically invalidate the rest of the student's work that year even in the resit examination sesión (convocatoria extraordinaria).</p> <p>3. The Faculty assumes the APA STYLE as citation criteria for all academic work . Guidelines can be found on the following link of the University Library:<a href="https://web.unican.es/buc/recursos/guias-y-tutoriales/guia?g=28">https://web.unican.es/buc/recursos/guias-y-tutoriales/guia?g=28</a></p> <p>4. If a student does not reach the minimum required grade to pass a test, the final grade will be the lowest value between 4.9 and the weighted average of all the assessment instruments.</p> <p>5. Assessment process in case we have to teach from home. In this case the three assessment instruments: final exam, continuous assessment tests and portfolio will be adapted to distance learning and specific instructions will be given to students.</p>				
<b>Observations for part-time students</b>				
Students with part-time enrollment that would choose 'single assessment process' need to complete the final exam and hand in two essays on the official date of the final exam.				

## 8. BIBLIOGRAPHY AND TEACHING MATERIALS

BASIC
Martínez-Tur, V., Ramos, J. y Moliner, C. (2015). Psicología de las organizaciones. Madrid: Síntesis.
Morán, C. (2012). Una psicología en el ámbito laboral. Competencias para recursos humanos. Salamanca: Amarú.
Alcover de la Hera, C.M. (2007). Introducción a la Psicología del trabajo. Madrid: McGraw-Hill / Interamericana de España.
Gil Rodríguez, F. (2012). Introducción a la psicología de las organizaciones. Madrid: Alianza Editorial.
Ekman, P. (2012) El rostro de las Emociones. Barcelona. RBA