



2009 Psychology Honours Handbook

Prepared by
Dr Nola Passmore
and
Psychology Technical Staff

THE UNIVERSITY OF
S O U T H E R N
Q U E E N S L A N D

DEPARTMENT
OF
P S Y C H O L O G Y

Table of Contents

Introduction	3
Academic Staff	4
Technical Staff	8
Administrative Staff	9
Library Liaison	9
Section 1: Program Information.....	10
General Structure of the Honours Year	10
Entry Requirements	10
Objectives of the Honours Program	11
Enrolment Pattern.....	11
Dates for 2009	12
Course Descriptions	12
Registration as a Psychologist	15
Membership of the Australian Psychological Society.....	15
Policies Relating To Honours Programs	16
Academic Misconduct	16
Academic Grievances.....	16
Other Policies	16
Calculation of Class of Honours.....	17
Honours Prize	17
Section 2: General Information	18
Computer Access.....	18
After Hours Access	19
Interlibrary loans	19
Locker Space	19
Psychology Test Library.....	20
Access to SPSS.....	20
Maintenance Problems	20
Security.....	20
What are your Workplace Health & Safety obligations?	21
USQ Toowoomba Campus Map	22

Introduction

The University of Southern Queensland's Department of Psychology offers the Bachelor of Science (Honours in Psychology) at the fourth year level. Both the on-campus and external offerings of the degree are accredited by the Australian Psychological Society.

This handbook includes:

1. an outline of the academic staff participating in the courses (including the areas in which they can offer supervision), the administrative and technical staff;
2. the general structure of the Honours course,
3. policies of the Department and the USQ on matters relating to this program, and
4. facilities and resources.

It is suggested that you read through the whole of this guide, to give you some idea of what the Department has to offer, then keep it on hand as a reference. All general enquires and questions about the Honours program should be directed to the Honours Coordinator. You can also find some Honours documents at the following web site: <http://www.usq.edu.au/sciences/psychology/programs.htm>. There you will be able to find the workshop timetable, thesis topics, and other useful documents. If you click on the link "Student Resources", you will also be able to access other useful information. Specific questions regarding individual courses should be directed to the course examiners.

The Department welcomes you as an Honours student. Support the activities of the Department, assist your fellow students wherever and whenever you can, and be generous in sharing the resources of this Department. If you do these things, your period of study should prove rewarding and productive.

We wish you every success in your studies.

Dr Nola Passmore
Honours Coordinator
Psychology Department
University of Southern Queensland
TOOWOOMBA QLD 4350

Room: W515
Telephone: [07] 4631 1683
Facsimile: [07] 4631 2721
Email: nolapass@usq.edu.au

Academic Staff

(Also see the Psychology Department web site at <http://www.usq.edu.au/sciences/psychology/contact.htm>)

Head of Department: Associate Professor Tony Machin
Department Secretary: Mrs Melissa Jarick
Honours Coordinator: Dr Nola Passmore
Departmental Facsimile: [07] 4631 2721

Majella Albion, BSc, BSc (Hons), PhD

Senior Lecturer

Telephone: [07] 4631 1672
Email: albionm@usq.edu.au
Interests: Flexible work options, organisational change, career development, teaching and learning.

Gavin Beccaria, BAppSc USQ, PGDipPsy (Hons) UQ, MPsyh USQ MAPS

Lecturer

Telephone: [07] 4631 2382
Email: beccarig@usq.edu.au
Interests: Mental Health and Social Problem Solving; Applied Clinical and Counselling Psychology; Health and Mental Health in Organisational Settings

Paul Bramston, BA (Hons), MCLinPsy, PhD Deakin, MAPS

Associate Professor

Telephone: [07] 4631 2932
Email: bramston@usq.edu.au
Interests: Quality of life, positive psychology, intellectual disabilities, environmental stewardship, child/adolescent mental health.

Lorelle Burton, BAppSc, (Hons), PhD, MAPS

Associate Professor

Telephone: [07] 4631 2853
Email: burtonl@usq.edu.au
Interests: Individual differences, spatial and visual imagery abilities, personality, approaches to learning, predictors of academic success.

Steven Christensen, BEd, BEd (Hons), MAPS

Lecturer

Telephone: [07] 4631 2707
Email: christen@usq.edu.au
Interests: Discursive psychology, conversational analysis, talk-as-interaction.

Des Coates, BSc (Hons), DPsych (Health)

Lecturer

Telephone: [07] 4631 1457

E-mail: coatesd@usq.edu.au

Interests: Health psychology, the interaction between emotions and health, pain management, hypnosis.

Lucille Douglas, Ph.D Long Island University, NY, USA

Lecturer

Telephone: [07] 4631 1620 (Toowoomba)

[07] 3470 4430 (Springfield)

Email: douglasl@usq.edu.au

Interests: Psychological assessment

Gerard Fogarty, BA (Hons), DipEd NE, PhD Syd, FAPS

Professor

Telephone: [07] 4631 2379

Email: fogarty@usq.edu.au

Interests: Structure of intelligence, human factors, individual differences, psychology in sport, development of career interests, financial literacy.

Travis Gee,

Lecturer – Springfield Campus

Telephone: [07] 3470 4416

Email: geet@usq.edu.au

Interests: Personal Projects Analysis and related social ecological forms of measurement, and their relation to well-being measures; Ecologically valid evaluation of counselling interventions; Men's issues; False memory syndrome and forensic analysis of evidence in recovered-memory cases; dissociative identity disorder; nonparametric analytic methods; innovations in meta-analysis technology; ipsative statistics.

Yong Wah Goh, BA NUS, BA (Hons) UQ, MA UQ, PhD UQ

Lecturer – Springfield Campus

Telephone: [07] 3470 4420

Email: goh@usq.edu.au

Interests: Aetiological process of occupational stress and coping. Interactional effects of personality, gender, culture and organisational climate on stress and coping. The role of cognitive appraisal and coping in the process of stress. Training and development. The impact of martial arts on the cognitive and behavioural responses to stressors.

Liam Hendry, BSc, BSc (Hons), PhD, MAPS

Lecturer

Telephone: [07] 4631 2711

Email: hendry@usq.edu.au

Interests: Long-term and short-term memory, measurement of human memory, attention, learning & diverse aspects of cognitive psychology.

Andrea Lamont-Mills, BA (Hons), PhD, MAPS**Senior Lecturer**

Telephone: [07] 4631 1703

Email: lamontm@usq.edu.au

Interests: Discursive explorations of health consultations; burnout in adolescent athletes; service delivery aspects in real-life health consultations.

Kate Lemerle, BSc(Hons)UNSW, BEd UNE, DipEd UNE, GDipHlthProm CurtinU, GDipSocEcol UWS, MAppSci(SocEcol) UWS, PhD QUT**Lecturer**

Telephone: [07] 3470 4498

Email: lemerle@usq.edu.au

Interests: Resilience (individual, family&community), Health Promoting Schools, organisational health, community sustainability, health psychology, positive psychology, life coaching.

Sue Littler, BA (Hons), UQ, Dip Psych, UTAS, PhD USQ, MAPS,**Clinic coordinator**

Telephone: [07] 4631 1645

Email: littlers@usq.edu.au

Interests: Clinical Psychology, including recovery in schizophrenia; long-term effects of early attachment issues in mental health populations; clinical training and supervision.

Tony Machin, BSc, BA (Hons), MA Qld, PhD, MAPS**Associate Professor**

Telephone: [07] 4631 2587

Email: machin@usq.edu.au

Interests: Topics in the area of occupational health and safety such as predictors of fatigue in drivers, measuring the impact of safety-oriented training, and the role of personality in explaining driver stress. Topics in the area of organisational psychology such as the role of organisational climate in predicting employees' attitudes and behaviour, and the determinants of effective training programs. Topics in the area of vocational psychology such as the link between unemployment and well-being, models of the factors influencing students' job search activities, and determinants of person-environment fit.

Annissa O'Shea, BA(Hons), DipPsy UK, MOrgPsy**Lecturer - Springfield Campus**

Telephone: [07] 3470 4417

Email: osha@usq.edu.au

Interests: early career skill and knowledge acquisition, generational differences in work/life expectations and values, perceived skill underutilisation, underemployment and well-being, psychological contracts, career development, work integrated learning.

**Nola Passmore, BA (Hons), PhD Qld,
Senior Lecturer**

Telephone: [07] 4631 1683

Email: nolapass@usq.edu.au

Interests: Issues relating to adoption. Interpersonal relationships, attachment, loneliness, social skills, and positive psychology (e.g., hope, forgiveness, and gratitude). Topics relating to the integration of psychology and Christian values/principles.

**Jeff Patrick, B.Beh.Sc (Hons), PhD
Senior Lecturer**

Telephone: [07] 4631 2898

Email: patrick@usq.edu.au

Interests: Economics of mental health, cost-benefits of human resources, personality, organisation psychology.

**Grace Pretty, BSc (Hons), MSc, PhD Western Ontario, FAPS
Professor**

Telephone: [07] 4631 1740

Email: pretty@usq.edu.au

Interests: Coping with trauma; Ecological relationships between community environments and mental health; factors related to environmental stewardship.

**Andrea Quinn, BBehSc(Hons), PhD, MAPS
Lecturer – Springfield Campus**

Telephone: [07] 3470 4441

Email: quinna@usq.edu.au

Interests: Assessment and testing, individual differences, and experiential learning and reflective practice in professional development.

**Graeme Senior, BSc Auckland, PhD New York
Senior Lecturer – Springfield Campus**

Telephone: [07] 3470 4435

Email: senior@usq.edu.au

Interests: Assessment and testing; application of psychometrics to neuropsychology, clinical, and forensic psychology; personality assessment. Neuropsychology and brain-behaviour relationships.

**Gerry Tehan, BA (Hons), PhD Qld
Professor – Springfield Campus**

Telephone: [07] 3470 4476

Email: tehan@usq.edu.au

Interests: Role of long-term memory in retention, use of retrieval cues in long-term memory, interference effects in short-term retention, visual and auditory memory; individual differences in working memory.

Peter Terry, BH (Hons), PGCE, MA, PhD Kent, MAPS, FBASES

Professor

Telephone: [07] 4631 1681

Email: terryp@usq.edu.au

Interests: Mood and emotion, coach-athlete interaction, effects of music, meta-analysis, performance enhancement, psychology of injury, psychometrics.

Technical Staff

Room: W419

Psychology Test Library: W419 [Open from 9:00am – 4:30pm, Monday – Friday]

Facsimile: [07] 4631 2272

Ross Bool

Manager of Technical Services

Telephone: [07] 46 31 2388

Email: bool@usq.edu.au

- Coordinates research projects and technical requirements
- Manages Laboratories
- Experimental Coordinator

Ken Askin

Technical Developer

Telephone: [07] 46 31 1466

Email: askin@usq.edu.au

- Software development for department research, teaching and technical services for PC & Mac
- Electronic/mechanical construction
- Web and web survey design

Simon Fawell

Technical Developer

Telephone: [07] 46 31 2366

Email: fawells@usq.edu.au

- Software development for department research, teaching and technical services for PC & Mac
- Electronic/mechanical construction
- Web and web survey design

Susie Gibson

Projects/Test Library

Telephone: [07] 46 31 1582

Email: gibsons@usq.edu.au

- First port-of-call on all technical matters (i.e., front desk)
- Test Librarian
- Technical advice on survey design and administration
- Support for research and thesis projects
- Room bookings.

Administrative Staff

Departmental Facsimile: [07] 4631 2721

Mrs Melissa Jarick
Departmental Support Officer
[Head, Department of Psychology]
Telephone: [07] 4631 2253
Email: jarick@usq.edu.au

Melissa's main duties involve her role as assistant to the Head of Department and contact person for the postgraduate programs. Contact Melissa if you have any queries regarding the postgraduate programs or staff whereabouts, or if you need to make an appointment with the Head of Department.

Mrs Trish Keane
Administration Officer (Student Support), Psychology
Telephone: [07] 4631 2803
Email: sciences.enrolment@usq.edu.au
Room: W559

Trish should be your first port of call if you have any queries regarding your enrolment.

Mrs Margaret Duffy
Receptionist/Administrative Assistant, Faculty of Sciences
Telephone: [07] 4631 2094
Room: Front counter, 5th floor of W-Block

It is usually best to leave messages for staff via email or voicemail if they are not in their offices when you call. However, Margaret can assist with staff whereabouts and pass on messages.

Library Liaison

Ms Kaye Cumming
Sciences Library Liaison Officer
Rm: R240
Ph: [07] 4631 2672
Email: cumming@usq.edu.au

Kaye is happy to assist with library queries involving such things as databases, searching, resources, and difficulties in accessing materials. You may also wish to access material from the library link on the USQ homepage. The web address is <http://www.usq.edu.au/library/>

Section 1: Program Information

General Structure of the Honours Year

The Honours year in Psychology at USQ can be undertaken by enrolling in the Bachelor of Science (Honours) degree. The BSc (Hons) program is available in both on-campus and external mode, and is fully accredited by the Australian Psychological Society. There are two **compulsory** workshop blocks each semester. These workshop blocks are compulsory for both on-campus and external students in the program. In each workshop block, there will be time allocated for each course, and the program as a whole. The workshop content will typically include the equivalent of professional development workshops, lectures, tutorials, and sometimes group or individual presentations. External students may also be required to arrange supervision sessions outside of the two workshops held each semester, as the workshops usually do not include sufficient time for thesis supervision. To support this policy, students will only be permitted to enrol in the Honours Project courses as on-campus students. Therefore, students who apply from overseas will only be accepted if they are able and willing to reside in Australia for the duration of the program. The Honours year can be full-time (1 year) or part-time (maximum of 2 years).

Entry Requirements

To qualify for the BSc (Hons), students will need to have successfully completed a three-year APAC-Accredited undergraduate degree with a major in Psychology. To ensure currency of knowledge, students will normally have commenced their undergraduate degree no earlier than eight years prior to the year of application and will have satisfied requirements for the award of that degree no more than three years previously. Entry into the Honours program is competitive and not all applicants can be offered places. Applicants are selected on the basis of their weighted Grade Point Average (GPA) with a minimum weighted GPA of 5.0 required for entry into the Honours program. The actual GPA is usually higher than this, however, depending on the number of applicants and the supervisory capacity of the department in any given year.

The way in which we calculate the weighted GPA that is used to rank students who apply for our Honours program is as follows:

$$\text{Weighted GPA} = [\text{GPA}(1) + 2\text{xGPA}(2) + 2.5\text{xGPA}(3)]/5.5$$

where GPA(1) is the average of your first-level undergraduate psychology courses, GPA(2) is the average of your second-level undergraduate psychology courses, and GPA(3) is the average of your third-level undergraduate psychology courses. We also include Data Analysis in the calculation of the first level GPA, and we usually ignore Fails in a course if you have subsequently achieved a passing grade in the course. Finally, we have the discretion to ignore results for a particular semester where your performance was adversely affected and you can provide evidence to support this.

Objectives of the Honours Program

The main objectives of the Honours program are listed below. Upon completion of the Honours degree graduates will be able to:

1. demonstrate high levels of proficiency in research and specific methodology including research planning and implementation, analysis, interpretation and evaluation of research results, and the presentation and communication of research findings;
2. demonstrate awareness of a wide range of research methods and the ethical and social responsibilities of a practising psychologist;
3. apply the psychological skills and knowledge gained in the course to their specialist area with a high degree of proficiency;
4. undertake research-oriented careers or progress to higher level studies in their chosen specialist area;
5. meet the academic requirements for Associate membership of the Australian Psychological Society and/or provisional registration with the Psychologists registration board.

Enrolment Pattern

The Honours degree requires the successful completion of eight units (i.e., credit points). The Honours program involves three units for the Honours Project plus six coursework courses. (N.B. PSY4010 and PSY4011 are worth .5 unit each).

Major Study: Psychology		
Course	Semester	Mode
PSY4001 Psychology Honours Project 1* (1.5 units)	1,2	ONC
PSY4002 Psychology Honours Project 2* (1.5 units)	1,2	ONC
PSY4010 Multivariate Statistics A (0.5 units)	1	ONC,EXT [#]
PSY4011 Multivariate Statistics B (0.5 units)	2	ONC,EXT [#]
PSY4020 Ethical & Professional Practice	1	ONC,EXT [#]
PSY4030 Skills and Issues in Counselling	1	ONC,EXT [#]
PSY4040 Advanced Psychological Theory	2	ONC,EXT [#]
PSY4070 Advanced Assessment	2	ONC

* The Psychology Honours project (thesis) can be commenced in either Semester 1 or Semester 2, though it is more typical to commence in Semester 1. If you choose to start the Honours project in Semester 1 (by enrolling in PSY4001), you must complete it by the end of Semester 2 in the same year (by enrolling in PSY4002). However, if you choose to start the Honours project in Semester 2, you must complete it by the end of Semester 1 in the following year. The length of the project is normally two semesters and this is only extended with the written permission of the examiner for the thesis project courses.

[#] Students intending to study this course by distance education must attend four residential schools, of one week's duration **each**, in each year of the program.

Part-time students are advised that they should enrol in the following compulsory courses (PSY4020, PSY4030, PSY4040, and PSY4070) in the **first** year of enrolment.

Dates for 2009

Workshop blocks start on 18 February and 14 April in Semester 1, 2009, and on the 10 July and 14 September in Semester 2, 2009.

Course Descriptions

PSY4001 PSYCHOLOGY HONOURS PROJECT 1 (SCI - UG1)

Semester 1 (ONC)TWMBA

Semester 2 (ONC)TWMBA

Units 1.00 (Psychology) Band 1

This is the first of two courses that contribute towards the Psychology Honours Project. The overall project will involve an individual piece of research in a selected area of psychology in which information concerning an approved research topic is gathered, organised, analysed and discussed in a critical and evaluative manner. The study requires advanced knowledge of statistics and research methodology. In this first course, students are required to decide on a topic; submit a draft of the introduction and method sections and an application for ethical clearance; and begin the initial stages of the research project.

Examiner: Dr Andrea Lamont-Mills

PSY4002 PSYCHOLOGY HONOURS PROJECT 2 (SCI - UG1)

Semester 1 (ONC)TWMBA

Semester 2 (ONC)TWMBA

Units 2.00 (Psychology) Band 1

Pre-requisite: PSY4001

This is the second of two courses that contribute towards the Psychology Honours Project. The overall project will involve an individual piece of research in a selected area of psychology in which information concerning an approved research topic is gathered, organised, analysed and discussed in a critical and evaluative manner. The study requires advanced knowledge of statistics and research methodology. In this second course, students will submit a draft of their results and discussion sections, and submit the final dissertation for examination.

Examiner: Dr Andrea Lamont-Mills

PSY4010 MULTIVARIATE STATISTICS A (SCI - UG1)

Semester 1 (ONC)TWMBA(EXT)TWMBA

Units 0.50 (Psychology) Band 1

The course revises and reinforces the aspects of the general linear model already covered in undergraduate methodology courses (ANOVA, Regression), and integrates them in a way that allows their extension into multivariate techniques such as multiple regression and multivariate ANOVA. The techniques are covered at a formal level and students are also required to carry out analyses using these techniques (including the evaluation of distributional assumptions in the data and data transformation) using one or more statistical packages. Students are required to demonstrate their practical competence in assignments and on an exam.

Examiner: Dr Jeff Patrick

PSY4011 MULTIVARIATE STATISTICS B (SCI - UG1)

Semester 2 (ONC)TWMBA(EXT)TWMBA

Units 0.50 (Psychology) Band 1

This course extends on the techniques covered in PSY4010 Multivariate Statistics A and assumes mastery of that material. Topics covered at a formal level include Matrix Algebra, Path Analysis, and Factor Analysis. Students will also be required to carry out analyses using these techniques, particularly the several varieties of factor analysis. Students are required to demonstrate their formal understanding and practical competence in assignments and an exam.

Examiner: To be advised.

PSY4020 ETHICAL AND PROFESSIONAL PRACTICE (SCI - UG1)

Semester 1 (ONC)TWMBA(EXT)TWMBA

Units 1.00 (Psychology) Band 1

This course is designed to introduce the student to a number of issues involved in the professional practice of psychology. Various issues such as assessment, report writing, working with various clinical populations and ethical guidelines and practice will be reviewed.

Examiner: Dr Lucille Douglas

PSY4030 SKILLS AND ISSUES IN COUNSELLING (SCI - UG1)

Semester 1 (ONC,EXT)TWMBA

Units 1.00 (Counselling) Band 1

This course provides students with a thorough understanding of the counselling process. The focus of the course is practical with reference to previously learnt counselling theory. They will develop the foundation skills of counselling as well as the ability to formulate, plan and evaluate therapy. Professional and ethical issues pertaining to all

aspects of counselling will be covered in detail as well as contextual issues impacting upon the client and the therapeutic process. These issues include gender, life-span/developmental and cultural issues. There is an emphasis on both personal and professional self-exploration and development.

Examiner: Dr Des Coates

PSY4040 ADVANCED PSYCHOLOGICAL THEORY

Semester 2 (ONC, EXT)TWMBBA

Psychological knowledge and theories can inform the way we understand and respond to current issues that involve human behaviour in a variety of settings. Psychologists working as researchers and practitioners can assist individuals, groups, organisations and communities to better understand and achieve lasting change by the application of psychological theory and scientific principles within a context of culturally sensitive communication and consultation.

Examiner: Dr Nola Passmore

PSY4070 ADVANCED ASSESSMENT (SCI - UG1)

Semester 2 (ONC)TWMBBA.

Units 1.00 (Psychology) Band 1

Pre-requisite: PSY3010

The development of testing skills and the application of testing principles in the clinical setting will be taught through workshops and case studies. In particular, mastery will be developed in the Wechsler Adult Intelligence Scale 3rd edition (WAIS-3), the Wechsler Memory Scale 3rd edition (WMS-3), the Minnesota Multiphasic Personality Inventory-Second Edition (MMPI-2), and the Wide Range Achievement Test 3rd edition (WRAT-3).

Examiner: Dr Lucille Douglas

For more information, please consult the **course specifications** for each course. These can be accessed through the USQ homepage. Go to the following web site:

<http://www.usq.edu.au/course/specification/2009/>

Then click onto the year, then P (for Psychology) and then the course specifications you're interested in.

Registration as a Psychologist

The Queensland Psychologists Act (and similar legislation in all other states in Australia) regulates the practice of psychology. It is illegal to use the title psychologist, or to represent yourself in any way which leads people to believe you are a psychologist without being registered. Heavy penalties apply for breaches.

In most states, one of the requirements for initial registration is the completion of four years of approved training such as BSc (Hons) at USQ or elsewhere. In addition, there is a requirement to complete two years of supervised practice after initial registration. Alternatively an approved Masters or Doctoral Coursework program can be undertaken to replace the two years supervised experience. For more information and Registration kits contact the Registration Board.

Queensland Psychologists Registration Board
GPO Box 2438
BRISBANE QLD 4001
Telephone: [07] 3225 2500
Web site: <http://www.psychologyboard.qld.gov.au/>

Membership of the Australian Psychological Society

The Australian Psychological Society (APS) is the major professional organisation of psychologists in Australia. It has a National Office located in Melbourne, and branches and regional groups throughout Australia, and has more than 11,500 members. Its role is to 'represent, promote, and advance psychology and psychologists within the context of improving community well being and scientific knowledge'. The APS is a voluntary organisation. Although many psychologists are members, some choose not to join. If you are a student enrolled in the Psychology major, you can join as a student subscriber. This entitles you to receive four publications.

- The Australian Journal of Psychology (Scientific research reports).
- The Australian Psychologist (Professional issues).
- In *Psych*: The Bulletin of the APS (News of conferences, workshops and general issues).
 - The Newsletter of the branch nearest to where you live.

You will also have access to various parts of the APS web site that are not available to non-members and you will have access to various interest groups.

On completion of four years of study, graduates of approved courses can join as Associate Members. The **current** requirement for full membership of the Society is completion of four years approved training plus a further two years (i.e., six years of training). The fifth and sixth years of training are most often completed by a Masters coursework degree (such as the Master of Psychology courses at USQ), but can also be satisfied by postgraduate research study (such as a Doctor of Philosophy or Master of Philosophy degree).

More details are available from the National Office.

Australian Psychological Society
PO Box 126
CARLTON SOUTH VIC 3053
Telephone: [03] 9663 6166 OR 1800 333 497
Web site: <http://www.psychology.org.au/>

Policies Relating To Honours Programs

- The University's rules on plagiarism are fully enforced (see Plagiarism in the University Handbook).
- Exemptions from courses in Honours Year courses are not permitted.

Section 5.12 in the USQ Academic Regulations also relates specifically to the Honours program.

Academic Misconduct

Any student who is alleged to have performed a dishonest action relating to any assessment in any course will have a course of action taken against him/her as outlined in Section 5.10 in the USQ Handbook.

Academic Grievances

Students may have serious concerns regarding workloads, grades or general course demands and administration. The Coordinator of the Honours program should be approached in the first instance for a discussion of the issues and the development of a strategy of constructive resolution.

Other Policies

The USQ supports the principle of equal opportunity for all people, regardless of gender, race, or disability. Policies are outlined in the USQ Calendar at <http://www.usq.edu.au/corporateservices/calendar/default.htm> relating to Copyright, Equity in Education, Freedom of Information, Multiculturalism, Occupational Health & Safety, People with Disabilities, Use of Information Technology Resources, Racial Discrimination, Sexual Harassment and Smoking. Students should also be familiar with the university's intellectual property policy. This can be accessed from the above website. Click on to the link to Teaching, Research, and Scholarship and you will see the Intellectual Property policy under Point 7.9.1.

Calculation of Class of Honours

On completion of your Honours year, you will be awarded a particular class of Honours based on your final Grade Point Average (GPA) for the Honours courses, taking into account the units each course is worth. That is, the thesis component (PSY4001 and PSY4002) is worth three units, each of the statistics courses is worth .5 units, and each of the other subjects is worth one unit. The GPA cutoffs for the different Classes of Honours are as follows:

First class	6.5
Second class (Division A)	5.8
Second class (Division B)	5.0
Third class	4.0

Honours Prize

Each year, The Australian Psychological Society awards a prize to the top Honours student at each university. According to the APS criteria, the prize would go to the student with the highest score for the Honours year (in our case, the highest GPA for the Honours courses). If two or more students are tied for the top position, the prize would go to the student with the highest thesis mark. If there is still a tie, the prize would go to the student with the highest marks in third year.

Section 2: General Information

Computer Access

ICT Help Desk: Ext: 1900

W426 Psychology Computer Lab Support: Simon Fawell Ext: 2366 Room W419a

.....

To logon and get access to your email, network drive, internet USQ Connect and dial-in account you require your student no and password. Your password is printed in the top right corner of your enrolment form. If you do not have your password, you can get your password from ICT Help Desk.

The department has a PC computer laboratory (W426) available for use by Honours students. There are 25 computers and Honours students are welcome to use this laboratory at any time when it is not booked. If there are any computer problems in W426 please contact Simon Fawell.

All the computers are networked and have access to a laser printer. The printer is quota-based see <http://www1.usq.edu.au/ict/students/computerlabs/printing/quota.htm>

All the computers in the Psychology computer laboratory (W426) are installed with the following software:

- Microsoft Office
- SPSS
- Internet Explorer
- Endnote
- AMOS
- JMP IN
- Acrobat Reader
- CD burning facilities
- supports USB portable drives

In addition to the computers available in Psychology, there are a number of Computer Laboratories spread around the campus for student use. To find which laboratories are available go to the following website:

<http://www.usq.edu.au/its/studentssupport/index.htm>

All students are given a dial-up account. If you have a computer and modem at home, it is possible to connect to e-mail, news groups, Internet and the Library (including WebSpirs). It will cost a local phone call if calling from Toowoomba or Brisbane. If you are calling from other places the phone call will be charged at STD rates. To minimise the cost of calling STD you are able connect via a local ISP to USQ. To allow other students access and to stop some students hogging the modem bank there is a 2hr time limit. After being connected for 2 hr the USQ modem disconnects your computer.

The details on how to set up and use USQ Connect are on the following web page:

<http://www.usq.edu.au/usqconnect/brochure/index.html>

If help is required with USQ Connect please contact the ICT Help Desk - Ext 1900

To logon to the computers on campus and via USQ modem bank you use your student number without the last digit and the password is the password that is printed on your enrolment form in the top right corner. If you do not have your password you can get it from the ICT Help Desk.

Make sure you backup your work regularly.

After Hours Access

Access to the computer laboratory out of university hours is via a swipe card on the door at ground level on the eastern entrance of W block and via a digital lock on the door of W426. You must register your student card with Psychology Technical Services (W419) to gain access to the building. You will be given a pin code to access the computer lab. The pin code will change every 6 months and students will be notified by email before the codes are changed. You will also require a registered student card to gain access to the building for your Saturday workshops. For the security of yourself and others please DO NOT give the pin code to anyone. If you know of a security breach please let Ross Bool or Susie Gibson know. ***The computer laboratory is fitted with a security camera and all activity is videoed.***

Interlibrary loans

Research postgraduates will be eligible for their own individual quota of three Library-funded interlibrary loan requests per year. Eligible research students will include: all Doctorate, Masters (Research) and Honours students.

If you have any queries, please contact Sciences Library Liaison Officer, Kaye Cumming (x2672) at the Library.

Locker Space

Locker space is available in front of Room W421 for all Honours students. If you would like to use this facility please see Susie Gibson at Psychology Technical Services.

Psychology Test Library

The department test library holds a large range of psychological tests. These can be borrowed for a period of 24 hours by going to the test library (Room W419) between the hours of 8:30am and 4:30pm any day of the week. Please ensure that test materials are returned within 24 hours (greater than 24 hours **only** if you have approval).

Access to SPSS

Most students will use SPSS to analyse their thesis data. There are a number of options available to access SPSS. The full version is available in a number of computer laboratories on campus at Toowoomba including the Psychology computer laboratory (W426). The other locations students can use the full version of SPSS are USQ Fraser Coast, and USQ Springfield. If you require access to SPSS at any of these locations please contact Susie Gibson on 07 4631 1582 for more details.

If students want to do their analysis from home they have the following option:-

1. **SPSS Graduate Pack** which is a full version of SPSS with Regression Models & SPSS Advanced Models modules & AMOS with a 4 year licence.

N.B. STUDENTS SHOULD DISCUSS WITH THE SUPERVISOR OF THEIR HONOURS PROJECT BEFORE PURCHASING ANY SPSS SOFTWARE.

In rare cases where all the of above options are unsuitable, Psychology Technical Services has a limited number of laptops with SPSS & AMOS installed which can be collected and used for a period up to 2 weeks to complete your analysis. Please contact Susie Gibson on 07 4631 582 to check availability and to book a laptop.

Maintenance Problems

For routine maintenance problems (e.g., stopped clocks, blown fluorescent tubes) contact Psychology Technical Services.

Security

University Security may be contacted on internal telephones by dialling 7120 or on external telephones by dialling 0412 716 838. In an emergency situation dial 2222 on internal telephones.

What are your Workplace Health & Safety obligations?

The Workplace Health & Safety Act 1995 imposes legal obligations on all persons who may affect the workplace health & safety of others by their actions or lack of actions. The Act covers the Obligations of:

- Employers
- Persons in control of workplaces (i.e. supervisors; academics in charge of a class etc)
- Employees and others

The USQ Workplace Health & Safety Policy and Procedures Manual states specifically that the obligations of **Students, visitors and others** have the following obligations at the University:

- to comply with instructions given by the University/Faculty for workplace health and safety;
- to use any personal protective equipment provided by the Faculty
- not to wilfully or recklessly interfere with or misuse any health and safety equipment
- not to wilfully place at risk the health and safety of anyone at the University
- not to wilfully injure themselves.

Penalties are substantial: the maximum penalty for a breach causing death or grievous bodily harm is **\$60,000** or **2 years imprisonment** for an individual; **\$500,000** for a corporation

POLICIES IN THE FACULTY

The following are current Faculty WH&S policies which you will need to know and follow:

- Safety Inductions and Training of staff and Honours/Post Graduate Students;
- Children in Laboratories and Simulated Clinical Wards;
- Children in Computer Laboratories;
- Honours/Postgraduate After Hours Policy;
- Storage and Identification of Spiders;
- Dealing with Experimental Animals in Building Evacuations;
- Safety Boots in the Sciences Workshop.
- Chemical/Biological Laboratory Safety Policy & Procedures
- Safety in Simulated Clinical Areas
- Computer Laboratory Safety
- Manual Handling Policy & Procedures

Policies available at – <\\usq\sciences\Shared\Faculty Documents\Approved Safety Policies>

SAFETY CONTACTS

Emergency Number	2222
Security	7120
Faculty Safety Co-ordinator (Kath O'Donnell)	2901 0412174790

USQ Toowoomba Campus Map

