

Tutorial Letter 101/3/2018

Personality in work context

IOP1601

Semesters 1 and 2

Department of Industrial and Organisational Psychology

This tutorial letter contains important information
about the module.

Please note: IOP1601 is an online module and the study material is therefore available on myUnisa. Register on myUnisa, activate your myLife e-mail address, and ensure that you visit the module site and e-tutor site on myUnisa at least twice a week. We will use myUnisa announcements and SMSs to communicate with you, so ensure that Unisa has your correct contact details. You have to do all your assignments and the examination online.

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Dear Student

1 INTRODUCTION

Welcome to this module on personality in the work context.

Because this module is delivered fully online, you have to use myUnisa to study and complete the assignments as well as the examination. Please visit the module site on myUnisa frequently. The module site is IOP1601-18-S1 for Semester 1 and IOP1601-18-S2 for Semester 2.

Personality plays a role in life situations, including the work situation. The role of personality and related individual differences in the work context are an important knowledge area for the industrial and organisational psychologist and, accordingly, are emphasised and used in many study fields and the practice of industrial and organisational psychology.

Personality is the integration of the individual's visible and non-visible, more or less stable, attributes and behaviour across time and situations. It also indicates differences between individuals and groups. Personality includes attributes from the physical, cognitive, emotional, motivational, social and spiritual domains of human behaviour. Personality variables have an effect on and contribute to people's competencies and their psychological adjustment to and in the work situation. Since everyone has a unique personality profile, knowledge of personality is important to determine individual differences in the work situation and assess how these differences contribute to a person's functioning at work.

In this module, and the other first-year module (IOP1501) on psychological processes, we introduce you to industrial and organisation psychology – which is an applied field of psychology. If you pass the second-year and third-year modules, you can complete an honours degree in Industrial and Organisational Psychology and, after an appropriate internship, register as a psychometrist or counsellor. After completing a professional master's degree in Industrial and Organisational Psychology as well as an internship, you can register as a professional industrial psychologist. Industrial and organisational psychology offers interesting and challenging careers and jobs in various fields, including personnel management, recruitment and selection, training and development, career counselling, industrial relations, occupational mental health, consumer psychology, research, academic teaching, and private practice as an industrial and organisational psychologist/consultant.

1.1 Study material

Due to the nature of this module, you have to access the study material and read about the module online. Go to the myUnisa website at <https://my.unisa.ac.za> and log in with your student number and password. You will see **IOP1601/2018/S1** or **IOP1601/2018/S2** at the top of the page (or otherwise click on **more sites**). Choose the module site for the semester for which you are registered.

We will send you a hard copy of this tutorial letter and an overview of the online study material for this module.

You must buy the **prescribed book** at a recognised academic bookstore or the e-book online. The details of the book are given in Section 4.1 of this tutorial letter.

Please note: Buy the prescribed book early while the bookstores still have sufficient stock.

The tutorial letters for this module (available under **Official Study Material** and **Additional Resources** on myUnisa) are as follows:

- **Tutorial Letter IOP1601/101/3/2018** (this tutorial letter) serves as an introduction to the module and assignments. Please study it to get an overview and overall understanding of this module. This tutorial letter is the roadmap that you have to follow to complete the module successfully. It also contains the assessment criteria and details about the assignments and examination.
- **Tutorial Letter IOP1601/101/3/2018** contains a summary of the learning units on myUnisa.
- **Tutorial Letter IOPALLA/301/2018** is aimed at orientating you regarding open distance and electronic learning. It contains an outline of some study skills that will enable you to become more independent as a student and answers to some of the questions students frequently ask.

The curriculum is covered in the prescribed book and the learning units on myUnisa.

Because we want you to use the study material interactively, we refer you to the relevant chapters in the prescribed book and to myUnisa throughout this tutorial letter.

Please note: You have access to all the study material on myUnisa as soon as you register.

1.2 Online delivery

Since 2015, this module is offered fully online. You therefore have to go to the module site on myUnisa to begin your journey for this module. Please ensure that your contact details on the Unisa system are correct, as we will communicate with you by means of SMS. We will also post announcements on myUnisa and send notifications to your myLife e-mail account.

Please note: Register on myUnisa, activate your myLife-e-mail account and make sure that Unisa has your correct cell phone number. The onus rests on you, the student, to ensure that we can contact you.

2 PURPOSE AND OUTCOMES

2.1 Purpose

This module is intended for everyone who wants to pursue a career in the field of industrial and organisational psychology, including human resource and personnel management practitioners. The purpose of learning in this module is to enable you to develop a fundamental knowledge base of personality in the work context (and related concepts and applications) that contributes to improving employees' work performance, psychological adjustment, work relationships and organisational effectiveness. This module contributes to the mix of subjects students have to include in their degree studies to prepare them for jobs and careers in the labour market related to this field of study. **This module therefore contributes to how you will use your qualification or gradueness to be employable in the labour market.**

On completion of this module, the student will be able to

- explain the nature of personality and personality study
- discuss various personality theories or approaches in explaining personality as it may manifest in individual employees and groups in the work context
- describe aspects of employee and organisational wellbeing and adjustment/maladjustment
- briefly explain concepts and the methodology of psychological/personality measurement and research

For an overview of and to understand the purpose and importance of this module, study the section **Introduction to IOP1601** in Learning Unit 1 on myUnisa.

The assignments for this module are explained in Section 8 of this tutorial letter.

2.2 Outcomes

Learning outcomes indicate what you have to know and how you should apply this knowledge. The learning outcomes for this module are based on those contained in the prescribed chapters of Bergh and Geldenhuys (2013). In the learning outcomes, the learning activities and the assessment questions, we use action words or verbs to tell you what you should be able to do when you have finished working through the study material. There are broad and specific learning outcomes, as well as so-called cross-field outcomes.

In accordance with Unisa's **tuition rationale**, the **broad learning outcomes** of the module are directed at facilitating mature, responsible learning with a view to students acquiring sound knowledge of personality and the ability to apply and develop their acquired knowledge and competencies in the workplace and other contexts. Each study theme in each chapter of the prescribed book has a broad outcome associated with the main meaning of the chapter. Together with other subjects, the module enables students to obtain a qualification that will be useful in the South African labour market. In addition to these theoretical and applied outcomes, learning should add to the students' attitude to life and work and their ability to make a difference in applying their acquired knowledge and skills.

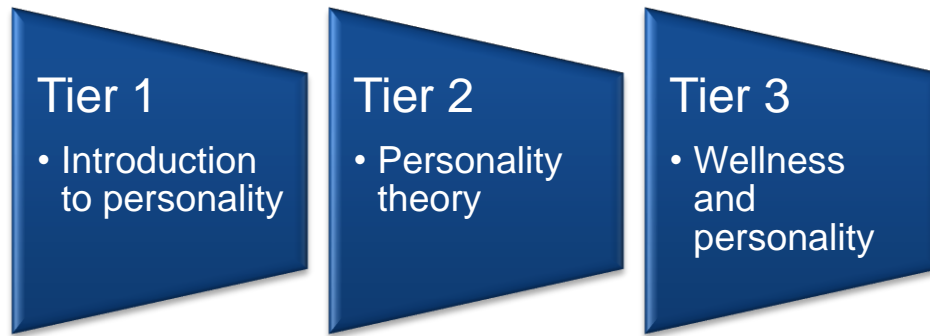
The **specific learning outcomes** for this module are aimed at enabling students to acquire knowledge and applied skills with regard to specific themes of personality. These outcomes relate to the different outcomes specified in the various chapters of the prescribed book.

Added to the broad and specific outcomes are certain **cross-field outcomes** which are relevant in many life and work situations. We are confident that during your studies, you will use or develop one or more of these competencies in your learning experiences (that is, as you study the prescribed book, search for information, complete the learning activities, answer the assignments and examination questions, and consult and talk to interested parties about your studies).

The abovementioned outcomes and competencies are not only applicable to the way that you study and process the study material, but are essential to enable the lecturers to assess your learning and for the self-assessment exercises. For example, in the prescribed book, assignments and examination, you will get online **multiple-choice questions** (MCQs) where you will have to demonstrate your knowledge of the study contents and MCQs where you will have to demonstrate your understanding and ability to use your acquired knowledge in practice.

2.3 Learning outcomes from 2015 onwards

The module is presented in three broad categories or tiers. These tiers are aligned with the learning units, additional resources and self-assessment questions on the module site and in the chapters of the prescribed book.



3 CONTACT DETAILS

3.1 Lecturers

Lecturer	Role
Ms Larisa Louw	Module leader
Ms Lucia Govender	Primary lecturer
Ms Joyce Baloyi	Secondary lecturer
Prof Nisha Harry	Subject manager

You can contact your lecturers via the **Course Contact** tool on myUnisa

LECTURER AVAILABILITY

The lecturer for this module will be available to take phone calls on academic matters and/or to attend to students who may prefer to visit personally for academic engagement. However, the days and times of lecturer's availability will be communicated in the module page on myUnisa. These days and times are subject to change from time to time in order to accommodate the lecturer's work schedule and other commitments. The changes on the days and times will be communicated by the lecturer in advance through the announcement option on myUnisa as and when this happen. Students are advised to check the module page on myUnisa before making phone calls or visiting the lecturer's office for academic enquiries/engagements.

3.2 Department

The department is on the third level of the AJH van der Walt Building on Unisa's Muckleneuk Campus in Pretoria. You can e-mail the department at DeptIOP@unisa.ac.za or contact the departmental helpdesks at 012 429 8033 and 012 429 8054.

3.3 University

Please consult the brochure *my Study @ Unisa* (issued to you at registration) for information on how to contact the university.

4 RESOURCES

4.1 Prescribed book

The prescribed book is:

Bergh, ZC & Geldenhuys, DJ. 2013. *Psychology in the work context*. 5th edition. Cape Town: Oxford University Press. (ISBN 9780199048069)

You can also buy the e-book or a combination package online:

- (1) **eBook Only:** Psychology in the work context. 5e Epub (ISBN 9780199079032)
- (2) **ePack (bundle of printed book and e-book):** Psychology in the Work Context 5e ePack (ISBN 9780199073511)

Please note: ONLY the fifth edition (2013) of the prescribed book may be used for this module.

You can buy the prescribed book from the official booksellers approved by Unisa or any other bookseller that has it in stock. If it is difficult to find the book at booksellers, please contact the **Prescribed Book Section** at 012 429 4152 or yospresc@unisa.ac.za.

Unless we inform you differently, you must study **all 10 prescribed chapters** in detail. Each chapter in the prescribed book includes learning outcomes and self-evaluation questions and tasks which can be useful in your studies. The major concepts are italicised, and work-related examples and case studies often illustrate the learning content. The book has other learning aids to assist your learning, for example ethical and information boxes as well as figures, tables and other graphics. The glossaries (English–Afrikaans) in the book will be helpful and the index at the back of the book indicates the pages where certain concepts can be found.

There is also an online glossary (Afrikaans–English–Sesotho–isiZulu) on myUnisa.

4.2 Recommended books

Although you are only expected to study the prescribed book, you are welcome to consult any relevant source(s) if you need more information. Using these sources is not compulsory; you can use them for additional reading.

- Cervone, D & Pervin, LA. 2008. *Personality: Theory and research*. 10th edition. New York: John Wiley & Sons.
- Feldman, RS. 2005. *Understanding psychology*. 7th edition. Boston, MA: McGraw-Hill Higher Education.
- Louw, DA & Edwards, DJA. 1997. *Psychology: An introduction for students in Southern Africa*. Johannesburg: Heinemann.
- Maltby, J, Day, L & Macaskill, A. 2007. *Personality, individual differences and intelligence*. London: Prentice Hall (Pearson).
- Meyer, WF. 2003. *Personology: From individual to ecosystem*. Johannesburg: Heinemann.
- Plotnik, R. 2005. *Introduction to psychology*. 7th edition. Belmont, CA: Wadsworth Thomson Learning.
- Plug, CC, Meyer, WF, Louw, DA & Gouws, L. 1997. *Psigologiewoordeboek*. 2^{de} uitgawe (and newer editions). Johannesburg: McGraw-Hill. (Equivalent English terms and explanations in Afrikaans are included.)
- Reber, AS & Reber, ES. 2001. *The Penguin dictionary of psychology*. 3rd edition. New York: Penguin Books.

- Schneider, B & Smith, DB (eds). 2004. *Personality and organizations*. Mahwah, NJ: Lawrence Erlbaum Associates.
- Weiten, W. 2007. *Psychology: Themes and variations*. 7th edition. Belmont, CA: Thomson/Wadsworth.

4.3 Electronic reserves (e-reserves)

All the tutorial letters and previous examination papers for this module are available on myUnisa under **Official Study Material**. Additional material/exercises are available under **Additional resources** on myUnisa to help you master the learning content. The learning units will give you an overview of the chapters. Please view the **Schedule** on myUnisa for a breakdown of what you should study each week to work through the relevant chapters before the due dates for the assignments and the examination.

4.4 Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies.

For detailed information, go to <http://www.unisa.ac.za/library>. For research support and the services of personal librarians, click on **Research support**.

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding, obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

4.5 Developing your gradueness as a Unisa student (Assignment 02)

Assignments 02 relates to your gradueness, so please pay close attention to this section when you compile your blog on the e-tutor site on myUnisa.

The discipline-specific knowledge that you will gain in this module will enable you to develop a fundamental knowledge base of personality in the work context to contribute to improving interpersonal work relationships and organisational effectiveness. However, you will realise during your studies that increasing internationalisation; the growing proportion of knowledge-intensive work; increasing use of rapidly evolving information technology; and a new organisation of work based on global networks, teams and multicultural diversity have all extended the range of capabilities needed in professional work. The general expectation is that a Unisa graduate will have developed as a person and acquired – in addition to discipline-specific knowledge, skills and competencies – broader attributes that have equipped him or her to be innovative and effective in the workplace, and that he or she is an active and informed citizen.

Unisa generally expects its graduates to have distinctive qualities that characterise their **graduateness**. These qualities are included in the following statement on the graduateness of a Unisa student (Unisa Curriculum Policy 2010:13 & 14).

Unisa graduates

- are independent, resilient, responsible and caring citizens who are able to fulfil and serve in multiple roles in their immediate and future local, national and global communities
- have a critical understanding of their location on the African continent with its histories, challenges and potential in relation to globally diverse contexts
- are able to critically analyse and evaluate the credibility and usefulness of information and data from multiple sources in a globalised world with its ever increasing information and data flows and competing worldviews
- know how to apply their discipline-specific knowledge competently, ethically and creatively to solve real-life problems
- are critically aware of their own learning and developmental needs and future potential

As a student in the Department of Industrial and Organisational Psychology, you are part of the College of Economic and Management Sciences (CEMS). CEMS aims to create graduates who are responsible, accountable, relevant and ethical (RARE) citizens in every community where they live and work. In support of Unisa's statement on its students' gradueness, CEMS focuses on imparting to students – in addition to the discipline-specific knowledge of a course or module – a specific set of generic transferable meta-skills and personal attributes (generally referred to as gradueness skills and attributes) that transcend disciplinary-specific outcomes. These skills and attributes help students to become competent and professional graduates with the potential to make sustained positive contributions to society, their professions and their workplaces.

The CEMS framework of gradueness skills and attributes addresses three holistic overarching attributes that are regarded as important transdisciplinary enabling outcomes of university education: (1) **scholarship** (students' attitude or stance towards knowledge; the way they think and work, and the tools they use to work effectively), (2) **global citizenship** (students' attitude or stance towards the world and living in the world), and (3) **lifelong learning** (students' attitude or stance towards themselves and living in the world).

- As **scholars**, graduates should be leaders in the production of new knowledge and understanding through inquiry, critique and synthesis. They should be able to apply their knowledge to solve consequential and complex problems, and they should be able to communicate their knowledge confidently and effectively.
- As **global citizens**, graduates must aspire to contribute to society in a full, meaningful, ethical and responsible way through their roles as members of local, national and global communities.
- As **lifelong learners**, graduates must be committed to and embark on continuous learning to further their understanding of and their place in the world.

The CEMS generic transferable meta-skills and personal attributes are part of the generic critical cross-field outcomes listed by the South African government as learning outcomes that are relevant throughout life for all South African citizens. As an integral part of the CEMS framework of gradueness skills and attributes, these generic learning outcomes enable graduates to continue to be proactive, enterprising learners – learners who are flexible and able to adapt to change throughout their careers and professional lives.

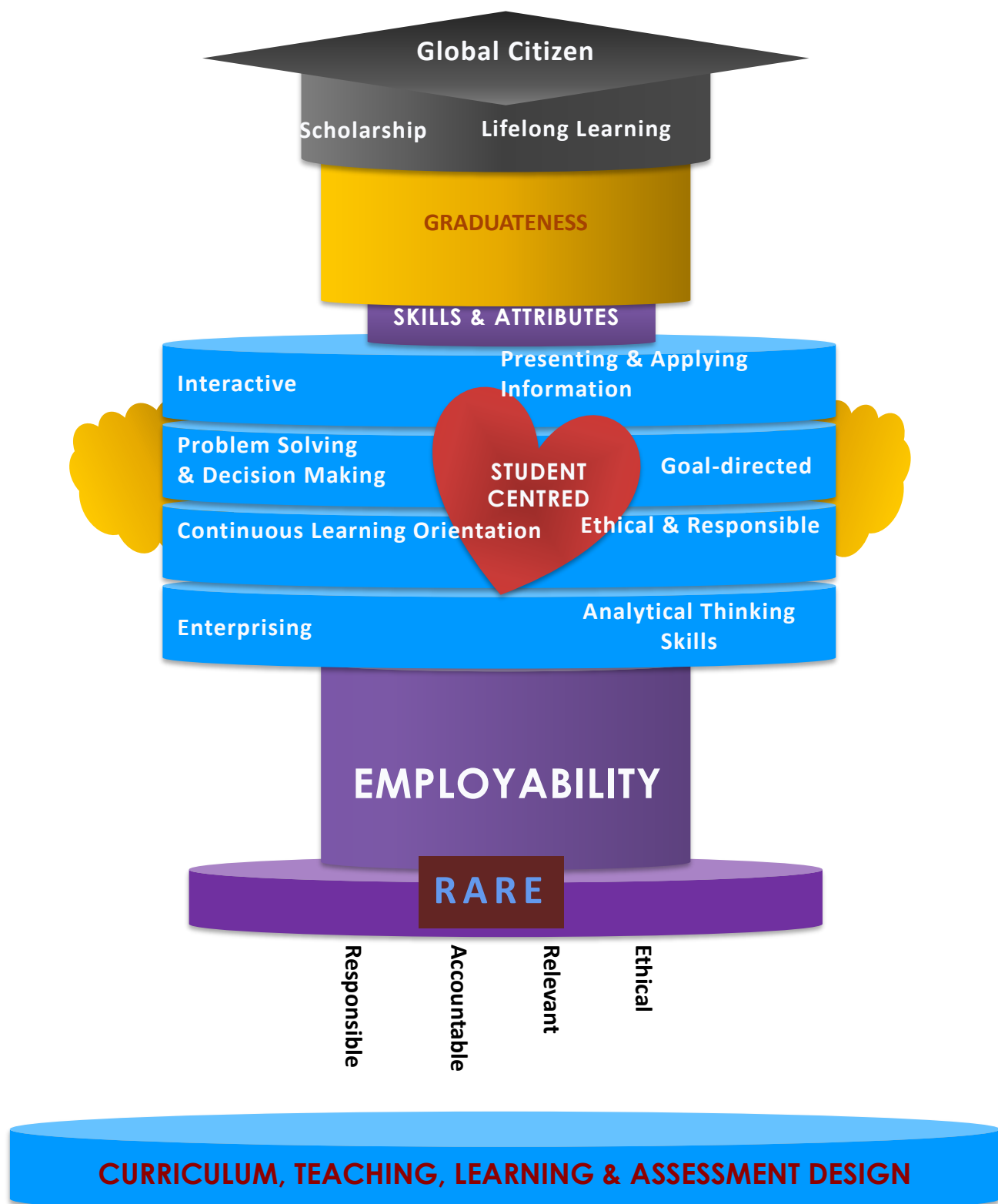
Apart from helping you to develop the required applied competences outlined in the purpose statement of this module, the learning and assessment activities have been designed to enable you to develop the gradueness skills and attributes expected from a CEMS graduate. Since the development of the gradueness skills and attributes is a gradual process, each of the activities will give you various opportunities to evaluate your achievement of these skills and attributes. Note that if you develop and apply the gradueness skills and attributes by completing the various learning and assessment activities, it will help you to master the disciplinary-specific learning outcomes and applied competences specified for this module.

When you study, do the assignments or apply the theory in your work situation, you should try to be constantly aware of your effectiveness in displaying and using the applied competencies listed above in the module's purpose statement and the graduateness skills and attributes summarised in the table below. This will give you a broader understanding of your own skills and acquired effectiveness as a Unisa graduate.

CEMS's generic transferable meta-skills and personal attributes:

- *Interactive/Communication skills.* These skills relate to (1) the effective and efficient use of the English language and technology when communicating with others, and (2) the ability to function effectively and efficiently as a person when communicating and interacting with people from diverse cultures, backgrounds and authority levels.
- *Problem-solving and decision-making skills.* These skills relate to being creative and proactive in the process of finding a solution to a recognised, but often ill-defined, problem or a problematic and complex situation.
- *Continuous learning orientation.* This involves being cognitively open to the idea of lifelong learning and willingness to proactively engage in the process of acquiring new knowledge, skills and abilities throughout one's life and career in reaction to (and in anticipation of) changing technology and performance criteria.
- *Enterprising skills.* These skills involve being adventurous and proactive, and applying critical thinking and initiative when engaging in economic activities or undertakings to create and operate an enterprise of one's own or to be a substantial contributor to an enterprise as an employee. Being enterprising also means that one is able to recognise and be adept at dealing with organisational or team politics.
- *Presenting and applying information skills.* These skills refer to the ability to clearly and convincingly communicate knowledge, facts, ideas and opinions (oral and written) in order to offer solutions to problems (either for one's personal benefit or for the benefit of one's community or workplace).
- *Goal-directed behaviour.* This refers to the ability to be proactive and apply initiative to achieve one's goals, accomplish tasks or meet deadlines. Setting realistic goals, developing plans and taking action to achieve one's goals, accomplish tasks and meet deadlines are core elements of goal-directed behaviour.
- *Ethical and responsible behaviour.* This involves accepting full responsibility for and taking the lead in upholding the code of moral beliefs and values of one's profession, community and/or workplace.
- *Analytical thinking skills.* Analytical thinking implies being able to use logic, reasoning and analysis in explaining information and data, and being able to draw insightful conclusions from this data analysis.

The diagram below is an excellent depiction of the type of graduate we would like you to be. We live in a global knowledge-based economy and a society where employers' perceptions about the quality, employability and general work readiness of graduates from higher education institutions such as Unisa increasingly influence graduates' transition into employment. Your employability as a graduate is an important aspect of your overall graduateness. It relates to your subjective career, which involves a sense of self-directedness or personal agency in retaining or securing a job or form of employment based on a set of personal career-related attributes and dispositions generally promoted by employers and researchers as an alternative to job security in an uncertain employment context. In this module, you will learn more about these employability attributes. As shown in the diagram below, developing your graduateness skills and attributes equips you to be regarded as a valuable employee or candidate in the twenty-first-century world of work. Research has shown that graduates' graduateness significantly predicts their employability.



5 STUDENT SUPPORT SERVICES

Important information appears in *my Study @ Unisa*.

5.1 Discussion classes

There are no discussion classes for this module.

5.2 Tutorial support programme: e-tutors, face-to-face tutors and study groups

(1) *E-tutors*

Each student is allocated an e-tutor on myUnisa. Each e-tutor has a group of 200 students. You do not have to sign up for this service as it is done automatically. An e-tutor is usually assigned in the second month of the semester. The e-tutors work only **online**.

This means that you will have two myUnisa sites for this module: (1) the module site (IOP1601-18-S1 or IOP1601/2018/S2), where your lecturers will communicate with you and where all the learning and assessments will take place, and (2) an e-tutor site, where you will communicate with your e-tutor and the students in your e-tutor group about the module content. You will also be linked to your e-tutor on an additional site: IOP1601/2018/S1-**1E** or IOP1601/2018/S2-**1E**. The number in **bold** will differ according to your specific grouping (1E, 2E, 3E, 4E, 5E, 6E or 7E).

The e-tutor will help you with queries about the module content and to work through the study plan.

Please use the module site to communicate with your lecturers and fellow students and to work through the learning units, additional resources and self-assessments. Use the e-tutor site if you struggle with the content on the module site and need the e-tutor's help.

Please note: E-tutors may not communicate with students off the myUnisa platform. No personal e-mails and phone calls are permitted. They also cannot communicate with students on the module site. Please do not try to contact your e-tutor through any other method but the e-tutor site.

(2) *Face-to-face tutors*

The tutorial support programme is an additional support service provided by the Department of Tutorial Services, Discussion Classes and Work-integrated Learning.

Please note: These classes are not presented by lecturers, but by tutors.

What is the tutorial support programme?

It is an optional and voluntary programme with weekly tutorials or lectures presented by suitably qualified **tutors**. The tutorials are presented at the various learning centres and you can discuss your module material with the tutor and other students.

How does it work?

- A minimum of 15 students is needed to start a tutorial programme. The tutorials take place once a week for an hour or every second week for two hours at the various learning centres.
- There are 30 sessions per course or 15 hours per module.
- The classes are usually scheduled after hours (after 17:00) on weekdays or from 08:00 on Saturdays.
- The classes run from early February for the first semester and early July for the second semester.

How do I enrol?

Visit your nearest learning centre as soon as you have registered at Unisa. Find out from the learning centre whether tutorials are presented for the module for which you are registered (this depends on student interest – a minimum of 15 students is needed to start a tutorial). Find out from the learning centre about the fees and the date when the tutorials for your modules will start.

Please note that registration at a Unisa Learning Centre is not compulsory. If you are interested in the programme, you may contact the tutors through the centre's coordinators (whose names and contact details are available in *my Studies @ Unisa*).

If you need to know the address of the regional centre closest to you, please contact Ms Salome Mamadisa at 012 429 3538 or mamads@unisa.ac.za (or refer to *my Studies @ Unisa*).

Who are the tutors?

There are a number of Unisa regional centres where students can register and interact with other students under the professional guidance of a **tutor**.

All the **face-to-face tutors** for this module have been appointed with the approval of the Department of Industrial and Organisational Psychology. They are all qualified and knowledgeable in this field of study. It is important, however, not to confuse their role with that of the lecturers. The role of the tutor is to facilitate learning; tutors are not lecturers. Students should not expect tutors to provide a teacher–learner environment, but rather an environment where tutors and students can share and discuss the study material.

(3) Study groups

We recommend that you have contact with fellow students. You can use the discussion forums on myUnisa to form online study groups.

If you need a list of the names of fellow students in your area, please contact Unisa's Student Support Centre. The contact details of the centre and information on the various student support systems and services available at Unisa (for example student counselling, tutorial classes and language support) are in *my Studies @ Unisa*.

You can also get the addresses of students in your area from the following department:

Directorate: Student Administration and Registration
PO Box 392
UNISA
0003

Another option is to send a fax to 012 429 4150 (or +27 12 429 4150 for international students).

5.3 IOP1601 as an online module

Follow the following process to work online through the module content:

- (1) Log on to myUnisa.
- (2) Claim your myLife e-mail account.
- (3) Take note of the due dates for your assignments.
- (4) Read the discussion forum posts, look at the additional resources and then start to work through the learning units.
- (5) Join a study group on the discussion forum (optional).
- (6) Work through the learning unit for the chapter.

- (7) Then work through the chapter in the prescribed book.
- (8) Complete the exercises for the chapter under **Additional Resources** on myUnisa.
- (9) Work with your online e-tutor, who will help you to understand the content.
- (10) Complete the online assignments.
- (11) Do revision for the online examination.
- (12) Complete the online examination.

An overview of the resources available on myUnisa is provided under **Additional Resources** on myUnisa in Tutorial Letter IOP1601/M001. You have to access myUnisa for the relevant learning units, but our main focus in the module is still the prescribed book. The information on myUnisa is provided to enable you to work through and understand the prescribed book.

Please note: Online teaching is done in English. All the assessments for this module, including the examination, will take place online on myUnisa. No hard copies of the assessments will be accepted for this module.

It is very important that you log on to myUnisa regularly. We recommend that you do the following at least once a week:

- *Check for new announcements.* You can set up your myLife e-mail account to receive the announcements on your cell phone.
- *Write your blog on the e-tutor site.* For Assignment 02, you have to complete the graduateness survey (see under **Additional Resources**), add the completed survey to your personal dropbox on the e-tutor site and write a personal blog on the e-tutor site on how you plan to improve your graduateness.
- *Work through the study plan by means of the learning units.* The learning units contain guidelines to help you to work through and understanding the module content.
- *Chat with fellow students on the discussion forum.*
- *Do the self-assessment.* At the end of each learning unit, you will be instructed to answer a self-assessment question on the chapter. This is for your development and will not count for marks. However, you will see that most of the compulsory assignments will be completed in this tool. The assessments will be clearly marked so that you do not get confused about which ones are compulsory and which ones are for self-assessment/development.
- *Complete the assignments.* Most of the assignments will be available on myUnisa from the start of the semester. You should complete them as soon as you are ready, but you must submit them on or before their due dates.

We hope that this system, which gives you extra ways to study the material and practise the activities, will help you to succeed in this online module. However, you **MUST** go online regularly to complete the activities and assignments in time to get the most from this module.

Remember that the printed support material is an overview of the online material on myUnisa. Our main focus is the prescribed book and online assessment. You should, therefore, **NOT** wait for the printed support material to arrive before you start to work on this module.

5.4 How to study for a fully online module

Studying fully online modules is totally different from studying other modules at Unisa.

- *All your study material and learning activities are designed to be delivered online on myUnisa.* Although we give you a printed overview of your study material, the module is designed to be delivered online.

- *All of the assignments must be submitted online.* This means that you must do all the activities and submit all the assignments on myUnisa. In other words, you may **NOT** post your assignments to Unisa via the South African Post Office.
- *All your communication with the university happens online on myUnisa by Course Contact e-mail and on the discussion forum.* You may use these to contact your lecturers and ask them questions. In turn, your lecturers will communicate with you by replying to your e-mails via the Course Contact, with announcements on myUnisa and via SMS, and on the discussion forum.

5.5 myUnisa tools

All the information about the myUnisa tools is under Learning Unit 0 for this module on myUnisa. However, we think it is important to explain the tools that you will use for the compulsory assignments.

In this module, you will use different myUnisa tools for two different types of assessment:

- (1) *Assignments:* Most of the assignments and the examination will be dynamically-generated MCQs that must be completed with the **Self-assessments** tool. “Dynamic assessment” implies that students will not get the same questions. The balance between theory and application will be the same for each student but in the interest of security, students will not answer the same questions. In many instances, you will have two chances to submit the assignment. You can submit an assignment whenever you are ready, as long as you do so before or on the due date, because the assessments will be open from the start of the semester.
- (2) *Blog:* The second assignment is a blog post about your proposed plan to develop your graduateness. Detailed instructions for this assignment are available online and in Section 8 of this tutorial letter.
 - **Additional Resources:** You will find the graduateness scale for Assignment 02 here, as well as additional activities for your own development.
 - **Dropbox:** Please place your completed graduateness scale here (saved as surname_student number). Also use this tool to keep record of all your online assessments by making a screen dump of your completed assessments (ctrl+alt+Fn+Prnt+Scrn/ctrl+alt+Prnt+Scrn – then paste into an MS Word document) and adding it to your dropbox on myUnisa. This will ensure that you have proof of all your activities in case there is a system error.
 - **Self-assessments:** When you complete your assignments and the examination, ensure that you **SAVE** throughout in case the system kicks you out. We will give you many practice runs to ensure that you understand the tool before you do the compulsory assignments and the examination.

6 STUDY PLAN

This is merely a suggestion, but you can structure your learning activities for this module by using a work schedule. Remember that you are responsible for your own learning and that you have to be disciplined in your approach.

It is advisable to follow a schedule, as the due dates can catch you off guard if you are unprepared. Rather study a chapter each week than try to cram in a lot of work two weeks before an assignment's due date or the examination.

Please note: In this plan, a week is not necessarily seven days – please see the dates for each activity per semester under **Learning Units** on myUnisa.

Week	Activities (more or less from 1 January 2018 for Semester 1 or 1 June 2018 for Semester 2)	Status	Finish incomplete tasks
Week 0	Register for myUnisa. Claim your myLife e-mail account. Ensure that your contact details are correct so that we can contact you via SMS. Familiarise yourself with myUnisa.	Complete/Incomplete	
Week 1	Read Tutorial Letter 101/3/2018 to <ul style="list-style-type: none"> ensure that you understand what learning for a fully online module entails schedule your assignment and examination dates in your calendar draw up your own study plan Complete Learning Unit 1 (Introduction to IOP1601). Complete the self-assessment on important module content (not for marks).	Complete/Incomplete	
Week 2	Study Chapter 13 of the prescribed book. Work through the learning unit for Chapter 13 on myUnisa. Complete the MCQs in the <ul style="list-style-type: none"> prescribed book self-assessments on myUnisa See Additional Resources on myUnisa for other exercises.	Complete/Incomplete	
Week 3	Study Chapter 14 of the prescribed book. Work through the learning unit for Chapter 14 on myUnisa. Complete the MCQs in the <ul style="list-style-type: none"> prescribed book self-assessments on myUnisa See Additional Resources on myUnisa for other exercises.	Complete/Incomplete	
Week 4	Study Chapter 15 of the prescribed book. Work through the learning unit for Chapter 15 on myUnisa. Complete the MCQs in the <ul style="list-style-type: none"> prescribed book self-assessments on myUnisa See Additional Resources on myUnisa for other exercises.	Complete/Incomplete	
Week 5	Study Chapter 16 of the prescribed book. Work through the learning unit for Chapter 16 on myUnisa. Complete the MCQs in the <ul style="list-style-type: none"> prescribed book self-assessments on myUnisa See Additional Resources on myUnisa for other exercises.	Complete/Incomplete	
Week 6	Complete compulsory Assignment 01 under Self-assessments on myUnisa. This assignment covers Chapters 13 to 16 of the prescribed book. Assignment 01 is due on <ul style="list-style-type: none"> 12 March (Semester 1) 6 August (Semester 2) 	Complete/Incomplete	

Week	Activities (more or less from 1 January 2018 for Semester 1 or 1 June 2018 for Semester 2)	Status	Finish incomplete tasks
Week 7	Study Chapter 17 of the prescribed book. Work through the learning unit for Chapter 17 on myUnisa. Complete the MCQs in the <ul style="list-style-type: none"> prescribed book self-assessments on myUnisa See Additional Resources on myUnisa for other exercises.	Complete/Incomplete	
Week 8	Study Chapter 18 of the prescribed book. Work through the learning unit for Chapter 18 on myUnisa. Complete the MCQs in the <ul style="list-style-type: none"> prescribed book self-assessments on myUnisa See Additional Resources on myUnisa for other exercises.	Complete/Incomplete	
Week 9	Complete compulsory Assignment 02 on the e-tutor site by <ul style="list-style-type: none"> completing the gradueness scale (see the Excel document under Additional Resources) looking at your report (Sheet 2 of the Excel document) to see which areas you have to develop uploading your completed report to your dropbox on the e-tutor site on (format: surname_student number) writing a blog (300 words or more) on the e-tutor site to explain how you plan to develop your gradueness skills based on your report Assignment 02 is due on <ul style="list-style-type: none"> 29 March (Semester 1) 31 August (Semester 2) 	Complete/Incomplete	
Week 10	Study Chapter 19 of the prescribed book. Work through the learning unit for Chapter 19 on myUnisa. Complete the MCQs in the <ul style="list-style-type: none"> prescribed book self-assessments on myUnisa See Additional Resources on myUnisa for other exercises.	Complete/Incomplete	
Week 11	Study Chapter 20 of the prescribed book. Work through the learning unit for Chapter 20 on myUnisa. Complete the MCQs in the <ul style="list-style-type: none"> prescribed book self-assessments on myUnisa See Additional Resources on myUnisa for other exercises.	Complete/Incomplete	
Week 12	Complete compulsory Assignment 03 under Self-assessments on myUnisa. This assignment covers Chapters 17 to 20. Assignment 03 is due on: <ul style="list-style-type: none"> 6 April (Semester 1) 14 September (Semester 2) 	Complete/Incomplete	

Week	Activities (more or less from 1 January 2018 for Semester 1 or 1 June 2018 for Semester 2)	Status	Finish incomplete tasks
Week 13	REVISE all the chapters for examination purposes according to the scope (which will be posted on myUnisa after the due date of Assignment 03).	Complete/Incomplete	
Week 14	Complete compulsory Assignment 04 (mock examination) under Self-assessments on myUnisa. This assignment covers the chapters stipulated in the examination scope and gives you a “practice run” for the actual examination. Assignment 04 is due on <ul style="list-style-type: none"> • 26 April (Semester 1) • 5 October (Semester 2) 	Complete/Incomplete	
Week 15	Complete the non-venue-based online examination on myUnisa under Self-assessments . Examination dates: <ul style="list-style-type: none"> • 16 May (Semester 1) • 24 October (Semester 2) 	Complete/Incomplete	

Consult *my Study @ Unisa* for general time management and planning skills.

6.1 Effective study

Please consult *my Study @ Unisa* for information about the Directorate Counselling, Career and Academic Development (which supports students before, during and after their studies at Unisa) and obtain a copy of their booklet on effective study.

6.2 Peer help programme

Please consult *my Study @ Unisa* for information on peer help programmes in your area.

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There is no practical work for this module. We try to include some form of practical work by using examples and applications in the prescribed book and learning units, and in some of the more applied questions of the assignments and examination.

8 ASSESSMENT

8.1 Assessment criteria

	Specific outcome	Assessment criteria
1	Demonstrate detailed knowledge and understanding of the schools of thought in explaining the nature and foundation of personality.	<ul style="list-style-type: none"> • Personality and definitions of personality are defined and analysed in terms of the different schools of thought and applied through analysis of work-related and personal, social and professional (graduateness) situations. • Different personality approaches and their assumptions are compared and evaluated.

	Specific outcome	Assessment criteria
		<ul style="list-style-type: none"> • Personality is explained in terms of structure, development, motivation, adjustment and the factors that influence personality development. • The cultural context of personality study is evaluated. • The implications of personality theory on the utilisation of work-related personality research are evaluated.
2	Evaluate the application of different personality theory approaches in explaining personality development and differences in the work context and how these relate to the various gradueness-related roles (personal, social and professional/career).	<ul style="list-style-type: none"> • The underlying concepts and assumptions of the different personality theories are compared and evaluated. • Personality, its development and differences in personality type manifestation in the workplace are explained from the different personality theories. • The usefulness of and ethical principles related to personality assessment in the work context is justified. • The meaning of personality in understanding individual differences in the work context is explained. • Personality theory is applied to explain the student's own personality development. • The influence of personality in social and work interactions is evaluated and explained through the analysis of familiar and unfamiliar work-related and gradueness-related (personal, social and professional/career roles) situations.
3	Demonstrate detailed knowledge and understanding of how wellbeing, adjustment and mal-adjustment influence human interaction and behaviour in the work context and how these relate to the various gradueness-related roles the student may fulfil in real life (personally, socially and professionally).	<ul style="list-style-type: none"> • The meaning of psychological health is explained by comparing the historical origins and underpinning assumptions of salutogenesis, fortigenesis and positive psychology. • Definitions and criteria (etiology) of psychological health are explained and evaluated by using wellbeing concepts from salutogenesis, fortigenesis and positive psychology. • Psychological wellbeing, psychological adjustment and psychological maladjustment are defined and evaluated by using certain approaches and criteria. • Criteria for psychological adjustment, maladjustment and work maladjustment are identified and evaluated in terms of different approaches. • The causes of psychological disorder and wellbeing, as well as work adjustment and maladjustment, are identified and explained. • Various psychological disorders, as well as work adjustment problems or work dysfunctions are differentiated and explained in terms of their impact on work performance. • Psychological disorders are described in terms of diagnostic systems, classifications and types, and cultural differences. • The promotion and management of psychological wellbeing and occupational mental health and the ethical implications of wellbeing interventions are evaluated.

8.2 Assessment plan

The assignments are part of the study material for this module. As you do the assignments; study the relevant prescribed material; consult other resources; discuss the work with fellow students, tutors or e-tutors; or do research, you are actively engaged in learning. The assessment criteria for each assignment will help you to understand more clearly what is required of you.

You must complete and submit **all four compulsory assignments** for the semester in which you are registered. **If you submit either Assignment 01 or 02 on time (that is, before or on the due date), you will gain examination admission.** Your mark for the assignment will not affect your examination admission. Your marks for each of the **four compulsory assignments** will contribute 25% towards your year mark (40%), which will be added to your examination mark to calculate your final mark.

FINAL MARK = YEAR MARK + EXAMINATION MARK

Your year mark, based on your average mark for the four compulsory assignments (each contributes 25%), will contribute 40% and your examination mark will contribute 60% to your final mark.

The combined weighted average of your year mark and examination mark must be 50% or higher for you to pass the module. However, you must obtain a minimum of 40% in the examination regardless of your year mark. If you obtain less than 40% in the examination, you will fail.

For example:

Assignment marks = 70% + 70% + 70% + 70% = 140/4 = 70%

40% of the assignment marks = 28%

Examination mark = 50%

60% of the examination mark = 30%

Final mark = (28% assignment marks) + (30% examination mark)
 = 28 + 30%
 = 58%

Remember that the better your assignment marks, the better your year mark will be. **It is therefore imperative that you do well in all four assignments to benefit from good marks added to your examination mark.**

Please take note of the due dates for the assignments. You must complete ALL the assignments online on myUnisa; NO hard copies will be accepted via post or any other medium.

8.3 Assignment numbers

8.3.1 General assignment numbers

The assignments are numbered consecutively per module, starting from 01. There are four compulsory assignments for this module. Please make sure that you complete the correct assignments for the **semester** for which you are registered.

8.3.2 Unique assignment numbers

The unique assignment numbers for each semester are:

Semester 1	Semester 2
Assignment 01: 768768	Assignment 01: 689613
Assignment 02: 809256	Assignment 02: 686979
Assignment 03: 719918	Assignment 03: 812658
Assignment 04: 890068	Assignment 04: 858332

8.4 Due dates of assignments

The due dates for the four online compulsory assignments are:

Assignment	Type	Closing date	Content
Assignment 01 (compulsory)	Self-assessment on myUnisa	Semester 1: 12 March 2018 Semester 2: 6 August 2018	Bergh & Geldenhuys (2013): Chapters 13, 14, 15 & 16
Assignment 02 (compulsory)	Blog about graduateness improvement plan on the e-tutor site (300 words or more)	Semester 1: 29 March 2018 Semester 2: 31 August 2018	Graduateness scale (place in dropbox on e-tutor site)
Assignment 03 (compulsory)	Self-assessment on myUnisa	Semester 1: 6 April 2018 Semester 2: 14 September 2018	Bergh & Geldenhuys (2013): Chapters 17, 18, 19 & 20
Assignment	Timed examination mock on myUnisa under Self-assessments	Semester 1: 26 April 2018 Semester 2: 5 October 2018	Bergh & Geldenhuys (2013): Chapters according to the examination scope on myUnisa (available after submission of Assignment 03)

The assignments will contribute equally to your year mark.

8.5 Submission of assignments

Please note: No extensions will be given for the online assignments. The assignments are already available on myUnisa, so you can complete them at any time. Assignment 02 will be available as soon as you are added to the e-tutor site. No hard copies of assignments will be accepted.

Assignment 01

This assignment consists of 25 MCQs and focuses on Chapters 13, 14, 15 and 16 of the prescribed book. It should be done as self-assessment on myUnisa. You will have two attempts, and the highest mark will be recorded. You can complete it at any time but must ensure that you do so by the due date. Submission of this assignment or Assignment 02 will give you admission to the online examination, but all four assignments will count towards your year mark.

Please note: You cannot “view” the questions before you answer them. Once you click on “Begin assessment”, it is regarded as an attempt. The idea is that you should study the prescribed chapters first and, when you are ready, complete the assignment. You will only have **two attempts** and no extensions will be given for any assignment. More attempts will not be permitted, so make sure that you have a stable internet connection and save every answer.

Assignment 02

To complete Assignment 02, you have to follow a three-step process on myUnisa.

- (1) The first step is to complete the graduateness scale (see **Additional Resources**) and then look at Sheet 2 for your individual scores.
- (2) In Step 2, place your completed graduateness scale report in your dropbox on the e-tutor site (save it as: surname_student number).
- (3) In Step 3, create your own blog on the e-tutor site to describe your plan to develop your graduateness (Section 4.4 of this tutorial letter should help you with the content for this). The blog should be at least 300 words. Make sure that when you write your blog, you select the option “This entry is publicly viewable”, otherwise we cannot see your blog and **you will receive no marks for it**.

Please see **Additional Resources** on either the module site or the e-tutor site for detailed instructions on how to submit Assignment 02.

Please note: You must complete all three steps to obtain the full 10% for this assignment.

Assignment 03

This assignment consists of 25 MCQs and focuses on Chapters 17, 18, 19 and 20 of the prescribed book. It should be done as self-assessment on myUnisa. You can complete it at any time because it will be open from the start of the semester; however, ensure that you complete it by the due date. You will have two attempts and the highest mark will be recorded.

Please note: You cannot “view” the questions before you answer them. Once you click on “Begin assessment”, it is regarded as an attempt. The idea is that you should study the prescribed chapters first and, when you are ready, complete the assignment. You will only have **two attempts** and no extensions will be given for any assignment. More attempts will not be permitted, so make sure that you have a stable internet connection and save every answer.

Assignment 04

This assignment consists of 50 MCQs and focuses on the chapters of the prescribed book that will be covered in the examination (as indicated in the examination scope that will be communicated on the discussion forum, announcements and via SMS to all students after the due date of Assignment 03). It will be a timed self-assessment on myUnisa and you will have one-and-a-half hours to complete it. **Note that you cannot save and complete it later – it has to be completed in one sitting/session**, otherwise you will only get marks for the questions you completed. You will have two attempts and the highest mark will be recorded. This assignment will prepare you for the summative assessment, an online examination (as described in Section 8.8 of this tutorial letter).

Please note: You cannot “view” the questions before you answer them. Once you click on “Begin assessment”, it is regarded as an attempt. The idea is that you should study the prescribed chapters first and, when you are ready, complete the assignment. You will only have **two attempts** and no extensions will be given for any assignment. More attempts will not be permitted, so make sure that you have a stable internet connection and save every answer.

8.5.1 *How to answer MCQs*

Please work through Learning Unit 0 on myUnisa for more information on how to approach these types of questions.

8.5.2 *Compulsory Assignment 01 or Assignment 02 for examination admission*

To enable you to benefit fully from Unisa's formative tuition and assessment processes, the management of the university has decided to introduce compulsory assignments for all the modules for 2018.

In this online module, **submitting either Assignment 01 or Assignment 02 on time will give you examination admission** but all four assignments are compulsory and will count towards your year mark. As discussed previously, each assignment will count 10% of the total 40% of your year mark. It is therefore in your best interest to submit all four assignments on time.

See again Section 8.2 for an example of how your year mark will be calculated.

8.6 *The assignments*

Assignment 01, 02, 03 and 04 are available on myUnisa.

8.7 *Other assessment methods*

There are no other assessment methods for IOP1601.

8.8 *The examination*

8.8.1 *Examination admission*

As indicated previously, you will gain admission to the online examination by submitting Assignment 01 or Assignment 02 on time.

8.8.2 *Online examination*

The examination for this module will be done online on myUnisa in the same tool where you completed the online assignments (Assignments 01, 03 and 04). Assignment 04 is a mock examination which will prepare you for the online examination.

The examination date for each semester is as follows:

- Semester 1 – 16 May 2018 (unique number 828484)
- Semester 2 – 24 October 2018 (unique number 856775)

The examination will open two days before the date to give all the students enough time to submit, even if the system has problems.

The examination for Semester 1 will therefore open on 14 May and close on 16 May (15 minutes before midnight). You can complete it anytime between these dates, as long as it is done at least 20 minutes before midnight on 16 May.

The examination for Semester 2 will open on 22 October and close on 24 October (15 minutes before midnight). You can complete it anytime between these dates, as long as you it is done at least 20 minutes before midnight on 24 October.

The examination will consist of 75 randomised MCQs. “Randomised” means that the system draws questions from the data bank and each student answers different questions.

Please plan ahead for the examination and ensure that you have an uninterrupted internet connection. Also take load shedding into consideration. You can download the cell phone application “EskomSePush” to receive load shedding notifications for your area or you can consult your provincial municipality's website.

Each student will have two chances to submit the examination; however, please note that due to the randomisation, you will get different questions for different attempts. Each student will also get different questions, so please do not try to work together. This is unethical and dishonest. You will not get feedback on your submissions as it is an examination. We therefore suggest that you submit one attempt. If you do submit twice, the HIGHEST mark of the two will be your examination mark. Please ensure that you save each answer so that the system does not block you.

Please note: The self-assessment tool does not run well on the Safari browser on iPhones and iPads and on Mac computers. Please use Google Chrome, Internet Explorer or Mozilla Firefox. Mac computers in general seem to be problematic with regard to the myUnisa platform. You can, of course, also use a smartphone to answer the MCQs.

You can also book at your local Unisa Learning Centre to complete the online examination there.

Plan ahead – you have a lot of time to do this.

Ensure that you put aside at least two full hours to complete the examination. Make sure that there will be no disturbances and that you will be able to concentrate fully on the examination. Choose a peaceful place with a stable internet connection without interruptions. This is a timed assessment, so please do not try to do it as an open-book examination – study as you would have done for a venue-based examination and approach it as such, otherwise you will run out of time.

The pass mark for this module is 50%. If you do not pass and are admitted to the supplementary examination (45% is required), you will be able to do the online examination again during the next semester on myUnisa (to which you will still have access as a supplementary examination student). As a supplementary examination student, you will not have to complete the online assignments again. Your supplementary examination mark will be your final mark; your year mark will not be considered.

If you fail and do not qualify for the supplementary examination, you will have to register again for this module. This tutorial letter also applies to the following semester, which means that you will have to do the same type of assignments.

The assignment questions are an indication of the types of questions that can be asked in the examination. However, although some assignment questions **may** be included in the examination, the majority of the examination questions will be **new**. We want to encourage you to study thoroughly and with insight, and not merely memorise answers to speculative questions.

8.8.3 Previous examination papers

Previous examination papers are available to students on myUnisa. It will, however, be a **big mistake** to focus only on these previous papers in your examination preparation as we change the questions for every semester. Unisa's policy prohibits us from making the memoranda of the papers available to students, so please do not ask us for them. Another reason why the papers are made available is so that you can understand how we formulate questions and what will be expected of you in the examination.

Please note: DO NOT focus only on the available examination papers in your examination preparation. You **HAVE TO** study the prescribed chapters in the prescribed book to obtain the knowledge and insight to answer any question!

Remember to study regularly for the examination. If you do not follow the suggested schedule (see Section 6 of this tutorial letter and myUnisa), draw up your own schedule in which you spread the work over approximately 15 weeks from your registration to the examination, and work consistently according to the schedule.

8.8.4 Announcement with information on the examination

To help you with your examination preparation, you will receive an announcement after the due date of Assignment 03 with information on the format of the online examination, examples of examination questions that you can expect and guidelines on the material that you have to study for examination purposes.

8.8.5 Format of the examination

The online examination will consist of three assessments and you will have to complete all three. It will be completed in the same tool as the MCQ assignments (**Self-assessments** on myUnisa).

- *Section A* (Chapters 13 and 14): 25 MCQs, with an equal number of theory and insight questions. You will have 40 minutes to complete this assessment and two attempts, of which the highest score will be recorded.
- *Section B* (Chapters 16 and 17): 25 MCQs, with an equal number of theory and insight questions. You will have 40 minutes to complete this assessment and two attempts, of which the highest score will be recorded.
- *Section C* (Chapters 18, 19 and 20): 25 MCQs, with an equal number of theory and insight questions. You will have 40 minutes to complete this assessment and two attempts, of which the highest score will be recorded.

Chapter 15 will not be covered in the online examination and you therefore do not have to study it.

9 FREQUENTLY ASKED QUESTIONS

(1) *I have registered but have not yet received my study material. When can I expect it to arrive?*

If you have not yet received your study material, you can do the following.

Packages sent by courier

The first study package will be sent to you via courier. You can fax enquiries to 012 429 4150 (or +27 12 429 4150 for international students), whereafter the study material will be distributed to the relevant department and then delivered. The information is also available on myUnisa. If the tracking number is a UPN number, it has been sent via Skynet Couriers. You can use the UPN number to log onto their site (www.skynet.co.za) or you can phone them at 012 429 2981 to track the package.

Packages sent via the Post Office

You can find the details of the package on myUnisa or fax enquiries to 012 429 4150 (or +27 12 429 4150 for international students). To follow up on the package, you can contact the Post Office on 0860 111 502.

(Note that you can also download study material from **Official Study Material** on myUnisa.)

(2) I have the fourth edition (2009) of the prescribed book. May I still use it?

No. You **have** to use the fifth (2013) edition of *Psychology in the work context*. The fourth edition is outdated and differs markedly from the fifth edition, even though the structure of the book chapters has similarities. Your study material and examination questions and the assignments are based on the revised fifth edition.

(3) Can I please get the memoranda of the previous exam papers?

No. We address this issue in Section 8.8 of this tutorial letter. It **will** be a big mistake to focus on the previous papers **in your** examination preparation **because** we change the examination questions every semester. Unisa's policy prohibits us from making the memoranda of the papers available to students, so please do not ask us for them. Another reason why the papers are made available is so that you can understand how we formulate examination questions and what will be expected of you in the examination. **DO NOT** focus only on the available examination papers in your examination preparation. You **HAVE TO** study the prescribed chapters in the prescribed book to obtain the knowledge and insight to answer any question.

(4) What is the scope of the exam?

After the due date for the third compulsory assignment, you will receive the scope of the examination (chapters to study and so on) as an announcement on myUnisa and via SMS to your cell phone number. Please ensure that we have your correct contact details.

For general enquiries, please consult *my Study @ Unisa*.

10 IN CLOSING

Thank you for all your hard work and efforts in studying this module!

We hope that you enjoyed reading the study material and doing the learning activities and assignments on myUnisa. You can now practise the same learning methods to prepare for the online examination, design new MCQs and do self-evaluation to assess your progress.

Please contact us if you have module-related queries.

We wish you every success with your studies and the online examination for this module. We trust that it will make you aware of the opportunities in your environment and that you will be able to apply what you have learned in this module and your other modules in your work and living contexts.

All the best with your studies!