Tutorial Letter 101/3/2018

Individual Differences and Work Performance

IOP2606

Semesters 1 & 2

Department of Industrial and Organisational Psychology

IMPORTANT INFORMATION
Please register on myUnisa, activate your myLife e-mail addresses and make sure that you have regular access to the myUnisa module website, IOP2606-2018-S1/S2, as well as your group website.

Note: This is an online module and therefore it is available on myUnisa. However, in order to support you in your learning process, you will also receive some study material in printed format.
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INTRODUCTION

Dear Student

Welcome to the IOP2606 module. We trust that you will find this module interesting, meaningful and rewarding, and that it will be of practical value in your work situation too.

Please remember that IOP2606 is a semester module. You will write your examination in May/June if you are registered for the first semester and in October/November if you are registered for the second semester. So do not waste any time: Start studying as soon as possible. This tutorial letter contains important information about your study programme for the year 2018. Please read it carefully before you start studying, and always keep it close at hand. During the semester, you will have to work hard, and with the necessary motivation and a regular study programme you should be able to look back on the successful completion of another module at the end of the semester.

Because this is a fully online module, you will need to use myUnisa to study and complete the learning activities for this course. Visit the website for [IOP2606] on myUnisa frequently. The website for your module for semester 1 students is IOP2606-18-S1 and IOP2606-18-S2 for semester 2 students.

1.1 Getting started…

Owing to the nature of this module, you can read about the module and find your study material online. Go to the website at https://my.unisa.ac.za and log in using your student number and password. You will see [IOP2606-18-S1/S2] in the row of modules displayed in the orange blocks at the top of the webpage. Select the More tab if you cannot find the module you require in the orange blocks. Then click on the module you want to open.
You will receive this tutorial letter and a printed copy of the online study material for this module in the form of a study guide. You will also receive the following documents:

**One study guide IOP2606**

**Two tutorial letters (on registration)**

- **Tutorial Letter 301/3/2018:**
  This is a general tutorial letter and contains important information that is not contained elsewhere about your study process at Unisa. Please read it carefully.

- **Tutorial Letter 101/3/2018 (this tutorial letter):**
  This tutorial letter contains information on all the assignments for the module IOP2606.

**During the semester, the following tutorial letter will be sent to you:**

- **Tutorial Letter 201/2018:**
  Feedback on Assignments 01 and 02 as well as information on the examination.

The printed material is the same as the online study material. It is just a printout of the version available on the myUnisa website.

We wish you well in your studies!
2 OVERVIEW OF IOP2606

2.1 Purpose

This module is intended for all people who are pursuing a career in the field of industrial and organisational psychology, as well as practitioners in the field of human resources. The purpose of this module is to enable students to develop a solid knowledge base and sound understanding of the theory of individual differences and the practical implications of this theory for work performance in order to improve employee productivity and organisational effectiveness. This module is delivered online using myUnisa and the internet as well as peer group interaction. Community engagement is also included in some of the activities. Your lecturers will interact with you on myUnisa and via e-mail.

2.2 Outcomes

For this module, there are several outcomes, we hope you will be able to accomplish by the end of the course:

- **Specific outcome 1:** Explain theoretical principles underlying personality or individual differences in employee work performance.
- **Specific outcome 2:** Explain work-related personality research approaches in respect of personality factors as predictor variables and work performance as dependent variables.
- **Specific outcome 3:** Explain what personality and individual differences are with reference to biographical factors, their influence on work performance and their role in work-related personality research.
- **Specific outcome 4:** Explain the role of cognitive personality factors or individual differences, such as learning, decision-making, problem-solving and intelligence, in work performance.
- **Specific outcome 5:** Discuss individual differences with regard to theory and research on emotion.
- **Specific outcome 6:** Discuss individual differences with regard to theory and research on work motivation and apply principles pertaining to individual differences in an organisational context.
- **Specific outcome 7:** Discuss individual differences, work motivation and work performance in an occupational/organisational work context.

3 LECTURER(S) AND CONTACT DETAILS

Lecturer(s)

The lecturers at the time of printing the tutorial letter for this module are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Louise Tonelli (primary lecturer)</td>
<td>012 429 8226</td>
<td><a href="mailto:leyl@unisa.ac.za">leyl@unisa.ac.za</a></td>
</tr>
<tr>
<td>Ms Joyce Baloyi (secondary lecturer)</td>
<td>012 429 8561</td>
<td><a href="mailto:baloyj@unisa.ac.za">baloyj@unisa.ac.za</a></td>
</tr>
</tbody>
</table>
For the contact, details of the current lecturers of this module see the IOP2606 module site “Welcome message”.

**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.

**3.1 Department**
The Department is situated on the 3rd level of the AJH van der Walt Building at the Unisa main campus. You can email the Department by using the following email address: DeptIOP@unisa.ac.za. You can also contact the departmental helpdesk on the following contact details:

<table>
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<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welheminah Zumba</td>
<td>012 429 8054/8033</td>
<td><a href="mailto:zumbawah@unisa.ac.za">zumbawah@unisa.ac.za</a></td>
</tr>
</tbody>
</table>

All queries that are not of a purely administrative nature but are about the content of this module should be directed to the primary lecturer. Please have your study material with you when you contact us.

Lecturers are generally available during the day until 16:00, but if you wish to consult a lecturer personally, you should arrange an appointment to visit her in the AJH van der Walt Building, Unisa Muckleneuk campus.

Please note: Letters to lecturers must not be attached to assignments. E-mail and telephone numbers are included above, but you might also want to write to us.

Send letters to:

The Module Leader (IOP2606)
Department of Industrial and Organisational Psychology
PO Box 392
UNISA
0003

**3.2 University**

To contact the University follow the instructions in the brochure *Study @ Unisa*. Remember to have your student number available whenever you contact the University.

Whenever you write to a lecturer, please include your student number to enable the lecturer to help you more effectively.
4 RESOURCES

4.1 Prescribed books

There is no prescribed textbook for this module. All the information you need to study is contained in the study guide and/or learning units on myUnisa for IOP2606.

4.2 Recommended books

There are no recommended books for this module.

4.3 Electronic reserves (e-reserves)

The following e-reserves are prescribed for IOP2606:


You can access the e-reserves for IOP2606 by logging onto myUnisa. Click on the library tab on your module site. The library home page will open, as depicted in the screengrab below. Click on Find e-reserves & recommended books as indicated. A page will open where you would add the IOP2606 module code. Click on submit. The E-reserves for the module will be listed.
4.4 Library services and resource information

For brief information, go to www.unisa.ac.za/brochures/studies
For detailed information, go to the Unisa website at http://www.unisa.ac.za/ and click on Library.
For research support and services of personal librarians, go to http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102.

The Library has compiled numerous 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
• finding, obtaining and using library resources and tools to assist in research – http://libguides.unisa.ac.za/Research_Skills
• contacting the Library/finding us on social media/frequently asked questions – http://libguides.unisa.ac.za/ask

4.5 Joining myUnisa

If you have access to a computer that is linked to the internet, you can quickly access resources and information at the University. The myUnisa learning management system is the University's online campus that will help you communicate with your lecturers, with other students and with the administrative departments at Unisa – all through the computer and the internet.

You can start at the main Unisa website at http://www.unisa.ac.za and then click on the myUnisa orange block. This will take you to the myUnisa website. To go to the myUnisa website directly, go to https://my.unisa.ac.za. Click on the Claim UNISA Login on the right-hand side of the screen on the myUnisa website. You will then be prompted to give your student number in order to claim your initial myUnisa details as well as your myLife email login details.

Should you experience technical difficulties please contact:

<table>
<thead>
<tr>
<th>Type of enquiry</th>
<th>Email</th>
<th>Telephone</th>
<th>SMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>myUnisa</td>
<td><a href="mailto:myUnisaHelp@unisa.ac.za">myUnisaHelp@unisa.ac.za</a></td>
<td>011 471 2256</td>
<td>43582</td>
</tr>
<tr>
<td>myLife</td>
<td><a href="mailto:myLifeHelp@unisa.ac.za">myLifeHelp@unisa.ac.za</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information on myUnisa, consult the brochure Study @ Unisa, which you received with your study material.

4.6 Other resources – printed support material

Because we want you to be successful in this online module, we also provide you with some of the study material in printed format. This will allow you to read the study material even if you are not online.

The printed study material will be sent to you at the beginning of the semester, but you do not have to wait for it before you start studying – you can go online as soon as you have registered and find all your study material there. The material we will send you is an offline copy of the formal content for the online module. Having an offline copy will enable you to study for this module without having to use the internet or to go to an internet café. It will save you time and money, and you will be able to read and re-read the material and start doing the activities.

It is very important that you log in to myUnisa regularly. We recommend that you log in at least once a week or every 10 days to do the following:

• Check for new announcements. You can also set your myLife email account to receive the announcement emails on your cell phone.
• **Do the Discussion Forum activities.** When you do the activities for each unit, we want you to share your answers with the other people in your group. You can read the instructions and even prepare your answers offline, but you will need to go online to post your answers.

• **Do other online activities.** For some of the unit activities you will need to post something on the Blog, take a quiz or complete a survey under the Self-Assessment tool. Do not skip these activities because they will help you complete the assignments and the activities for the module.

We hope that by giving you extra ways to study the material and practise all of the activities, this system will help you succeed in the online module. To get the most out of the online course you **must** go online regularly to complete the activities and assignments on time.

Remember, the printed support material is back-up material for everything that is found online on myUnisa. It does not contain any extra information. **In other words, do NOT wait for the printed support material to arrive before you start studying.**

### 5 HOW TO STUDY ONLINE

#### 5.1 What does it mean to study fully online?

Studying fully online modules differs completely from studying some of your other modules at Unisa.

• **All your study material and learning activities for online modules are designed to be delivered online on myUnisa.** Although we give you a printed copy to support your studies, the module is designed to be delivered online.

• **All of your assignments must be submitted online.** This means that you do all your activities and submit all your assignments on myUnisa. You may also post your assignments to Unisa using the South African Post Office.

• **All of the communication between you and the University happens online.**

Lecturers will communicate to you by email, and using the Announcements, the Discussion Forums and the Questions and Answers tools. You can also use all of these ways to ask questions and contact your lecturers.

#### 5.2 Work schedule

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

It is advisable to follow a schedule, as 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 due date or the exam.

Also study the section **Learning outcomes and assessment criteria** in the study guide to form an overview of the outcomes-based learning rationale we follow in this course.

Use your **Study @ Unisa** brochure for general time management and planning skills.
5.3 E-Tutors

Once your registration has been finalised, you may be allocated an e-tutor. The role of the e-tutors is to provide academic support to students by interpreting assignment questions and study material, and explaining difficult concepts. Students should liaise with their allocated tutor on the tutor site on myUnisa.

To access the e-tutor site, log on to myUnisa. Click on more sites if you do not see your e-tutor site in an orange tab at the top of the screen. Your e-tutor site will have two additional numbers at the end of the module site number, such as IOP2606-18-S1-1E if you are registered for the first semester, and IOP2606-18-S2-1E if you are registered for the second semester. The last digits in the code will change depending on the number of e-tutors allocated to the module i.e. IOP2606-18-S2-2E etc.

5.4 Effective study

Please consult your Study @ Unisa brochure for information regarding the Directorate for Counselling, Career and Academic Development (DCCAD), which supports students before, during and after their Unisa studies, and their booklet on effective study.

5.5 Peer help programme

Please consult your Study @ Unisa brochure for information regarding peer help programmes in your region.

5.6 The myUnisa tools you will use

All of the information about myUnisa tools is located under Unit 0 on the myUnisa website for this module. However, we think it is important to highlight the tools that will be used for your formal assignments.
**Discussions:** This is the place where the online discussion forums take place and where you can share your ideas and insights with other students in your group.

The forums are also divided per learning unit and the topics under discussion. For detailed feedback on activities, we encourage you to open discussions in the navigation bar – open the relevant learning unit forum – click on the relevant activity – read the detailed feedback. To comment on the feedback you can click on **Reply** at the bottom of the page and post your views by clicking on **Publish** at the bottom of the page or **Cancel** if you do not wish to post.

The feedback discussions may also bring certain important points to your attention with which you can compare your own findings and learning experiences with other students. We encourage you to share your learning experiences on the forum.

6 **PRACTICAL WORK AND WORK-INTEGRATED LEARNING**

There are no practical exercises for this module. We try to achieve some form of practical work, by utilising examples and applications, in the study guide and in some, more applied questions in your assignments and during the examination.

7 **ASSESSMENT**

7.1 **Assessment plan**

Assignments are seen as part of the learning material for this module. As you do the assignments, study the relevant prescribed material, consult other resources, discuss the work with fellow students or tutors or conduct research, you are actively engaged in learning. Looking at the assessment criteria (questions) given for each assignment will help you to understand more clearly what is required of you.

Two assignments are set for this module. **Both Assignment 01 and Assignment 02 are compulsory.** These assignments must be submitted to the University for assessment, and will both contribute to your **final mark** for this module.
FINAL MARK = YEAR MARK + EXAMINATION MARK

Your year mark, based on the average mark obtained for the two compulsory assignments (each contributes 50%), contributes 20% towards your final examination mark, while your examination mark contributes 80.

The combined weighted average of your year mark and examination mark must be 50% or higher for you to pass the module or subject. 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% = 140 ÷ 2 = 70%
20% of the assignment marks = 14%
Examination mark = 50%
80% of the examination mark = 40%
Final mark = (20% assignment marks) + (80% examination mark)
= 14% + 40%
= 54%

Remember, the better your assignment marks, the better your year mark. For example, 80% = 16 for your year mark and 30% = 6 for your year mark. It is therefore imperative that you do well in both assignments to obtain the benefit of good marks to be added to your examination mark.

Please note: Although students may work together when preparing assignments, each student must write and submit his or her own individual assignment. It is unacceptable for students to submit identical assignments on the basis that they worked together. That is copying (a form of plagiarism) and none of these assignments will be marked. Furthermore, you may be penalised or subjected to disciplinary proceedings by the University.

7.2 Assignments

7.2.1 General assignment numbers

Assignments are numbered consecutively per module, starting from 01. There are two assignments per semester for this module. Please make sure that you complete the correct assignment for your semester.

7.2.2 Unique assignment numbers

<table>
<thead>
<tr>
<th>ASSIGNMENT NUMBER</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td></td>
<td>UNIQUE NUMBER</td>
<td>UNIQUE NUMBER</td>
</tr>
<tr>
<td>Assignment 01</td>
<td>779618</td>
<td>714151</td>
</tr>
<tr>
<td>Assignment 02</td>
<td>757093</td>
<td>743130</td>
</tr>
</tbody>
</table>

7.2.3 Due dates for assignments

The closing or due dates for the submission of the assignments are:
<table>
<thead>
<tr>
<th>ASSIGNMENT NUMBER</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DUE DATE</td>
<td>DUE DATE</td>
</tr>
<tr>
<td>Assignment 01:</td>
<td>28 March 2018</td>
<td>31 August 2018</td>
</tr>
<tr>
<td>Compulsory – provides examination admission and constitutes 10% of your year mark.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 02:</td>
<td>26 April 2018</td>
<td>28 September 2018</td>
</tr>
<tr>
<td>Compulsory – provides examination admission and constitutes 10% of your year mark.</td>
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</tbody>
</table>

7.2.4 Submission of assignments

Assignments should be addressed to:

Department of Student Assessment Administration (Assignments)
PO Box 392
UNISA
0003

Remember to indicate the unique number for the particular assignment on the mark-reading sheet.

Please note: No extension of time will be granted for submitting assignments. The due dates have been set, in compliance with the academic planning dates for the University, and allow adequate time, for the preparation, and technical completion of assignments.

7.2.5 The assignments

Please ensure that assignments reach the University before the due date because late submission of assignments will result in you not being admitted to the examination and not receiving part of your year mark.
REMEMBER: THIS COMPULSORY ASSIGNMENT IS ONLY APPLICABLE TO STUDENTS REGISTERED FOR THE FIRST SEMESTER.

Question 1

Differences among individuals is important only to the extent that it gives us a direct or indirect comparison with others. Critically discuss four individual differences and explain how they have a connotation of uniqueness in personality and behaviour. [10]

Question 2

Various theories influence understanding individual differences. Describe how the following theories contribute to understanding personality and individual differences:

a) Humanistic theories, (5)
b) Trait theories, (5)
c) Psychoanalytic theories. (5) [15]

Question 3

Social and environmental factors determine biographical data. Explain the differences and similarities between the social biographical factors and the environmental biographical factors. [10]

Question 4

There are seven cognitive processes involved in obtaining, processing and using cognitive knowledge and skills. Apply the knowledge you gained in your studies by discussing how you applied these in your actual work situation, or if you are unemployed in your studies. [15]

TOTAL: [50]
Question 1

The study guide for IOP2606 describes three types of emotions in the workplace. Demonstrate your understanding of these emotions by explaining how they influence individual performance. [10]

Question 2

In the person-job fit theory, developed by John L. Holland, it is theorised that people could be characterised into six personality types. Name and explain those types. [15]

Question 3

In entrepreneurship and leadership behaviour, Ledimo and Matjie (2011) provide four attributes of entrepreneurs. Discuss the need for achievement and conclude by giving characteristics of people with a strong need for achievement. [10]

Question 4

There are various strategies to enhance entrepreneurial behaviour. In your understanding, critically evaluate the suggested strategies as indicated in the study guide and then select one you would prefer as a leader or an entrepreneur. Explain why you chose that strategy and include the characteristics that contribute to success. [15]

TOTAL: [50]
Question 1

Describe five types of individual difference factors as indicated in the study guide and give a brief explanation of each individual difference factor. [10]

Question 2

In practice, personality factors as variables can be defined and measured according to various dimensions in terms of the classical personality approach. In the study guide, four of these dimensions are indicated. Critically discuss these different dimensions. [15]

Question 3

Cognitive processes refer to all the processes people use to obtain knowledge or to become conscious of the environment. Attention and intelligence are two of the processes helping us to understand individual differences. Critically define and explain attention and intelligence in terms of individual differences. [15]

Question 4

In employee motivation, intrinsic motivation deals with individual motivation. Apply your own understanding of self-actualisation and emotions. Give practical examples. [10]

TOTAL: [50]
COMPULSORY ASSIGNMENT 02 FOR SEMESTER 2
[For examination admission and 50% of the year mark out of 20]

Closing date: 28 September 2018
Unique number: 743130
Study material: Study units 5 to 8

REMEMBER: THIS COMPULSORY ASSIGNMENT IS ONLY APPLICABLE TO STUDENTS REGISTERED FOR THE SECOND SEMESTER.

Question 1

In facilitating effective emotive work responses, changing from negative to positive emotions involves three principles. Name and discuss the three principles of change intervention for facilitating positive affectivity. [15]

Question 2

Values are concepts used to describe employee motivation. Define values and briefly discuss six value orientations. [10]

Question 3

There are five influences of individual differences on occupational development. Discuss the influence of self-concept in occupational choice and self-controlled career choices. [15]

Question 4

In managerial motivation, leadership and entrepreneurial behaviour have certain characteristics. Name and explain five interpersonal characteristics of managerially motivated people. [10]

TOTAL: [50]

7.3 Other assessment methods

There are no other assessment methods for this module – in this module essay and short paragraph questions are used in assignments and for the examination.

7.4 The examination

Examination admission

You will gain admission to the examination by submitting Assignment 01 and Assignment 02. These assignments, each contributes 50% of the year mark out of 20.
7.4.1 Examination period

This module is offered in a semester period of 15 weeks. This means that if you are registered for the first semester, you will write the examination in May/June 2018 and the supplementary examination will be written in October/November 2018. If you are registered for the second semester, you will write the examination in October/November 2018 and the supplementary examination will be written in May/June 2019.

During the semester in which you are registered for this module, the Examination Section will provide you with information regarding the examination in general, examination venues, examination dates and examination times. You can also consult your Study @ Unisa brochure. The pass mark is 50%. If you do not pass and if you are admitted to the supplementary examination, you will be able to rewrite the examination during the next semester. If you fail, you will have to register for this module again.

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

7.4.2 Previous examination papers

Previous examination papers are available to students on myUnisa. It would however, be a very big mistake to focus only on these previous papers for examination preparation, as we change the questions for every semester. Owing to Unisa policy, we are not allowed to make the memoranda of the papers known to students, so please do not ask us for any examination memoranda. The examination papers are available also so that you can understand how we formulate questions and what will be expected of you.

Please note: DO NOT focus your examination preparation on available examination papers alone. You have to study the sections in the prescribed study guide to obtain complete knowledge and insight, which would enable you to answer any question.

Remember to study regularly before the examination. Draw up your own time schedule in which you spread your work out over approximately 15 weeks from registration to the examination, and work consistently according to the schedule.

7.4.3 Tutorial letter with information on the examination

To help you in your preparation for the examination, you will receive a tutorial letter that will explain the format of the examination paper, give you examples of questions that you may expect and set out clearly what material you have to study for examination purposes.
7.4.4 Format of the examination paper

The format of the examination paper will be communicated to students closer to the examination date for each semester on myUnisa. Students can expect essay and short paragraph questions with a choice between questions similar in format as set in the assignments.

Time: 2 hours
Total marks: 80
Pass mark: 50%

Please note: Admission to the examination is automatically granted, provided you have submitted both Assignment 01 and Assignment 02 on or before the due date of each assignment. Students who do not submit both compulsory assignments will NOT be granted admission to the examination.

The supplementary examination at the end of the next semester will have the same format.

8 CONCLUSION

Thank you for all your hard work and efforts you made in learning from this module!

We hope you enjoyed reading your study contents and working through all the learning activities in the study guide and assignments. You can now practise using the same learning methods to prepare for the examination and practise self-evaluation to assess your own progress.

Feel free to contact us if you have any subject-related queries. We wish you every success with your studies and examination in this module. We trust that they will make you aware of opportunities in your own environment and that you can combine the information given in this module with information you obtain from some of your other modules in your degree and apply it to your work and living contexts.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Enjoy the journey!

All the best with your studies!

Your IOP 2606 lecturers at the time of printing this document:

Mrs Louise Tonelli
Ms Joyce Baloyi

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