

**SINGAPORE POLYTECHNIC
SCHOOL OF BUSINESS**

Specialist Diploma in Applied Business Psychology

Application Form

Restricted

Attach recent
passport-size
Photograph of
Applicant

INSTRUCTIONS TO APPLICANTS:

1. This form may take you 15 minutes to fill in. You will need the following information to fill in the form:
 - NRIC/Passport details;
 - SP Exams results;
 - GCE 'O' Level results.
2. Kindly submit the completed application form to SB Office by 15 December 2006 5pm.
3. All relevant sections of this application form must be completed. Please indicate "NA" if the section is not applicable to you. Incomplete application form will not be processed.
4. Shortlisted applicants may be required to attend an interview to assess his/her suitability for the programme.
5. All applicant's data provided will be kept strictly confidential and for the purpose of selection for the Specialist Diploma in Applied Business Psychology programme.

A	TELL US ABOUT YOURSELF			
A1.	Name (in BLOCK CAPITAL letters & underline your Surname)			
A2.	Admission No:		Class:	
A3.	NRIC/Passport No:		Name of Personal Tutor:	
A4.	Gender: Male/Female	Date of Birth:	Place of Birth:	Current Year Age:
A5.	Permanent Address (in BLOCK CAPITAL letters):			
			Postal Code:	
A8.	Tel (Home):	Mobile Phone:	Email:	

B	TELL US ABOUT YOUR ACADEMIC PERFORMANCE		
	Please fill in the Grade Point Average (GPA) that you have obtained for previous semesters, and attach a photocopy of the following documents together with this application form: <ul style="list-style-type: none"> • All relevant exam results slips obtained in Singapore Polytechnic • Your GCE "O" Levels results slip 		
B1.	GPA		
B2.	GCE 'O' Level results:		
C	TELL US ABOUT YOUR CCA PARTICIPATION		
	Please indicate in chronological order the types of CCA participation, names of sports/clubs/uniform groups/organisations and position(s) held. If the space provided is insufficient, please provide a copy of your CCA record on a separate piece of paper and attach it to this application form.		
C1.	Your CCA in Secondary School		
	<u>CCA Activities</u>	<u>Position Held</u>	<u>Year</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
C2.	Your CCA in Singapore Polytechnic		
	<u>CCA Activities</u>	<u>Position Held</u>	<u>Year</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
D	TELL US ABOUT YOUR PERSONALITY & INTERESTS		
D1.	List 3 of your strengths:	List 3 of your weaknesses:	List 3 of your skills:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
D2.	Hobbies:		

E	TELL US ABOUT YOUR ASPIRATION
	<p>In not more than 300 words, tell us why you are applying for this programme and what makes you think you can cope with the additional workload:</p>

F	CONFIRMING THE INFORMATION PROVIDED AND CONSENT
	<p>I confirm that the above statements and those on the attached sheets are true to the best of my knowledge and belief, and that I have not wilfully suppressed any material fact.</p> <p>I agree to provide the information required voluntarily and do entrust that Singapore Polytechnic will keep such information confidential and use it only for its intended purpose.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant _____ Date</p>

G	LET US HAVE YOUR PARENT'S/GUARDIAN'S APPROVAL
	<p>I, _____ (name in capital letter as appeared in IC & IC number), _____ (father/mother/guardian) of _____ (name of applicant) do hereby declare that permission has been granted to my child/ward to participate in the Specialist Diploma in Applied Business Psychology programme as indicated in this application form.</p> <p>I agree to pay the sum of S\$1,500 (S\$500 per semester x 3 semesters) for the programme. *</p> <p>I understand that my child/ward will not be allowed to continue in the Specialist Diploma in Applied Business Psychology if he/she fails even one module in his/her main Diploma and/or Specialist Diploma courses, and that the fees that have been paid will not be refunded.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Parent/Guardian _____ Date</p> <p>* Please note that your CPF fund cannot be used for this purpose.</p>

FOR OFFICIAL USE ONLY

I Year One Semestral Average					
Semester One Average		Semester Two Average		Year One Semestral Average	
J GETTING TO KNOW YOU (Interview Session)					
J1.	Traits	Poor	Fair	Good	Observations & Remarks
	Self Confidence				
	Attitude towards Learning				
	Interpersonal Relationship				
	Communication Skill				
	Personality				
	Others (specify)				
	Overall				
J2.	Other comments &/or impressions on applicant's suitability for the programme:				
K. TELL US WHAT YOU THINK					
	Name of Interviewer	Signature/Date			Decision
1.					
2.					
3.					
L. DISCIPLINARY RECORD (If applicable)					
	Disciplinary Record:	Nature of Disciplinary Problem:			
	Date:				
M PTN Recommendations (if necessary)					

COURSE SYNOPSIS FOR SPECIALIST DIPLOMA IN APPLIED BUSINESS PSYCHOLOGY

Module 1: Introduction to Psychology (60 hours)

This module aims to provide students with the basic information for understanding themselves better, helping them to be more aware of the implications of psychology on the behaviour of people. Key topics include Developmental Psychology, Learning and Conditioning, Memory and Perception, Personality, and Neuro-Linguistic Programming (NLP).

Module 2: Applied Psychology in Effective Work Relationship Skills (60 hours)

This module introduces the theory and practical application of basic counselling skills, in both personal and business contexts, to build good interpersonal relationships. Topics to be covered include basic counseling and psychotherapy theories and techniques, and application of the knowledge in the business context. Students will have the chance to practise and apply these skills in class demonstrations, as well as in simulated business case studies.

Module 3: Work Group Dynamics and Social Psychology (60 hours)

This module introduces students to the influence of social psychology on work group dynamics and process. Through readings and hands-on practises, students will be introduced to the concept of a support group and the psychological aspects of group process, from initial forming to final termination. An appreciation of social psychology, conflict management in work group context, and abnormal psychological disorders over life-span will be given. Students will also be introduced to how group and social influences may impact on the business operation.

Module 4: Applied Psychology in Career Development and Business (60 hours)

This module introduces students to the role psychology plays in work and business to enhance performance. Areas covered include the impact of aptitude and personality on both employees and employers in terms of vocational choice, employee selection and career development. The application of perceptions and emotions in areas like employee motivation, occupational health and safety, consumer behaviour, product design, sales and marketing will be addressed. Students will also be introduced to the study of consumer psychology for effective marketing strategy.

Module 5: Applied Business Psychology Paper (45 hours)

This module aims to engage students in an in-depth independent study on a business-related psychological topic of their choice. With this, not only will they gain an enhanced understanding of the chosen area, students will also be exposed to writing for psychology. This module requires the submission of a report that could be either based on an experimental project conducted, or be a research paper on any of the areas covered in the previous modules. The paper will be based strictly on the American Psychological Association (APA) format.

Note:

For modules 1 to 4, the 60 hours comprise of 45 (3 hours per week) contact hours, and 15 (1 hour per week) directed learning hours. Directed learning refers to time spent outside the classroom on assigned work.