

4 WAYS TO EARN POINTS IN THIS COURSE (also see the scorecard on the last page of this syllabus)

(1) Exams:

- There will be 3 non-cumulative exams and a cumulative final exam. Exam 1 will be worth 60 points, Exams 2 and 3 will be worth 120 points each, and the Final Exam will be worth 150 points. Thus, it is possible to accumulate 450 points on exams.
- Exams will be based on material from the Cozby text as well as lecture material. Material that is presented only in lab will NOT appear on exams.
- All exams will be multiple-choice format. Please bring a #2 pencil to class on exam days.
- **Bring a photo ID to class on exam days.**
- During exams, students will not be permitted to listen to audio reproduction devices (e.g. personal stereos). Students also will be asked to turn off cell phones and place them out of sight.
- University policy requires that make-up tests be made available in very limited circumstances. Unless your situation fulfills the criteria outlined by the University, **REQUESTS FOR MAKE-UP TESTS WILL NOT BE CONSIDERED.** The Instructor alone will determine whether an absence is legitimate (see “Legitimate Absences” on page 3). Exams will be given on the dates shown on the attached Schedule (see page 5).

(2) Quizzes:

Six in-class quizzes will be given during the semester, each worth 5 points, for a total of 30 possible points. Quizzes will be given at the start of a Monday class period. Quizzes primarily will cover material from the previous two-three lectures and the related sections of the text. Quizzes are intended to encourage you to keep up with the material during the semester and to clarify concepts that sometimes are troublesome for students.

(3) Labs:

Students will earn points in labs in two ways:

- (1) “Statistics” points (5 points each week) Students will earn up to 5 points for completing a statistics review during one weekly lab period. Points will be awarded based on correct answers/analysis.
- (2) “Merit” points (5 points each lab): Students will receive points for the quality of the work on the designated worksheets or assignments completed during the other weekly lab period.

There are 13 labs this semester. The lowest two Merit Scores will be dropped, so there are 55 possible Merit points. No Statistics scores will be dropped, so there are 65 possible Statistics points. Thus it is possible to accumulate 120 points in labs.

The nature of the labs is such that you must be present during the scheduled lab session in order to perform the tasks. As such, **THERE ARE NO MAKE-UP LABS.** Students who miss a lab and who provide evidence that their absence is legitimate will be given the opportunity to complete the statistics review for that lab, but not the Merit points. The Instructor alone will determine whether an absence is legitimate (see “Legitimate Absences” on page 3).

(4) Writing Assignments:

Writing Assignments will be assigned and collected during Wednesday class periods. Most of these assignments will be related to the research manuscript that you will prepare one section at a time during the semester. A total of 192 points can be earned through Writing Assignments. The Schedule of Writing Assignments on page 4 shows when Writing Assignments will be assigned and when they are due. Unless you receive explicit instructions to the contrary, **all writing assignments must be completed independently. The misrepresentation of someone else’s writing as your own constitutes scholastic dishonesty. (See page 4.)**

Policy on Late Assignments: 50% penalty

Writing Assignments must be turned in to the instructor at the **beginning of class** on the due date. Assignments turned in after the beginning of class and received by the Instructor before the end of the day on the following Monday will be scored but that score will be cut in half as a late penalty. Assignments will not be accepted after the Monday following the due date. Instructor will not necessarily check mailbox at any particular time before the deadline, so late assignments are submitted at your own risk. **Do not e-mail late assignments to your Section Leader.** Place them in Instructor's mailbox on the 2nd floor of Elliott Hall.

If you are unable to turn in an assignment during the class period due to absence for a legitimate reason (as determined by the Instructor; see "Legitimate Absences" below), you must e-mail your assignment to the Instructor within 24 hours of the scheduled end of Wednesday's class and it will be scored for full credit. You must obtain the Instructor's approval for the absence before the assignment will be graded.

Students who are registered for PSY 3001W must attend the first class period or they will be dropped from the course. Instructor will take attendance at the end of the first class. Instructor also will provide a sign-up sheet/waiting list for students who are not registered for the course but who wish to register. Students who want to place their names on the waiting list must attend the first session of class.

Twenty-four hours after the end of the first lab, registered students who were absent will be dropped from the course. Permission numbers will be sent to students on the waiting list based on the number of seats that have become available due to dropped students. Permission numbers will be sent to students in the order that their names appear on the waiting list.

If a student is unable to attend the first session of their class and the student wants to remain registered for the course, the student must contact the Instructor within 24 hours of the end of the first class session. If the Instructor determines that the absence was for a legitimate reason (see "Legitimate Absences" below), the student will be allowed to remain registered for the course.

"Legitimate Absences": The Instructor will decide whether an absence is legitimate based on the University Senate Policy on Makeup Examination for Legitimate Absences (described at <http://www.fpd.finop.umn.edu/groups/senate/documents/policy/makeupexam.html>). The Instructor very rarely considers absences to be legitimate. Please come to class on the scheduled exam dates and attend lab sessions to avoid unnecessary conflicts.

Extra Credit Opportunities: There are **NO** extra credit opportunities nor will any be made available during the semester.

Obtaining Help on Writing Assignments Prior to Turning Them In:

Because of the amount of grading for this class, I will not be able to accept and provide feedback on drafts of writing assignments outside of office hours. You may obtain help or feedback on a writing assignment from me in person during office hours only.

Writing Intensive Course

Undergraduate students are required to complete four Writing-Intensive (WI) courses in addition to completing the first-year writing requirement (more information available at <http://fyw.umn.edu>). All WI courses integrate writing into course content, include formal writing assignments, and provide instruction relevant to the writing assignments. Formal writing assignments are in addition to any informal, exploratory writing or in-class exams assigned in the course. At least one formal writing assignment will require students to revise and resubmit a draft after receiving comments from the instructor. Grades assigned in WI courses are substantially influenced by the writing assignments and quality of the writing produced.

ADDITIONAL POLICIES AND PROCEDURES

Per CLA Classroom, Grading, and Examination Procedures:

Students with Special Needs. Any student with a documented disability condition (e.g., physical, learning, psychiatric, systemic, vision, hearing, etc.) who needs to arrange reasonable accommodations should contact the Instructor and Disability Services at the beginning of the semester.

Per the Office for Student Conduct and Academic Integrity:

Student Academic Integrity and Scholastic Dishonesty. All students enrolled in University courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own can result in disciplinary action. The University Student Conduct Code defines scholastic dishonesty as follows: **Scholastic dishonesty** means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering forging , or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Within this course, a student responsible for scholastic dishonesty can be assigned a penalty up to and including an "F" for the course and a report to the Office for Student Conduct and Academic Integrity.

 *** **This syllabus is subject to change at the Instructor's discretion as the needs** ***
 *** **of the course demand. Changes will be announced during lecture.** ***

SCHEDULE OF WRITING ASSIGNMENTS

The following schedule shows which writing assignments will be assigned and due in each lab.

Assignments in bold type are related to your semester-long research project.

Week	Date	Writing Assignments Assigned	Writing Assignments Due
1	9/9	Writing Assignment 1	(none)
2	9/16	Writing Assignment 2	Writing Assignment 1
3	9/23	Writing Assignment 3	Writing Assignment 2
4	9/30	Introduction I	Writing Assignment 3
5	10/7	(none)	Introduction I
6	10/14	Introduction II	(none)
7	10/21	Method	Introduction II
8	10/28	Writing Assignment 4	Method
9	11/4	Writing Assignment 5	Writing Assignment 4
10	11/11	Results & Disc	Writing Assignment 5
11	11/18	Peer Review	Results & Disc
12	12/2	Final Paper & Response to Review	Peer Review
13	12/9	(none)	Final Paper & Response to Review

The following is a rough outline of the topics to be covered each day. We may not adhere precisely to this schedule, but EXAMS DEFINITELY WILL BE GIVEN ON THE DATES SHOWN.

	Date	Day	Topic	Cozby	
Sep.	9	W	Introduction to the Scientific Method Lab 1A Assigned: Writing Assignment 1	Ch. 1	
	14	M	Psychology as a Science Lab 1B	Ch. 1	
	16	W	Generating Hypotheses Lab 2A Due: WA1, Assigned: WA2	Ch. 2	
	21	M	Statistics Review: Descriptive Statistics, Correlational Research Lab 2B QUIZ 1	Ch. 12	
	23	W	Statistics Review: Hypothesis Testing, Inferential Statistics Lab 3A Due: WA2, Assigned: WA3	Ch. 13	
	28	M	Ethical Research Lab 3B QUIZ 2	Ch. 3	
	30	W	Operational Definitions, Experiments, Causality, Validity Lab 4A Due: WA3, Assigned: Intro I	Ch. 4	
Oct.	5	M	Constructing Surveys Lab 4B QUIZ 3	Ch. 7	
	7	W	Administering Surveys Lab 5A Due: Intro I, Assigned: none	Ch. 7	
	12	M	\$\$\$ EXAM 1 – Please bring a photo ID and #2 pencil \$\$\$ Lab 5B		
	14	W	Measurement: Reliability Lab 6A Due: None, Assigned: Intro II	Ch. 5	
	19	M	Measurement: Validity Lab 6B	Ch. 5	
	21	W	Naturalistic Observation, Systematic Observation Lab 7A Due: Intro II, Assigned: Method	Ch. 6	
	26	M	Case Studies, Archival Research Lab 7B QUIZ 4	Ch. 6	
	28	W	Confounding, Basic Experiments, Independent Groups Lab 8A Due: Method, Assigned: WA4	Ch. 8	
Nov.	2	M	Repeated Measures, Developmental Research Designs Lab8B	Ch. 8	
	4	W	\$\$\$ EXAM 2 – Please bring a photo ID and #2 pencil \$\$\$ Due: WA4, Assigned: WA5 No Lab		
	9	M	Quasi-Experimental Designs Lab 9 QUIZ 5	Ch. 11	
	11	W	Single Case Experimental Designs Lab 10A Due: WA5, Assigned: Results and Discussion	Ch. 11	
	16	M	Complex Experimental Designs Lab 10B	Ch. 10	
	18	W	Main Effects and Interactions Lab 11A Due: Results and Discussion, Assigned: Peer Review	Ch. 10	
	23	M	More Main Effects and Interactions Lab 11B	Ch. 10	
	25	W	THANKSGIVING---NO CLASS		
	30	M	Manipulating the IV, Measuring the DV Lab 12 QUIZ 6	Ch. 9	
Dec.	2	W	Additional Considerations in Designing and Conducting Experiments Lab 13A Due: Peer Review, Assigned: Final Paper and Response to Peer Review	Ch. 9	
	7	M	Summary of Research Design Process Lab 13B	Ch. 9	
	9	W	Generalizing Research Results No lab Due: Final Paper and Response to Peer Review	Ch. 14	
	14	M	\$\$\$ EXAM 3 – Please bring a photo ID and #2 pencil \$\$\$		
	16	W	Review for Final Exam		
	21	M	\$\$\$ Final Exam 6pm-8pm – Please bring a photo ID and #2 pencil \$\$\$		

PSY 3001W SCORECARD

NON-WRITING:

Exams:

1	/ 60
2	/ 120
3	/ 120
Final	/ 150
Total 1	/ 450

Quizzes:

1	/ 5
2	/ 5
3	/ 5
4	/ 5
5	/ 5
6	/ 5
Total 2	/ 30

Labs: Statistics Merit (**drop 2 lowest**)

1	/ 5	/ 5
2	/ 5	/ 5
3	/ 5	/ 5
4	/ 5	/ 5
5	/ 5	/ 5
6	/ 5	/ 5
7	/ 5	/ 5
8	/ 5	/ 5
9	/ 5	/ 5
10	/ 5	/ 5
11	/ 5	/ 5
12	/ 5	/ 5
13	/ 5	/ 5
Sub-Total	/ 65	/ 55
Total 3	/ 120	

NON-WRITING TOTAL

Total 1 + Total 2 + Total 3: _____ / 600

Non-Writing Total	Percent (approx.)	Non-Writing Credits	NonWrit Grade
552-600	92-100	12	A
540-551	90-91.9	11	A-
528-539	88-89.9	10	B+
492-527	82-87.9	9	B
480-491	80-81.9	8	B-
468-479	78-79.9	7	C+
432-467	72-77.9	6	C
420-431	70-71.9	5	C-
408-419	68-69.9	4	D+
360-407	60-67.9	3	D
< 360	< 60	0	F

NON-WRITING CREDITS: _____ /12

WRITING:

Writing Assignments Related To Final Paper:

Introduction I	/ 12
Introduction II	/ 24
Method	/ 12
Results + Discussion	/ 24
Peer Review	/ 10
Final Paper	/ 50
Response to Peer Review	/ 10
Total 4	/ 142

Other Writing Assignments:

Writing Assignment 1	/ 10
Writing Assignment 2	/ 10
Writing Assignment 3	/ 10
Writing Assignment 4	/ 10
Writing Assignment 5	/ 10
Total 5	/ 50

WRITING TOTAL

Total 4 + Total 5: _____ /192

Writing Total	Percent (approx.)	Writing Credits	Writing Grade
177-192	92-100	12	A
168-176	87-91.9	11	A-
161-167	84-86.9	10	B+
129-160	67-83.9	9	B
120-128	62-66.9	8	B-
111-120	58-61.9	7	C+
81-110	42-57.9	6	C
72-80	37-41.9	5	C-
64-71	33-36.9	4	D+
41-63	21-32.9	3	D
< 41	< 21	0	F

WRITING CREDITS: _____ /12

FINAL GRADE CALCULATION:

NON-WRITING CREDITS: _____ /12

+ WRITING CREDITS: + _____ /12

= TOTAL CREDITS: = _____ /24

Grades: Grades will be based on the **total number of credits** that you accumulate in the course, which is the sum of the non-writing and writing credits that you earn. Final grades will be assigned as shown in the table to the right.

Total Credits	Final Grade
23-24	A
21-22	A-
19-20	B+
17-18	B
15-16	B-
13-14	C+
11-12	C
9-10	C-
7-8	D+
6	D
< 6	F