

Research Design & Methodology I
Columbus State University – Fall 2015
Syllabus

I. Course Information

Course: PSYC 3211-01 (3-2-4)

Time & Place: MWF (1:00 pm – 1:50 pm) in Howard 106 (and sometimes a computer lab)
Wednesdays 10:00 am – 11:50 am in Howard 210 or Woodall 158

Prerequisites: PSYC 1101; STAT 1127; PHIL 2020 or 2500 (Grade of C or higher)

Description: An introduction to the principles and methods involved in conducting, analyzing, and evaluating psychological research. Laboratory will provide hands-on experience with computer-based and traditional research techniques along with computer-based statistical analysis

Texts: Course Materials are available via an instructor-created LibGuide:
<http://columbusstate.libguides.com/content.php?pid=673531>
(All materials are organized chronologically in the LibGuide according to units of material and the order they will be covered this semester – see Course Calendar.)

II. Instructor Information

Instructor: Dr. Stephanie da Silva
E-Mail: dasilva_stephanie@columbusstate.edu
Phone: 706-568-2468
Mail: Dept. of Psychology, 4225 University Ave, Columbus, GA 31907
Office: Faculty Office Bldg #129
Office Hours: Mon 10 - 11 am; Wed 2 - 3 pm; Fri 11 am -12 pm
Please book an appointment using http://dasilva_stephanie.youcanbook.me
(Meetings should be reserved at least 24 hours in advance.)

III. Course Purpose & Objectives

This course is concerned with the methods scientists use to discover principles of behavior. Reading assignments & lectures address conceptual and practical issues in psychological research. Laboratory activities & writing assignments provide experience in collecting, analyzing, and reporting data.

At the end of the course, students should be able to:

- ✓ Discuss ethical issues in psychological research and their impact in research and beyond.
- ✓ Ask research questions and gather relevant information using library and other resources.
- ✓ Describe and select appropriate methods, including controls, to address research questions.
- ✓ Demonstrate the appropriate selection, use, and interpretation of descriptive and inferential statistics.
- ✓ Communicate the research process and outcomes to an audience (using APA style).
- ✓ Critically evaluate research (e.g., identifying confounds, limitations), and recognize limits of findings.

IV. Methods of Instruction

Course content will be disseminated through:

- Reading assignments.
- Lectures & videos.
- Class/lab demonstrations & discussions.
- Hands-on lab exercises.
- Completion of research projects & reports.

V. Methods of Assessment

Lab Activities (300 points)

During course laboratory sessions, students engage in exercises (mainly, statistical analyses using SPSS) relevant to the material covered in class. Each activity (worth 30 points) is graded for effort and accuracy. Attending lab is critical for students to complete activities. Students are encouraged to complete lab activities with the same care and consideration as papers, taking into account APA-Style use of statistics, along with including complete sentences and organized (and clearly labeled) answers to each item. To earn full credit for lab activities, the activity must be accurate in content and also well-prepared. Students who miss lab meetings will receive help to complete lab activities only if the absence is excused (see **Course Policies: Attendance**).

****Students who miss more than 3 lab meetings will receive an F course grade, regardless of points earned.**

The ten highest scores earned for lab activities will be used in calculating students' final grades.

Tests (500 points)

Students may earn up to 500 points by completing five tests, each containing a combination of items, such as multiple-choice, matching, fill-in-the-blank, and short answer. More details regarding the content of each test will be discussed in class. Each test is worth 100 points. Students should bring a #2 pencil with them to class meetings when tests are administered. If students miss a test, they may take it at another time with Dr. da Silva's permission according to the guidelines stated in the syllabus section **Course Policies: Attendance**.

Test 5 will be administered on Sat, Dec 12 (1:00-3:00 pm) as required by the CSU Final Exam Schedule. A student who misses Test 5 will receive a zero for his/her Test 5 score unless permission to take the exam at a different time is granted to the student by Dr. da Silva, the Chair of the Dept, and Dean of the College. Permission will be granted only to students who provide sufficient evidence of such need using the Excused Absence Application. **Please do not ask to take Test 5 early because you want/need to go home early.**

Research Paper (Paper Sections & Final Paper; 275 points)

Throughout the course, students will learn how to write each section of a research paper. The topic of the research paper is assigned and described by Dr. da Silva in class and is the same for each student. At various points throughout the semester, a separate section of the paper will be submitted for review by Dr. da Silva (see **Assignments and Course Calendar**) and Dr. da Silva will return that reviewed/edited section with comments to students. Students should make the appropriate corrections to each section of the paper and submit a final copy of the entire paper (all sections) to Dr. da Silva on Monday, Dec 7.

Attendance & Participation (25 points)

Students may earn up to 25 points by attending class, arriving to class on time, and being a productive member of the class during class meetings.

Extra Credit Article Critiques

Students may earn up to 30 extra points by writing 3-page critiques of original research articles in psychology. The articles must be approved by Dr. da Silva beforehand, and a copy of the article must be turned in with the critique. Each critique should include information about the study's purpose, procedure, and results, and should address the following questions:

1. What research design was used and do you think the design was appropriate to answer the research question? If not, how could it have been approved?
2. What dependent measures were used and how were the data analyzed? Were inferential statistics used and, if so, were they appropriate for the experimental design?
3. What was especially good or bad about the research or the report? Do you have any recommendations for the author(s)?

Each critique is worth a maximum of 15 points and student can write a maximum of two critiques. Critiques may be turned in throughout the semester, but all critiques must be received by the beginning of the final exam.

VI. Grading Policies and Procedures

Final letter grades will be assigned as shown in the table below.

| GRADE | PERCENT | TOTAL POINTS |
|--------------|----------------|---------------------|
| A | ≥ 90% | ≥ 984.5 |
| B | 80% - 89% | 874.5 – 984 |
| C | 70% - 79% | 764.5 – 874 |
| D | 60% - 69% | 654.5 – 764 |
| F | ≤ 59% | ≤ 654.5 |

The total number of points earned in the course will be determined by completion of the following:

| | | |
|---|-----------------------|-------------|
| Lab Activities | (10 @ 30 points each) | 300 |
| Tests | (5 @ 100 points each) | 500 |
| Paper Sections | (7 @ 25 points each) | 175 |
| Final Paper | | 100 |
| Participation & Attitude | | 25 |
| Total Points (to determine grade) | | 1100 |
| <i>Extra Credit Article Critiques</i> | | <i>30</i> |
| <i>Total Possible Points for Students</i> | | <i>1130</i> |

VII. Assignments and Course Calendar

A course calendar appears below describing content of the class and lab meetings for the semester. The content of the calendar is tentative, but Dr. da Silva will follow it as much as possible. **Please keep this Course Calendar handy throughout the semester.** Any changes to the course schedule/calendar will be announced in class and provided to students in a written e-mail.

| Week | Day | Material/Lesson/Event | Assignment Due | |
|--------------|-----|-----------------------|---|-----------------|
| Wk1 | Mon | 17-Aug | Syllabus Review & Introduction to Project | |
| | WED | 19-Aug | Finding & Obtaining Sources of Information (Activity 1) | |
| | Wed | 19-Aug | Bhatt, Ch 1 - Science and Scientific Research | |
| | Fri | 21-Aug | Bhatt, Ch 2 - Thinking Like a Researcher | |
| Wk 2 | Mon | 24-Aug | Ethical Considerations in Planning & Conducting Research | |
| | WED | 26-Aug | Research Ethics Certification | Activity 1 |
| | Wed | 26-Aug | Ethical Considerations in Analyzing & Reporting Research | |
| | Fri | 28-Aug | Project - APA Style, Creating References & Title Page | |
| Wk 3 | Mon | 31-Aug | Bhatt, Ch 3 - The Research Process | |
| | WED | 2-Sep | Bhatt, Ch 4 - Theories of Scientific Research (in classroom) | Ethics Certific |
| | Wed | 2-Sep | Practice & Review for Test 1 | |
| | Fri | 4-Sep | TEST 1 - Bhatt, Ch 1-4; Inform Gathering & Ethics | Title Page |
| Wk 4 | Mon | 7-Sep | LABOR DAY - no classes | |
| | WED | 9-Sep | Lane, Ch 1 - Intro to Stats & Practice with Scales (Activity 2) | |
| | Wed | 9-Sep | Bhatt, Ch 6 - Measurement of Constructs | |
| | Fri | 11-Sep | Project - Writing & Formatting the <i>Introduction</i> | References |
| Wk 5 | Mon | 14-Sep | Bhatt, Ch 5 - Research Design | |
| | WED | 16-Sep | Variables & Distributions (Activity 3) | Activity 2 |
| | Wed | 16-Sep | Bhatt, Ch 5 - Graphing; Bhatt, Ch 8 - Sampling | |
| | Fri | 18-Sep | Project - Practice Using & Citing Sources (Writing Center) | |
| Wk 6 | Mon | 21-Sep | Lane, Ch 2 & 3 - Graphing & Summarizing Distributions | |
| | WED | 23-Sep | Describing & Graphing Distributions & Relations (Activity 4) | Activity 3 |
| | Wed | 23-Sep | Lane, Ch 3 - Summarizing Distributions | |
| | Fri | 25-Sep | Project - Writing & Formatting the <i>Method</i> | Introduction |
| Wk 7 | Mon | 28-Sep | Bhatt, Ch 7 - Scale Reliability & Validity (see also Lane, Ch 6) | |
| | WED | 30-Sep | Validity & Reliability (Activity 5) | Activity 4 |
| | Wed | 30-Sep | Bhatt, Ch 9 - Survey Research | |
| | Fri | 2-Oct | Project - Compile and Review Data Collected | Method |
| Wk 8 | Mon | 5-Oct | Practice & Review for Test 2 | |
| | WED | 7-Oct | TEST 2 - Bhatt, Ch 5-9; Lane, Ch 1-3 | Activity 5 |
| | Wed | 7-Oct | Morling, Ch 10 - Introduction to Simple Experiments | |
| | Fri | 9-Oct | Lane, Ch 7 & 9 - Normal Distributions & Sampling Distributions | |
| Wk 9 | Mon | 12-Oct | Lane, Ch 10 & 11 - Estimation & Logic of Hypothesis Testing | |
| | WED | 14-Oct | Hypotheses, Decisions, & Errors (Activity 6) | |
| | Wed | 14-Oct | Morling, Ch 10 & Passer, Ch 10 - Experimentation | |
| | Fri | 16-Oct | Project - Describe Data; Make Table(s) & Graph(s) | |
| Wk 10 | Mon | 19-Oct | Lane, Ch 12 - Testing Single Means (z and one-sample t tests) | |
| | WED | 21-Oct | z test, one-sample t, paired-samples t, Wilcoxon (Activity 7) | Activity 6 |
| | Wed | 21-Oct | Lane, Ch 12 - Testing Related Means (paired-samples t test) | |
| | Fri | 23-Oct | Passer, Ch 10 - Experimentation & Validity | |

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| Wk 11 | Mon | 26-Oct | Lane, Ch 12 - Testing Independent Means (indep-samples <i>t</i> test) | |
| | WED | 28-Oct | Independent-Samples <i>t</i> , Mann-Whitney U, Chi-Sq (Activity 8) | Activity 7 |
| | Wed | 28-Oct | Lane, Ch 17 - Chi-Square Test of Independence | |
| | Fri | 30-Oct | Project - Analyze Data; Formatting & Writing Results | |
| Wk 12 | Mon | 2-Nov | Practice & Review for Test 3 | |
| | WED | 4-Nov | TEST 3 - Lane, 7, 9-12, 17; Passer, 10; Morling, 10 | Activity 8 |
| | Wed | 4-Nov | Lane, Ch 13 - Power | |
| | Fri | 6-Nov | Project - Writing & Formatting the Discussion | Results |
| Wk 13 | Mon | 9-Nov | Lane, Ch 15 - Analysis of Variance (ANOVA) | |
| | WED | 11-Nov | ANOVA (Activity 9) | |
| | Wed | 11-Nov | Lecture - Factorial ANOVA | |
| | Fri | 13-Nov | Project - Writing & Formatting the Abstract | Discussion |
| Wk 14 | Mon | 16-Nov | ANOVA & posthoc comparisons (Activity 10) | |
| | WED | 18-Nov | TEST 4 - Lane, Ch 13, 15; Factorial ANOVA | Activity 9 |
| | Wed | 18-Nov | Cozby & Bates, Ch 6 - Nonexperimental Methods | |
| | Fri | 20-Nov | Project - Preparing a Complete Manuscript (Final Paper) | Abstract |
| Wk 15 | Mon | 23-Nov | THANKSGIVING BREAK - no classes | |
| | WED | 25-Nov | | |
| | Wed | 25-Nov | | |
| | Fri | 27-Nov | | |
| Wk 16 | Mon | 30-Nov | Lane, Ch 4 - Correlation | |
| | WED | 2-Dec | Correlation & Regression (Activity 11) | Activity 10 |
| | Wed | 2-Dec | Lane, Ch 14 - Regression | |
| | Fri | 4-Dec | SAGE pub - Single-Subject Designs | |
| Wk 17 | Mon | 7-Dec | Review; Cumulative Practice with Stats Application | Final Paper |
| | Sat | 12-Dec | TEST 5 - Lane, Ch 4, 14; C&B, Ch 6; SAGE pub; Cum Applic | Activity 11 |
| Bhatt = Bhattacharjee (2012) <i>Social Science Research Methods</i> | | | | |
| Lane = Lane et al. (n.d.) <i>Introduction to Statistics</i> | | | | |

Notes:

- Sept 2, Nov 18, and Dec 2 lab meetings will occur in Howard 210. All other lab meetings will occur in Woodall 158 unless otherwise announced in class.
- September 10 is the last day to withdraw from the course without a grade.
- Midterm grades will be reported for work completed through Oct 2.

The following table is included for the purposes of the final ALG report, which requires links to OER materials for each course assignment.

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|-------------|-----|--------|---|
| Wk1 | Mon | 17-Aug | Syllabus Review & Introduction to Project |
| | WED | 19-Aug | Finding & Obtaining Sources of Information (Activity 1) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 19-Aug | Bhatt, Ch 1 - Science and Scientific Research http://columbusstate.libguides.com/content.php?pid=673531&sid=5579113 |
| | Fri | 21-Aug | Bhatt, Ch 2 - Thinking Like a Researcher http://columbusstate.libguides.com/content.php?pid=673531&sid=5579113 |
| Wk 2 | Mon | 24-Aug | Ethical Considerations in Planning & Conducting Research http://columbusstate.libguides.com/content.php?pid=673531&sid=5579113 |
| | WED | 26-Aug | Research Ethics Certification https://phrp.nihtraining.com/users/login.php |
| | Wed | 26-Aug | Ethical Considerations in Analyzing & Reporting Research http://columbusstate.libguides.com/content.php?pid=673531&sid=5579113 |

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| | Fri | 28-Aug | Project - APA Style, Creating References & Title Page http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |
| Wk 3 | Mon | 31-Aug | Bhatt, Ch 3 - The Research Process http://columbusstate.libguides.com/content.php?pid=673531&sid=5579113 |
| | WED | 2-Sep | Bhatt, Ch 4 - Theories of Scientific Research (in classroom) http://columbusstate.libguides.com/content.php?pid=673531&sid=5579113 |
| | Wed | 2-Sep | Practice & Review for Test 1 |
| | Fri | 4-Sep | TEST 1 - Bhatt, Ch 1-4; Inform Gathering & Ethics |
| Wk 4 | Mon | 7-Sep | LABOR DAY - no classes |
| | WED | 9-Sep | Lane, Ch 1 - Intro to Stats & Practice with Scales (Activity 2) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 9-Sep | Bhatt, Ch 6 - Measurement of Constructs http://columbusstate.libguides.com/content.php?pid=673531&sid=5579115 |
| | Fri | 11-Sep | Project - Writing & Formatting the Introduction http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |
| Wk 5 | Mon | 14-Sep | Bhatt, Ch 5 - Research Design http://columbusstate.libguides.com/content.php?pid=673531&sid=5579115 |
| | WED | 16-Sep | Lane et al., Ch 2; Variables & Distributions (Activity 3) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 16-Sep | Bhatt, Ch 8 – Sampling http://columbusstate.libguides.com/content.php?pid=673531&sid=5579115 |
| | Fri | 18-Sep | Project - Practice Using & Citing Sources (Writing Center) http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |
| Wk 6 | Mon | 21-Sep | Lane, Ch 2 & 3 - Graphing & Summarizing Distributions http://columbusstate.libguides.com/content.php?pid=673531&sid=5579115 |
| | WED | 23-Sep | Describing & Graphing Distributions & Relations (Activity 4) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 23-Sep | Lane, Ch 3 - Summarizing Distributions http://columbusstate.libguides.com/content.php?pid=673531&sid=5579115 |
| | Fri | 25-Sep | Project - Writing & Formatting the Method http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |
| Wk 7 | Mon | 28-Sep | Bhatt, Ch 7 - Scale Reliability & Validity (see also Lane, Ch 6) http://columbusstate.libguides.com/content.php?pid=673531&sid=5579115 |
| | WED | 30-Sep | Validity & Reliability (Activity 5) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 30-Sep | Bhatt, Ch 9 - Survey Research http://columbusstate.libguides.com/content.php?pid=673531&sid=5579115 |
| | Fri | 2-Oct | Project - Compile and Review Data Collected http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |
| Wk 8 | Mon | 5-Oct | Practice & Review for Test 2 |
| | WED | 7-Oct | TEST 2 - Bhatt, Ch 5-9; Lane, Ch 1-3 |
| | Wed | 7-Oct | Morling, Ch 10 - Introduction to Simple Experiments http://columbusstate.libguides.com/content.php?pid=673531&sid=5587768 |
| | Fri | 9-Oct | Lane, Ch 7 & 9 - Normal Distributions & Sampling Distributions http://columbusstate.libguides.com/content.php?pid=673531&sid=5587768 |
| Wk 9 | Mon | 12-Oct | Lane, Ch 10 & 11 - Estimation & Logic of Hypothesis Testing http://columbusstate.libguides.com/content.php?pid=673531&sid=5587768 |
| | WED | 14-Oct | Hypotheses, Decisions, & Errors (Activity 6) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 14-Oct | Morling, Ch 10 & Passer, Ch 10 – Experimentation http://columbusstate.libguides.com/content.php?pid=673531&sid=5587768 |
| | Fri | 16-Oct | Project - Describe Data; Make Table(s) & Graph(s) http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |

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| Wk 10 | Mon | 19-Oct | Lane, Ch 12 - Testing Single Means (z and one-sample t tests) http://columbusstate.libguides.com/content.php?pid=673531&sid=5587768 |
| | WED | 21-Oct | z test, one-sample t, paired-samples t, Wilcoxon (Activity 7) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 21-Oct | Lane, Ch 12 - Testing Related Means (paired-samples t test) http://columbusstate.libguides.com/content.php?pid=673531&sid=5587768 |
| | Fri | 23-Oct | Passer, Ch 10 - Experimentation & Validity http://columbusstate.libguides.com/content.php?pid=673531&sid=5587768 |
| Wk 11 | Mon | 26-Oct | Lane, Ch 12 - Testing Independent Means (indep-samples t test) http://columbusstate.libguides.com/content.php?pid=673531&sid=5587768 |
| | WED | 28-Oct | Independent-Samples t, Mann-Whitney U, Chi-Sq (Activity 8) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 28-Oct | Lane, Ch 17 - Chi-Square Test of Independence http://columbusstate.libguides.com/content.php?pid=673531&sid=5587768 |
| | Fri | 30-Oct | Project - Analyze Data; Formatting & Writing Results http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |
| Wk 12 | Mon | 2-Nov | Practice & Review for Test 3 |
| | WED | 4-Nov | TEST 3 - Lane, 7, 9-12, 17; Passer, 10; Morling, 10 |
| | Wed | 4-Nov | Lane, Ch 13 – Power http://columbusstate.libguides.com/content.php?pid=673531&sid=5698146 |
| | Fri | 6-Nov | Project - Writing & Formatting the Discussion http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |
| Wk 13 | Mon | 9-Nov | Lane, Ch 15 - Analysis of Variance (ANOVA) http://columbusstate.libguides.com/content.php?pid=673531&sid=5698146 |
| | WED | 11-Nov | ANOVA (Activity 9) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 11-Nov | Lecture - Factorial ANOVA http://columbusstate.libguides.com/content.php?pid=673531&sid=5698146 |
| | Fri | 13-Nov | Project - Writing & Formatting the Abstract http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |
| Wk 14 | Mon | 16-Nov | ANOVA & posthoc comparisons (Activity 10) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | WED | 18-Nov | TEST 4 - Lane, Ch 13, 15; Factorial ANOVA |
| | Wed | 18-Nov | Cozby & Bates, Ch 6 - Nonexperimental Methods http://columbusstate.libguides.com/content.php?pid=673531&sid=5709311 |
| | Fri | 20-Nov | Project - Preparing a Complete Manuscript (Final Paper) http://columbusstate.libguides.com/content.php?pid=673531&sid=5629092 |
| Wk 15 | Mon | 23-Nov | THANKSGIVING BREAK - no classes |
| | WED | 25-Nov | |
| | Wed | 25-Nov | |
| | Fri | 27-Nov | |
| Wk 16 | Mon | 30-Nov | Lane, Ch 4 – Correlation http://columbusstate.libguides.com/content.php?pid=673531&sid=5709311 |
| | WED | 2-Dec | Correlation & Regression (Activity 11) http://columbusstate.libguides.com/content.php?pid=673531&sid=5654038 |
| | Wed | 2-Dec | Lane, Ch 14 – Regression http://columbusstate.libguides.com/content.php?pid=673531&sid=5709311 |

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| | Fri | 4-Dec | SAGE pub - Single-Subject Designs http://columbusstate.libguides.com/content.php?pid=673531&sid=5709311 |
| Wk 17 | Mon | 7-Dec | Review; Cumulative Practice with Stats Application |
| | Sat | 12-Dec | TEST 5 - Lane, Ch 4, 14; C&B, Ch 6; SAGE pub; Cum Applic |

VIII. Computer and Information Technology Usage

Information or problems regarding computer labs, web access, and other information technology issues should be sought from or directed to University Information and Technology Services (UITS):

<http://uits.columbusstate.edu/contact.php>. Call, e-mail, or visit the UITS Help Desk (706.507.8199; helpdesk@columbusstate.edu; First Floor of Center for Commerce and Technology).

CougarVIEW

All course grades will be reported by Dr. da Silva in CougarVIEW. Please review your grades periodically throughout the course to ensure that your records match those of the instructor. Please notify Dr. da Silva if access to the course in CougarVIEW is unavailable. Problems with your CougarVIEW password should be directed to the [Forgot Password?](#) link on the CougarVIEW login page. Other problems encountered while using CougarVIEW should be directed to the Desire2Learn Help Menu available at the top of the screen (towards the right-hand side) within CougarVIEW.

Word Processing

Students are expected to use word processing programs to complete written assignments during the course. Microsoft Word is available in all computer labs on campus, but students are welcome to use any program with which they are comfortable for completing these assignments.

Printing

Students will be asked to print and submit hard copies of assignments created using software. Students may e-mail assignments to ensure they are submitted on time, but a hard copy still should be submitted to Dr. da Silva to receive credit for the assignment. **Assignments submitted only electronically will not be graded.**

E-mail

Communication with students will occur primarily during class meetings, but students should check their Columbus State e-mail regularly for additional course announcements. **Dr. da Silva uses e-mail to communicate with students. Please read her messages!** 😊

Electronic Devices

Please turn off and store all computers, calculators, cell phones, and their cousins (Blackberries, Sidekicks, and the like) before entering the class. Rings, tones, and shakes, as well as text messages and pictures, can distract students and possibly disrupt the entire class. This policy is especially important given the wireless capabilities of classrooms, which encourages misuse of these devices during class. If students have difficulty remembering to turn off and store their electronic devices, they should not bring them to class. Failure to comply with this policy may be considered a form of behavioral misconduct and will lower students' participation grades.

Classroom Recording

Students are encouraged to take notes, but should do so using only paper and a writing utensil. Students may record class meetings for their own use only if the recording device is approved by Dr. da Silva before it is used in class. Any recorded information (written or audible) should not be distributed or sold without Dr. da Silva's permission. Students who require alternative recording methods for medical reasons should see Dr. da Silva.

IX. Learning Facilities and Resources

Students are encouraged to ask questions in class. Asking questions in class is one of the key components of being an engaged student. In this class, there will be opportunities to ask questions of Dr. da Silva and of peers. When students ask questions, the classroom awakens and the learning of students and other students around them increases.

Students also are welcome visit Dr. da Silva when they are having difficulty with course material or assignments. Dr. da Silva is more than happy to help students learn course material or improve their study habits during appointment times. Please visit http://dasilva_stephanie.youcanbook.me to register for an appointment time. When students schedule an appointment, they are encouraged to add a note specifying what they would like to accomplish during the meeting with me. To prepare for the meeting, students are asked to:

- ✓ Read the textbook or other reading material(s) relevant to the information.
- ✓ Complete the study guide or preparation guide relevant to the information.
- ✓ Develop specific questions or gaps in understanding about the information.

Students are encouraged to utilize the tutoring resources available on campus. Tutors are available for courses within the psychology major. The University Writing Center (<http://writingcenter.columbusstate.edu/>) and the Academic Center for Tutoring (<http://academiccenterfortutoring.columbusstate.edu/>) are good places to

receive help preparing for tests or preparing lab reports. Students are asked to make appointments online in advance.

Please notify Dr. da Silva if you have a registered disability with the CSU Office of Disability Services. Other students who have a documented disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504 may be eligible to receive accommodations to assist in programmatic and/or physical accessibility. It is recommended students contact the Office of Disability Services located in Schuster Student Success Center, Room 221, 706-507-8755 as soon as possible. The Office of Disability Services can assist you in formulating a reasonable accommodation plan and in providing support. Course requirements will not be waived but accommodations may be able to assist you to meet the requirements. Technical support also may be available to meet your specific need.

X. Course Policies

Attendance

Attendance will be taken at the beginning of each class. No portion of the grade will be determined by simply attending class. Attending class is important to optimize what is gained from the course and to guarantee completion of scheduled discussions, labs, and tests. As stated in the CSU catalog “students are expected to account to individual instructors for absences and, at the discretion of the instructors, to make up all work missed because of the absence.” Dr. da Silva hopes all students will attend class every day, but it is ultimately up to the students to attend.

Students who miss a lab or test and would like to complete it at a later time need to submit a written request to do so. The reason for the absence must be documented, described, and submitted to Dr. da Silva (in person or by e-mail). If the absence was due to personal illness or death of a family member, students should submit the “Excused Absence Application” (available on CougarVIEW) within two calendar days (i.e., 48 hours) from the class meeting in which the assignment was scheduled. If the absence was due to participation in a school-sanctioned event, students should submit a CSU Event Participation Form before the scheduled date of the assignment. Students who miss lab WILL NOT be allowed to submit the lab exercise unless the excuse is documented and Dr. da Silva agrees to oversee completion of the lab at another time. Further, points earned for data collection towards laboratory projects will be decreased automatically when students miss lab (whether excused or unexcused).

Students will NOT be allowed to make-up discussion points. If students miss class, even if excused, the participation grade is decreased.

Students who are absent still are required to submit written assignments in a timely manner. If a student is absent on a day when an assignment is due, the assignment should be submitted electronically prior to the beginning of class on the due date (see the syllabus section **Course Policies: Timeliness of Work**) to avoid late penalties. Students who miss data collection for their projects will be penalized in their final project scores (as will be described by Dr. da Silva when introducing the lab projects.)

Tardiness

Please try to arrive to class on time because late arrivals may disrupt class. Students who are tardy must stay after class to inform Dr. da Silva that they attended class. (Tardy students who do not report their presence after class will be marked absent.) Arriving late to class will decrease your participation score for the day.

Arriving late to lab will automatically deduct the grade on the day’s activity by 10%.

Academic Honesty

This course adheres to CSU's rules and regulations regarding academic honesty. Students are responsible for adhering to the regulations pertaining to academic misconduct published under the Student Rights and Responsibilities in the Student Handbook (<http://students.columbusstate.edu/academics.php>). You are expected to understand the policies covered therein.

Academic honesty is required by all students on ALL assignments. Students should assist each other ONLY when preparing for quizzes or tests. Students should NOT cheat, plagiarize, or commit fraud at any time.

- Cheating is prohibited. As stated in the Student Handbook, **“Unfamiliarity is not an excuse for infraction of regulations.”** The control of cheating is everyone's business. Simply put, do your own work and let others do their own (including taking tests). Lastly, if you know of cheating, report it to Dr. da Silva.
- Plagiarism is the presentation of another's work or ideas as one's own. Plagiarism includes the failure to credit a source of direct quotes or paraphrased information, as well as submitting unpublished work written by someone else under your own name.
- Fraud includes deception of others to include credit or accomplishment. Do not fabricate work or claim to have completed work that you did not complete. Do not pretend to represent another person.

Questions regarding academic honesty should be directed to Dr. da Silva before work is submitted for grading. Any instance of academic dishonesty will be discussed with the student and reported to administration. The consequence delivered depends on the severity of the infraction and the instructor's discretion. Possible consequences vary from redoing the assignment to failure of the course.

What can students do to prevent academic dishonesty?

1. Prepare for quizzes/tests/exams.
2. Keep your eyes on your own quiz/test/exam.
3. Cover your quiz/test/exam so others can't see it.
4. Write using your own words. (This precludes stealing words from a classmate or a source.)
5. Do not lend students your completed assignments.
6. Do not wait until the last minute to complete assignments.
7. Use the Writing Center or the library as a resource when writing papers.
8. Refuse to help students who cheat.
9. When in doubt, ask Dr. da Silva.
10. When in doubt, and you can't find Dr. da Silva, don't do it!

Timeliness of Work

All activities, paper sections, and the final paper should be submitted at the beginning of class on their due dates. Students who are absent still are required to submit assignments on time. Assignments submitted electronically must be received by Dr. da Silva's computer prior to the starting time of class to receive full credit. Assignments submitted after the beginning of class but before the end of class will be penalized 10% of the total possible score. Assignments submitted within 24 hours from the end of the class in which it was due will be penalized 20% of the total possible score. Assignments submitted between 24-48 hours from the end of the class in which it was due will be penalized 50% of the total possible score. No assignments will be accepted after 48 hours past the end of class (i.e., more than two calendar days late = not accepted). (Each day is a calendar day, so weekend days are included.)

Student Behavior

REGENTS STATEMENT – 1903 Disruptive Behavior
(BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98)

“Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.”

Examples of behavioral misconduct that are listed in the student handbook include class disturbances, physical assaults or threats, lewd or obscene conduct or expression, and interference with or failure to cooperate with university personnel while performing their duties. That list is not exhaustive, however, and misconduct may appear in many other forms. Students are asked to be respectful to themselves, each other, and Dr. da Silva.

Behavioral misconduct may result in temporary or permanent removal from class, a deduction in overall course grade, and/or referral to administration. Thereafter, the student(s) may be subject to discipline in accordance with the procedures described in the Student Handbook. Note: Students who are asked to leave class for violation of these rules, or any other reason, will be marked absent for that class meeting.

Student behavior that disrupts Dr. da Silva (aka, Dr. da Silva’s “pet peeves”):

❖ **Arriving late to class consistently.**

Occasional tardiness is understandable. Chronic tardiness implies lack of respect/concern for the class and its activities. Please be on time so everyone can get the most from our limited time together.

❖ **Arriving to class unprepared.**

Coming to class without having read the material and/or completed homework and practice implies that students expect peers and teachers to be responsible for their education. Please be ready to discuss and learn when you arrive to class.

❖ **Exerting minimal effort towards class activities and learning.**

Please try your best during class exercises, discussions, and lectures. Remain curious and engaged, and ask questions, to get the most from the class meetings.

❖ **Requesting tutoring/help when you consistently miss classes.**

Class time is the contracted time of interaction between students and faculty. It is a time all parties have agreed to devote to student learning. It is valuable, and so is everyone’s time outside class. When students miss class at their leisure, it is disrespectful to expect Dr. da Silva or peers to help them review missed material.

❖ **Sending e-mails without complete sentences or respectful tones.**

Please send e-mails containing salutations, complete sentences, and signatures.

❖ **Using cell phones in class.**

Using cell phones in class will negatively impact your participation grade. Dr. da Silva also will publicly ask you to put away your phone or simply ask you to leave the class. If a problem with cell phone use persists, Dr. da Silva will implement group contingencies to penalize the entire class of students.