

## Table of Contents

<b>IMPORTANT DATES FOR PSYCHOLOGY 1002</b> .....	<b>3</b>
<b>WELCOME AND INTRODUCTION</b> .....	<b>4</b>
<i>A bit about this Manual</i> .....	4
<b>WHERE YOU CAN GET MORE INFORMATION</b> .....	<b>4</b>
<i>The Psychology Counter</i> .....	4
<i>The Psychology 1 Coordinators</i> .....	5
<i>Your Lecturers</i> .....	5
<i>Your Tutors</i> .....	5
<i>THE PSYC1002 'WEBCT WEBSITE</i> .....	5
<b>REQUIRED AND RECOMMENDED MATERIALS</b> .....	<b>5</b>
<i>Textbooks</i> .....	5
<i>Readings</i> .....	6
<b>STRUCTURE OF PSYCHOLOGY 1002</b> .....	<b>6</b>
<i>Lecture Series</i> .....	6
<i>Tutorial Programme</i> .....	8
<b>ASSESSMENT</b> .....	<b>10</b>
<i>Assignment: Written assignment (25%)</i> .....	10
<i>Tutorial quizzes (5%)</i> .....	11
<i>Final Examination (65%)</i> .....	13
<i>Acting as participant in research (5%)</i> .....	14
<i>SIGNING UP FOR STUDIES ON SONA</i> .....	14
<b>PLAGIARISM</b> .....	<b>17</b>
<b>SPECIAL CONSIDERATION</b> .....	<b>19</b>
<i>Written Assignment</i> .....	19
<i>Quizzes</i> .....	19
<i>Final Examination</i> .....	20
<b>DISABILITY SERVICES</b> .....	<b>20</b>
<b>THE UNIVERSITY OF SYDNEY LIBRARY</b> .....	<b>21</b>
<b>PSYCHOLOGY 1002 SYLLABUS</b> .....	<b>22</b>
<b>GRADUATE ATTRIBUTES AND STUDENT LEARNING OUTCOMES FOR PSYC1002</b> .....	<b>25</b>

## IMPORTANT DATES FOR PSYCHOLOGY 1002

Last day for late enrolments in Psychology 1002	Friday 7 <sup>th</sup> August
Last day for tutorial time change requests	Friday of Week 2, 7 <sup>th</sup> August
Last day for withdrawal from Psychology 1002 without penalty	Monday 31 <sup>st</sup> August
Last day to request an essay as an alternative to participation in research	Friday of Week 6, 4 <sup>th</sup> September
First WebCT Quiz (1 of 9)	Week 3, Week beginning 10 <sup>th</sup> August
Submission of Written Assignment	<b>In your tutorial and Online in Week 9</b>
Last day for 10 point penalty with late submission of written assignments without extensions	The day of your tutorial in Week 10
Last day for 20 point penalty with late submission of written assignments without extensions	The day of your tutorial in Week 11
<b>Written assignments submitted after 4pm on Friday 16<sup>th</sup> October which have not already been granted an extension will receive an essay result of zero and have their essay reviewed as a serious attempt only</b>	<b>Essays submitted after 4pm on Friday 16<sup>th</sup> October</b>
Last possible time for submission of essays (with or without extensions)	4pm Friday Week 12, 23 <sup>rd</sup> October
Last Tutorial WebCT Quiz (9 of 9)	Week 13, Week beginning 26 <sup>th</sup> October
Last day for participation in research	Friday of STUVAC, 6 <sup>th</sup> November
Last day for requests to sit supplementary exam (due to sickness/misadventure)	One week after the date of the final exam
Final day for any submission to do with Psychology 1002 for 2009 (e.g. Request for Special Consideration)	One week after the date of the final exam

## WELCOME AND INTRODUCTION

Welcome to the School of Psychology at the University of Sydney. Our Junior Psychology units of study aim to provide you with a solid grounding in the subject of Psychology, as well as skills which will help you with study and employment more generally.

Every year most Psychology students have a great time and learn a lot of interesting things, but there are always students who suffer greatly because they remain ignorant of important rules. Use this manual to stay informed about what is required of you. Here are some issues which affect many 1st year students:

- Check your university email address regularly (or have it redirected to an address you do check). Important reminders and messages are often sent to your uni email, and it is your responsibility to check for them.
- Do not plagiarize. Plagiarism is basically cheating by copying written material either from a friend, a reading, or the internet. (See the section on PLAGIARISM)
- Do not skip course content. Go to all your lectures and tutorials. Not only is attendance compulsory and you can be absent failed, but University is expensive and you're wasting a lot of money.
- Quizzes and experiment participation are optional, but together are worth 10% ! Complete everything!
- Be disciplined and pace yourself well. First year students fresh from High School are often expecting to be told what they have to do and when, but at University you plan your time and how and when you study. Don't leave things until the last minute.
- Ask for help if you need it, and WHEN you need it - **within seven days of the due date of the assignment or exam.** (See the sections on SPECIAL CONSIDERATION and DISABILITY SUPPORT)

Dr Caleb Owens  
First Year Director

## A BIT ABOUT THIS MANUAL

Junior Psychology involves two separate units - Psychology 1001 & 1002. Each of these units lasts one semester, and both must be completed before you can enrol in any second year psychology subjects (Intermediate Psychology). This Manual includes necessary information about Psychology 1002 (e.g. lectures, tutorials, syllabus, assessment), important administrative rules, and advice. Taking the time to read through this information early in Semester 1 will help you perform well in your studies. This Manual also contains materials for the tutorial program. 'WebCT' is an online learning tool which should be used in conjunction with this manual to find out information about the course, and to prepare for your tutorials each week.

## WHERE YOU CAN GET MORE INFORMATION

There are a number of people who can help you with enquiries or concerns you have relating to Psychology.

### *THE PSYCHOLOGY COUNTER*

Location:	Ground Floor, Brennan MacCallum Building
<b>Psych 1 Admin Officer:</b>	<b>Erin Simpson</b>
Telephone:	9351 7327
Email:	erins@psych.usyd.edu.au
Opening :	12:30pm-5pm Monday-Friday.

Enquiries about administrative matters should be directed to the Psychology counter. The Administrative Officer will answer emails containing enquiries that are specific to the student, but may not answer requests for information that has been made readily available

on the Web pages, handouts or in this manual. It is your responsibility to access the information provided for you.

## THE PSYCHOLOGY 1 CO-ORDINATORS

The Undergraduate Coordinator is Dr. Fiona White. Her office is in the Brennan MacCallum Building, Room 426, and her telephone number is 9351 3246.

The First Year Director is Dr Caleb Owens. His office is in the Brennan MacCallum Building, Room 453, and his telephone number is 9351 7523.

If you have a question, start by looking for the answer in this manual, or ask your tutor.

## YOUR LECTURERS

Your lecturers will assist you with any difficulties that you are having with the content of their lecture series. Please try to see lecturers immediately after a lecture or during the consultation hours that they identify in lectures. While there are discussion forums on WebCT (see Section on COMPUTERS IN PSYCHOLOGY 1002 for details on how to access this location) lecturers generally do not read the messages, so questions for lecturers should be directed to them by email, or in their consultation time.

## YOUR TUTORS

In your first tutorial (in Week 2) you will meet your tutor, who will give you their contact details, and their weekly consultation hours. One of your tutor's responsibilities is to help you with any difficulties that you are having with the content of Psychology 1002. Usually these issues can be addressed in your tutorial. Otherwise, you may see your tutor during their consultation time.

**Note importantly:** That tutors are forbidden from directly commenting on your written work before you submit it. You can and should discuss any difficulties you are having with writing your assignment, but your tutor should not be shown or given an actual draft and asked for comment, **your assignment is solely your own work.**

## THE PSYC1002 'WEBCT' WEBSITE

Information relating to lectures, tutorials, and various useful services will be available on the Psychology 1 WebCT site. (logon to "myuni": [http://www.usyd.edu.au/current\\_studnet](http://www.usyd.edu.au/current_studnet)) Since this manual was printed in July 2009 the latest information about this course will always be on this WebCT page.

## REQUIRED AND RECOMMENDED MATERIALS

Apart from this Manual, you are required to read material from two textbooks. Recommended reading includes material from reference books and journals.

### TEXTBOOKS

Weiten, W. (2007). *Psychology (7<sup>th</sup> Edition)*. CA: Thomson Publishers.

Burton, L.J. (2007). *An Interactive Approach to Writing Essays and Research Reports in Psychology*. Milton, Queensland: John Wiley & Sons.

**IMPORTANT:** The recommended textbook comes with an important electronic resource (CD) called "PSYKTREK". Many of the exercises on this disc will be the 'webCT' exercises you are required to complete at your own pace. The CD should be included with the textbook from the Coop Bookshop, so be wary if you are buying the textbook second hand or from another vendor.

**Alternatives:** The PSYKTREK CD is now up to version 3.0: version 2.0 is fine and no content only in version 3.0 is referenced in this course. A "Writing for Psychology" textbook is recommended, but it does not have to be the Burton – any "Writing essays and reports for psychology" textbook is useful. The Weiten 2007 – 7<sup>th</sup> edition though is essential, since all

page number references used in the lectures and the tutorials refer to this edition. If you wish to use an earlier version of Weiten it's up to you, but there is no point asking lecturers about how good earlier editions are since Edition 7 is the first Weiten text we have used.

## READINGS

A list of readings for different areas of Psychology 1002 is provided in the Section of this Manual titled: PSYCHOLOGY 1002 SYLLABUS. Your lecturers will tell you which of these are required readings, and which are merely recommended.

Most required and recommended readings will be available to read or copy in the University of Sydney Library, Special Reserve (see Section on THE UNIVERSITY OF SYDNEY LIBRARY). Many will be available in electronic form. In addition, there are multiple copies of the textbooks in the Undergraduate section of the library.

## STRUCTURE OF PSYCHOLOGY 1002

**Each week you must attend three 1 hour lectures (starting in Week 1), and one 1 hour tutorial (starting in Week 2). You will also be required to complete a WebCT component BEFORE most tutorials which will take about 1 hour on average.**

## LECTURE SERIES

You will need to attend one lecture on Tuesday, one on Thursday, and one on Friday. In the first part of Semester 2 you will be learning about three separate areas, and each of these areas is taught on a different weekday. In the second part of Semester 2 you will be learning about another three areas. The Table below shows which areas are taught on which days, and for how many weeks of Semester. The name and office location of the staff member responsible for teaching each area is also given in the Table.

**ALL PSYC1002 LECTURES ARE GIVEN IN THE WALLACE LECTURE THEATRE(SCIENCE RD)**

Day	Topic	Lecturer	Office
TUESDAYS	Cognitive Processes (6) Perception (7)	Dr Caleb Owens Dr John Cass	BM 453 BM 448
THURSDAYS	Learning & Motivation (8) Emotion (5)	Dr Ben Colagiuri Dr Marc De Rosnay	GT468 BM 444
FRIDAYS	Mental Abilities (7) Human Development (6)	Mr Leonardo Gabales Assoc. Prof Pauline Howie	GT310 BM 420

**Office location key:** BM – Brennan MacCallum (opposite Manning Bar); GT- Griffith Taylor Building (next to BM).

## Time

The timetable that you download via the My Uni website will tell you the time of your lecture on each of the three days. You must attend the lecture to which you are allocated.

## Materials

Lecturers will direct you to required, assessable readings and recommended readings during their lectures and as part of their lecture materials.

Most lecturers provide outlines for their lectures on the Psychology 1 WebCT page. Lecturers have different practices and opinions about the ways you should use the outlines. Each lecturer will tell you in their first lecture whether they will provide outlines and, if they will, whether they will put them up before or after the relevant lecture.

The outlines should not be regarded as a replacement for attending the lectures for three reasons. First, you are unlikely to obtain all the information you need to proceed in psychology (or to pass your exams!) from the outlines alone. They are usually just the overheads that will be used – usually a few hundred words per lecture, whereas a lecturer will say 6,000-10,000 words in the same time. Second, you are likely to understand the material better when you hear someone explain it and take your own notes. Third, **it is compulsory that you attend at least 80% of your lectures, and not doing so is sufficient grounds for failing Psychology 1002.**

If you know early on that you will systematically miss any course component, then it is strongly suggested that you discontinue your studies before you waste your time and money. For example **if you know that every week you will have to miss the 'Thursday lecture' because of another commitment, then you will miss two entire lecture streams throughout the semester (around a third of all course content).** Try to move your other commitments to fit with your learning, since University is expensive and requires dedication.

We do not record lectures. If you wish to record a lecture, ask the lecturer before they begin.

## **TUTORIAL PROGRAM**

You will need to attend one tutorial each week.

<b>Week</b>	<b>Begins on Monday</b>	<b>Tutorial Topic</b>
1	27 July	<i>No tutorial this week</i>
2	3 August	Introduction
3*	10 August	<b>Research report experiment*</b> <i>Quiz 1 online this week</i>
4	17 August	Cognitive Processes
5	24 August	Writing a research report in psychology <i>Quiz 2 online this week</i>
6	31 August	Learning <i>Quiz 3 online this week</i>
7	7 September	Motivation <i>Quiz 4 online this week</i>
8	14 September	Development of intelligence <i>Quiz 5 online this week</i>
9	21 September	Development of control <b>Report due in your tutorial during this week.</b>
<b>Mid-Semester Break</b>	<b>28 Sept – 2 Oct</b>	<b>No tutorial</b>
10**	5 October	Perception** <i>Quiz 6 online this week</i>
11	12 October	Mental Abilities <i>Quiz 7 online this week</i>
12	19 October	Emotion <i>Quiz 8 online this week</i>
13	26 October	Revision and feedback <i>Quiz 9 online this week</i>
<b>StuVac</b>	<b>2 November</b>	<b>No tutorial</b>
<b>Exam period</b>	<b>From 9 November***</b>	

\*It is very important that you attend the CORRECT tutorial this week, otherwise you will miss out on experiencing your research report experiment (25% assessment).

\*\*There is a public holiday on the Monday of this week. Students timetabled in Monday classes should attend an alternative tutorial.

\*\*\*It is likely, but not absolutely certain, that the PSYC1002 final exam will be on the morning of Thursday 12<sup>th</sup> November. Check the exam timetable when it is released for confirmation.

## **Location**

All tutorials are held in the Psychology tutorial rooms on level 4 of the Old Teacher's College. The Old Teacher's College is down the hill from Manning Bar, on the same side of the road, then climb up to the top floor, level 4, then you will find the Psychology tutorial rooms in the North-Western corner, or just keep walking around the top floor until you see them.

## The time of your tutorial

The timetable that you download via the My Uni website will tell you the time and room of your tutorial. A large number of students will want to change their tutorial time – the procedure to do this will be posted on webCT. Things to understand:

- Most tutorials will be full at the beginning of each semester.
- Do not attempt to ‘bully’ your way into a tutorial by intimidating the tutor.
- University policy is that you are marked absent unless you attend the correct tutorial. There is no point ignoring your timetable and asking a new tutor each week to ‘sign you off’. If you are in the wrong place, you are absent.
- For the first few weeks tutors may let you into their classes until things settle, but this is just done as a week by week courtesy. If you keep attending the same, incorrect class, then you will eventually be refused entry.
- If your non-university commitments mean you are unable to attend any of the tutorial times you are offered, you will have to change those commitments or consider dropping this subject.
- The least popular tutorial times are 6-7pm on Tuesdays and Thursdays, and 9-10am Monday-Fridays. If you are trying to get into tutorials adjacent to lecture times then it is clear why you are having no success.
- **It is important to be settled in a tutorial by Week 3**, as that is when you participate in an experiment upon which your report will be based, and they differ from class to class. If you complete the report topic because you were in the wrong class, then it will receive a large penalty, or it may not be marked at all.

## Nature of Class

Each weekly tutorial runs for 1 hour, but you are almost always required to complete webCT exercises before each tutorial which should also take 1 hour.

The most common complaint against tutors is that they are too kind to students who never complete their webCT pre-tutorial exercises. If you have classmates who are slowing down the classes by never completing their homework and asking the tutor to explain things they should already know, then make them aware of this.

Tutorials are small classes of around 20 students, so you will find there is an opportunity to ask questions (unlike in lectures) and get to know other psychology students.

## ASSESSMENT

There are four main components of assessment for Psychology 1002: an assignment (1000 word written assignment), 9 tutorial quizzes, experiment participation, and a final examination. The following table shows what percentage of your final mark will be contributed by each component.

What?	When due?	% Assessment
<i>Compulsory Components</i>		
Written Assignment	In tutorial class in Week 9 and online via WebCT	25%
Exam	During exam period at the end of semester	65%
<i>Optional Components</i>		
Online Tutorial Quizzes (average of 9)	Throughout semester, from weeks 3-13	5%
4 hours of Research Participation	Throughout semester. Online using SONA	5%
<b>Total</b>		<b>100%</b>

Your final mark is given on a scale from 0 to 100.

85 and above	=	High Distinction
75-84	=	Distinction
65-74	=	Credit
50-64	=	Pass
49 and below	=	Fail

**Note that in the Faculty of Science there is no “Pass conceded” or “Concessional Pass” category. If you receive 49 or less then you have failed.**

Raw marks in each component of Psychology 1002 are rescaled to fit the University marking scale, and “weighted” (according to the percentages above) before being totaled into a final mark. Your final mark will be available on the My Uni website, and an official transcript will be posted to you. **A minimum result of 50% in BOTH PSYC1001 and PSYC1002 is required to progress to Psychology 2 units of study.** A breakdown of the marks awarded to each student in each course component will be displayed on WebCT several weeks after the final exam.

### WRITTEN ASSIGNMENT (25% IN TOTAL)

For Psychology 1002 you must write a 1250 word written research report based on an experiment run in tutorials in Week 3. The Week 5 tutorial is dedicated to instructing you on how to write a report in the correct psychology format, and associated with that tutorial on webCT is a large number of supporting materials.

Common Problems Students have with Written assignment:

- What written assignment? Even though submitting a written assignment is a compulsory requirement of passing PSYC1002, too many students forget to do so, or hand them in so late that they receive no marks for them.
- Students who think they are good at writing per se, ignore the instructions concerning how to write an APA formatted psychology report.
- Students, who ignore instructions on how to reference correctly, plagiarise sections of their written assignment resulting in harsh penalties (Refer to the section PLAGIARISM).
- Students are not aware of the ‘Writing for Psychology’ textbook (Burton), which is available at the Coop bookshop and is extremely helpful.
- Students reduce the font size to make their tutor think they have not exceeded the word limit. Written assignments should be printed in 12-point times new roman font. The word limit can be under or over by 5% without a penalty applying.

Submitting your written assignment:

- Your written assignment is due **at your correct tutorial time in Week 9 (September 21<sup>st</sup> - 25<sup>th</sup>)**.
- You must submit a paper-copy and an online copy of your written assignment.
  - The paper-copy is for your tutor to mark and write comments on, and the online copy will be run through our word-count and plagiarism software.
  - If the paper-copy and online copy are found not to match, then you may be penalized up to the entire value of the written assignment.
- For the **paper-copy**, print out your essay, and bring it to your tutorial in Week 9. Your tutor will give you a coversheet for you to sign and attach.
  - If you miss your tutorial, or are handing in your essay late, you need to submit your essay directly to the Psychology Counter (Room 325 Brennan MacCallum Building). Do not attempt to hand it to your tutor directly outside class time.
  - You will receive an email receipt for your hardcopy submission.
- For the **online-copy** go to the assessment section of webCT and you will find instructions on how to submit it online. (This will appear about a week before the due date).
  - Do not email your written assignment to anyone. If you do not understand any aspect of the webCT submission procedure, ask on the webCT forums or ask your tutor.
  - You will not receive any receipt for your online submission (the receipt you receive via email is for your hardcopy). To ensure you have submitted successfully online, log out of webCT then log back in and if you see that your assignment is still there.

#### Penalties applying to the submission of written assignment

Paper-copy or online copy 1-7 days late	-10
Paper-copy or online copy 8-14 days late	-20
After 14 days late, Paper-copy submitted but online copy not submitted	-20, and written assignment held back until online copy is submitted
After 14 days late, Online-copy submitted but Paper-copy not submitted	-20, and we'll print it out and give it to your tutor
More than 14 days late, nothing submitted.	No mark awarded
No written assignment submitted before Friday 23 <sup>rd</sup> October	No mark awarded and alternate assignment required
No essay of any kind submitted	Absent fail for PSYC1002

Note that these penalties may be modified by a successful application for SPECIAL CONSIDERATION (see section ahead), however this does not apply to the final possible submission date of Friday 23<sup>rd</sup> October. All written assignments must be received by 4pm on that date, as written assignments on the same topics will be handed back to students from the following Monday.

Late written assignments (with or without extensions) must be submitted directly to the Psychology Counter, **Room 325 Brennan MacCallum Building**, during Office hours. After hours submissions can be dropped in the after hours submission boxes (located to the right of the Psychology Counter).

#### TUTORIAL QUIZZES (5% IN TOTAL)

Throughout semester from weeks 3 to 13, quizzes will be available on WebCT. These assess tutorial material, including the compulsory tutorial exercises available on WebCT under the "Preparatory Work" heading for each week's tutorial, and also any textbook readings or other reading referred to as 'required' in the manual. Clearly the material you learn in tutorials will also be discussed by lecturers so it may be worthwhile studying lecture notes too when they seem relevant.

There are nine quizzes available throughout the semester. They will be available for one week only at a time, and they will only be available online. Once you log on, the time limit for each quiz is 20 minutes, as timed by your computer's clock. This is 2 minutes per question which is a little more than what you will have for the final exam (100 questions in 2 1/2 hours). This will not be enough time for you to rapidly flick through materials to work out the right answer, so it is expected that you will actually review the tutorial material each week **before you begin the quiz**.

However the quizzes are treated as "mastery exercises", which means that you can attempt them an unlimited number of times, and each time you will receive feedback on your responses. If you start attempting each quiz early in the week then you would be expected to receive full marks by the end of the week. The only restriction is that **there must be a 3 hour break between attempts, so don't leave your first attempts to the last minute**.

The main purpose of the quizzes is to provide you with continuous feedback on how well you are learning the material throughout the semester. How you use the quizzes **is entirely up to you**, but we recommend the following strategy:

**1<sup>st</sup> Attempt** : Study the materials **before** this attempt, and your score for your first attempt will reflect your true understanding and possible final exam performance for this topic.  
**2<sup>nd</sup> Attempt** : Using the feedback on the questions you answered incorrectly (or guessed, and answered correctly), refer back to the relevant tutorial materials to see what happened; then make your second attempt when you understand those materials better.  
**Later attempts** : You may have to refer back to the materials several times before you master the material. Don't just keep guessing until you get them right, try to understand what is going on. You can always discuss the questions with friends or a study group at this stage.

We recommend this strategy because if you start copying answers from colleagues from the first attempt OR make a first attempt when you know nothing and just guess, then you will learn nothing about how well you might perform in the final exam, and you may not end up truly mastering the material.

However you approach the quizzes **your final score for each quiz (from your last attempt) will be counted**. Try to ensure that is the highest score! All 9 scores from all 9 quizzes will then be added together for a mark out of 90, and this will give you your 5% for this component (i.e. your score out of 90 multiplied by 5/90).

Quiz	Available	Tutorial Topics Assessed
1	Week 3 - August 10 <sup>th</sup> – 16 <sup>th</sup>	Course requirements and course information (Week 2)
2	Week 5 - August 24 <sup>th</sup> – 30 <sup>th</sup>	Cognitive Processes (Week 4)
3	Week 6 - August 31 <sup>st</sup> – September 6 <sup>th</sup>	Report Writing (Week 5)
4	Week 7 - September 7 <sup>th</sup> – 13 <sup>th</sup>	Learning (Week 6)
5	Week 8 - September 14 <sup>th</sup> – 20 <sup>th</sup>	Motivation (Week 7)
6	Week 10 - October 5 <sup>th</sup> – 11 <sup>th</sup>	Development of Intelligence (Week 8), Development of Control (Week 9)
7	Week 11- October 12 – 18 <sup>th</sup>	Perception (Week 10)
8	Week 12 - October 19 <sup>th</sup> – 25 <sup>th</sup>	Mental Abilities (Week 11)
9	Week 13 - October 26 <sup>th</sup> - November 1 <sup>st</sup>	Emotion (Week 12)

Each quiz will be available on WebCT for one week only (usually a week or two after the tutorial it is based on was running). **The quizzes do not begin until week 3 so this gives you a lot of time to ensure you have WebCT access**. It is your responsibility to ensure you can access WebCT during that week and complete the test. The quizzes will usually go online at 9am Monday and always close at midnight on the next Sunday.

WebCT is very reliable, but is occasionally offline for maintenance. If this is the case announcements will appear in advance after you login to myuni.

Problems students have had with the quizzes in the past:

- What quizzes? Too many students (usually 20%) simply ignore them altogether, yet they are the easiest course component to complete.
- Students think the highest score they achieve over multiple attempts counts, when it is in fact the **last score**.
- Students wait until Sunday to begin each quiz, and if they have a problem they actually try to contact the school on Sunday and expect someone to be there! Start your quizzes early in the week, and you'll have plenty of time to sort out any problems.
- Students don't save their answers as they go or even at the end. If you don't do this and you lose your internet connection, your progress will be lost.
- Students do not submit a quiz once finished, and this locks them out from further attempts. This can be solved by simply going back to the quiz and submitting it.

**Technical problems are not considered grounds for special consideration, unless they relate to systematic problems with WebCT or WebCT access (which are extremely rare).** Servers crash, office networks suddenly stop working, little brothers trip over modem cables, outdated operating systems or browsers sometimes freeze. Because you have unlimited attempts on each quiz, you have plenty of time to address technical problems yourself, but we'd advise you to **make successive attempts on different computers or different networks**, or update the software that you believe is causing the problem. If you are having problems don't keep attempting the quizzes on the same computer.

**Psychology tutorial room OTC403 is open every Wednesday morning from 9am to 12noon for psychology students to use if you need a reliable computer and connection.**

## FINAL EXAMINATION (65% IN TOTAL)

During the university examination period (beginning 9<sup>th</sup> Nov) you will sit a two and a half hour examination. The examination will consist of 100 questions based on material covered throughout Psychology 1002. All of the material assessed in the final exam will come from the lectures and the readings which lecturers require you to read, however since lectures and tutorials overlap to such a great extent, it is worth revising some tutorial materials too. Lecturers will inform you in their lectures of what material they will be assessing. The precise date, location and seat number of your examination will be posted on the My Uni website toward the end of Semester.

Component	Number of Questions	% of final mark
Perception	18	11.7%
Cognitive Processes	15	9.75%
Learning and Motivation	21	13.65%
Emotion	13	8.45%
Human Development	15	9.75%
Mental Abilities	18	11.7%
TOTAL	100	65%

## ACTING AS PARTICIPANTS IN RESEARCH (5% IN TOTAL)

There are two reasons that involvement in research is part of Psychology 1:

1. To give you first-hand experience of what real psychological research is like.
2. To make you familiar with the problems that researchers can encounter when trying to conduct research.

Involvement in research is Psychology's form of practical work, and you are encouraged to act as participants. The studies that you may participate in form part of the School's research program and are conducted by staff members, research assistants, and postgraduate or Honours students (under staff supervision).

Experiment time completed	Mark
1 hour	1.25%
2 hours	2.5%
3 hours	3.75%
4 hours	5%
More than 4 hours	5%

Note that fractions are also considered, e.g. completing 3.5 hours will give you 4.375%.

This is a non-compulsory assessment component of Psychology 1002. Students who do not complete this section will not automatically fail the unit of study, but will not gain the 5% allocated to this component. If you have ethical objections to participating in research you may request alternative work (a 1000 word essay), by writing a letter outlining the objection and request to the Coordinator of Psychology 1 **no later than the end of Week 6 (Friday 4<sup>th</sup> September)**. Alternative work cannot be requested on the grounds of any other objection.

Studies begin being advertised in Week 1 of semester, and unlike Semester 1, there are many available right from the start. Since there are likely to be fewer studies available by the end of semester, try to complete your participation early and you'll get the best choice. **The last day you can participate in research and receive time credit is the end of STUVAC (Friday 6<sup>th</sup> November)**. This includes online surveys. If they are not completed and submitted by this final date you will not receive credit.

## SIGNING UP FOR STUDIES ON SONA

The website to sign up for experiments is linked to from webCT but is actually separate, the direct address is:

<http://sydneypsych.sona-systems.com/>

All students we know of are enrolled in the system from Week 1, and we update this list with new enrolments every week until all enrolments are accounted for. If you are a late enrolment, then simply wait.

**Your login will be your UNIKEY, and your initial password will be your student ID.** If you ever have any problems with your password (forgot/not sure), then on the initial login screen on the bottom left select "Lost your password". Type in your UNIKEY and you will be emailed the details.

Whenever you log in you will also be offered the opportunity to complete a 'pre-screen' questionnaire. You do not have to complete this. If you choose to, then allow 30min to complete it - and you will receive 30min credit time. The aim of pre-screen is to allow researchers to more efficiently select subjects for later studies, but if you choose not to complete it you will still be able to participate in most experiments.

Around the time you first login, you may also want to follow the 'profile' link at the top and change your password, and perhaps nominate another email address for messages and reminders (it's your responsibility to ensure this second email address is working).

You may browse for available studies, and sign-up for those you are interested in. When doing so note that **you only need 4 'credits' to receive the maximum 5%, where 1 credit = 1 hour**. Also realize that each sign-up is an appointment you have with a researcher. There are penalties for breaking appointments if you do not cancel more than 24 hours before the study runs, and the sign-up itself constitutes your informed consent to participate, so read the description well. Understand this:

### Informed Consent

By signing up to an experiment on SONA, I am giving my consent and I acknowledge that:

1. I have read the procedures required for the project and understand the time involved, and any questions I have about the project have been answered to my satisfaction.
2. I have read the project information and have been given the opportunity to discuss the information and my involvement in the project with the researcher/s.
3. I understand that I can withdraw from the study at any time once I begin, without affecting my relationship with the researcher(s) now or in the future.
4. I understand that my involvement is strictly confidential and no information about me will be used in any way that reveals my identity.

Note importantly that all research is monitored by the Human Ethics Committee to ensure that all studies are ethical. If you have a complaint about the conduct of a study, you may speak to the University's Human Ethics Officer (Ms Gail Briody, Ph: 9351 4811). You have the right to withdraw from a study at any time if you have an objection to it.

### Getting the most out of research

- Become familiar with the system once you have logged in. You are able to see all your future appointments, you are able to cancel appointments if they are more than 24 hours away, you are able to contact researchers for either future or past research, and you are able to see how much credit you have earned.
- **Never participate in an experiment you have not signed up for.** Good researchers will have a list of the subjects they expect, and if you are not on that list:
  - You might be in the wrong place (and a researcher somewhere else is waiting for you).
  - You might have made an error signing up (you can check on the internet from anywhere)
  - Even if you complete the study, the researcher will be unable to credit you.
  - If something goes wrong, there is no record of you having consented to be tested in that particular experiment.
- Once you have participated in a study, find out what it was about. Make sure every researcher debriefs you properly, explaining the kind of psychology the study relates to, why the research is being conducted, and what they hope to find. All researchers should have a one page debrief sheet for you - if they do not give it to you straight away, ask them via email and they will send it to you once the study is complete.
- Don't get lost. A map showing the location of buildings that many of the experiments are run in is available on the "Course Information" page on WebCT. If it is not clear to you a few days before the study runs where it will be, contact the researcher.
- Pay attention to the requirements. There is no point signing up for an experiment for "smokers only" if you are a non-smoker.
- If you receive a penalty, you might be able to negotiate with the researcher to participate in their study another time. If they agree, don't be late a second time or the penalty will stand.

- If you arrive at the correct location of a study on time, and there is no researcher there, the researcher deserves to be penalized, contact the researcher first, then the subject pool coordinator if a dispute persists. See table below.

### Where to ask for help

<b><i>I don't understand how to use SONA</i></b>	Read this manual. Check the online documentation on SONA. Ask your colleagues. Ask your tutor.
<b><i>I am unsure of what my password is</i></b>	Click on 'Lost your password?' on the SONA website and enter your UNIKEY
<b><i>SONA does not recognize my UNIKEY</i></b>	Check you've entered your UNIKEY correctly. If you have enrolled late, then simply wait. If the problem persists, email your tutor with the details.
<b><i>I've forgotten the experiment details</i></b>	Login to SONA, and find your appointment slot - the details will always be there
<b><i>I cannot make the experiment (&gt;24 hours before)</i></b>	CANCEL THE APPOINTMENT YOURSELF! Simply login and scroll down to your appointments to do this. There is no need to email anyone.
<b><i>I cannot make the experiment (&lt;24 hours before)</i></b>	Login to SONA, then find the researcher's contact details - contact them and say you cannot make the time. Unless you have a medical certificate you will not necessarily escape a penalty, but you have saved them the trouble of waiting for you. NB: There's no point 'replying' to any automated reminder you will be sent, since you would be talking to a computer.
<b><i>Where is the room?</i></b>	The location is listed on the SONA website. Depending on how late you have left it to find out, you may want to contact the researcher by email or phone, ask your tutor, or consult a map on the University of Sydney website, or the map on the WebCT site.
<b><i>I disagree with a penalty</i></b>	Contact the researcher first - login to SONA, find their details and email or phone them.
<b><i>I have a problem with the researcher or the research</i></b>	Contact the Subject Pool Administrator Dr Caleb Owens, <a href="mailto:calebo@psych.usyd.edu.au">calebo@psych.usyd.edu.au</a> , x17523. Be sure to cite the experiment name and the names of the researchers involved.

## PLAGIARISM

Plagiarism occurs when you present someone else's words or ideas as your own. Plagiarism is a kind of stealing, and is dishonest and unacceptable. The University has very clear and strict guidelines about responding to plagiarism and the penalties for this are quite severe.

In 2007 we introduced plagiarism software for the first time and were shocked at how many students were simply copying material from sources word for word. In 2008 however we made referencing skills education a priority and demonstrated the power of the plagiarism software early on in semester. The rates of plagiarism dropped dramatically, but many students were still caught.

Our School Policy is this:

### Plagiarism is not permitted

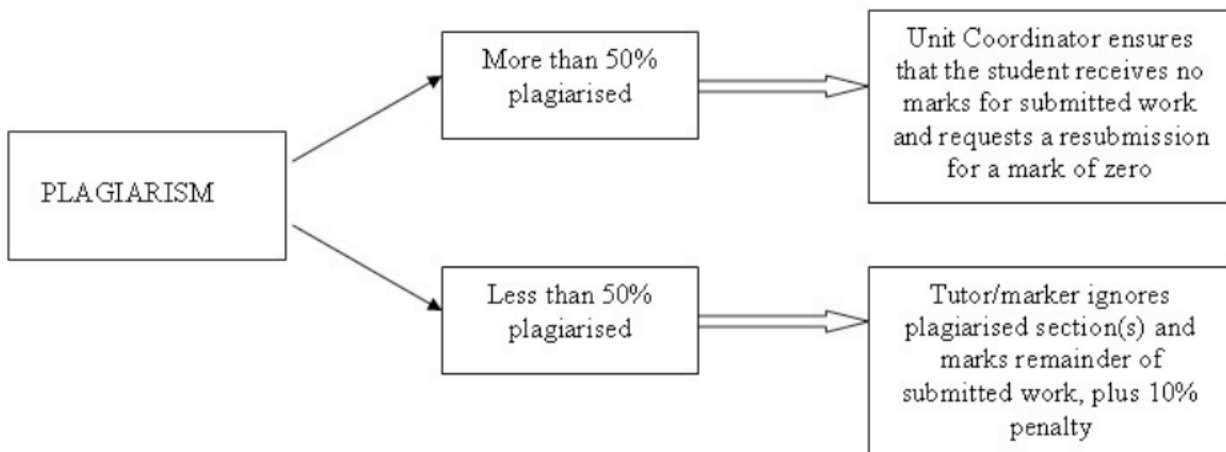
i) Are you sure you know what plagiarism is?

Please refer to the University policy on plagiarism:

<http://www.usyd.edu.au/senate/policies/Plagiarism.pdf>

ii) The School of Psychology will penalise **all** submitted work that is plagiarised;

iii) The School of Psychology is using software to detect **all** forms of plagiarism.



**Here is a very clear outline of what is regarded by the University as plagiarism:**

First, **never use another person's words without acknowledging that person.** Generally, it is best to avoid quotations anyway. Unless someone has said something more clearly than you could ever say it, or there is some special significance to what they have said, use your own words. You need to learn to express yourself clearly in writing and, like most other skills, this requires practice. If you do use a quotation this should be indicated in the conventional way by enclosing the quoted passage within quotation marks and by providing a precise reference for the source of the quote, including page number/s.

Second, **never use another person's ideas without acknowledging that person.** Even paraphrasing someone else is plagiarizing, if you do not acknowledge them. You do this by giving their name and the year in which they presented the idea; you do not need a page number except for quotes (see above). Expressing an idea without giving a citation implies

that it is your own idea. Especially when you are starting out in psychology, most of what you say in an Report or report will be information that you have read somewhere. So we expect that you will provide a citation for almost every claim that you make. Correct referencing style is one of the things for which marks will be awarded.

This does not mean that you can simply string together a whole lot of ideas from other people and call it your Report or Essay. If all you do is reproduce what someone else has said about a topic (with a bit of editing) you are unlikely to understand the information. So, you need to structure the information you have collected (and acknowledged appropriately) into an argument that is your own. The originality of your thinking should be evident in the way in which you answer the question, show understanding of the topic, and structure the written assignment.

**The points made here also apply to non-textual material. For example, graphs or tables of data included in a report should be your own work and not copied from others.** Very occasionally you may need to 'quote' a figure from some other source; if you do so, you should make its origin quite clear.

In all of the above, "another person" can be a published author or another student. Copying (even with some paraphrasing) is plagiarism. Avoid the possibility of copying, or being copied by, another student. It is alright to discuss a topic with another student, but avoid ever seeing their written work. It is too easy to "incorporate" it into your own work (even without realizing it). Also, avoid letting other students see your written work. On the rare occasion where this could be appropriate, make sure that the other student acknowledges your contribution as the original author. Otherwise what may perhaps have been intended as an act of generosity could have harmful consequences.

**In Psychology 1, there are NO contexts where you should share your work with others.**

Be very protective of your written work. Even if a close friend (of ten years!) begs you to email them your work to "help them get an idea of what to do" refuse the request. You should only feel comfortable showing your work to another student in the same course if you are holding the hardcopy and they do not have a notepad! In all other circumstances the temptation is often too much, and you will be condemning your friend to a severe penalty by being 'kind'.

If you must ask someone to proofread your work, ask someone who is not a Psychology student, and even then show them a hardcopy and sit by them while they correct it.

- Do not email your written work to anyone.
- Do not place your written work on a college network.
- Do not leave your work on a public computer.
- Do not leave the room while you are 'showing' your assignment to a colleague.
- Even if the person requesting your work is your best friend in the whole world, do not trust them with your work. This is an issue of temptation more than dishonesty.

**NB: Do not accept written material from another student (or 'helpful' college tutor) who completed another course or the same course in previous years. It is still not your work if you accept this 'help' and you will be easily caught.**

## SPECIAL CONSIDERATION

### What to do:

- Understand that the Faculty of Science is in charge of Special Consideration for Psychology, regardless of what Faculty your degree originates in.
- Start by going to the Faculty of Science Webpage, and downloading the 'Special Consideration' pack

<http://www.science.usyd.edu.au/cstudent/ug/forms.shtml>

- The application pack contains a section which your practitioner must fill out. Keep this in mind, and plan a trip to your practitioner *after* you have obtained this form for them.
- Once you have completed your application, submit it to the Faculty of Science Office in person (Level 1 Carlaw building).
- After you have lodged the application with the Faculty of Science, they will stamp it if it is accepted, and you then need to bring it to the Psychology Counter (Level 3 Brennan MacCallum).

### Important:

- If you are applying for Special Consideration, that usually means you have been sick or still are sick - and since the forms need to be submitted in person, you might want to ask a friend or family member to do this for you.
- Lodge your application **within seven days of the assessment task for which consideration is sought**. This is most important. The Faculty of Science will not accept late applications unless the illness itself is prolonged.
- Special Consideration exists to allow students who have suffered sickness or misadventure, flexibility in how they complete the course. It does not exist so that students may miss massive amounts of course content, and we then 'estimate' your performance had you actually been able to attend. If you have a prolonged illness which is making you miss more than one assessment component and a large amount of course content, consider contacting DISABILITY SERVICES for advice (see next section), or rather than attempting to lodge a huge special consideration application, you might be better off applying to discontinue without fail (DWF).

### For the different components of PSYC1002

## WRITTEN ASSIGNMENT

If you suffer illness or misadventure while completing your written assignment, apply for special consideration within seven days of the due date in Week 9 and ask for an extension. Do not submit a written assignment while sick, and expect to have marks added to it; instead, apply for an extension, and complete your written assignment while you are well. Note that the Friday of Week 12 (4pm, 23<sup>rd</sup> October, 2009) is the last day we will accept written assignments with or without extensions.

## QUIZZES

Technical problems are not considered grounds for special consideration in regard to the online quizzes. Also, because each quiz is available for an entire week at a time (with unlimited attempts), then you must be considerably incapacitated by illness. Lodge a Special Consideration application which notes the quizzes you have missed. If it is accepted then most likely your missing quiz score will be estimated from your average quiz score (including missed quizzes).

## RESEARCH PARTICIPATION

Studies are available in abundance from the beginning of the semester, and only 4 hours of participation are required for a maximum score. Since this is completed easily in half a day, Special Consideration for research participation is rare, and would imply you are totally

incapacitated for much of the semester, in which case we would recommend you attempt to discontinue without fail (DNF).

## FINAL EXAMINATION

If you are ill close to the final examination, consider whether you will sit it. If you choose to sit it while ill, you can still apply for special consideration within 7 days of the examination, and you might be offered a supplementary exam depending on your final marks. If you choose not to sit the exam, then apply for special consideration within seven days and you can sit a supplementary exam at a later date (usually two weeks after the final exam). We will give you information about the time and location of any supplementary exam via email.

## Disability Services

Disability Services assists current and prospective students of the University of Sydney who have a disability to access reasonable adjustments. Disability Services work closely with others in the administration and academic departments of the University to ensure that appropriate arrangements relating to teaching and assessment are made for students with disabilities, whilst maintaining the academic integrity and core requirements of individual courses.

The range of disabilities that Disability Services accommodates are those as defined by the Disability Discrimination Act (DDA) 1992 and include:

- \* Deafness / hearing impairment
- \* Blindness / vision impairment
- \* Physical disability
- \* Specific learning disability
- \* Psychiatric disability
- \* Acquired brain injury
- \* Chronic medical conditions
- \* Temporary disability

Services provided to students registered with Disability Services include Letter of introduction to Academic staff; Assistive Technology; Library Support Services; Resting Rooms; Lockers; Access Provisions for students with physical disabilities; T-Loops for students with hearing impairments; Support for assignment extensions; Notetaking Services; Exam Adjustments; Loan of Equipment; and Travel Concessions.

### Who is eligible for Disability Services?

A student who has a disability as defined in the Disability Discrimination Act (1992), and whose disability impacts or in the case of prospective students has the potential to impact on the student's University studies in some way. Students MUST have supporting documentation i.e. medical documentation describing the disability and any corresponding need for services and/or adjustments.

### How do students register for Disability Services?

To register students must make an appointment with a Disability Services Officer and bring along the required supporting medical documentation and any other relevant information. During the appointment (which usually goes for 45 minutes), the Disability Services Officer will review the documentation and assess the student's eligibility for services. Eligibility for each service is based on general eligibility for support services AND the reasonable adjustments necessary to assist in reducing the impact of disability on studies, while taking in to consideration the inherent requirements of a course.

## Contacts

### Camperdown Campus

For an Appointment: 02 [8627 8433](tel:0286278433)

General Enquiries: 02 [8627 8433](tel:0286278433)

Email: [disserv@stuserv.usyd.edu.au](mailto:disserv@stuserv.usyd.edu.au)

**Cumberland Campus**

Phone: 02 9351 9638

Email: ds.cumberland@stuserv.usyd.edu.au

For further information, including detailed information on the services provided, please refer to the Disability Services website [www.usyd.edu.au/disability](http://www.usyd.edu.au/disability)

**THE UNIVERSITY OF SYDNEY LIBRARY**<http://www.library.usyd.edu.au/>

The University of Sydney Library is a distributed system of 14 libraries with a collection of over 5 million items. Fisher Library is located on Eastern Avenue, Camperdown Campus. Fisher Library has the most resources relevant to Psychology.

Poppy Prezios is your Psychology Faculty Liaison Librarian. You can find her at Badham Library Ground Floor, Badham Building Science Rd, Camperdown Campus. You can phone her on 0434 606 913 or email at

[p.prezios@library.usyd.edu.au](mailto:p.prezios@library.usyd.edu.au).**Psychology books in high demand**

Reserve (located on Level 2 of Fisher Library) is a 2 hour loan collection. Most of the required and recommended items will be here. Details of items required can be located in the catalogue.

<http://opac.library.usyd.edu.au/search/r>**Psychology Guide**

Includes links to Psychology databases, internet resources, information on tests and more.

<http://libguides.library.usyd.edu.au/psychology>**Finding items on your reading lists**

Your reading lists will contain different styles of citations, depending on the type of publication. The link below will take you to help on finding items on your reading list.

<http://elearning.library.usyd.edu.au/learn/readinglist/index.php>