



## **Computer Skill Requirements**

**Assessments** – This is the section of the class page to take practice exams. There will be 4 required Exams, each having a Practice Exam. I highly recommend that you take the first Practice Exam a week before Exam #1. The practice exams give you a good idea of how I will ask questions on the exams. In addition to showing you what the exam questions will be like, the practice exams are also useful as they show you the format that will be used for all exams.

As explained in detail below, exams will be taken in the Department of Psychology Testing Room. When you are in the testing room on campus, you will log into our class page and find the exam waiting for you in the Assessments area. The exam proctor will open up the exam for you.

**Email Messages** – This is where you can go to contact me. I will also send out emails periodically to individual students as well as to the entire class. This is the best email address to contact me at because I check it very frequently. Students emailing me at my main UT address typically wait longer for a response.

**Grade Book** – This is where course grades will be given.

**Help** – This link will take you to other pages for assistance.

## **Correspondence Policies & Procedures**

**Responding to Your E-mail:** I set aside specific time each weekday to respond to student email from this class. I will try to respond as soon as I can. I will be available for office hrs. Monday from 2:00 to 5:15, Friday 10:00 to 12:00, or by appointment.

**General E-mail:** When sending email to me or to the rest of the class, please identify yourself fully in the text of the email. Use the subject header to indicate if the email is a general comment, question for the entire class, or a question specifically for me. If you are responding to other message or my questions, please reply directly to that message.

**Important Note:** In the past, students have found this course to be quite challenging. I urge you to read and study the course material daily so you do not fall behind. Also, I recommend you read the book and notes well in advance of the exams so you have plenty of time to study the material prior to the exams. To make sure you are prepared for exams, I highly recommend you read the study advice I provide in the "Start Here (and study tips!)" link on the left menu.

## **Course Expectations**

Here are some of my general expectations:

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A-	259-251
B+	250-243
B	242-232
B-	231-222
C+	221-216
C	215-204
C-	203-196
D+	195-189
D	188-178
D-	177-169
F	168 & below

**Exams:** There will be **4 required exams (60 points each exam)**. Each exam will consist of 60 multiple-choice questions. **The emphasis in this course will be on ideas, theories, and research--much of which is presented in our textbook.** The exams will draw from the textbook, lectures, and the media presentations in the lecture room. You can expect some questions about definitions, research designs, theories, and results, but many of the questions will ask you to apply the materials of this course to some real world situation. These applied questions are crucial to achieving the goal of the course: to help you see your social world from a social psychological perspective. *Beware*, due to these application questions, the exams can be difficult as you are NOT just memorizing definitions. Instead, the exams also assess your ability to apply the knowledge presented in course--extrapolating from study findings and on the theories covered. Practice exams located in the **Assessment Area** will help you better understand what the exams will be like. I highly recommend preparing for the practice exam like it is the real exam and then seeing how you do. This will help you prepare for the real exams. There will be a practice exam in the Assessment Area for each of the 4 required exams. **Importantly, the practice exams do NOT factor into your course grade.**

*Exam Time and Location:* Exams are to be taken on the University of Toledo main campus in University Hall, room 5150f. This room is a Department of Psychology computer lab and graduate students will be available on set times on exam days to proctor exams. All students are expected to take the exams on the main campus unless you live far from Toledo. If this is the case, you need to contact me ASAP about the test-taking. The testing room (University Hall room 5150f) room will be open on **Mondays to Thursdays from 9:00AM to 6:00PM** (the lab is c239.21 3 98.76 0.E56

exam. This gives you over 1 minute per question. In past semesters, students have not needed all of this time. Once you begin an exam, you need to complete it in **one sitting** (not multiple tries). As you will see on the course schedule below, you will be given 4 days to come to the computer lab to take each exam (see the course calendar for specific exam dates). Having four days to take the exam should be helpful. For example, if you have an unexpected emergency on the first two days you will still have two additional days to take the exam. I **STRONGLY** advise you to plan on taking the exam on the first or second day and to keep the 4th day solely as a back-up. I especially urge you to not wait until the last minute on the 4th day to take the exam as this leaves you no time to deal with problems that may arise.

*Respondus Lock Down Browser:* FYI, exams in this course are taken through a program called "Respondus Lock Down Browser". The program inhibits the usage of other programs during the examination. You should not need to do anything additional to use this program, it will already be on the computers in the testing room.

*Optional exam:* From time-to-time, students miss scheduled exams or score much lower on an exam than they anticipate. In the past when students missed an exam or scored very poorly on an exam, I did not allow any make-up exams or extra credit points. I am now trying something different. Specifically, all students will be given the opportunity to take an "optional exam" near the end of the course. The optional exam can be used to *replace* one prior exam. Thus, the optional exam will be worth the same points as our main exams (60 points) and should be taken if you missed an exam or scored lower than you anticipated on one of our 4 main exams. The optional exam cannot be taken to earn additional/ extra credit points—rather, it is just an opportunity to replace one existing poor or missing exam grade. The optional exam will cover chapters not previously covered in the class (noted on the schedule below). Also, there is no possible way to lose points by taking the optional exam. If you score lower than on a different exam, the optional exam grade will be the grade that is dropped. I strongly encourage all students to study hard for and take each of our four main exams—thus making it so the optional exam is unnecessary. That is, I **do not** recommend skipping exams and relying in the optional exam. But, if an unexpected event occurs, the optional exam is there to help (e.g., if you have an unexpected emergency). You should consider the optional exam your safety-net. Because of the optional exam, I rarely give make-up exams. Thus, students should take the optional exam if they miss an exam. Finally, like the main four exams, the Optional Exam will be taken in the Department of Psychology computer labs following the schedule given above.

*Make-up exam policy:* Missed exams will result in the grade of "0"--and as noted above this "0" can be replaced by taking the Optional Exam. Under unusual circumstances, make-up exams may be given. You need to contact me in advance to request a make-up and documentation of the reason for the make-up must be provided before the exam can be taken. Make-up exams must be taken within two weeks of the original exam. There are no make-ups for the Optional Exam.

**Discussion:** To stimulate engagement of the course material, I will post **4 discussion topics** throughout the semester (see calendar for post and due dates) in the Discussion Room. You are responsible to respond by posting at least one thoughtful, academic-style, response for each of the four topics. Your responses to the topics will be graded. Responses can be made any time between the posting of the

discussion topic and the due date. Thus, you do not have to wait until the last day to post a response. **Each response is worth up to 10 points.** To receive full credit, responses must be insightful, relevant to the topic, clear and readable, and be a minimum of 8 sentences in length. Thus, a response of “I agree”, or anything of that nature will receive zero points. Points will also be taken off for posts that are hard to comprehend (e.g., poor grammar, spelling). Post your response under the appropriate topic # on the discussion page with your name and topic # under the subject heading. Please do not email me your discussion responses. Discussion posts are due by 11:59pm on the listed due date. Late discussion posts will be docked two points per day late. Late posts may not be graded promptly. After 4 days, late discussion posts will not be accepted.

### **SESSION 1 – CHAPTERS 1-4**

**Discussion Topic 1-** Will be posted on August 28 and due September 8.

**Exam 1**– This exam covers chapters 1-4 and may be taken on September 18, 19, 20, or 21.

**Grades** for Discussion Topic 1 will be posted on or before September 17, grades for Exam 1 will be posted on or before September 29.

### **SESSION 2 – CHAPTERS 5-7**

**Discussion Topic 2** - Will be posted on September 22 and due September 29.

**Exam 2** – This exam covers chapters 5-7 and may be taken on October 9, 10, 11, or 12.

**Grades** for Discussion Topic 2 will be posted before or on October 8, grades for Exam 2 will be posted on or before October 20.

### **SESSION 3 – CHAPTERS 8-10**

**Discussion Topic 3** - Will be posted October 13 and due October 20.

**Exam 3** – The exam covers chapters 8-10 and may be taken on October 30, 31, November 1 or 2.

**Grades** for Discussion Topic 3 will be posted on or before October 29, grades for Exam 3 will be posted on or before November 9.

### **SESSION 4 – CHAPTERS 11-13**

**Discussion Topic 4** - Will be posted November 3 and due November 9.

**Exam 4** – The exam covers chapters 11-13 and may be taken on November 27, 28, 29, or 30.

**Grades** for discussion topic 4 will be posted on or before November 26, exam 4 grades and final grades will be posted on or before December 19.

## **OPTIONAL EXAM – CHAPTERS 14-16**

**Optional Exam** – The optional exam will cover the “Social Psychology in Action” Modules 1 – 3 at the back of the book. The Optional Exam may be taken on December 4, 5, 6, or 7.

\*Please note that the schedule and procedures in this course are subject to change in the event of extenuating circumstances and when the instructor needs to do so.

**We will also adhere to the following Collegiate Policies set out by the University of Toledo**

*Students with Disabilities.* Reasonable accommodations will be made for anyone with a disability that may require some modification of seating, testing, or other class requirements. Students must contact the Office of Accommodations (Rocket Hall 1820) for an evaluation and a form specifying what course accommodations are judged reasonable for that student. Please contact the instructor after class or during office hours so that appropriate arrangements may be made.

The contact information for the Office of Accommodations is as follows:

Campus Address: Rocket Hall 1820, Mail Stop #342

Phone Number: 419.530.4981

Web: <http://www.utoledo.edu/utlc/accessibility/>

*University of Toledo Policy Pertaining to Academic Integrity.* Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor’s advice. Examples of academic dishonesty include, but are not limited to:

- Plagiarizing or representing the words, ideas or information of another person as one’s own and not offering proper documentation;
- Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
- Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
- Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
- Giving or receiving substantive aid during the course of an examination;
- Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
- Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
- Submitting the same written work to fulfill the requirements for more than one course.