

Course Schedule

IMPORTANT: ALL TIMES EASTERN - Please see the [Policies](#) section of your Syllabus for details.

Week / Module	Readings	Course Requirements and Important Dates		
		Activities and Assignments	End / Due Date	Weight (%)
Week 1 <u>Module 01: History, Methods and Paradigms</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory</i> , Ch. 1, pp. 2-32	Introduce Yourself	Wednesday, January 11, 2012 at 11:55 PM	Ungraded
Week 2 <u>Module 02: The Brain: Structure and Function</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory</i> , Ch. 2, pp. 33-53			
Week 3 <u>Module 03: Perception</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory</i> , Ch. 3, pp. 56-96			
Week 4 <u>Module 04: Attention</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory</i> , Ch. 4, pp. 97-137	<u>Online Test 1</u>	Available Monday January 23, 2012 at 6:55 AM until Wednesday January 25, 2012 at 6:55 AM	10%
Week 5	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In</i>			

<u>Module 05: Memory Structures</u>	<i>and out of the Laboratory, Ch. 5, pp. 138-177</i>			
Week 6 <u>Module 06: Memory Process</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory, Ch. 6, pp. 178-216</i>			
Week 7 <u>Module 07: Concepts and Categories</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory, Ch. 7, pp. 218-248</i>	<u>Online Test 2</u>	Monday February 13, 2012 at 6:55 AM until Wednesday, February 15, 2012 at 6:55 AM	10%
READING WEEK (Sunday, February 19, 2012 to Saturday, February 25, 2012)				
Week 8 <u>Module 08: Visual Imagery</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory, Ch. 8, pp. 249-284</i>			
Week 9 <u>Module 09: Language and Cognition</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory, Ch. 9, pp. 285-328</i>			
Week 10 <u>Module 10: Thinking, Problem Solving, and Reasoning</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory, Ch. 10, pp. 330-371</i>	<u>Online Test 3</u>	Monday, March 12, 2012 at 6:55 AM until Wednesday, March 14, 2012 at 6:55 AM	10%
Week 11 <u>Module 11: Decision Making</u>	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory, Ch. 11, pp.</i>			

	372-406			
Week 12	Text: Galotti, Fernandes, Fugelsang, and Stolz, <i>Cognitive Psychology: In and out of the Laboratory</i> , Ch. 12, pp. 407-437	<u>Online Test 4</u>	Wednesday, March 28, 2012 at 6:55 AM until Friday March 30, 2012 at 6:55 AM	10%
<u>Module 12:</u> <u>Individual, Aging, and Gender Differences in Cognition</u>				
<u>Final Exam</u>				60%

Final Examination Arrangement and Schedule

All students taking online courses that have a final exam must provide examination arrangement information by **Friday January 20**.

Examination schedule details will be available on Quest approximately four weeks prior to the exam date. For instructions on how to find exam information, go to the Quest Help page.

Official Grades and Academic Standings are available through Quest.

Please note: Your access to this course will continue for the duration of the current term. You will not have access to this course once the next term begins.

Communication

| Email/Discussions

Administrative questions should be directed to the **Centre for Extended Learning** office at extendedlearning@uwaterloo.ca.

Technical problems with Waterloo LEARN should be directed to **Technical Support** at extendedlearning.help@uwaterloo.ca.

Questions relating to **academic issues** (e.g., course content, deadlines, etc.) should be posted on the "Ask the Instructor" discussion topic. This allows other students to benefit from your question as well. The "Ask the Instructor" discussion topic can be accessed by clicking the *Discussions* link on the course navigation bar. Questions of a **personal nature** can be directed to your instructor, **Professor Jonathan Fugelsang** at jafugels@uwaterloo.ca, or **Professor Jennifer Stolz** at jstolz@uwaterloo.ca.

Your instructor checks email and the "Ask the Instructor" discussion topic frequently and will make every effort to reply to your questions within 24, Monday to Friday.

A "General Discussion" topic has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic but will not participate in the discussions.

The TA for Group 1 is Lana Ozen lozen@uwaterloo.ca. You can contact her via the "Ask the TA" Discussion Board.

The TA for Group 2 is Meghan Dale m2dale@uwaterloo.ca. You can contact her via the "Ask the TA" Discussion Board.

To determine your group, go to *Groups* in the top navigation bar.

| News

Your instructor uses the News section of the Course Home page to make announcements during the term to communicate new or changing information regarding due dates, instructor

absence, etc. as needed/doesn't use the News section of the Course Home page to communicate with students.

To ensure you are viewing the complete list of news items, you must click **Show All**. Please note you may also need to adjust the number of news items that appear per page or view other pages to see the complete list.

About the Course

Introduction to Course Authors: Jonathan Fugelsang and Jennifer Stolz

Objectives

By the end of this course, you should be able to:

- Explain how the mind works in basic terms, including
 - how we perceive people, events, and things;
 - how and what we remember;
 - how we mentally organize information; and,
 - how we call on our mental information and resources to make important decisions;
- Describe how context shapes and constrains cognition, which involves

- recognizing that cognitive phenomena have contexts that both foster and constrain their occurrence; and
- recognizing that universal cognitive mechanisms assumed or generalized from the laboratory do not always translate to every person in every situation.

This online course was developed in the fall term of 2011 by Jonathan Fugelsang and Jennifer Stolz, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.

Materials and Resources

The Centre for Extended Learning is no longer automatically mailing a course CD/DVD containing lectures that are also found within Waterloo LEARN. Content available on the CD/DVD can now be downloaded free-of-charge via the content modules. However, if you wish to purchase a CD/DVD, please visit our [online ordering system](#).

| Textbook(s):

Required:

- a. Galotti, K., Fernandes, M., Fugelsang, J. & Stolz, J. (2010). *Cognitive Psychology: In & Out of the Lab (First Canadian Edition)*. Nelson.

For textbook ordering information, please contact the [Waterloo Bookstore](#).

For your convenience, you can compile a list of required and optional course materials through [BookLook](#) using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519 888 4673 or toll-free at +1 866 330 7933. Please be aware that textbook orders **CANNOT** be taken over the phone.

| eReserves

Students can find the list of eReserves for this course through the eReserve widget on the [homepage](#).

| Resources

- [UW Library](#) (Services for Extended Learning Students)

Grade Breakdown

The following table represents the grade breakdown of this course:

Assignment	Percentage of Grade
Introduce Yourself	Ungraded
Online Test 1	10%
Online Test 2	10%
Online Test 3	10%
Online Test 4	10%
Research Participation	4% bonus
Final Exam	60%

Online Tests

Description

You are required to complete four online tests in this course. Tests will cover material in the module lectures and in the textbook so **make sure you review both thoroughly** before starting the tests. Each test consists of 20 multiple choice questions.

Test 1 covers the material in Modules 1-3.

Test 2 covers the material in Modules 4-6.

Test 3 covers the material in Modules 7-9.

Test 4 covers the material in Modules 10-12.

Note: A Practice Test has been made available for you to give you a sense of the types of questions you will be required to answer in the online tests. Please see the **Guidelines** section below for details regarding access and availability.

Guidelines and Access

- Please note that these are **NOT considered open-book tests**. As such, it is strongly recommended that you study the material (both the textbook and the lecture content) before you take the tests, as you will not have time to refer to outside sources during the test.
- Quizzes are accessible through the Quizzes tab in the navigation bar above on the dates specified in the Course Schedule.
- Tests will be available for a **48-hour time period** time period.
- There is a **30-minute time-limit** for each test.
- Once you start a test, you **MUST** complete it.
- You may only take a test once.
- For each question, there is a "Save" button. After you answer a question you must save your response (you can change your answer and re-save a question, if needed). If you do not do this and you exceed the time limit, unsaved answers will not be graded towards your final score.

- Once you have accessed a test, you will see Time Limit and Time Left displayed in the upper left side of the screen below the course navigation bar. The Time Left will count down by minute. Keep your eye on the Time Left. After the time limit expires your attempt will be recorded as a late submission. Questions answered after the time limit has been exceeded will NOT be saved. And remember, questions you answered during the quiz period that were not saved will also not be counted once the time limit has been exceeded.
- Online tests must be started with enough time to complete prior to the end date and time as indicated in the Course Schedule. Your answers may not be saved if you submit past this end time/date and you may be marked as late.
- To accommodate variable network traffic and server response, please allow sufficient time for your submission to complete. It is suggested that you allow AT LEAST 1 minute for submissions to be received on a high-speed connection, and AT LEAST 2 minutes on a dial-up connection. If you attempt to submit with little or no time remaining before the stated submission deadline, your submission may not be accepted.
- Keep track of your answers so that you have a record in case any computer-related problems occur.
- WARNING: LEARN occasionally has scheduled downtime on Sundays between 1:00 AM and 6:00 AM (Eastern Time) for system maintenance. A message will be posted on the My Home page indicating if a downtime is scheduled. Please do not take tests during this time. If you encounter technical difficulty, please contact Technical Support at extendedlearning.help@uwaterloo.ca. Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).

Final Exam

| Exam Centre Information

Online course final examinations are held once each term, at the end of the term. UW has dozens of examination centres across Ontario and throughout Canada. If you live within 100 kilometres of an examination centre, you are expected to write there. Those living outside the 100 km radius will need to arrange proctoring services. Arrangements can be made for students not able to write on Saturdays for religious or other non-elective reasons.

For information about examinations including dates, centres, and writing with a proctor, please visit the [Centre for Extended Learning Examinations](#) page.

| Final Examination Arrangement and Schedule

All students taking online courses that have a final exam must [provide examination arrangement information](#) by **Friday of Week 3**.

Examination schedule details will be available on [Quest](#) approximately four weeks prior to the exam date. For instructions on how to find exam information, go to the [Quest Help](#) page.

| Description

The final exam will cover all course material including lecture presentations and textbook chapters.

Bonus Research Participation

| Research Experience Guidelines

Experiential learning is considered an integral part of the undergraduate program in Psychology. Research participation is one example of this, article review is another. A number of undergraduate courses have been expanded to include opportunities for Psychology students to earn grades while gaining research experience.

Since experiential learning is highly valued in the Department of Psychology, students may earn a **"bonus" grade of up to 4%** in this course through research experience. Course work will make up 100% of the final mark and a "bonus" of up to 4% may be earned and will be added to the final grade if/as needed to bring your final grade up to 100%.

The two options for earning research experience grades (participation in research and article review) are described below. Students may complete any combination of these options to earn research experience grades.

| Option 1: Participation in Psychology Research

Research participation is coordinated by the Research Experiences Group (REG). Psychology students may volunteer as research participants in online (web-based) studies conducted by students and faculty in the Department of Psychology. Participation enables students to learn first-hand about psychology research and related concepts. Many students report that participation in research is both an educational and interesting experience. Please be assured that all Psychology studies have undergone prior ethics review and clearance through the Office of Research Ethics.

Educational focus of participation in research

To maximize the educational benefits of participating in research, students will receive feedback information following their participation in each study detailing the following elements:

- Purpose or objectives of the study
- Dependent and independent variables

- Expected results
- References for at least two related research articles
- Provisions to ensure confidentiality of data
- Contact information of the researcher should the student have further questions about the study
- Contact information for the Director of the Office of Research Ethics should the student wish to learn more about the general ethical issues surrounding research with human participants, or specific questions or concerns about the study in which s/he participated.

Participation is worth 0.5 participation credits (grade percentage points) for each half-hour of participation. Researchers will record student's participation and will advise the course instructor of the total credits earned by each student at the end of the term.

Study scheduling, participation and grade assignment is managed using the SONA online system. All students enrolled in this course have been set up with a SONA account. It is VERY IMPORTANT that you get an early start on your studies. For detailed instructions on when and how access your SONA account and for a list of important dates and deadlines please, as soon as possible, click on:

<http://www.arts.uwaterloo.ca/~regadmin/regparticipant/sonainfo/#SonaSignUp>

**** Please do not ask the Course Instructor or REG Coordinator for information unless you have first thoroughly read the information provided on this website.****

More information about the REG program is available at: <http://www.arts.uwaterloo.ca/~regadmin/regparticipant/>

Option 2: Article Review (as an alternative to participation in research)

Students are not required to participate in research, and not all students wish to do so. As an alternative, students may opt to gain research experience by writing short reviews (1½ to 2 pages) of research articles relevant to the course. The course instructor will specify a suitable source of articles for this course (i.e., scientific journals, newspapers, magazines, other printed media). You must contact your TA to get approval for the article you have chosen before writing the review. Each review article counts as one percentage point. To receive credit, you must follow specific guidelines. The article review must:

- **Be submitted before the last lecture. Late submissions will NOT be accepted**

under ANY circumstances.

- Be typed
- Fully identify the title, author(s), source and date of the article. A copy of the article must be attached.
- Identify the psychological concepts in the article and indicate the pages in the textbook that are applicable. Critically evaluate the application or treatment of those concepts in the article. If inappropriate or incorrect, identify the error and its implications for the validity of the article. You may find, for example, misleading headings, faulty research procedures, alternative explanations that are ignored, failures to distinguish factual findings from opinions, faulty statements of cause-effect relations, errors in reasoning, etc. Provide examples whenever possible.
- Clearly evaluate the application or treatment of those concepts in the article.
- Keep a copy of your review in the unlikely event we misplace the original.

IMPORTANT NOTE:

We will do our best to ensure that there are enough studies available for you to earn all 4 credits through study participation in Online studies, however we cannot guarantee it. In order to earn all 4 credits you may need to submit at least 1 article review for credit.

Methods for Submitting an Assignment

General Guidelines for Submitting Assignments

- Review [Preparing your Assignment to be Sent](#)
- Be sure to save your assignment in an appropriate folder or on your desktop for easy retrieval.
- Ensure that the name of your file does not include special characters such as symbols or punctuation. Such characters may cause problems if you are going to be uploading your file.
- Unless otherwise instructed, please submit only one file per assignment (i.e., combine all documents into one file).
- Do not zip your files.

Course Specific Guidelines for Submitting Assignments

SUBMITTING TO A DROPBOX

ALLOWABLE FILE TYPES

- **Portable Document Format (.pdf) (Recommended)**
- Rich Text Format (.rtf)
- Microsoft Word (.doc or .docx)

HOW TO SUBMIT TO A DROPBOX

- Review the [Steps for Submitting to a Dropbox](#)

OPTIONS FOR MAKING PDFS

If you require software to create PDFs, some free options are listed below:

- Use a free online PDF converter such as [PDFonline](#). Note: Content uploaded to any online converter could be accessed by others, such as the administrators of the converter's web site.
- Use a free word processing program that can export directly to PDF, such as [OpenOffice.org](#).
- Download and install a PDF printer driver such as [PrimoPDF](#).
- Other alternatives can be found by searching the Internet.

University Policies

Submission Times

Please be aware that the University of Waterloo is located in the **Eastern Time Zone** (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the [Ontario, Canada Time Converter](#).

Accommodation Due to Illness

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions.

Otherwise:

MISSED ASSIGNMENTS/TESTS/QUIZZES

Contact the instructor as soon as you realize there will be a problem; follow up **as quickly as possible** by having a medical practitioner complete a [Verification of Illness Form](#)*. Send a scanned copy of the [Verification of Illness Form](#) to extendedlearning@uwaterloo.ca, but please be aware that your instructor may require the original and do not lose or destroy it. In your email, provide your name, student ID number, and exactly what you missed. *If your instructor agrees to re-open a time-limited component, our technical support staff will require an email from the instructor granting permission to allow you access.*

MISSED FINAL EXAMINATIONS

If you miss a final examination due to illness, see a medical practitioner as quickly as possible. Submit a completed [Verification of Illness Form](#)* **preferably within 48 hours, but not more than 72 hours** after missing the exam. Send a scanned copy of the [Verification of Illness Form](#) by email to extendedlearning@uwaterloo.ca. In your email, provide your name, student ID number, and the examination(s) missed. The original [Verification of Illness Form](#) will be required in order for your examination(s) to be rescheduled. Unless otherwise stated by your instructor, your academic faculty, or your department, an exam missed due to

short-term illness must be written within the current term's examination period.

* The [Verification of Illness Form](#) is normally the only acceptable medical documentation. Please make sure the medical practitioner completes the information in the "Degree and Dates of Incapacitation" section of the form.

| Academic Integrity

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. **If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible.** The undergraduate online tutorial can be found at <http://www.lib.uwaterloo.ca/ait/> and the graduate tutorial is at <http://www.lib.uwaterloo.ca/gradait/>. For other information about academic integrity check www.uwaterloo.ca/academicintegrity/.

| Discipline

A student is expected to know what constitutes academic integrity (check www.uwaterloo.ca/academicintegrity/) to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, www.adm.uwaterloo.ca/infosec/Policies/policy71.htm. For typical penalties check Guidelines for the Assessment of Penalties, www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm.

| Appeals

A decision made or penalty imposed under Policy 70, Student Petitions and Grievances, (other than a petition) or Policy 71, Student Discipline, may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72, Student Appeals, www.adm.uwaterloo.ca/infosec/Policies/policy72.htm.

| Grievance

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

| Final Grades

In accordance with [Policy 19](#), the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to [Quest](#) to see all final grades. Any grades posted in Waterloo Learn are unofficial.

| Note for Students with Disabilities

The [Office for Persons with Disabilities](#) (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodation to lessen the impact of your disability, please register with the OPD at the beginning of each academic term and for each course.

| Use of Computing and Network Resources

Please see the [Guidelines on Use of UW Computing and Network Resources](#).

| Copyright (©) Information

UW's Web Pages

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If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or by [email](#).