

## Course Requirements and Policies

### Psychology 340, University of Waterloo, Fall 2004

#### Exams

There will be 3 non-cumulative exams scheduled throughout the term. Each exam will cover the book chapters specified for that exam on the final syllabus, along with lecture material preceding the exam date. There will be no final exam scheduled in the final exam period. Each exam will count 25% toward the final mark (for a total of 75% of the final mark). If an exam is missed, the instructor will have the option of (a) scheduling a make-up if a suitable excuse is provided; (b) counting the remaining exams each as 37.5% of the final mark, or (c) assigning a score of zero.

Exams will consist of approximately 24 multiple choice items (worth 1 mark each) and approximately 2 short answer questions (worth about 4 marks each).

#### Participation Mark

There will be in-class work periods scheduled on most weeks for the second half of the class meeting (after lecture). You are expected to attend these work periods and turn in required material at the end of the period. Your performance in this work will be worth 10% of your final grade. Rooms for the group work will be AL 209, AL 210, ML 212, and ML 354.

#### Written Assignment

Outside of class you will be required to write a mini-term-paper which will be worth 15% of your final grade. Due dates for this assignment and for a short (less than one page) proposal describing the nature of this write-up are given on the syllabus.

Here are some examples of possible topics:

- Review of the evidence for the effectiveness of training for management development
- How to design customer service representative training to maximize transfer of learning from the training setting to the work setting
- Advantages and disadvantages of internet-based training for keeping software engineers up-to-date with technical developments in programming

Notice that these sample topics are focused in ways to allow meaningful coverage in a short paper. For example, evidence of effectiveness of training is reviewed specifically for management development; conditions for transfer of training are suggested specifically for customer service representatives (based on what is known generally about transfer of training and how this general knowledge can be expected to apply to this kind of training).

The length of the write-up itself should be 8-10 double-spaced typewritten pages--less than a true term paper, but more than a brief "thought paper." The paper should be based on a library search that leads you to cite and use one or a few published, primary sources. Primary sources are articles in peer-reviewed academic journals or in academic books (e.g., volumes with academic scholars as editors, published by academic publishers and held in university library collections). The textbook for this or other universities' offerings of this course would *not* be a primary source, *nor* would any website.

The purpose of the written assignment is to provide an opportunity to go beyond text or lecture coverage of the course material. Please use this assignment to give some thought and study to a topic in this course that interests you.

## **Marking Criteria for Written Assignment**

Topic Appropriateness - e.g., is there a clear connection of the material in the paper with the material in the course? Does the material in the paper go beyond material in the text or lecture?

Structure of the Presentation - e.g., is there a clear problem statement? Is the overall outline or structure of the paper apparent and appropriate?

Evidence - e.g., is there evidence presented for points made, and is it convincing? Are proper reference citations provided? Are citations made to the sorts of primary sources described above?

Style/Mechanics - e.g., easy to read/understand; no obvious grammatical or spelling errors; proper use of apostrophe for possessive case; proper organization at a more fine-grained level than as required under "Structure of the Presentation" (e.g. within-paragraph organization).

## **Note on Avoidance of Academic Offenses**

The Arts Faculty Council requests the following statement on all course outlines:

All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offense, to avoid committing academic offenses, and to take responsibility for their academic actions. When the commission of an offense is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offenses and types of penalties, students are directed to consult the summary of Policy #71 which is supplied in the Undergraduate Calendar (section 1; on the web at [http://www.adm.uwaterloo.ca/infoucal/UW/policy\\_71.html](http://www.adm.uwaterloo.ca/infoucal/UW/policy_71.html)).

If you need help in learning how to avoid offenses such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the discipline policy, ask your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean.

## **Examination Procedures**

Exams will be written in the cramped conditions of the lecture hall. Individuals may be asked to sit someplace else during administration of an exam. This may be done for reasons of crowding or suspecting that the individual's answers are being scanned by someone else. Therefore, one's being asked to sit elsewhere does not imply wrongdoing.

In case of class cancellation (e.g., due to snow) on the final day of class, please consult the course website for rescheduling of the third exam.