EXP 3604 Syllabus, 8/17/2012

EXP 3604 – COGNITIVE PSYCHOLOGY FALL 2012
Section # 3232

Instructor: E. Christina Ford
Office Hours: Mondays, 2-3pm; also available by appointment
Office: Room 374, Psychology Building
Phone: 352-273-2191
Email: Please contact using Mail function in Sakai.

Graduate Teaching Assistants:

Natalie Hadad
Office Hours: Wednesdays, 2pm-3pm; also available by appointment
Office: Virtual Office Hours using the Chat function on e-Learning
Email: Please Contact using the Mail function in Sakai.

Xiao Zhou
Office Hours: Mondays, 9am-10am; also available by appointment
Office: Virtual Office Hours using the Chat function on e-Learning
Email: Please Contact using the Mail function in Sakai.

Undergraduate Teaching Assistants:
Will help answer questions on the discussion board
- Valerie Bray
- Heather Treadway

Course Description
This course is a fully on-line course with no specified meeting times. However, the course is not self-paced. Students must complete weekly readings, quizzes and assignments by the due dates specified in the syllabus and listed in E-Learning.

For each module you will be given an overview of the scheduled activities so that you will know what you are expected to do that week. Each week you will find links to where you will submit all of your assignments, and take your quizzes. Our course website on e-Learning will also have links to your E-book, videos, weblinks and any other materials that you may need.

Students will gain an understanding of cognitive psychology. A particular emphasis will be placed on understanding and interpreting psychological experiments. As part of understanding and applying cognitive concepts, students will engage in active participation with their peers as part of the course.

Structure of Course in E-learning:
This course uses E-Learning (https://lss.at.ufl.edu/) in Sakai for access to the entire course. Students must complete weekly readings, complete a weekly quiz, and turn in assignments by the due dates specified in the syllabus and Course Calendar. Instructions for using E-Learning are available on the “Course Materials” page of our course website. Note: Log in to E-learning using your Gatorlink username and password.

**Course Requirements**

**Required Textbook**


This textbook (the 3rd edition) is required. **Note that this is packaged with D. VanHorn (2011), CogLab Manual when you buy it at the bookstore, so if you buy the text elsewhere, make sure that you also get access to CogLab. You will need a registration code or e-Pin code that has not been previously used.** The access code is also sold by Wadsworth (the publisher of the textbook). These are the purchase options: 1) Purchase the package which includes a hard copy of the textbook + the required online access code at the UF Bookstore or a local Gainesville bookstore, or 2) Purchase only the online access code through our E-Learning course website (no hard copy of the textbook). The access code includes an e-book which is identical to the hard copy. Because the access code is specific to this course, you **CANNOT** purchase the access code from online book vendors (e.g., half.com or amazon.com). A used access code will take you to a used course and you will be unable to access our course, which means you will be unable to get credit for your CogLab assignments.

**Course components**

- Weekly quizzes assess how well you are absorbing knowledge from the readings and the online lectures in the modules.
- The first writing assignment will be given in the third week of the course, and is design to help you learn how to structure and interpret cognitive experiments.
- The remaining two assignments will assess your knowledge on other topics in detail. You will be given detailed instructions about these assignments well in advance; all are writing assignments that you will do on your own. These 2 remaining assignments will involve: reviewing and summarizing an article on development; writing about a special topic and applying cognitive theory to it.

**Grading**
Grade Breakdown:

1 Getting Started Quizzes, Total Points = 14
   a) By the end of the first week of class, all students must complete 2 quizzes:
      i) Handbook Quiz (10 points); this quiz assesses knowledge of the syllabus, course
         requirements and rules.
      ii) Contract Quiz (4 points); by completing this quiz, students agree to all rules of the
          course.

2 Weekly Quizzes, Total Points = 100
   a) One quiz per chapter
      i) Usually 1 quiz per week
         1. There are 3 weeks with 2 chapter quizzes
         2. There are no quizzes on Exam weeks
      ii) 13 Quizzes in the semester
      iii) Course is divided into 3 segments
      iv) Lowest quiz grade in each segment will be dropped
   b) 13 Quizzes in the semester
      i) Each Quiz will have 10 questions; each question is worth 1 point for a total of 10 points
         each. The Lowest score in each segment is dropped (10*10 = 100)
      ii) There are NO make-up quizzes during the semester for any reason.
      iii) Your lowest quiz score in each segment will be dropped.
      iv) Thus, you can miss a quiz due to illness or emergency and still have completed the
          number of quizzes needed for your total quiz grade as long as you take all the
          quizzes.
   d) Instructions for Chapter Quizzes
      i) Most weeks, your quiz will be available beginning on Thursday at 7:00pm.
      ii) Access to each quiz will end on Friday at 7:00pm.
      iii) Once you begin a quiz, you will have 20 minutes to complete it. The quiz must be
           completed in a single session.
      iv) Once you complete a quiz, you have to wait until the quiz period is over to review
          your answers.

3 CogLab Assignments = 36
   a) You will be asked to complete several experiments online during the course of the
      semester. CogLab is an important part of the course because it lets you personally
      experience the research that is being discussed in the book. Sometimes experiments in
      cognitive psychology can seem distant or abstract. Participating in CogLab activities will
      help make the studies more concrete.
   b) 16 Possible Assignments during the semester
      i) There are 3 segments in the course
      ii) 5 (or 6) Labs assigned per segment
      iii) 3 Labs required in each segment (3x3=9 total required labs)
      iv) 1 Lab may count as extra credit in each segment
      v) You are welcome to do the last Lab for fun!
   c) Each CogLab assignment will be worth 4 points. (9*4=36)
i) There are NO make-up cog-lab assignments during the semester for any reason.

d) Instructions for CogLab Assignments
   i) Assignments must be completed by 7:00pm on Thursday of the module week.
   ii) You can take as much time as you need, before the deadline, to complete the assignment.

4 Exams = 300
   a) 3 Exams during the semester
   b) Each Exam must be completed by 7:00pm on the due date.
   c) Each Exam will be worth 100 points. (3*100=300)
      i) There are NO make-up exams during the semester for any reason.
      ii) An extra cumulative exam may be taken on the Thursday of finals week (see course calendar) and replace one missing exam or low score.
      iii) Thus you can miss 1 Exam due to illness or emergency and still have completed the number of exams needed for your total Exam grade as long as you take the final.
      iv) Keep in Mind: The optional final exam is not “extra credit” (the only extra credit offered in this course is in the CogLabs). Instead it just allows you to drop your lowest exam grade.

5 Assignment #1 – Mini Experiment, Total Points = 50
   a) The assignment must be submitted by Monday, September 17 at 7pm, electronically in e-learning.
   b) For more information, see the specific instructions for this assignment in Module 1.

6 Assignment #2 – Research Article Review, Total Points = 50
   a) The assignment must be submitted by Monday, October 22 at 7pm, electronically in e-learning.
   b) Specific instructions for this assignment will be available in your modules several weeks before the due date.

7 Assignment #3 – Applying Your Knowledge, Total Points = 50
   a) The assignment must be submitted by Monday, December 3 at 7pm, electronically in e-learning.
   b) Specific instructions for this assignment will be available in your modules several weeks before the due date.

TOTAL POINTS FOR COURSE = 600

GRADING SCALE
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<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>540-600</td>
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<tr>
<td>A-</td>
<td>88% &amp; up</td>
<td>528-539</td>
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<tr>
<td>B+</td>
<td>86% &amp; up</td>
<td>516-527</td>
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<tr>
<td>B</td>
<td>80% &amp; up</td>
<td>480-515</td>
</tr>
<tr>
<td>B-</td>
<td>78% &amp; up</td>
<td>468-479</td>
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<tr>
<td>C+</td>
<td>76% &amp; up</td>
<td>454-467</td>
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<td>C</td>
<td>70% &amp; up</td>
<td>420-453</td>
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<tr>
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<td>&lt;348</td>
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</table>

**IMPORTANT GRADING POLICY**

- Point values will be used to calculate final grades, NOT percentage values. That is, if you have 527 points, your grade will be a B+ even though 527 points is 87.9%. There will be no rounding up percentages to calculate the final grade; we’re using the point values above to determine final grades.

**COURSE POLICIES & GUIDELINES**

1. **If you have a question pertaining to the class, it MUST be posted on the Discussion Board (through the “Discussions” Link) in Sakai.** If it is something you would raise your hand to ask in class, it belongs on this board. Your instructor or TAs will then post a response to questions on that board; we will not respond to these questions unless they are submitted to the correct discussion board. In other words, do not send your question directly to Christina, Natalie or Xiao.

   - If you have a question about **Course Administration** you should post in the F.A.Q section of the Discussion Board. This is for questions about accessing course content, due dates, when grades will be returned, specifics about the assignments etc.
   - If you have a question about **Course Content** you should post in one of the weekly discussion threads. This is for questions about the readings, lecture material, and videos. This is where you post if you need help understanding the material.
   - If you have a question about **your grade**, you should email Natalie or Xiao directly about this. **Do not** post questions or information about your grade on the FAQ board.
2. **After the Drop/Add period ends, you will be assigned a “section instructor” and Assignment Code.** Your section instructor will be one of your TAs, and will be the person who you get in touch with if you have any personal issues or questions (anything that’s not appropriate to post on the FAQ Board). Your Assignment Code will simply be the number that you will write on all 4 of the writing assignments you will turn in this semester. On your assignments, you will be identified by your Assignment Code, and you will have the same Assignment Code throughout the semester. Your section instructor and your assignment code will be posted in Module 1 during the 2nd week of class.

3. **All interactions with instructors and among class members are expected to be professional and appropriate.** Students are encouraged to answer each others’ questions on the FAQ Board.

4. **Instructions for sending email**
   - **STEP 1:** Before contacting anyone via email, please check to see if the answer to your question has been posted on Sakai or is contained in any course material, such as the syllabus.
   - **STEP 2:** Do NOT email Dr. Ford first. Email your TA using the e-mail account found within Sakai. Your TA will be able to answer most questions for you. If you need to email Dr. Ford, your TA will instruct you to do so.
     
     **NOTE:** It is appropriate to email Dr. Ford (using the mailbox in Sakai) in the case of a serious medical condition, a family emergency, or other situation that will keep you out of class a week or more.
   - **Step 3:** Please begin your letter with “Dear (Title) (Last Name)” (e.g., Dear Dr. Hill or Dear Ms. Smith) and end your message with your FULL name so that you can clearly be identified.
   - **Step 4:** Proofread your email so that we can understand your question or concern and provide the assistance you need. Emails (or posts) using excessive abbreviation or numbers as text (e.g., 1337 or C U L8R) are not acceptable.
   - **Step 5:** Please wait at least 24 hours during the week or 48 hours on the weekend for a response before emailing again. We are not magical, we cannot reply instantaneously.

5. **Instructions for posting on the Discussion Board**
   - **Step 1:** Before posting to the discussion board, please check to see if the answer to your question has been posted on Sakai or is contained in any course material, such as the syllabus.
   - **Step 2:** Pick a descriptive title for your subject line. You want the title to be descriptive enough that your classmates can tell whether or not they have a question on the same topic. At the very least, please state the phenomena (e.g. Object Permanence) you are asking about. Good titles will also include a page
number if it comes from the book, or indicate the source of the question if your question did not arise from the textbook.

i. Unacceptable Subject Line: Question

ii. Passable Subject Line: Stroop Effect

iii. Excellent Subject Line: Stroop Effect, What is Competing? P89

6. **Extensions.** Extension of deadlines may be requested for the assignments. Any requests for an extension must be based on University approved reasons and must include proper documentation as per University guidelines. Requests for extensions must be made before the deadline, if possible, or within 24 hours of the deadline for unexpected emergencies. Late assignments without approved extensions will not be accepted if they are more than 5 hours overdue; assignments turned in late (fewer than 5 hours late) will be penalized. **There are no make-ups or extensions for quizzes.**

7. **Computer/internet access to e-learning is required for this course.** Students are responsible for maintaining access to e-learning.

   - Extensions will not be given for student-based technical difficulties. Do not wait until the last minute to complete assignments and quizzes!
   - If UF e-learning experiences technical difficulties, deadlines will be adjusted to allow for completion of assignments.

8. **Announcements.** Announcements will be made periodically about class issues (such as reminders about upcoming assignments, or when assignments are returned). These will be visible on our course’s home page. Students are responsible for all announcements made there, or through the course listserv. The course listserv will periodically send emails directly to your Gatorlink email address, so you are responsible for checking and reading these emails.

9. Generally, it will take about 2 weeks for the writing assignments to be graded and returned (from the due date).

10. **This course adheres to all University Policies.** See [http://www.dso.ufl.edu/](http://www.dso.ufl.edu/) for useful information at the Dean of Students Office webpage.

11. **Academic Honesty.** This course uses the definitions and guidelines for academic honesty as described by the Dean of Students Office. See [http://www.dso.ufl.edu/judicial/academic.php](http://www.dso.ufl.edu/judicial/academic.php) for details.

12. **Students with disabilities** requesting accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. See [http://www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/) for details.
13. **Religious Observances** Please check your calendars against the course syllabus. Any student having a conflict due to religious observance should contact me as soon as possible so that we can make any necessary arrangements.

14. **Copyright Statement** Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and for instructional activities associated with and for the duration of the course. **They may not be retained in another medium or disseminated further.** They are provided in compliance with the provisions of the Teach Act.

15. **Syllabus Change Policy** Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

16. **Extra Help** Contact me as soon as possible for extra assistance if you discover you are having trouble. I want you to do well!