

SEMINAR

Psy 403

Section 02, Fall 2005

Note: this is a preliminary draft, which I provide for planning purposes. A final version, possibly with changes, will be available by the start of classes.

Instructor: Dr. Susan Cloninger

Class Meetings: Tuesdays and Thursdays, 8:00 to 9:30 pm, in Gurley 104

We will not meet during every scheduled class, because much of this work is done independently. *However, students are expected to be available for class meetings and for appointments during the scheduled hours of class meetings, even on times listed as "no meeting,"* since weather and other factors may lead to changes in the originally posted schedule. In addition, you must attend the section of this course for which you are registered.

Office Hours (drop-ins and phone calls): Mondays 9:30-10:00; Tuesdays 11:15-12:00; Wednesdays 11:30-12:00; Thursdays 11:15-12:00, Fridays, 11:30-12:00 and by appointment. Office hours are not held when classes are not in session (e.g., during the midterm break). (Occasionally, office hours may be cancelled or changed because of conflicting obligations.)

Office: Gurley Hall, Room 306 (phone: 244-2071). You are welcome to leave phone messages. However, if you require a reply, please either see me in person or send an e-mail.

E-mail: clonis@sage.edu

Course Description (from RSC catalog):

<p>PSY 403. Seminar 3 Cr</p> <p>Training is provided in the techniques of research through a detailed study of a specific psychological topic. A major paper is required of each student demonstrating the ability to evaluate and synthesize psychological material.</p> <p><i>Prerequisites:</i> Seven courses in psychology including PSY 333 and PSY 375. For senior psychology majors only or permission of the instructor.</p>

It is the student's responsibility to meet the prerequisite requirements before registering for Seminar. With the psychology faculty advisor's approval (note: not the advisor of a student's other major), some requirements may be taken simultaneously with Seminar.

Electronic Course Resources: Blackboard and SueCloninger.com

Registered students are enrolled in the Blackboard course. Use Blackboard to submit assignments electronically and to locate copies of course materials and handouts. Additional course resources are located on my personal website at: <http://www.suecloninger.com>
I welcome suggestions to make this website more useful for my students.

FORM MANUAL:

American Psychological Association (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

This manual is the standard form manual for psychology writers. You will find it most convenient to have a personal copy, because there are many stylistic details that must be made compatible with the standard form. Be forewarned: some books, programs, and web resources that claim to meet APA requirements do not fully do so. Use the APA manual as the authority, not other sources or programs. Be sure to use the most recent edition.

ASSIGNMENTS AND EXPECTATIONS:

The senior seminar requires considerable sustained and largely independent work, though guidance and support are provided by the instructor and fellow students in periodic meetings. Each instructor has a different style of teaching this course. In my sections, I monitor student progress closely throughout the writing process by interim assignments and meetings; *these are requirements*. You will be expected to incorporate feedback from these assignments and meetings into your paper at each step in the process of writing.

[What follows is a standard statement, adopted by the Psychology Department and applicable to all sections of the seminar course. Material in brackets or boxes is, however, added by this instructor.]

1. Select a topic within the field of psychology that you find interesting and which is sufficiently focused to be adequately investigated by the end of the term. *This topic is subject to the instructor's approval*. [Students who have dual majors should be particularly careful to select topics "within the field of psychology"; discuss your choice with the instructor, early in the term, if you wish to study applications of psychological material to other areas, such as education or health sciences or criminal science.]
2. Choose the method you will use to investigate this topic. The choices are:
 - a. Reading extensively in some area and integrating this reading into a thoughtful and well crafted literature review paper.
 - b. Conducting an empirical research project that you design, carry out, analyze statistically, and report. *[This option requires individual approval by the instructor and is subject to review, often time-consuming, by the IRB for research ethics. It is seldom chosen. It may be a sensible option for students who have begun an honors project and are unable to complete it.]*
3. Carry out the activities necessary to complete your project, including:
 - a. Obtaining approval of your topic and methodology from the instructor.
 - b. Developing (and revising as necessary) an outline of the project.
 - c. Making the necessary contacts and gathering the appropriate materials.
 - d. Developing (and revising as necessary) the bibliography.
 - e. Writing (and revising as necessary) the final paper.
 - f. Reporting a summary orally to the class at the end of the term.
4. All assignments, including the final paper, will be kept in a folder on file in the instructor's office. Thus, *you will need to make an extra copy of work for yourself*. That is, turn in two copies of each assignment: one for the instructor to evaluate and return to you, and the other for the instructor to keep on file.
5. The final paper must follow the APA format as described in the *Publication Manual*. Papers must be typed or word-processed, double-spaced, on unlined 8½; by 11-inch paper. Please submit work in the kind of folder that allows the reader to easily remove the paper to read it. (Pocket folders are ideal.) Put your name, the date, and the course title on the outside, top right corner of each folder. Papers submitted in the past have typically been about 35 pages, with 40 or more references. Empirical research papers have typically been about 20 to 30 pages.

Because we are going to be using Blackboard to submit work, most assignments will be submitted electronically instead of in print form. You will also receive feedback electronically. However, the final version of the paper must be submitted both electronically and in print. For this final version of your paper, you must submit two printed copies: one for the course file, and one to be graded and returned to you. Printed copies should be securely attached with a spring-type clip (so that they stay securely together, but can be detached for ease of reading).

Electronic copies must be in a format the instructor can read, and that shows the required APA-formatting; this includes Microsoft Word; rich text format (.rtf); and Acrobat format (.pdf). If you

wish to use another format, please check with the instructor ahead of time, and provide a sample file to be checked for computer compatibility. *Electronic copies must be identical to the printed copy in all ways, including cover page, references, and appendix (if any).* The cover page, references, appendices, and all other material must be included within the same file as the main part of your paper.

**** Be sure any electronic files are free of viruses or other nasties.** If you do not have an up-to-date virus checking program, please do not submit electronic files without talking to me first.

**** Sometimes students have difficulty with the internet connections on their personal computers.** Please keep in mind that you may use college computers for internet access, so don't let any problems with your own hardware get in the way of submitting work on time.

**** Back up all your work, every time you make changes!** I suggest putting it on more than one backup disk, and also on hard drives, and even as email attachments to yourself that you can leave on a server. Keep changing the names of your files so that you don't accidentally write over your backup files. (E.g., name them seminar01.doc, seminar02.doc, seminar03.doc and so on...)

6. An oral presentation of your project will be given at the end of the term. Each presentation will take about 20 minutes, including discussion. *[Because of increased class size this term, we may have to shorten these presentations. You'll be given a specific time limit before the presentation date.]*
7. Many scheduled classes will not be convened, in order to allow more time for independent work and (as needed) for individual conferences with the instructor. *[When class is held, attendance is required.* It is each student's responsibility to remain informed about class meeting schedules, which may be adjusted as needed throughout the term. (For example, weather-related modifications may be required, or attendance at some classes may be required only of those who have not yet completed certain stages of the writing process.)]
8. It is expected that a student will devote 9 hours per week to Seminar work, in addition to class time and conferences. Because much work is done independently, you will have to monitor your own work in order to keep on schedule.

GRADING: The major component of the course grade will be the final paper. Class participation and intermediate assignments will also be taken into consideration. Realize that assignments are sequential; you are not permitted to skip any of the steps along the way to writing the final paper.

CONFERENCES: The instructor is available to help you with your project during office hours and during scheduled conference times (generally, class hours). A few formal conferences will be scheduled (as indicated on the syllabus).

A NOTE ABOUT DEADLINES: In a project as large as this, deadlines are an important aspect of success. You are expected to meet them. Be aware that the purpose of these deadlines is to keep you on track (and also to give the instructor time to provide guidance at the various steps along the way from the beginning to the final paper). I will be sympathetic to the occasional crises that cause an assignment to be a day or so late, but quite disappointed by a pattern of frequent late or missed assignments. *I will not accept any work until earlier assignments have been completed.* If special circumstances occur, an Incomplete and course extension can be arranged **but you should not expect an Incomplete as a matter of routine** simply because this is Seminar.

MISCELLANEOUS NOTES: (1) You should have ready access to a grammar and punctuation reference to check mechanics throughout your writing. Usually the book you used in an English course in writing is fine. Word processors provide some help with spell-checking, but that is not enough to verify correct word usage; for that, use a dictionary. (2) Be sure to keep backups of all your work. Investing a couple of dollars in extra computer disks can be one of the best investments you'll ever make! (3) Academic honesty is a foundation of our work together. There

are no exceptions. (4) I am sympathetic to the dangers of commuting in adverse weather. If you believe that it would be dangerous to drive to campus because of weather, then don't come to my class, and contact me as soon as possible to discuss the situation. If the College closes, there will obviously be no class. If I personally am unable to make it to campus, I will leave a phone message on my office telephone: 244-2071.

SCHEDULE OF ASSIGNMENTS AND MEETINGS

(Subject to revision.)

9/6	<p>Course introduction. Discussion of the choice of topic and its appropriate scope. Discussion of the process of writing, with particular emphasis on organization and locating appropriate references.</p> <p>Electronic assignment:</p> <ul style="list-style-type: none"> ▪ <i>Submission of topic.</i> (If you have not yet chosen a topic, please do so by 9/8.) <p>Attendance required for all students.</p>
9/8	<p><i>Before class:</i> Use links from the library home page at http://library.sage.edu/ to do a preliminary search for references. (Keep note of any difficulties you have in locating appropriate references.)</p> <p><i>Bring to class:</i> (1) a printed copy of a current scholarly literature review in your area: for example, a review published in the <i>Psychological Bulletin</i> or other professional journal; or a chapter in <i>The Annual Review of Psychology</i> or in a current scholarly book; and (2) citation information and abstracts (or full articles) for at least 2 references, from scholarly journals, that would be appropriate to include in your paper. At least one of these must be an <i>empirical research</i> report.</p> <p>Electronic assignment:</p> <ul style="list-style-type: none"> ▪ List, in appropriate bibliographic format, these 3 references. Also provide the abstracts of each of these 3 articles. ▪ Students who did not submit a topic on 9/6 must do so today. ▪ (Note that you are <i>not</i> required to submit the copy of the scholarly literature review to the instructor, but you must have it with you in class.) <p>Attendance required for all students.</p>
9/13	<p>Electronic assignments:</p> <ol style="list-style-type: none"> 1. Submission of preliminary outline: The preliminary outline should have about 4-5 main headings. Each main heading should have about 2-4 subheadings. (This may be modified as is appropriate for your topic.) Be sure that your choice of headings and subheadings is appropriate, given the literature that is available on this topic. (Your outline will almost certainly be modified throughout the term, as is appropriate for your topic. For example, it will be influenced by the discovery of additional research on your topic.) 2. Identify at least one reference appropriate for each main section of your paper. (To be “appropriate for a section,” a reference must be primarily concerned with that specific topic, and not simply report on the topic as part of its introduction or discussion. Look for <i>empirical</i> studies, primarily.) 3. Prepare a schedule of writing. That is, list which sections of your paper you will be working on for each week of the term. <p><i>Students who have submitted all these assignments in advance and who have received approval from the instructor are excused from class attendance. For others, attendance is required.</i></p>

9/15	<p>No class meeting. (Appointments may be arranged.)</p> <p>Electronic assignment:</p> <ul style="list-style-type: none"> ▪ Describe your literature search so far. What key search terms have you tried, and how useful have they been? What difficulties are you having?
9/20	<p>Advanced internet literature search procedures (by librarian Margaret Lanoue).</p> <p>Meet in the library.</p> <p>Attendance required for all students.</p>
9/22	<p>Electronic assignment:</p> <ul style="list-style-type: none"> • DRAFT due of <u>any</u> section of your paper (about 3-5 pages), with an appropriate heading and with references in APA form. (This outline will, of course, be revised later.) <i>Include a log</i> of about how long this took to complete. How much time did it take to identify references? To get copies of them? To read them? To plan what to write? To actually write? To edit or revise (if you have done that yet)? Based on these estimates, how long will you need to spend each week to complete the paper by the due date? Can you spend that amount of time? (If not, you should drop the course and take it later.) <p><i>Students who have submitted this assignment in advance and who have received approval from the instructor are excused from class attendance. For others, attendance is required.</i></p>
9/27	<p>No class meeting. (Appointments may be arranged.)</p>
9/29	<p>Electronic assignment:</p> <ul style="list-style-type: none"> • Preliminary list of REFERENCES due. Use APA format. In addition, for each reference, indicate where it is located. (Do you have a photocopy? an electronic copy? Does the Sage library have the book or journal? Is it available online? Will you get it through inter-library loan? If so, have you requested it yet?) • Review the instructor's feedback from the 9/22 assignment carefully. <p><i>Students who have submitted this assignment in advance and who have received approval from the instructor are excused from class attendance (but do pick up your earlier assignment). For others, attendance is required..</i></p>
10/4	<p>No class meeting. (Appointments may be arranged.)</p>

10/6	<p>Electronic assignment:</p> <ul style="list-style-type: none"> • DRAFT due of a second section (any) of the paper. This should be about 4-5 pages. In addition, <i>copies of articles cited in this section of the paper should be provided.</i> Electronic copies of the full text are preferred. “Persistent links” are also acceptable, but only if you have tested them to be sure that they work. (Links that work within your library session often do not work once you exit that session – hence these are not “persistent” links.) If your references are books, please make arrangements with the instructor about making them available to her. • Review the instructor’s feedback from the 9/29 assignment carefully. • Sign up for an individual appointment with the instructor (at a time during one of the next 2 class sessions). <p><i>Students who have submitted this assignment in advance and who have already signed up for an individual appointment, are excused from class attendance. For others, attendance is required.</i></p>
10/11	<p><i>No classes: Sage “Travel & Study Days” October 10-11.</i></p>
10/13	<p>Individual appointments (as scheduled). Bring all your work to date, and any questions.</p>
10/18	<p>Individual appointments (as scheduled). Bring all your work to date, and any questions.</p>
10/20	<p>No class meeting. (Appointments may be arranged.)</p>
10/25	<p>Electronic assignment:</p> <ul style="list-style-type: none"> ▪ DRAFT due of at least 10 pages of your paper. (This may include revisions of what you have submitted before.) Include a list of references, in APA format, for all material cited in these pages (and, if you wish, for additional material to be cited in pages to be written later). (References do not count toward the 10 pages.) [Hint: You may submit your full list of references, just so long as it includes all of the references cited in this section. That will save you time later.] <p><i>Students who have submitted this assignment in advance and who have received approval from the instructor are excused from class attendance. For others, attendance is required.</i></p>
10/27	<p>No class meeting. (Appointments may be arranged.)</p>
11/1	<p>No class meeting.</p> <ul style="list-style-type: none"> ▪ <i>Review the instructor’s feedback for work submitted last week.</i> You will be expected to take this advice into account when you revise this section, and as you write additional sections. Be sure that you have read and thought about these comments before your individual session next week. <p><i>Check the posted schedule to see when your individual appointment will be.</i></p>
11/3	<p>No class meeting. (Appointments may be arranged.)</p>

11/8	<ul style="list-style-type: none"> Individual appointments (as scheduled). Bring all your work to date, including <i>copies of all references cited in work you have submitted so far</i>. (You may bring photocopies, original articles or books, or electronic copies.)
11/10	<ul style="list-style-type: none"> Individual appointments (as scheduled). Bring all your work to date, including <i>copies of all references cited in work you have submitted so far</i>. (You may bring photocopies, original articles or books, or electronic copies.)
11/15	(No class meeting; monitor your writing progress carefully to complete the paper on time. Take the initiative to schedule a meeting with the instructor if you have questions or need help.)
11/17	(No class meeting. Appointments may be scheduled as needed.)
11/22	(No class meeting. Appointments may be scheduled as needed.)
11/24	<i>No class: Thanksgiving break November 23-25</i>
11/29	<p><i>Class meeting: ACAT exam, part 1.</i> This exam (ACAT = "Area Concentration Achievement Test") is used to evaluate the psychology program. Your instructor will not know how you scored, though you may find out from the Department Chairperson at a later time, after this standardized test has been sent off to be scored. The test <i>is</i> a requirement for psychology majors, and you will <i>not</i> have a grade submitted to the Registrar for this course until you have completed it.</p> <p><i>Suggested date for submitting your seminar paper: 2 printed copies plus an electronic copy.</i></p> <p><i>Check the presentation schedule to know when you will be presenting to the class.</i> I would welcome receiving papers today. I suggest that all students use this date as the "target due date" throughout the term. Often there is a week or so of unanticipated work needed at the end for proofreading, mechanics, computer problems, longer-than-expected writing demands, and so on. If you consider this as the due date, you'll have time to do these things before the actual due date. Your paper will be better for it. Your stress level will be more manageable.</p> <p><i>Attendance required for all students. Don't be late!</i></p>
12/1	<p><i>Class meeting: ACAT exam, part 2.</i></p> <p><i>Attendance required for all students. Don't be late!</i></p>

12/6	<p>PRESENTATIONS</p> <p>All students should be prepared to present today (except those who have been assigned a later presentation date by the instructor). Select portions of your paper to present to the class. Please present <i>your paper</i>, and not only “supplementary” material such as related videos or other materials.</p> <p>Consider including visual aids (PowerPoint, posters, overheads, or handouts) with your presentation.</p> <p><i>Final papers are due in class.</i> (Be sure to submit 2 printed copies in addition to your electronic copy.) <i>In the coming days, be prepared to provide any documentation of sources used that the instructor may request, including photocopies of articles or chapters that you have read, and printouts of web sites.</i></p> <p>LATE PAPERS WILL BE PENALIZED. <i>Those students who are graduating are particularly reminded of the importance of submitting their papers on time.</i></p> <p><i>Attendance required for all students.</i></p>
12/8	<p>PRESENTATIONS</p> <p><i>Attendance required for all students.</i></p>
12/?? [Time and date TBA] (final exam period)	<p>PRESENTATIONS</p> <p><i>Attendance required for all students.</i> (However, if we have finished presentations during the previous class, this class will be cancelled.)</p> <p>(There will be no final exam. I expect to have seminar papers graded by the last day of finals, which is 12/19. Perhaps they will be ready earlier. <i>Since I grade them in a series of stages, including first reading and a later return to check references and other details, you must have submitted your paper when it is due in order to ensure that it will be graded on time.</i> You may receive your paper back by picking it up from my office at a time to be arranged; by picking it up next term; or by submitting it with a self-addressed envelope with sufficient postage for mailing one copy.).</p>

College Policies on Various Academic Matters

THE SPIRIT OF LEARNING

All members of The Sage Colleges community are expected to conduct themselves in a way which respects the learning environment. Thus, Sage has the right to remove any student from the classroom, other academic area, or program at any time if the student's behavior is contrary to the spirit of learning or hinders the operation of the program in any way. Violent, disruptive, harassing, or intimidating behavior is not tolerated in the classroom or any other place on campus. Any student whose conduct disrupts a class or other learning environment may be required to leave the premises immediately and subjected to disciplinary or legal actions.

STUDENTS WITH DISABILITIES

The Sage Colleges is committed to responding to the needs of students with disabilities, as defined by the Americans with Disabilities Act. A student seeking academic adjustment under the Americans with Disabilities Act must make a request in writing to The Sage Colleges Coordinator of Services for Students with Disabilities, Sage Albany Campus, 140 New Scotland Avenue, Albany, NY 12208: telephone 518-292-1764. Any student in need of classroom assistance or modification under the Americans with Disabilities Act must inform the instructor of the needed adjustment no later than the first week of class, and provide documentation from the Coordinator of Services for Students with Disabilities.

POLICY ON ACADEMIC HONESTY

Academic dishonesty in any of its forms, including cheating, plagiarism, misuse of SageNet, and failure to comply with guidelines for the conduct of human research, will not be tolerated at The Sage Colleges. A full statement of the policy on plagiarism, cheating and academic dishonesty is available in any of the academic division offices, in the Russell Sage College Dean and Graduate Dean offices (Troy) and Sage Center for Extended Learning and Sage College of Albany Dean's office (Albany).

For guidance in proper referencing of sources, as well as how to avoid plagiarism, consult the most recent editions of the following works, which are available in the reference sections of the libraries on the Troy and Albany campus:

Joseph Gibaldi & Walter S. Achtert *MLA Handbook for Writers of Research Papers*. New York: Modern Language Association.

Kate L. Turabian *A Manual for Writers of Term Papers, Thesis, and Dissertations*. Chicago: University of Chicago Press.

American Psychological Association *Publication Manual*. Washington, D.C.: American Psychological Association.

(Check college publications for any additional or revised policies.)