

SEMINAR

Psy 403 or Psy 405 [depending on which Sage publication you are reading]
Section 20, Spring 2005, on the Albany campus of The Sage Colleges (Albany, NY)

Instructor: Dr. Susan Cloninger

Class Meetings: alternate Tuesdays, 6:00 to 9:00 pm

We will not meet during every scheduled class, because much of this work is done independently. The course is designated as a reduced-“seat time” course, and students are required to submit assignments electronically. (Details will be given in class.)

Office Hours (drop-ins and phone calls) for spring 2005: Tuesdays and Thursdays from 1:00-2:30 pm, and by appointment, in my Troy campus office. Office hours are not held when classes are not in session (e.g., during the spring break).

Office: on the Troy Campus of The Sage Colleges: 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: My Sage e-mail address is: clonis@sage.edu This address isn't very dependable, because it gets a lot of mail that I delete without reading. If you use it, please put “seminar” in the subject line so that I don't accidentally delete your message before reading it. Or, preferably, use the alternate email address that I have set up for this course: <mailto:seminar@suecloninger.com>

Course Description and prerequisites (please see the college catalog for details):

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.

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. I do not accept subsequent assignments until the earlier ones have been completed adequately.

To submit assignments electronically, when required:

Submit assignments to the drop box that is set up for this course. (Details will be given to registered students in the first class session.)

On-line course materials: Course materials, including useful links and tips for successful course work, are available on my website at: <http://www.suecloninger.com>
It is not necessary to use Blackboard to access this website; any web browser (Internet Explorer or Netscape, for example) will work. You don't need to be registered for the course to view pages on this website. 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:

[This 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, and some outdated material has been edited or deleted.]

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 your work for yourself.*

**** During this term, we will be using electronic submissions for most assignments, both to submit work to the instructor and to receive feedback from the instructor. It will not be necessary to submit printed copies of most course work. The final paper, however, must be submitted in both print (2 copies—one for grading and one for the file) and electronic copy. Electronic copies must be identical, in content and format, to the printed copy!**

5. The final paper must follow the APA format as described in the *Publication Manual*. Papers must be word-processed, double-spaced, on unlined 8½; by 11-inch paper. 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.

**** You must submit two printed copies of the final paper (one to be graded and returned to you, and the other to be kept by the instructor in a permanent course file) AND an electronic copy of your final paper.**

Printed copies should be securely attached with a spring-type clip. (This is better than a staple or punching and binding, because it permits the reader to move quickly back and forth between the text and the references.)

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). PUT ALL OF YOUR PAPER IN A SINGLE FILE; do not have separate files for the paper and references (for example).* Make sure that all pages are numbered, and that they all have a page header as described in the APA manual.

Be sure any electronic files are free of viruses or other nasties.

While you will receive feedback electronically for most work submitted during the course, the final paper will (most likely) be graded on a print copy. (Reading so many seminar papers on a computer is simply too hard on the instructor's aging eyes!) The electronic copy is required, also, for easier checking and searching. *Both electronic and print copies must be submitted, before your paper will be graded.*

6. An oral presentation of your project will be given at the end of the term. Each presentation will take about 15 minutes, including discussion.
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. The electronic drop box will not accept late papers. Assignments are due by midnight on the date indicated on the syllabus. 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. 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. Don't keep all of these in one location, or on one computer. Consider sending yourself an email copy and leaving it on your mail server, as an additional backup. (3) Academic honesty is a foundation of our work together. There are no exceptions. It is each student's responsibility to understand the rules about academic honesty and plagiarism. Don't get sloppy and incorporate sentences from your references in your paper (except as explicit quotations); that is plagiarism. (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.)

<p>1/18 class meeting</p>	<p><i>Course introduction.</i></p> <ul style="list-style-type: none"> ▪ 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. ▪ Examination of an example literature review (in class). ▪ Suggestions for locating literature reviews. (Some good sources: reviews published in the <i>Psychological Bulletin</i> or other professional journals; chapters in the <i>Annual Review of Psychology</i>; chapters in some current scholarly books.) ▪ Distinguishing “primary” from “secondary” sources, and appropriate use of each in your seminar paper. ▪ Some strategies for literature searching (instructor’s advice). ▪ Terminology: “reference citation”; “abstract”; “full text article”; “literature review”; “empirical article”; “scholarly journal”; “peer reviewed journal”; “persistent link” – and more. ▪ Tips for “submitting” full text references to the instructor, when required. (“Persistent links” from the library databases.) ▪ Advice for avoiding plagiarism, and for “finding your own voice” when writing. ▪ Procedures for submitting electronic assignments. <p><i>Attendance required for all students.</i></p>
<p>1/25 electronic deadline (no class meeting)</p>	<p><i>Assignment (due electronically no later than 1/25): Be sure to include all of this information in your electronic submission:</i></p> <ol style="list-style-type: none"> 1. Selection of topic. 2. Reference citation for a scholarly literature review on the topic you have selected. <ol style="list-style-type: none"> a. List the citation, in correct APA format. b. What headings are used in this reference? (List them in outline form.) 3. Citation information and an abstract (or full text article) for at least two additional references, from scholarly (peer-reviewed) journals, that would be appropriate to include in your paper. At least one of these must be an <i>empirical</i> research report. 4. Identification of the reference work(s) that you will use to check questions of grammar, punctuation, etc.
<p>2/1 class meeting</p>	<p>Advanced internet literature search procedures (by librarian Margaret Lanoue). Meet in the library (basement media room). <i>Attendance required for all students.</i></p>

<p>2/8 electronic deadline (no class meeting)</p>	<p>Assignment (due electronically no later than 2/8): Be sure to include all of this information in your electronic submission:</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 may have about 2-4 subheadings. (This may be modified as is appropriate for your topic.) <i>Be sure that your choice of headings and subheadings is appropriate, given the scholarly literature that is available on this topic.</i> (Your outline will almost certainly be modified throughout the term. 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>2/15 class meeting</p>	<p>Written assignment (bring printed copy to class for discussion with the instructor and classmates):</p> <ul style="list-style-type: none"> • DRAFT of any section of your paper (about 3-5 pages), with an appropriate heading and with references in APA form. <i>(Please bring 3 printed copies, which we will discuss in small groups.)</i> • Full text copies (printed) of all references (journal articles, chapters, or whatever) that you used in preparing this draft. (1 printed copy of each.) • Log 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>Advice on time management for seminar. Review of plagiarism and how to avoid it. Assignment of individual appointment times for 3/1. <i>After the class exercise and discussion, individual appointments with the instructor may be arranged if needed tonight.</i></p>

<p>2/22</p> <p>electronic deadline (no class meeting)</p>	<p>Assignment (due electronically no later than 2/22):</p> <ol style="list-style-type: none"> 1. Revised and expanded version of the draft that was discussed in class 2/15, with appropriate heading and with references in APA format. This draft should total 5 to 10 pages [or more! The more you do now, the easier the future will be!]. <i>Be sure that you have made revisions based on feedback you have received on your earlier draft.</i> 2. Full text copies or “persistent links” to all references that you used in preparing this draft. (Electronic copies are preferred, but printed copies may be submitted instead; make arrangements for delivery with the instructor, or bring copies to your individual appointment in the next class.) 3. Preliminary list of references for the entire paper. Use APA format. (Look carefully at the APA manual!) 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?)
<p>3/1</p> <p>individual appointments</p>	<p>Students will meet individually with the instructor during this class session. Specific times will be scheduled ahead of time, so that you will know when to come. Bring printed copies of all your work to date, and bring copies (printed or electronic) of the full text of all of your references to this meeting.</p>
<p>3/8</p> <p>electronic deadline (no class meeting)</p>	<p>Assignment (due electronically no later than 3/8):</p> <ul style="list-style-type: none"> ▪ DRAFT due of a second section (any) of the paper—that is, <i>new content that has not been previously submitted</i>. This should be about 5-10 pages. In addition, <i>reference citations in APA format and (if available) persistent links to all articles cited in this section of the paper should be provided. If you prefer, you may submit electronic versions of these references.</i> (Printed copies may be submitted instead; make arrangements for delivery with the instructor.) You should compare what you have written with the reference citations to be sure that (a) you are reporting the information accurately; (b) you are selecting the important information to report; and (c) you are not plagiarizing the sources. (Either use appropriate quotation formats, or use your own words. <i>Do not paraphrase</i> the references in a way that is so close to the original source that it constitutes plagiarism.)
<p>3/15</p>	<p>Spring Break (no class)</p>

<p>3/22</p> <p>electronic deadline (no class meeting)</p>	<p>Assignment (due electronically no later than 3/22):</p> <ul style="list-style-type: none"> ▪ DRAFT due of at least 15 pages (preferably more: what you write now helps you later!) of your paper: 2 printed copies, or one printed and one electronic copy. (This may include revisions of what you submitted before. <i>Do not re-submit any previous material unless it has been thoroughly proofread and revised based on earlier feedback!</i>) Include reference citations [that is, 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.) <i>[Hint: If you keep an up-to-date reference list in APA format, you will save yourself a lot of work at the end of the term. You may submit this list with this assignment. Even if you have previously submitted a reference list, you must submit it with this assignment, attached at the end of your file – all one file with your written pages.]</i> ▪ If you want to have an individual appointment on 3/29, let the instructor know. In addition, the instructor may assign an individual appointment.
<p>3/29</p> <p>individual appointments</p>	<p>No class meeting. (Individual appointments may be arranged, at the request of students or the instructor. Students who have been keeping up with the assignments and fulfilling the requirements may be excused from these appointments.)</p> <ul style="list-style-type: none"> ▪ Individual appointments (as scheduled). Bring all your work to date, including <i>copies of all references (full text) cited in work you have submitted so far.</i> (You may bring photocopies, original articles or books, or electronic copies.)
<p>4/5</p> <p>electronic deadline (no class meeting)</p>	<p>Assignment (due electronically no later than 4/5):</p> <ul style="list-style-type: none"> ▪ Submit any additional assignments that the instructor has requested.
<p>4/12</p> <p>class meeting</p>	<p>Class meeting: ACAT exam, parts 1 & 2. 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>Suggested date for submitting your seminar paper: 2 printed copies plus an electronic copy. 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>Be prepared to provide any documentation of sources used that the instructor may request during the grading of your paper, including photocopies or electronic copies of articles or chapters that you have read, and printouts or electronic copies of web sites.</i></p> <p>Attendance required for all students.</p>

<p>4/19 special late paper submission time</p>	<p>The absolute deadline for submission of your seminar paper is Tuesday, April 19 at 6:00 pm. Both print and electronic copies are due at this time. Electronic copies should be submitted as we have been doing throughout the term; print copies should be delivered to me at my office Troy office (up until 4:30 pm today) or at my Albany office on the second floor of the Administration Building, Albany campus, by 6:00 pm today—no later! (I don't generally use this Albany office, but I plan to stop in this evening specifically to pick up these papers. If you miss this extended "grace period" deadline, you should speak personally with the instructor and fill out paperwork for an Incomplete in the course.) LATE PAPERS WILL BE PENALIZED and will likely not be graded by the Registrar's deadline. Those students who are graduating are particularly reminded of the importance of submitting their papers on time.</p>
<p>4/26 class meeting</p>	<p>PRESENTATIONS All students will present today. Select portions of your paper to present to the class, allowing about 15 minutes [or perhaps a little less, since our class size has been increased, and we have only 3 hours...] for the presentation and for questions and discussion. 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>There will (obviously) be no final exam. I hope to have seminar papers graded by this class. <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> If your paper is not yet graded by this class, you may receive it 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> <p>Attendance required for all students.</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.)