Instructor Information

Instructor  Susan Snycerski, Ph.D.
Office       DMH 311
Phone        (408) 924-5662 (only available during office hours)
Email        Use email option on D2L (I check this more often) or susan.snycerski@sjsu.edu

Course Hours  Section 3: Mondays & Wednesdays, 10:30-11:45 a.m. DMH 347
               Section 8: Tuesdays & Thursdays, 3:00-4:15 p.m. DMH 347
Online and email hours:  M-F 10:00-5:00

Contacting Instructor

1. Through D2L mail function. Best for questions related to class materials.
2. Through regular email. If you’ve tried contacting me via D2L but have not received a reply in a reasonable amount of time (2 – 3 days), or if you need to contact me quickly, please use my regular email account: susan.snycerski@sjsu.edu
3. By phone. Not the best method; I will answer during office hours only.

Course Description

Welcome to Psychology 100W! In Psychology 100W you will be developing the research and writing skills appropriate for scholarly communication in the broad field of psychology. Broadly these skills include (but are not limited to) understanding how to research the psychological literature and scientific writing that conforms to the American Psychological Association (APA) style. Assignments include essays, a literature review, and scholarly communication.

Prerequisites  ENGL 1B (with a grade of C or better)
               Completion of core GE
               satisfaction of Writing Skills Test and upper division standing
               PSYC 1
               STAT 95 or senior standing

GE/SJSU Studies Category  Area Z
Course Goals and Student Learning Objectives

This is a course in writing for the Psychology major, however it is also an upper division GE course. As such, this course has a variety of features and student learning goals:

1. Students will develop proficiency at using databases (e.g., PSYCHINFO and MEDLINE) to locate empirical research and research review articles in an area of psychology.

2. Students will demonstrate competency in American Psychological Association (APA) writing style, including grammar, spelling, and syntax.

3. Students will summarize and analyze empirical research articles in an area of psychology.

4. Students will write for a general audience.

5. Students will organize and develop a literature review in an area of psychology.

6. The Board of General Studies, which writes the rules on GE courses, requires that students in 100w write no less than 8000 words in the course of the semester, and do an oral presentation.

7. Students will begin to develop critical thinking skills in psychology including the ability to:
   a. Synthesize disparate research findings into a coherent framework which addresses a question or topic relevant to the discipline of psychology (related to SLO 5)
   b. compare and contrast differing theories and research findings (related to SLO 3,5)
APA Manual


Recommend text:
Title: PSYC 100W - Writing Papers in Psychology
ISBN: 1133529771

Other equipment/material requirements

- A 100W binder or other organizational tool (Important: keep all graded work until after your final grade is posted). Any disputes over an awarded grade must be accompanied by the original graded assignment.
- #2 Pencil & a pen
- SJSU library card
- USB flashdrive
- paper to print assignments upon and access to a printer
- a **stapler** to carry in your backpack
- a working voice recorder (tape or electronic) for individual meetings with instructor (optional)
- Regular access to a computer and internet connection
- Handouts will be made available in a timely manner via D2L. It is your responsibility to print out and bring copies of handouts to the appropriate lecture.
Course D2L website

To access the site go to:
http://www.sjsu.edu/ecampus/students/

The course D2L site is an online resource supplement for this course. Use of this site and the information provided is not a substitute for attending lectures. The site will be updated regularly throughout the semester. This site contains:

- Discussion Board (Course Announcements, student questions)
- Links to webpages that will be of use to you throughout the course
- Handouts and articles
- Lecture slides (generally posted after lecture is presented)
- Grade roster

My intention is that the site will become an additional forum, outside of class, in which we can debate, discuss, and raise questions about the course material. **Check this site regularly for course announcements.**

Turnitin.com

Turnitin.com is a website that checks for plagiarism. You will be required to submit many of your assignments to this website, as indicated by the instructor.

**Important:** Your paper must be uploaded to turnitin.com by the due date. Papers that are not submitted by the due date will not be graded. That is, failing to upload your paper by the due date will result in the grade of zero.

Section 3 class ID: 4240310
Section 8 class ID: 4240312
Our class password is: WritingRocks (case and space sensitive)
### Assignments and Grading Policy Overview

The assignments in Psychology 100W are designed to **gradually build the writing and research skills necessary to write scholarly papers** appropriate for the discipline of psychology. Assignments in 100W generally include (but are not limited to):

- **Basic skills review** (e.g., plagiarism tutorial, in-class assignments)
- **Writing assignments** (e.g., reflection pieces, take-home assignments, article summaries, research reports, literature review)
- **Quizzes** (in class, take-home, online)

The **course schedule** and **assignment summary table** at the end of this syllabus provide a timeline and the planned grading for each assignment. **You are expected to come to class with the requisite materials and having completed the assigned readings and assignments.**

All papers are due at the beginning of class. **No late papers or emailed assignments will be accepted. No exceptions unless in cases of documented emergencies or a Dean’s excuse.**

To do well in this course, it is important to turn in all assignments on time (assignments are due at the beginning of class). For each assignment, an information sheet outlines the specifics of the assignment. **Please print them off the web site when they are available and have them with you on the appropriate lecture days. These information sheets are not a substitute for the lecture.**

### Written Assignments

An assignment summary table appears at the end of this syllabus. Details for all assignments are provided in lectures and some of those will also have assignment information sheets. Assignment information sheets (as well as other useful resources) can be found on the course D2L site. You are expected to print and bring copies of each handout to the appropriate class.

Supplemental criteria and instruction regarding assignments will be discussed in class; thus, the posted assignment instructions may be elaborated upon and require additional material. Therefore, it is very important to come to class. If you do miss a class, be sure to contact a classmate.

The written assignments in Psychology 100W are designed to **gradually build the writing and research skills necessary to write scholarly papers** appropriate for the discipline of psychology. The major writing assignments for this work include (but are not limited to):

- Dissecting a Literature Review
- Article Summary (Basic)
- In-class writings and assignments
- Literature Review *(see detailed description below)*
- Peer Review
- Method Paper

**Major Scholarly Paper: Literature Review**

The major paper you will be writing for this course is an **APA style literature review** (approximately 2000 words not including references; 10 or more scholarly references). The goal of a literature review is to answer a research question by describing and synthesizing relevant theory and research findings relevant to the question.
You will be developing your final literature review in several assignments, including (but not limited to):

- **Research Question Assignment** in which you develop, with help from the instructor, a research question appropriate to the discipline of psychology and to the requirements of the course.

- **Database Assignment** (Part 1 & 2) in which you identify at least 20 – 25 sources relevant to your literature review topic using databases and other resources appropriate to psychological research and comprise a full APA style reference section of 15 of those articles.

- **Outline Assignment** in which you organize the main points of your literature review and indicate which sources will be used to support the main point, and how it will do so (e.g., full summary of the article vs. “microsummary” of the article); write a minimum of six microsummaries (max 8); comprise a full APA style reference section

- **Literature Review Conferences and Drafts** in which you receive feedback from a variety of sources and revise your paper as needed.

- **Important! All students must turn in a literature review draft on the due date in order to qualify for the opportunity to turn in the final literature review; that is, no grade will be awarded to a final literature review paper unless a draft has been submitted on time.**

- **Details regarding assignments will be provided in class and/or on D2L.**
Course Grade

Course grades will be based on the number of points accumulated throughout the semester.

The assignment summary table at the end of this syllabus provides the points associated with each assignment. **Grading scale:**

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<th>Percent</th>
<th>Letter Grade</th>
<th>Points earned</th>
<th>Percent</th>
<th>Letter Grade</th>
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<td>≥ 98</td>
<td>A+</td>
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<td>73</td>
<td>C</td>
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<td>90</td>
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<td>88</td>
<td>B+</td>
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**Important Notes about Grading**

- **Important!!** The Department of Psychology has adopted the policy that designated written assignments will be returned ungraded for substantial errors in grammar, punctuation, spelling, clarity, conciseness, and validity of content. Such instances may result in a penalty of 10% on the final grade on rewritten work. The revised paper must be returned within a maximum of seven calendar days and submitted with a copy of the original work. This policy is in effect for all courses 100W and above and by instructor discretion for courses under 100.

- Although some assignments are essentially credit/no credit (i.e., worth up to 1 point), it is very important to complete all of them because:
  - each develops a skill necessary for successful completion of major assignments
  - cumulatively “credit/no credit” assignments account for approximately 10% of your total grade
  - completion of some are required for the course (pre- and post-test; plagiarism tutorial; workbook chapters)
- missing a portion of these assignments can lower your course grade substantially
- in terms of GE the only passing course grades are C and above.

**Make-up Exams**

No extensions or make-up exams will be given except in cases of documented emergencies, serious illness, or a dean’s excuse. If such a circumstance should arise, please contact me as early as possible and be ready to provide documentation.

**Late Assignments**

Late assignments will not be accepted except in cases of documented emergencies, serious illness, or a dean’s excuse. If such a circumstance should arise, please contact me as early as possible and be ready to provide documentation.
University Policies

Academic Integrity

Students should know that the University’s Academic Integrity Policy is available at http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf. Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University’s integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at http://www.sa.sjsu.edu/judicial_affairs/index.html.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU’s Academic Policy F06-1 requires approval of instructors.

Cheating on papers (i.e., plagiarism), quizzes or other assignments will result in a failing grade (F) for the course; a grade of F will be recorded and the student(s) will be reported to the Office of Student Code and Ethical Conduct. This policy is strictly enforced.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-324.html. Information about late drop is available at http://www.sjsu.edu/sac/advising/latedrops/policy/. Students should be aware of the current deadlines and penalties for adding and dropping classes.
Classroom Protocol

Students are expected to attend class and maintain a level of professional and courteous behavior in the classroom. Respect for the rights and opinions of others is expected. The free and open exchange of ideas is the cornerstone of higher education, but we must always remain respectful of others, even if we disagree strongly with them. Disagreement is acceptable, but discourteousness is not. Behavior that creates a threatening or harassing environment (either online or in class) will not be tolerated. Severe and pervasive disruptions of class activities are a violation of the Student Code of Conduct will be reported to the Office of Judicial Affairs. In short, be cool to one another.


Read the syllabus!

You are responsible for knowing the details in this green sheet. I am happy to answer questions about the course as they arise, but I expect you will make some effort to find the answers in the syllabus and class materials, and to pay attention to the answers given.

Skill-Development Course

It is important that you understand that this class is a workshop on skill development and differs from a standard lecture class that teaches content. I will provide a few lectures and am available for consultation, but I do not “teach” in the traditional lecture sense.

In a workshop, you have primary responsibility for learning the material. I can answer any questions about the material you are learning and I provide feedback on your assignments. You are expected to take the initiative in mastering the material and skills in this class.

Time Management & Regular Attendance

Time management is a major issue for students in this class. As in the workplace, deadlines are real. Assignments are due one after another and you need to keep on top of them! You can fall quickly behind if you fail to turn every assignment in on time.

Although the course has an online resource, this resource is not a substitute for attending lectures.

Laptops

Laptops/Tablets

Students using laptops/tablets will sit in the first two rows of the classroom only, No exceptions. Laptops/tablets should be charged prior to class. In-class laptop/tablet use should be restricted to course-related activities (e.g., taking notes). Other activities (e.g., checking email, Facebook®, MySpace®, etc.) distract both the instructor and students and will not be tolerated. Inappropriate laptop use during class will result in the student being dismissed for the remainder of the class session. Repeated inappropriate use may lead to loss of permission to use the device in class for the duration of the course.

Cell phones and other electronic devices

Please be certain to turn off or put in silent mode (not vibrate mode as that is still audible and is distracting) all cell phones, pagers, and any other devices that produce distraction prior to entering the classroom. Phones should not appear on the desktop; rather, they should be stored during class sessions in pockets, bookbags, purses, and the like. DO NOT TEXT DURING LECTURE. Texting during class will result in the student being dismissed for the remainder of the class session.

Late arrivals

If you must arrive late or leave early, please do so quietly and with a minimum of distraction. If you
I expect you to come to class prepared
“Prepared” means you have completed the readings and any assignment before class starts, and written down any questions you had from the assignment. You should be as prepared as you expect your professor to be. If you cannot attend class, please email me to inform me of your absence.

Communication
Use email!! Use office hours! Talk to me!!

Check the course D2L site regularly
If I become ill, I will inform you the night before that I will be absent. Please email me before class if you will not be in class. Please set your spam controls to accept my email address. I expect courteous and professional exchanges on the website as well as in class.

Student Technology Resources
Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center
The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The LARC website is located at http://www.sjsu.edu/larc/.

SJSU Writing Center
The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is located at http://www.sjsu.edu/writingcenter/about/staff/.

Peer Mentor Center
The Peer Mentor Center is located on the 1st floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering “roadside assistance” to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop –in basis, no reservation required. The Peer Mentor Center website is located at http://www.sjsu.edu/muse/peermentor/.

Other Resources
Your instructor will inform you of any other resources that may be available to you (e.g., online tutorials, etc.).