San José State University  
Department of Psychology  
Psyc 155, Human Learning, Section 3, Fall, 2018

Course and Contact Information
Instructor: Susan Snycerski, PhD
Office Location: DMH 311
Telephone: (408) (924-5662)
Email: susan.snycerski@sjsu.edu
Office Hours: Tuesdays & Thursdays, 4:20-4:50 p.m.
Class Days/Time: Tuesdays & Thursdays, 1:30-2:45 p.m.
Classroom: Clark 226
Prerequisites: General Psychology/Psyc 1

Course Format
All course materials (excluding the textbook) such as the syllabus, readings, notes, assignment instructions, quizzes, excreta can be found on our Canvas website http://sjsu.instructure.com. All class-related questions regarding assignments, exams, or other course content must be posted on Canvas in the “Discussions” link. That is, I will not answer course content questions that are emailed to me. This policy will ensure that all students have access to content-related answers that I provide. Before posting a question, be sure to read through the posts to make sure your question is not redundant and has not already been answered. You may email me privately through Canvas when you have personal, private information to discuss, such as questions regarding your grade, the need and reason to miss a class, or cases of documented excuses from class.

Canvas
Canvas Login URL: https://sjsu.instructure.com. You are required to check Canvas regularly for announcements. You must first set up a SJSUOne account before accessing Canvas. To do so, go to http://its.sjsu.edu/services/sjsuone/ The Username for Canvas then is your 9 digit SID and your password is the one you chose when you established your SJSUOne account. You will see the courses you are taking (assuming the instructor is using Canvas).
• Further Assistance with Canvas- Students should go first to http://guides.instructure.com/m/4212 with problems and then to the University Help Desk for Canvas problems, including logging in (http://www.sjsu.edu/helpdesk/).

Course Description
This course covers, among other topics, memory, forgetting, concept formation, language learning, reinforcement, and related topics. Traditional learning concepts, theories and findings with reference to contemporary classroom management, behavior modification, and other applications are also addressed.

Warning: This class discusses drug use as related to classical and operant conditioning and physiological responses in great detail. Those with previous or existing drug problems should be aware of this and consider whether or not exposure to these discussions may serve as triggers for cravings for drug use and possible relapse.
If so, you may wish to consider dropping the course. Your instructor is not responsible for any adverse reactions to the course material.

**Course Learning Outcomes (CLO)**

Knowledge base of basic and complex learning processes (CLO 1), research methods used in studying learning processes (CLO 2), critical thinking skills as applied to evaluating research and relevant theories (CLO 3), applications of learning processes in individuals, small groups, and communities (CLO 4), and ethical considerations of human and nonhuman animals in behavioral research (CLO 5) comprise the overall course learning outcomes.

Specifically, upon successful completion of this course, students will be able to:
1. Recognize the historical influences in the field that led to contemporary theories of learning
2. Demonstrate knowledge of research methods used to investigate learning processes in human and nonhuman animals.
3. Explain behavioral procedures and assays used for studying learning processes in human and nonhuman animals
4. Understand and appreciate the ethical use of animals in behavioral research
5. Demonstrate knowledge of and provide examples of the basic and complex processes involved in classical conditioning
6. Demonstrate knowledge of and provide examples of the basic and complex processes involved in operant conditioning
7. Demonstrate knowledge of and provide examples of the basic and complex processes involved in observational (social) learning
8. Demonstrate knowledge of and provide examples of practical applications of learning and memory concepts to human and nonhuman behaviors.

These outcomes will be assessed via in-class quizzes and activities, exams, short writing assignments, and the semester-long Self-Management Project (SMP). Feedback regarding quizzes, exams, and in-activities will given in class; feedback on writing assignments and the SMP will provided on the Canvas website in written format.

**Program Learning Outcomes (PLO)**

Upon successful completion of the psychology major requirements...

- **PLO1 – Knowledge Base of Psychology** – Students will be able to identify, describe, and communicate the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.

- **PLO2 – Research Methods in Psychology** – Students will be able to design, implement, and communicate basic research methods in psychology, including research design, data analysis, and interpretations.

- **PLO3 – Critical Thinking Skills in Psychology** – Students will be able to use critical and creative thinking, skeptical inquiry, and a scientific approach to address issues related to behavior and mental processes.

- **PLO4 – Application of Psychology** – Students will be able to apply psychological principles to individual, interpersonal, group, and societal issues.

- **PLO5 – Values in Psychology** – Students will value empirical evidence, tolerate ambiguity, act ethically, and recognize their role and responsibility as a member of society.
Required Texts/Readings

Textbook

Text can be purchased at the Spartan Bookstore or online.

Other Readings

Additional course reading material will be posted on our course management website, Canvas [http://sjsu.instructure.com](http://sjsu.instructure.com)

Other technology requirements / equipment / material

Students will need reliable access to a computer and to the internet. Writing assignments will require access to the SJSU/King Library PsychInfo databases. More information will be provided in class. Four 882E scantrons are also required.

Library Liaison

Bernd Becker
Email: bernd.becker@sjsu.edu

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at [http://www.sjsu.edu/senate/docs/S12-3.pdf](http://www.sjsu.edu/senate/docs/S12-3.pdf).

1. Classes: This class covers a very large amount of material; therefore, attending lecture is crucial for your success in this class. There is too much information discussed in class that cannot be found in text and in the slides for you to do well in this course without you attending regularly. If you want to do well in this course, you should attend every class. If you miss a class, you are responsible for getting the information from that class. Classroom participation is expected and may be graded via unannounced in-class quizzes, assignments, or other activities. In-class activities are only for those students present; that is, there are no make-up opportunities for specific in-class activities except in cases of documented emergencies (see below). However, there will be two extra credit opportunities during semester.

Exams: You will have four exams. Exams may comprise multiple-choice, short answer, and essay questions. Please bring a Scantron form (882-E) and pencils to each exam. For exams, all bookbags must be stored under your seat or at the front of the classroom. Cell phones and smart watches must be stored and out of sight. There will be no bathroom breaks during exams so please prepare yourself to sit comfortably for the duration of the exam. All hats with bills must be removed or turned backward during the exam. Only a pencil and eraser are allowed on desktops during exams.

Students who arrive after the first person has finished the exam and left the classroom will lose their opportunity to take that exam, thus earning a zero grade for that exam. Please be sure to be on time for all exams!
No make up exams will be given. There are no exceptions unless in cases of documented emergencies or a Dean’s excuse. Thus, be sure to obtain a doctor’s note, court notice, accident/police report, and so forth if you must miss class. Inform me as soon as you can of the incident.

Cheating on exams 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. Plagiarism on written work will also result in a failing grade for the course. This policy is strictly enforced.

2. **Extra-credit**: There will be two extra credit opportunities during the semester; notices will be announced in class.

3. **Quizzes and/or assignments**: There will be quizzes and/or assignments, all of which may consist of online, in-class, take-home, or group assignments, as time allows and at the discretion of the instructor. If you do not complete a quiz or assignment, you will receive a zero for that missed work. **No make-up quizzes or assignments will be given (unless in cases described above)**. Students arriving late to class, once a quiz in progress, lose the opportunity to take that quiz. Online quizzes and assignments that occur via the Canvas website have strict deadlines. Once the deadline has passed, the opportunity to take or submit a quiz or assignment expires. No exceptions will be made for this policy. Therefore, it is imperative that you allow yourself enough time to complete the assignment or quiz and upload it by the deadline. More details will be provided in class.

4. **Late Work**: All assignments/quizzes must be turned in at the beginning of class or uploaded/submitted to the Canvas website by the scheduled due date and time. There will be no exceptions to this policy (unless in cases of documented emergencies or a Dean’s excuse), and this policy will be strictly enforced. **DO NOT EMAIL ASSIGNMENTS**. You will not receive credit for emailed assignments. Please note that the “due date” on Canvas is final; there is an “available until” date that is only for my record keeping. Therefore, just because an assignment may say “available until” that is NOT the date to follow, and any work submitted after the due date will not be accepted. The “due date” is final.

5. **Self-management Project**

You will design and conduct a semester-long self-management research project. This project will require you to identify one or more target behaviors of your own that you would like to change (e.g., increase or decrease the occurrence of a particular behavior such as flossing, eating fruits and/or vegetables, making lunch instead of buying, exercising, walking your dog, etc.) using the principles of behavior discussed in class. Choose a behavior that you would like to change that you do not mind sharing with your fellow classmates and instructor. For your privacy protection, do not choose very personal or illegal behaviors. More information on this project will be provided throughout the semester. All self-management information is posted on Canvas.

**NOTE**: Students wishing to exercise, change their diet (e.g., taking supplements), or engage in any other health behavior change should consult their doctor prior to doing so.

**Plagiarism online tutorials**. Students may wish to complete the online Plagiarism tutorial for a refresher on plagiarism before submitting papers.

[http://library.sjsu.edu/online-tutorials/online-tutorials](http://library.sjsu.edu/online-tutorials/online-tutorials)
Final Examination or Evaluation
Thursday, December 13 from 12:15-2:30 p.m.

Grading Information
Your grade will be determined by the total number of points you earn throughout the semester.

Grading
4 Exams @ 200 points each = 800
Quizzes (online, in-class, announced or unannounced), assignments, and/or activities. Point values, due dates, and descriptions of requirements for assignments and/or quizzes will be provided in class and/or Canvas.

Self-management project = 120
Total points available =1000

Grading scale:

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<thead>
<tr>
<th>Points earned</th>
<th>Percent</th>
<th>Letter Grade</th>
<th>Points earned</th>
<th>Percent</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>≥ 98</td>
<td>≥ 98</td>
<td>A+</td>
<td>73</td>
<td>73</td>
<td>C</td>
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<td>78</td>
<td>C+</td>
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</table>

- Any disputes over an awarded grade must be accompanied by the original graded assignment.

Students should verify grades for each assignment on the Canvas website. There is a one-week period after each assignment grade is posted for students notify the instructor if they think there is an error in the posted grade. Grade challenges may result in a higher grade, lower grade, or no grade change based on the evaluation of the instructor.

Rubrics for the Self-Management Project can be found on our Canvas website along with detailed instructions.

Classroom Protocol

Classroom behavior: Students should arrive on time; arriving late is distracting so please plan to be in your seat at the beginning of class. Please let me know if you need to leave early. I also ask that students raise their hands when asking or answering questions (i.e., please do not just shout an answer).

Students are expected to attend class and maintain a level of professional and courteous behavior in the classroom. Respect for the rights and opinion’s 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 Student Conduct and Ethical Development. In short, let’s all be kind to one another.

Per University guidelines:

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

**Laptops and Tablets**

**Laptops/notebook/tablets are the only electronic devices allowed for note taking (i.e., no cell phones) and students using these devices will sit in the first two rows on the left and right of the classroom only. No exceptions.** Laptops/tablets should be charged prior to class. In-class laptops or tablets are restricted to course-related activities (i.e., taking notes). Other activities (e.g., checking email, Facebook®, surfing, etc.) distract both the instructor and other 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 the start of class. Phones should not appear on the desktop; rather, they should be stored during class sessions in pockets, book bags, purses, and the like. **DO NOT TEXT DURING LECTURE.** It is rude and distracting to the instructor and fellow classmates. If I see you using a phone during class I will ask you put the device away; further use will result in being asked to leave class for the remainder of the session. I expect your full attention for the duration of each 75-minute class session.

In addition, research shows that Websurfing/texting during class may lower your grade (and disrupts those around you). Go to: [http://chronicle.com/blogs/wiredcampus/students-stop-surfing-after-being-shown-how-in-class-laptop-use lowers-test-scores/4576](http://chronicle.com/blogs/wiredcampus/students-stop-surfing-after-being-shown-how-in-class-laptop-use lowers-test-scores/4576)

**University Policies**

**General Expectations, Rights and Responsibilities of the Student**

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. To learn important campus information, view [University Policy S16-15](https://www.sjsu.edu/scps/policies/pages/studentbehavioralconduct/behavioralconductpolicy.html) and SJSU current semester’s [Policies and Procedures](https://www.sjsu.edu/scps/policies/). In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step.
Attendance and Participation

Attendance per se shall not be used as a criterion for grading. However, students are expected to attend all meetings for the courses in which they are enrolled as they are responsible for material discussed therein, and active participation is frequently essential to ensure maximum benefit to all class members. In some cases, attendance is fundamental to course objectives; for example, students may be required to interact with others in the class. Attendance is the responsibility of the student. Participation may be used as a criterion for grading when the parameters and their evaluation are clearly defined in the course syllabus and the percentage of the overall grade is stated. The full policy language can be found at http://www.sjsu.edu/senate/docs/F15-3.pdf

Accommodation to Students’ Religious Holidays

University Policy S14-7 states that San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage. Students should be aware of the current deadlines and penalties for dropping classes (Late Drop Information).

Information about the latest changes and news is available at the Advising Hub.

Consent for Recording of Class and Public Sharing of Instructor Material

Recording of lectures is not allowed.

University Policy S12-7, requires students to obtain instructor’s permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
- It is suggested that the greensheet include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
- In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload
instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

**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 *Accessible Education Center* (AEC) to establish a record of their disability.

**Student Technology Resources**

Computer labs and other resources for student use are available in:

- **Associated Students Print & Technology Center** at http://as.sjsu.edu/asptc/index.jsp on the Student Union (East Wing 2nd floor Suite 2600)
- **The Spartan Floor** at the King Library at http://library.sjsu.edu/about/spartan-floor
- **Student Computing Services** at http://library.sjsu.edu/student-computing-services/student-computing-services-center
- **Computers at the Martin Luther King Library** for public at large at https://www.sjpl.org/wireless
- Additional computer labs may be available in your department/college

A wide variety of audio-visual equipment is available for student checkout from *Collaboration & Academic Technology Services* located in IRC Building. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

**SJSU Peer Connections**

Peer Connections’ free tutoring and mentoring is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. Peer Connections tutors are trained to provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group and individual tutoring are available. Peer Connections mentors are trained to provide support and resources in navigating the college experience. This support includes assistance in learning strategies and techniques on how to be a successful student. Peer Connections has a learning commons, desktop computers, and success workshops on a wide variety of topics. For more information on services, hours, locations, or a list of current workshops, please visit *Peer Connections website* at http://peerconnections.sjsu.edu for more information.

**SJSU Writing Center**

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the *Writing Center website* at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center...
on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)

**SJSU Counseling and Psychological Services**

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling and Psychological Services website](http://www.sjsu.edu/counseling) at http://www.sjsu.edu/counseling

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**Psyc 155 / Human Learning, Fall 2018, Course Schedule**

Note that the textbook chapters and other assigned readings should be read by the date listed. There will be unannounced quizzes on the reading material.

This course will follow the schedule below, but it subject to change with fair notice. Any changes in the course schedule will be announced in class and posted on Canvas under the “Announcements” link. In the event class has to be cancelled, I will post a notice on Canvas as soon as possible. Please check Canvas every day before class.

**Course Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics, Readings, Assignments, Deadlines</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>8/21</td>
<td>Introduction to the course</td>
</tr>
<tr>
<td>2</td>
<td>8/28</td>
<td>Chapter 1: Introduction to Learning, History of Behavior Analysis</td>
</tr>
<tr>
<td>2</td>
<td>8/30</td>
<td>Chapter 1: Introduction to Learning, History of Behavior Analysis</td>
</tr>
<tr>
<td>3</td>
<td>9/4</td>
<td>Chapter 2: Research Methods</td>
</tr>
<tr>
<td>3</td>
<td>9/6</td>
<td>Basic Research with Humans: Snycerski, Laraway, &amp; Poling (2000) Modules link under Unit 1</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topics, Readings, Assignments, Deadlines</td>
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<tr>
<td>4</td>
<td>9/11</td>
<td>SMP Part 1 due: Proposal Upload to Canvas by 9:00 p.m. No late work accepted. Last day to start data collection. Research methods continued</td>
</tr>
<tr>
<td>4</td>
<td>9/13</td>
<td>Research Methods continued</td>
</tr>
<tr>
<td>5</td>
<td>9/18</td>
<td>Exam 1: Chapters 1 and 2. Chapter: Basic Research with Humans</td>
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<tr>
<td>5</td>
<td>9/20</td>
<td>Chapter 6: Operant Conditioning</td>
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<tr>
<td>6</td>
<td>9/25</td>
<td>Chapter 6: Operant Conditioning</td>
</tr>
<tr>
<td>7</td>
<td>10/2</td>
<td>SMP Part 2 due: Baseline data and narrative. Upload to Canvas by 9:00 p.m. No late work accepted. Motivating Operations: Laraway, Snycerski, Michael, and Poling (2003) Modules link under Unit 2</td>
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<tr>
<td>7</td>
<td>10/4</td>
<td>Chapter 7: Schedules of Reinforcement</td>
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<td>8</td>
<td>10/9</td>
<td>Chapter 7: Schedules of Reinforcement</td>
</tr>
<tr>
<td>8</td>
<td>10/11</td>
<td>SMP Part 3 due: Article Summary. Upload to Canvas by 9:00 p.m. No late work accepted. Chapter 8: Extinction and Stimulus Control</td>
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<tr>
<td>9</td>
<td>10/16</td>
<td>Chapter 8: Extinction and Stimulus Control</td>
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<tr>
<td>10</td>
<td>10/23</td>
<td>Chapter 9: Escape, Avoidance, and Punishment</td>
</tr>
<tr>
<td>10</td>
<td>10/25</td>
<td>Chapter 9: Escape, Avoidance, and Punishment</td>
</tr>
<tr>
<td>11</td>
<td>10/30</td>
<td>Chapter 10: Choice, Matching, and Self-Control</td>
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<tr>
<td>11</td>
<td>11/1</td>
<td>SMP Part 4 due: Intervention Data, Narrative, and Progress Report/Recycle. Upload to Canvas by 9:00 p.m. No late work accepted. Chapter 10: Choice, Matching, and Self-Control</td>
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<tr>
<td>12</td>
<td>11/6</td>
<td>Chapter 11: Observational Behavior</td>
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<tr>
<td>12</td>
<td>11/8</td>
<td>Chapter 11: Observational Behavior</td>
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<tr>
<td>13</td>
<td>11/13</td>
<td>Exam 3: Chapters 9, 10, and 11. Any additional readings assigned on Canvas.</td>
</tr>
<tr>
<td>13</td>
<td>11/15</td>
<td>Chapter 3: Elicited Behaviors and Classical Conditioning</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Topics, Readings, Assignments, Deadlines</td>
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<tr>
<td>14</td>
<td>11/20</td>
<td>No class: Substance Use and Addiction Conference, Washington, D.C. (Online quiz due)</td>
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<tr>
<td>14</td>
<td>11/22</td>
<td>No class: Thanksgiving</td>
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<tr>
<td>15</td>
<td>11/27</td>
<td>Chapter 3: Elicited Behaviors and Classical Conditioning</td>
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<tr>
<td>16</td>
<td>12/4</td>
<td>Chapter 5: Applications of Classical Conditioning</td>
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<tr>
<td>16</td>
<td>12/6</td>
<td>Chapter 5: Applications of Classical Conditioning</td>
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</table>

Exam 4: Chapters 3 and 5. Any additional readings assigned on Canvas.

Final Exam    Thursday, December 13 current classroom 12:15-2:30 p.m.

Self-Management Project (SMP) due dates (due by 9:00 p.m. on Canvas)
- Part 1: Proposal due September 11 (last day to begin baseline data collection)
- Part 2: Baseline Data and Narrative due October 2
- Part 3: Article Summary due October 11
- Part 4: Progress Report/Recycle and Final Graphs/Narrative due November 11
- Part 5: APA Style Research Report due November 29

How to succeed in this course:

1. Attend all class meetings
2. Read the assigned materials before class
3. Take notes during lecture
4. Answer the questions in each chapter and take the chapter quiz
5. Make flashcards with terms on one side and definitions and examples on the opposite side
6. Start studying for exams early
7. Complete the study guides and come up with original examples for topics addressed therein
8. Form a study group with fellow students
9. Start writing assignments early and be sure to proofread carefully
10. See me in office hours if you need extra help in understanding any of the material