San José State University  
Department of Psychology  
Psyc 117, Psychological Tests & Measures, Section 3, Spring 2019

Course and Contact Information

Instructor: Patrick F. Cravalho, PhD
Office Location: Dudley Moorehead Hall, Room 319
Email: patrick.cravalho@sjsu.edu (NOTE: All email communications should be addressed to my sjsu.edu address and include “Psyc 117” in the subject line. DO NOT email me through Canvas email as I will not reply.)
Office Hours: Tuesday & Thursday, 1:45-3:15pm, or by appointment.
Class Days/Time: Monday & Wednesday, 4:30-5:45pm
Classroom: Dudley Moorhead Hall, Room 356
Prerequisites: Elementary Statistics (Stat 95 or equivalent)

Course Description
Test and questionnaire construction, evaluation and interpretation applied to intelligence and ability tests, personality and adjustment questionnaires, ratings and behavioral observation techniques.

Course Goal
The goal of this course is to provide you with experiences that will be applicable to meaningful use of the psychological test and measurement knowledge you will acquire. By the end of the course, you will have created a test, ran analyses to validate the psychometric properties of your test and conducted a presentation to detail the properties of your test to your classmates and professor.

Course Learning Outcomes (CLO)
Upon successful completion of this course, students will be able to:

- CLO 1 – Display knowledge of the levels of measurement and the concepts of validity and reliability.
- CLO 2 – Display knowledge of test items and existing tests such as achievement tests, personality tests, aptitude tests, intelligence tests.
- CLO 3 – Display knowledge of effective portfolios and/or interview questions.
- CLO 4 – Display knowledge of test bias and ethics.
- CLO 5 – Create a presentation and describe, among other concepts, the validity and reliability of a specific test to others.

Program Learning Outcomes (PLO)
Upon successful completion of the psychology major requirements…
1. **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. **Psyc 117 meets this PLO**

2. **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.

3. **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. **Psyc 117 meets this PLO**

4. **PLO4 – Application of Psychology** – Students will be able to apply psychological principles to individual, interpersonal, group, and societal issues. **Psyc 117 meets this PLO**

5. **PLO5 – Values in Psychology** – Students will value empirical evidence, tolerate ambiguity, act ethically, and recognize their role and responsibility as a member of society. **Psyc 117 meets this PLO**

**Materials**

**Recommended Textbook**


**Other materials**

1. Computer, printer, Internet, and SJSU library access.
2. Microsoft Word, Excel, and PowerPoint software. SJSU students can download Microsoft Office (which includes Word, Excel, and PowerPoint) for free (see [http://itsdev2.sjsu.edu/services/software/microsoft-students/index.html#instructions](http://itsdev2.sjsu.edu/services/software/microsoft-students/index.html#instructions)).

**Library Liaison**

Bernd Becker ([Bernd.becker@sjsu.edu](mailto:Bernd.becker@sjsu.edu)). Libguide: [http://libguides.sjsu.edu/psychology](http://libguides.sjsu.edu/psychology).

**Office Hours**

Please do your best to contact me before you come to see me during office hours. This will require you to generate a specific agenda and/or questions to guide your office hours visit. Unless I have been contacted by a student letting me know that they plan to visit during my office hours, I may leave my office during office hours.

**Checking Canvas regularly**

I regularly post announcements and materials via our course Canvas page, so you need to regularly check our Psyc 117 course Canvas page.

**Checking your SJSU email regularly**

If I need to contact you or send you feedback on an assignment, but I have not received any prior email communication from another one of your email accounts, I will contact you via your SJSU email account. Therefore, you need to regularly check your SJSU email.
Course Requirements and Assignments

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 practice. Other course structures will have equivalent workload expectations as described in the syllabus. More details about student workload can be found in University Policy S16-9.

Exams

There will be five exams, worth a total of 100 points. All exams will include multiple-choice questions, will be worth 15-25 points, and will be taken in class. Exam 1 will cover the overview and levels of measurement. Exam 2 will cover reliability and validity. Exam 3 will cover test bias, achievement tests, and aptitude tests. Exam 4 will cover personality tests and interviews. Exam 5 will cover norms, percentiles, and intelligence tests. You are not allowed to use a pen on the exam, so please bring pencils to each exam. I will provide answer sheets for each exam (no scantrons needed). There is no comprehensive midterm or final exam.

Study Guides and Exam Reviews

A study guide will be available for each exam beginning about a week before the exam date. We will review every exam during the class period following the exam.

Make-up Exams

If you are not present for an exam you will receive 0 points for that exam. If you have a legitimate reason for missing an exam, a makeup exam may be permitted. However, you will need to contact me as soon as you can before the exam is scheduled to alert me that you will miss the exam and let me know your legitimate reason for missing the exam. You will also need to present written documentation verifying the legitimate reason, so that we can schedule the makeup exam as quickly as possible. All make-up exams must be completed before the corresponding exam review session following the exam you missed.

Test Creation Assignments

You will develop a test, next pair up with another student, take their test and interview them, then summarize the other student’s test and the interview via an oral presentation. Class time will be allocated for you to select your test topic, work on creating your test, taking your partner’s test, and to interview your partner. We will also discuss these assignments in detail in class, including an example test and an example presentation. I will provide you with feedback on your test and your presentation rough draft. There are six assignments associated with the test creation, they are worth a total of 85 points. You must turn in your test topic (5 points) via an email to my SJSU account. You must turn in your test (40 points) as a Microsoft Word document via an email to my SJSU account. You will revise and resubmit your test based on my feedback before your partner takes your test (5 points). You must turn in your presentation rough draft (5 points) and final presentation (20 points) as Microsoft PowerPoint files via an email to my SJSU account. Finally, you must attend ALL days of final presentations (NOT only the day you present) to fill out anonymous evaluations for your peers (10 points). If I see you using a device (e.g., laptop, phone, iPod) during the final presentations, I will subtract a point from your peer evaluation point total for that day. You are NOT allowed to change your topic without asking the professor for permission, if you do, points will be subtracted from your grades on the test creation assignments. I will NOT accept any other format than the ones I have specified above for the test creation assignments. If you submit an assignment in any other format than the ones I have specified above, I will ask you to resubmit the assignment in the correct format and will automatically subtract a point from your point total on that assignment.
In-class Assignments

You will complete five in-class assignments, worth a total of 15 points (3 points each). You will only receive credit for an in-class assignment if you attend the class when we complete that assignment and submit your work on the assignment before the end of the class.

Late Assignment Submission Policy

For each 24-hour period that you submit an assignment after the due date/time, I will automatically subtract 50% off of your grade. No assignment will be accepted 48 hours after the due date/time. If you fail to turn in your test or your presentation rough draft within the parameters outlined in the “Test Creation Assignments” and the “Late Assignment Submission Policy” sections of this syllabus, you will not be allowed to give a final presentation and will receive a 0 on your final presentation.

Extra Credit Opportunities

A total of 10 extra credit points may be added to your final point total if you take advantage of the following opportunities. This is a substantial amount, but the points must be earned and are being made available to encourage specific behaviors.

The first opportunity will be to earn 3 points for turning in ALL the test creation assignments early. Specifically, you must submit each assignment two days before it is due. For example, if the presentation draft is due on 9/19 by 11:59pm, then turning it in any time before 11:59pm on 9/17 would count as submitting the presentation draft two days early. This opportunity is meant to encourage you to complete assignments early rather than procrastinate in completing your assignments.

The second opportunity will be to earn 3 points for downloading each exam study guide at least five days before the exam, then completely filling out each study guide and emailing me a copy of your study guide before that exam is taken. You may email your study guide as a typed in Word doc, a PDF scan of a written-on study guide, or pictures of your written-on study guide. This opportunity is meant to not only encourage you to use the study guides in preparing for each exam, but to begin studying a week or so ahead of each exam rather than cramming the night before the exam.

The third opportunity will be to earn 4 points for participating in every exam review and every round of final presentation peer evaluations. Excused absences will not count against your participation record. This opportunity is meant to encourage you to stay focused on learning throughout the entire course and to support your peers.

Extra Credit from Exam Reviews

During exam reviews, if an error with the exam that is the professor’s fault and caused students to give an incorrect answer is discovered, I will give everyone attending the review an extra credit point. Those who do not attend the exam review are not entitled to receive extra credit from the reviews.

Grading Policy

Your grade will be based on the total amount of points (200 possible points) you receive from exams (100 possible points), test creation assignments (85 possible points), and in-class assignments (15 possible points). Below is a breakdown of the amount of points needed to earn the specified letter grades. (NOTE: Individual exam and assignment totals may change over the course of the semester causing a change in the available total
point total.) All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades. See University Policy F13-1 (http://www.sjsu.edu/senate/docs/F13-1.pdf) for more details.

200+ = A+ (100%)  
185-199 = A (~93-99%)  
179-184 = A- (~90-92%)  
175-178 = B+ (~88-89%)  
165-174 = B (~83-87%)  
159-164 = B- (~80-82%)  
155-158 = C+ (~78-79%)  
145-154 = C (~73-77%)  
139-144 = C- (~70-72%)  
135-138 = D+ (~68-69%)  
125-134 = D (~63-67%)  
120-124 = D- (~60-62%)  

Diversity Statement

As the instructor of this course, it is my goal to create a safe and diversity-sensitive learning environment that respects the rights, dignity, and welfare of all students, faculty, and staff. Diversity means the fair representation of all groups of individuals, the inclusion of minority perspectives and voices, and appreciation of different cultural and socioeconomic group practices. I aspire to foster and maintain an atmosphere that is free from discrimination, harassment, exploitation, or intimidation.

Student Athletes

If you are a student athlete, please inform me at the beginning of the semester of any team obligations. If there are any conflicts between your obligations and class participation/assignment, we may need to figure out alternative arrangements for you to participate or complete an assignment.

Classroom Protocol

It is vital that you complete all scheduled readings and assignments before each class and university policy F69-24 (http://www.sjsu.edu/senate/docs/F69-24.pdf) states that students should attend all meetings of their classes. Arrive to class on time. Arriving late disrupts other students and interferes with continuity of the lectures and class activities. If for any reason you cannot avoid being late, please enter the class through the least noticeable door and take a seat quietly. Do not come in late and start a conversation to catch up on information you missed or expect information you missed to be repeated. Leaving early is equally disruptive; please be considerate. Do not carry on conversations during class. Do not sleep during class. Do not work on any other course material during class, including studying or reading for other classes. Be polite and respectful to your classmates.

Classroom participation is expected. Therefore, phones, laptops, tablets, music players, etc. are not allowed to be used during class (i.e., all devices should be put away and set to not make any noise) so that one stays focused on class discussion. DO NOT TEXT DURING LECTURE; you may be asked to leave for the remainder of the lecture. This rule is not only so you will not distract yourself, but also so you will not distract anyone else. Food and drinks are permitted during class, but you must be sure that your space is clean when you leave the classroom. If you miss a class, you are responsible for contacting me or another student to inquire about the information you missed from that class.

Laptops

In-class laptop use is allowed ONLY by permission of the instructor. If you have a legitimate reason (i.e., Accessible Education Center accommodations) to use a laptop for note-taking you must talk to the professor first to get permission to use your laptop. Students allowed to use laptops will be asked to sit in the back or the side of the classroom. Allowed laptop use will be restricted to note-taking. One shall never connect to the internet and use class time to check email, visit social networking sites, surf the web, work on other coursework, and so forth. If you are given permission to use your laptop and seen engaging in any other activity other than note-taking, your laptop privileges will be revoked for the remainder of the semester.
Links to University Policies

General Expectations, Rights and Responsibilities of the Student

Students are encouraged to familiarize themselves with SJSU’s policies and practices via University Policy S90–5 (http://www.sjsu.edu/senate/docs/S90-5.pdf). More detailed information on a variety of related topics is also available in the SJSU catalog (http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html).

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness (http://info.sjsu.edu/static/catalog/policies.html). Add/drop deadlines can be found on the current academic year calendars document (http://www.sjsu.edu/provost/services/academic_calendars/). The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/. Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, http://www.sjsu.edu/senate/docs/S12-7.pdf, requires students to obtain instructor’s permission to record the course. Therefore, neither recording of class lectures or discussions nor distribution of course materials are allowed. Failure to follow this policy will be considered a violation of course academic integrity policy and will result in immediate expulsion from the class, a grade of F in the course, and reporting the student to the University and proper authorities for further sanctions.

Academic integrity

The University Academic Integrity Policy S07-2 at http://www.sjsu.edu/senate/docs/S07-2.pdf requires 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 (http://www.sjsu.edu/studentconduct/).

Campus Policy in Compliance with the American Disabilities Act

Presidential Directive 97-03 (http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.

Accommodation to Students' Religious Holidays

According to University Policy S14-7 (http://www.sjsu.edu/senate/docs/S14-7.pdf), SJSU 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.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center (http://www.sjsu.edu/at/asc/) located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union.

SJSU Peer Connections

Peer Connections, a campus-wide resource for mentoring and tutoring, is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit Peer Connections website at http://peerconnections.sjsu.edu for more information.
### SJSU Writing Center & Counseling Services

The SJSU Writing Center is located in Clark Hall, Suite 126. To make an appointment or to refer to the online resources offered through the Writing Center, visit their website at [http://www.sjsu.edu/writingcenter](http://www.sjsu.edu/writingcenter).

SJSU Counseling Services is located in the Administration Building, Room 201. To schedule an appointment or learn more information, visit the Counseling Services website at [http://www.sjsu.edu/counseling](http://www.sjsu.edu/counseling).

### Course Schedule

We will follow the schedule presented below to the greatest extent possible. However, the schedule is subject to change. You will be given fair notice of any schedule changes via in class announcements, Canvas postings, & MySJSU emails.

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<tr>
<th>Date</th>
<th>Topics</th>
<th>Assignments &amp; Due Dates</th>
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<tr>
<td>M 1-28</td>
<td>Course Introduction</td>
<td>Have read syllabus BEFORE first class!</td>
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<tr>
<td>W 1-30</td>
<td>Study Skills</td>
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<tr>
<td>M 2-4</td>
<td>Tests &amp; Measures Overview</td>
<td>Exam 1 Study Guide available!</td>
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<tr>
<td>W 2-6</td>
<td>Levels of Measurement</td>
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<tr>
<td>M 2-11</td>
<td><strong>Exam 1</strong> (Overview &amp; Levels of Measurement)</td>
<td>Turn in Exam 1 Study Guide any time before exam for Extra Credit!</td>
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<tr>
<td>W 2-13</td>
<td><em>Review Exam 1</em></td>
<td>Test Topic <em>In-class Assignment</em></td>
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<td><em>Exam Topic</em> In-class Assignment</td>
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<tr>
<td>M 2-18</td>
<td>Reliability</td>
<td>Exam 2 Study Guide available!</td>
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<tr>
<td>W 2-20</td>
<td>Validity</td>
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<tr>
<td>M 2-25</td>
<td><strong>Exam 2</strong> (Reliability &amp; Validity)</td>
<td>Turn in Exam 2 Study Guide any time before exam for Extra Credit!</td>
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<tr>
<td>W 2-27</td>
<td><em>1st 1/3 Course Evaluation</em></td>
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<td></td>
<td><em>Review Exam 2</em></td>
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<tr>
<td>M 3-4</td>
<td>Achievement Tests</td>
<td>Exam 3 Study Guide available!</td>
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<tr>
<td>W 3-6</td>
<td>Aptitude Tests</td>
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<tr>
<td>M 3-11</td>
<td><strong>Exam 3</strong> (Test Bias, Achievement Tests, &amp; Aptitude Tests)</td>
<td>Turn in Exam 3 Study Guide any time before exam for Extra Credit!</td>
</tr>
<tr>
<td>W 3-13</td>
<td><em>Review Exam 3</em></td>
<td>Test Overview, Instructions, Examples, &amp; Select Partners</td>
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<tr>
<td>M 3-18</td>
<td>Selection Items: <em>Multiple-Choice, Matching, &amp; True-False</em></td>
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<tr>
<td>W 3-20</td>
<td>Supply Items: <em>Short Answer, Completion, &amp; Essay</em></td>
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<tr>
<td>Date</td>
<td>Topics</td>
<td>Assignments &amp; Due Dates</td>
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<tr>
<td>M 3-25</td>
<td><em>Test Creation In-class Assignment</em></td>
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<tr>
<td>W 3-27</td>
<td>Portfolios&lt;br&gt;Portfolio <em>In-class Assignment</em></td>
<td>Test <em>due by 11:59pm on Sunday (3/31; due by 11:59pm on 3/29 for extra credit)</em></td>
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<tr>
<td>M 4-1 to F 4-5</td>
<td>SPRING BREAK – NO CLASS</td>
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<tr>
<td>M 4-8</td>
<td>Personality Tests</td>
<td>Exam 4 Study Guide available!</td>
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<tr>
<td>W 4-10</td>
<td>Interviews</td>
<td>Test Revision <em>due by 11:59pm on Friday (4/12; due by 11:59pm on 4/10 for extra credit)</em></td>
</tr>
<tr>
<td>M 4-15</td>
<td><strong>Exam 4</strong> (Personality Tests &amp; Interviews)</td>
<td>Turn in Exam 4 Study Guide any time before exam for Extra Credit!</td>
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<tr>
<td>W 4-17</td>
<td>2nd 1/3 Course Evaluation&lt;br&gt;Review Exam 4&lt;br&gt;Presentation Directions &amp; Example</td>
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<tr>
<td>M 4-22</td>
<td><em>Test Taking In-class Assignment</em></td>
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<td>W 4-24</td>
<td><em>Interview In-class Assignment</em></td>
<td>Presentation Rough Draft <em>due by 11:59pm on Sunday (4/28; due by 11:59pm on 4/26 for extra credit)</em></td>
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<tr>
<td>M 4-29</td>
<td>Norms &amp; Percentiles</td>
<td>Exam 5 Study Guide available!</td>
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<tr>
<td>W 5-1</td>
<td>Intelligence Tests</td>
<td></td>
</tr>
<tr>
<td>M 5-6</td>
<td><strong>Exam 5</strong> (Norms, Percentiles, &amp; Intelligence Tests)</td>
<td>Turn in Exam 5 Study Guide any time before exam for Extra Credit!</td>
</tr>
<tr>
<td>W 5-8</td>
<td>Review Exam 5&lt;br&gt;Test Creation Presentations (Round 1)&lt;br&gt;Peer Evaluations for Final Presentations</td>
<td>Final Presentation <em>(R1)</em> <em>due by 11:59pm on Tuesday (5/7; due by 11:59pm on 5/5 for extra credit)</em></td>
</tr>
<tr>
<td>M 5-13</td>
<td>Test Creation Presentations (Round 2)&lt;br&gt;Peer Evaluations for Final Presentations</td>
<td>Final Presentation <em>(R2)</em> <em>due by 11:59pm on Sunday (5/12; due by 11:59pm on 5/10 for extra credit)</em></td>
</tr>
<tr>
<td>F 5-17</td>
<td>Test Creation Presentations (Round 3)&lt;br&gt;Peer Evaluations for Final Presentations</td>
<td>Final Presentation <em>(R3)</em> <em>due by 11:59pm on Thursday (5/16; due by 11:59pm on 5/14 for extra credit)</em></td>
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<td>2:45pm-5:00pm</td>
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