San José State University  
Department of Psychology  
Psyc 117, Psychological Tests & Measures, Section 4, Spring 2020

Course and Contact Information

Instructor: Patrick F. Cravalho, PhD  
Office Location: Dudley Moorhead Hall, Room 319  
Email: patrick.cravalho@sjsu.edu  
Office Hours: Wednesdays, 12:30pm-1:45pm, Thursdays, 11:30am-12:45pm, or by appointment.  
Class Days/Time: Tuesdays & Thursdays, 1:30-2:45pm  
Classroom: Washington Square Hall, Room 207  
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, conducted an interview, and created a portfolio.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

- CLO 1 – Display knowledge of various test and measurement concepts (e.g., validity and reliability).  
- CLO 2 – Create an achievement test.  
- CLO 3 – Write interview questions and conduct an interview.  
- CLO 4 – Design and create a portfolio.

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**

1. Computer, Internet, and SJSU library access.
2. Access to Google documents, sheets, and slides and/or access to Microsoft Word, Excel, and PowerPoint. SJSU students can utilize Microsoft Online (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**

Christa Bailey ([christa.bailey@sjsu.edu](mailto:christa.bailey@sjsu.edu)). Libguide: [http://libguides.sjsu.edu/psychology](http://libguides.sjsu.edu/psychology).

**Office Hours**

Please 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.

**Email Communication**

All email communications need to be addressed to my sjsu.edu email address (listed above) and include “Psyc 117” in the subject line. **DO NOT email me through Canvas as I will not reply.** As a rule of thumb, write separate emails for communicating different topics, rather than writing about multiple topics under one email subject line. This helps me to avoid missing any important information that you wish to share.

**Checking Canvas regularly**

I regularly post announcements and materials on our course Canvas “Files” page, so you need to regularly check our Psyc 117 course Canvas “Files” 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.edu email address. Therefore, you need to regularly check your sjsu.edu email address.

**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](http://).
Quizzes
There will be six quizzes, each worth between 5-25 points, for a total of 100 points. All quizzes will be comprised of only multiple-choice questions and will be taken in class. You are not allowed to use a pen on the quizzes, so please bring pencils to each quiz. I will provide answer sheets for each quiz (no scantrons needed). There is no comprehensive midterm or final exam.

Self-tests and Quiz Reviews
A self-test (I used to call these study guides) will be available for each quiz beginning about a week before the quiz date. You may email me your self-test as a typed in Word doc, attached pictures of a written-on self-test, or a PDF scan of a written-on self-test. We will review every quiz during the class period it is taken.

Make-up Quizzes
If you are not present for a quiz, or if you arrive more than 15 minutes late to a quiz, you will receive zero points for that quiz. If you have a legitimate reason for missing the quiz or arriving substantially late to the quiz, a make-up quiz may be permitted. However, you will need to contact me via email as soon as you can before the quiz is scheduled to alert me that you will miss the quiz and let me know your legitimate reason for missing the quiz. You will also need to email me documentation (e.g., doctor’s note) verifying the legitimate reason, so that we can schedule the make-up quiz as quickly as possible. Make-up quizzes must be complete before the next quiz is taken.

Interactive Development (ID) Assignments
You will develop your own test, interview questions, and portfolio. Class time will be allocated for you to select your test topic, work on creating your test and interview questions, and to interview a classmate. We will also discuss these assignments in detail in class, including an example test and example interview questions. There are five ID assignments that are worth a total of 64 points. You must turn in your Test Topic (4 points) via Canvas. You must turn in your Test (20 points) as a Word document upload via Canvas. You must turn in your Interview Questions Draft (5 points) as a Word document upload via Canvas. You must turn in your Interview Summary (5 points) as a Word document upload via Canvas. Finally, you must upload all of your Portfolio (30 points) materials (e.g., Excel, Word, PowerPoint files) via Canvas. You are NOT allowed to change your test topic or interview questions without asking the teacher for permission, if you do, points will be subtracted from your grades on those assignments. I will NOT accept any other formats than the ones I have specified above for your submissions for these 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. I will provide you with feedback on your test topic, test, interview questions, and portfolio.

Late ID Assignment Submission Policy
For each 24-hour period that you submit an assignment after the due date/time, I will subtract 25% off of your grade. No assignment will be accepted 48 hours after the due date/time. If you fail to turn in your Test Topic or your Interview Questions Draft within the parameters outlined in the “ID Assignments” and the “Late ID Assignment Submission Policy” sections of this syllabus, you will receive a zero on that assignment, but still must complete it in order to be eligible to turn in your Test and/or Interview Summary.
In-class Assignments

You will complete twelve in-class assignments, worth a total of 36 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 if you submit your work on the assignment before the end of the class.

In-class Assignment Make-up Policy

If you have a legitimate reason for missing an in-class assignment, you may be permitted to make up the in-class assignment. However, you will need to contact me before you will miss class, let me know your legitimate reason for missing the class, and provide documentation verifying the legitimate reason you will miss class. If you miss a class due to an unanticipated reason, contact me as soon as you can to explain your reason and to provide documentation of why. If you don’t contact me at least 24 hours after the assignment took place, you will not be allowed a make-up, regardless of whether you have a legitimate excuse for missing the class.

Extra Credit Opportunities

A total of ten 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 four points for turning in ALL of the FIRST FOUR ID assignments early. Specifically, you must submit each assignment two days before it is due. For example, the Test Topic is due by 11:59pm on Sunday (3/29), so you must turn it in before 11:59pm on Friday (3/27) for it to count as submitting the Test Topic 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 six points for downloading and completely filling out ALL SIX self-tests and submitting a copy (via Canvas) of each self-test on the Sundays before the quizzes are taken (every quiz will be taken on a Tuesday). For example, Quiz 1 is scheduled for Tuesday (1/28), so you must turn in the Quiz 1 self-test by 11:59pm on Sunday (1/26) for it to count as submitting the self-test early. This opportunity is meant to encourage you to use the self-tests in preparing for each quiz and to begin studying early rather than cramming the night before the quiz. I will tier these points (i.e., if you submit 5/6 self-tests, you receive 5 extra credit points, if you submit 4/6, you receive 4 extra credit points, and so on).

Extra Credit from Quiz Reviews

During quiz reviews, if an error with the quiz is found that is the professor’s fault and caused students to give an incorrect answer, I will give everyone attending the review an extra credit point. Those who do not attend the reviews are not allowed to receive extra credit from the reviews. If you have a legitimate reason for missing a quiz review or arriving substantially late to a quiz review, you may earn any extra credit from that review by contacting me via email to schedule a day/time to individually review your quiz with me. However, you will need to contact me via email as soon as you can before the quiz review to alert me that you will miss the quiz review and let me know your legitimate reason for missing the quiz review. You will also need to email me documentation (e.g., doctor’s note) verifying the legitimate reason for missing the review.

Grading Policy

Your grade will be based on the total amount of points (200 possible points) you receive from quizzes (100 possible points), ID assignments (64 possible points), and in-class assignments (36 possible points). Below is a
breakdown of the amount of points needed to earn the specified letter grades. *(NOTE: Individual quiz and assignment totals may change over the course of the semester causing a change in the total amount of points.)*

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](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%)  
Less than 117 = F  
135-138 = D+ (~68–69%)  
125-134 = D (~63–67%)  
120-124 = D- (~60–62%)  
(~59% or less)

*NOTE:* I will NOT provide any student with an informal grade check at any point of the semester. The only grade checks to be provided are those accompanying official SJSU forms (e.g., athletics, Greek life, probation).

**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](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.

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.

Course Schedule

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

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<thead>
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<th>Date</th>
<th>Topics</th>
<th>Assignments &amp; Due Dates</th>
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</thead>
<tbody>
<tr>
<td>R 1-23</td>
<td>Course Introduction</td>
<td>Quiz 1 Self-test due by 11:59pm on 1/26&lt;br&gt;Read syllabus BEFORE first class!</td>
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<tr>
<td>T 1-28</td>
<td>Quiz 1 (Syllabus)&lt;br&gt;Metacognitive Study Strategies</td>
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<tr>
<td>R 1-30</td>
<td>Review Quiz 1&lt;br&gt;Tests &amp; Measures Overview</td>
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<td>T 2-4</td>
<td>Levels of Measurement</td>
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<tr>
<td>R 2-6</td>
<td>Levels of Measurement</td>
<td>Quiz 2 Self-test due by 11:59pm on 2/9</td>
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<td>T 2-11</td>
<td>Quiz 2 (Overview &amp; Levels of Measurement)</td>
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<td>R 2-13</td>
<td>Review Quiz 2</td>
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<td>T 2-18</td>
<td>Reliability</td>
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<tr>
<td>R 2-20</td>
<td>Validity</td>
<td>Quiz 3 Self-test due by 11:59pm on 2/23</td>
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<tr>
<td>T 2-25</td>
<td>Quiz 3 (Reliability, &amp; Validity)</td>
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<tr>
<td>R 2-27</td>
<td>Review Quiz 3&lt;br&gt;1st 1/3 Course Evaluation</td>
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<td>T 3-3</td>
<td>Norms &amp; Percentiles</td>
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<td>R 3-5</td>
<td>Intelligence Tests</td>
<td>Quiz 4 Self-test due by 11:59pm on 3/8</td>
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<td>T 3-10</td>
<td>Quiz 4 (Norms, Percentiles, &amp; Intelligence Tests)</td>
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<td>R 3-12</td>
<td>Review Quiz 4&lt;br&gt;Test Bias</td>
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<tr>
<td>Date</td>
<td>Topics</td>
<td>Assignments &amp; Due Dates</td>
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<td>T 3-17</td>
<td>Achievement Tests</td>
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<td>R 3-19</td>
<td>Aptitude Tests</td>
<td>Quiz 5 Self-test due by 11:59pm on 3/22</td>
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<tr>
<td>T 3-24</td>
<td><strong>Quiz 5</strong> (Test Bias, Achievement Tests &amp; Aptitude Tests)</td>
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<tr>
<td>R 3-26</td>
<td><strong>Review Quiz 5</strong></td>
<td>Test Topic due by 11:59pm on Sunday (3/29; due by 11:59pm on 3/27 for extra credit)</td>
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<tr>
<td>T 3-31</td>
<td><strong>SPRING BREAK – NO CLASS</strong></td>
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<td>R 4-2</td>
<td><strong>SPRING BREAK – NO CLASS</strong></td>
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<td>T 4-7</td>
<td><strong>Test Overview, Instructions &amp; Examples</strong></td>
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<td>R 4-9</td>
<td>Selection Items: Multiple-Choice, Matching, &amp; True-False</td>
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<td>T 4-14</td>
<td>Supply Items: Short Answer, Completion, &amp; Essay</td>
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<td>R 4-16</td>
<td><strong>Test Development In-class Assignment</strong></td>
<td>Test due by 11:59pm on Monday (4/20; due by 11:59pm on 4/18 for extra credit)</td>
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<td>T 4-21</td>
<td>Personality Tests</td>
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<tr>
<td>R 4-23</td>
<td>Interviews</td>
<td>Interview Questions Draft due by 11:59pm on Monday (4/27; due by 11:59pm on 4/25 for extra credit)</td>
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<td>T 4-28</td>
<td>Portfolios</td>
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<tr>
<td>R 4-30</td>
<td><strong>PATRICK AWAY AT WPA – NO CLASS</strong></td>
<td>Quiz 6 Self-test due by 11:59pm on 5/3</td>
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<td></td>
<td>Independently conduct classmate interviews!</td>
<td>Interview Summary due by 11:59pm on Monday (5/4; due by 11:59pm on 5/2 for extra credit)</td>
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<tr>
<td>T 5-5</td>
<td><strong>Quiz 6</strong> (Personality Tests, Interviews, &amp; Portfolios)</td>
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<td>R 5-7</td>
<td><strong>Review Quiz 6</strong></td>
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<td></td>
<td><strong>Portfolio &amp; Final Meeting Overview</strong></td>
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<tr>
<td>T 5-19</td>
<td><strong>Portfolio due by the end of Final Meeting Period</strong></td>
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12:15pm - 2:30pm