

UNSW



GENS9001

Psychology of the Individual and the Group

Course Manual



Semester 1 2012

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1. Introduction

This manual contains information about the GENS9001, Psychology of the Individual and the Group, course¹, including content, expectations and assessment, as well as details of some broader School and University policies and deadlines that affect you. It is important that you read carefully and understand all of this information.

If you have any questions or concerns about the information contained in this manual, or GENS9001 generally, you should contact the Course Administrator, Ms Helen Archibald or the Course Co-ordinator, Dr Joel Pearson.

2. Course contact details

A Course Administrator should always be your first 'port-of-call', for information and advice about GENS9001. The easiest and most time-efficient way to make contact with a Course Administrator is by e-mail at the address below. You should expect to receive a response to your query within 24 hours. Contact details for the Course Administrators and Course Co-ordinator are provided below.

If you feel you need to meet with a Course Administrator in person, please attend the School of Psychology General Office, Level 10, Mathews Building. If necessary, you will be referred to the Course Co-ordinator and/or relevant School or University personnel for additional assistance.

Course Administrators

Ms Helen Archibald
Psychology General Office
Level 10, Mathews Building
Phone: 9385 3720
E-mail: firstyearadmin@psy.unsw.edu.au

Course Co-ordinator

Dr Joel Pearson
Room 706
Level 7, Mathews Building
Phone: 9385 3969
E-mail: jpearson@unsw.edu.au

3. Course Objectives

GENS9001 Psychology of the Individual and the Group investigates how we, as individuals, fit into the larger human community by considering such questions as: How does the human develop from an infant with limited abilities to a fully functional adult with advanced cognitive, linguistic, and social skills? What are the principles that govern the way in which we interact with others both individually and in groups? How do psychologists assess and interpret the psychological factors that make each person unique? What problems are associated with the design and use of psychological tests such as intelligence tests? What is our scientific knowledge of certain states of awareness such as normal consciousness, hypnosis, meditation states, and sleep? What factors influence the interactions between stress, performance, and illness?

As with all General Education subjects, you will be encouraged to question this material and to consider ways in which it relates to your own studies and to the outside world.

¹ Prepared by Joel Pearson, Helen Archibald (and partly based on previous versions by Janine Clarke, Kwan Wong, Jacquelyn Cranney, Sue Morris, Branka Spehar, Ben Newell, Brooke Adam & Kristy Martire)..

4. Withdrawal from the course

If you wish to withdraw from the course without incurring a HECS debt, you must withdraw before the HECS census date of **Saturday 31st March, 2012**. The last day to withdraw without academic penalty is **Sunday 22nd April, 2012**. <https://my.unsw.edu.au/student/academiclife/enrolment/EnrolmentDates.html>

To withdraw from a course after both the census date and the *withdraw without academic penalty* date have passed you need special permission. Complete a '*Special Permission to Withdraw from a course without Penalty*' form which can be downloaded from myUNSW: <https://my.unsw.edu.au/student/academiclife/SpecialPermissiontoWithdrawWithoutFailure.pdf>

A copy can also be obtained from Student Central. You will need to:

- Provide supporting documentation.
- Have the form signed by the course co-ordinator, Dr Joel Pearson, Mathews 706
- Have the form signed by your program authority

Once this is complete you will need to lodge the form in person to Student Central.

5. Course Components

GENS9001 Psychology of the Individual and the Group is a 6UOC course. The course consists of two components:

- a lecture component – 3 one-hour lectures per week (*see p. 3*)
- a practical component – 1 one-hour practical per week (*see p. 7*)

5.1. Lecture Component

Lecture content

Psychology is a diverse discipline. Its historical roots lie in philosophy, physiology, psychiatry, education, and even astronomy. Today, virtually every activity of both humans and animals is being studied somewhere by a psychologist. Accordingly, psychology has a contribution to make to many other fields. In addition to its diversity, psychology is young. The year 1979 marked the 100th anniversary of the first recognised psychological laboratory by Wilhelm Wundt in Germany. Because of its diversity and youth, and also because of the complexity of its subject matter, psychology is still developing in a great variety of areas.

Accordingly, the lecturers in this course will present widely divergent topics. Furthermore, it will be common to find a lecturer presenting several different theories about the same body of data. You will, we hope, find this diversity a source of excitement and challenge. There should be something of interest for everybody. Conversely, for those who want to be presented “integrated knowledge”, “proven theories”, or “the correct answer”, psychology might well be a frustrating field.

Lectures provide a primary source of information for the content areas covered in this course. The aim of the lecture course is to give you the opportunity to learn about the content, issues, and theories in the major topic areas of modern psychology. Each topic will be taken by a different lecturer, so that you will have the benefit of their specialised interests and knowledge.

Times and Locations

Lectures are held in daytime and evening slots on Mondays, Wednesdays and Thursdays each week. You may come to any combination of day and evening lectures as long as you attend an ‘A’, ‘B’ and ‘C’ lecture each week.

	Lecture A	Lecture B	Lecture C
Day	Monday 11 – 12noon	Wednesday 12 – 1pm	Thursday 12 - 1pm
	Clancy Auditorium	Clancy Auditorium	Clancy Auditorium
Evening	Monday 6-7pm	Wednesday 6-7pm	Thursday 6-7pm
	Mathews A	Mathews A	Mathews A

Textbook

The recommended textbook for General Education students, available from the University Bookshop, is:

Burton, L., Westen, D., & Kowalski, R. (2012). *Psychology. Australian and New Zealand Edition*. (3rd ed.) John Wiley & Sons Australia: Milton QLD.

The fact that each topic in the lecture course is given by a different lecturer will tend to highlight differences in approach and methods. The best way to gain an understanding of links between different areas of psychology is to make proper use of the textbook. While the textbook should be referred to as a source of information on specific questions, it is intended to perform an even more useful role if treated simply as intrinsically interesting material. If you regularly browse through the textbook you are likely to develop a broad appreciation of the methods and content of psychology. In addition, the mid-semester exam is focussed primarily on textbook, rather than lecture material.

Lecture schedule

The lecture topics, lecturers and relevant required reading from the textbook for 2012 are presented in the course schedule (p. 5). It is a good idea to keep this timetable handy and refer to it often.

Attendance at lectures

For the content areas covered in this course the primary source of information is in the lectures. That is, the textbook supplements the lectures rather than the lectures supplementing the textbook. It is, therefore, very important for you to attend the lectures. Should you miss one through sickness you can make use of the Lectoria recording (also known as the iLecture system) taken of the lecture that is available on Blackboard. Lectures will not be available as podcasts but can be streamed via Lectoria on Blackboard. Lecture notes will also be made available on Blackboard either before or shortly after the lecture.

Please note, Lectoria is an optional service we are providing you. We do not advise the regular use of Lectoria recordings as substitutes for attending lectures, particularly as background noise or technical difficulties may result in poor recording. Moreover, technical difficulties sometimes cause the loss of recordings. Thus some lectures may not be recorded. Therefore, it is your responsibility to attend as many lectures as possible. You are responsible for all lecture content.

As the lectures are held in large theatres with many people present, we urge you to consider your fellow students. Even a relatively small number of students having quiet conversations during the lectures can produce enough background noise to interfere with the clarity of the amplified lecture to a serious extent. This interference cannot be overcome by simply turning up the volume of the speaker system.

Note also, interfering with the capacity of fellow students to learn in lectures will result in you being asked to leave a lecture. Repeated interference will be viewed as academic misconduct.

GENS9001 - Course timetable - 2012

Week	Dates	Lectures	Lecturer	Textbook	Practical**	Assessment
1	27 February – 2 March	Introduction & Psych Perspectives	Dr Pearson Prof Kilcross & Dr Grisham	1	-	
2	5 – 9 March	Developmental Psychology	Dr Richmond	12 & 13	-	
3	12 – 16 March	Developmental Psychology	Dr Richmond	12 & 13	-	
4	19 – 23 March	Consciousness	Dr Pearson	5	(Lab) Intro and Experiment	
5	26 – 30 March	Emotion	Prof Harmon-Jones	10	Development + Consciousness	
6	2 – 6 April	Emotion & Cross Cultural Psychology	Prof Harmon-Jones A/Prof Cranney	10 19	Report Writing	Research report distributed
Break	9 – 13 April	-	-	-	-	
7	16 – 20 April	Health Psychology	Dr Vartanian	14	(Lab) Midsession & Emotion	Midsession
8	23 – 27 April	Health Psychology	Dr Vartanian	14	-	
9	30 April – 4 May	Health & Personality	Dr Vartanian Dr Denson	14 11	Practical Presentation I	
10	7 – 11 May	Personality	Dr Denson	11	Practical Presentation II	Research Report Due
11	14 – 18 May	Personality & Social Psychology	Dr Denson Dr Williams	11 17 & 18	Practical Presentation III	
12	21 – 25 May	Social Psychology	Dr Williams	17 & 18	Practical Presentation IV	
13	28 May – 1 June	Social Psychology & Review	Dr Williams Dr Pearson	17 & 18	Practical Presentation V	
	5 June	-	-	-		RPS Due
Exam Period	8 – 25 June	-	-	-		Final Exam
Deferred Exam	9 -13 July	-	-	-		Final Exam

** All practicals held in weeks 4 and 7 (marked with 'Lab') will be held in Mat422.

5.2. Practical component

Description

The practical (also known as 'tutorial') component has two main roles. As the classes are relatively small they represent an opportunity for you to engage with your tutor and other students in a more active form of learning than is possible in the large-class lectures. They also perform an essential role in showing you how psychology is put into action. This second role takes place through the conduct of activities, experiments and other demonstrations. These take place in class, but may require some preparation out of class. There will also be group discussions and videos. Although the practicals consist mainly of material related to the lecture component, many practicals will also contain independent research-related material.

Times and Locations

Practical classes are held in Weeks 4-7 and 9-13 inclusive. Practical classes are held in the Mathews Building, which is across the plaza from the Clancy Auditorium in which the lectures are held. Rooms in the Mathews Building are numbered according to their level (floor). For example, Mat314 is on level 3 of the Mathews Building. It is important that you check your enrolment information on myUNSW to see the time and location of your practical class.

Changing Practical classes

You should have already enrolled in a practical class when you enrolled in the course. Any permanent practical changes must be made using myUNSW by **Sunday 4th March, 2012**. If you encounter significant difficulty changing practicals on myUNSW before this date, please contact a Course Administrator. After this date, **no permanent practical changes will be possible. Furthermore, if you attempt to change practicals on my UNSW after this date, you will un-enrol yourself from the course and not be permitted to re-enter!**

You **must** attend the practical in which you are enrolled for the duration of session, and cannot arrange with a tutor to change practicals. To change a practical time on MyUNSW:

1. Go to myUNSW.edu.au and click on '**My Student Profile**'
2. Click on '**Update Enrolment**'
3. Under **Action**, click on the **SWAP** button (**NOT** the **DROP** button)
4. Continue
5. Add the details for the course you want to swap practicals in e.g. PSYC1001, Semester 1
6. Continue

This will give you a list of ALL of the available practicals that you can swap into. If the time you are after does not appear on the list, then it is NOT available i.e. the practical is full. It is only possible to swap into a practical in which there are vacancies. **Please do not ask the Course Co-ordinator or Course Administrators to swap you into a practical that is already full. This IS NOT possible**

Attendance

Attendance at practicals is a **compulsory** part of the course and that practical content is examinable. In addition, as some of the practicals involve group assessments, you must attend your scheduled practical time, so as not to disadvantage your group.

It is the University policy that students who attend less than eighty percent of their possible classes may be refused final assessment.

If you are unable to attend your scheduled practical in a given week for medical reasons, contact your tutor the Course Administrators immediately by e-mail at firstyearadmin@psy.unsw.edu.au and you will be assigned to a make-up practical. There are strict University regulations on class sizes, so it is **not** permissible to

simply attend an alternative practical, without first getting approval. You should give the tutor a note to sign, which you must then take to your own tutor the next week. **You should avoid attending alternative practicals other than in exceptional circumstances, as it could significantly impact your assessment.**

If you are enrolled in a practical that is affected by a public holiday, you must attend another practical that week. Arrange this in advance. If you are enrolled in a Friday practical and cannot attend university due to illness, a replacement practical is not possible.

Tutors

As the lectures are held in very large classes, the practical groups play an important role in providing greater interaction both with other students and with members of the School of Psychology. **Your tutor is your primary personal contact with the School of Psychology**, and you will be notified of times set aside by your tutor each week for student consultation. Although they are not specialists in all areas of the course, your tutor will be able to help you with most of your problems.

6. Course Assessment

6.1. Course requirements

The basic requirements of this course are as follows:

- Attendance at three one-hour lectures per week (*see page 4*).
- Attendance at a one-hour practical session per week (*see page 7*).
- Completion of a report Discussion (*see Page 9*).
- Preparation and conduct of one practical in-class presentation (*see Page 9*).
- Participation in a mid-semester examination (*see Page 9*).
- Participation in a final examination at the end of semester (*see Page 10*).

Extra Credit Optional Research Participation:

Students are invited to participate as subjects in School-approved research. For the completion of six hours of participation over the semester, a student will receive a bonus mark of 4%.

See page 12 for further details on the optional research participation.

6.2. Description of assessments

Course assessments are designed to emphasise the different course objectives. Successful completion of these assessments is therefore indicative of a grasp of relevant key objectives. Your final mark is determined by your performance on all aspects of the course over the whole semester. It is therefore possible to compensate for a poor performance in one section by achieving a much better standard in the other sections.

Unless specifically identified as being voluntary, all class work set during a course must be completed.

Failure to do so will be recorded as 'unsatisfactory class work' which will normally result in an automatic failure in the course, regardless of performance.

As with most University courses, when calculating your final mark for this course the raw components are combined and the combined mark is then **scaled** in order to remove the effects of differences in marking standards from year to year and of differences in the level of difficulty of assessments which inevitably occur from year to year. A summary of the major assessments for GENS9001, and their contribution to your final mark for the course, is provided below.

GENS9001: Major assessments

Assessment	Marks	Due Date
Mid-semester exam	10%	Week 7 (in your practical)
Practical presentation	20%	Weeks 9 – 13 (in your practical)
Report Discussion	20%	Week 10 (by 4pm on the day of your practical)
Final examination	50%	Exam Period
Total		100%
Optional extra credit for research participation	4%	

Mid-semester Examination

This will allow you to test your understanding of the content covered in the first 6 weeks of the course. The test will be **held in practicals in week 7** and all questions will be multiple choice. Please be aware the mid-semester exam will cover material mainly from the textbook. Topics that will be covered in the exam include psychological perspectives (Killcross & Grisham), Developmental Psychology (Richmond), Consciousness (Pearson), Emotion (Harmon-Jones) and Cross-cultural Psychology (Cranney).

Report Discussion

An experiment will be conducted in practicals in Week 4 that will be discussed in Week 6. Also in Week 6, you will be given information about the purpose and format of the report that you will **submit by 4pm on the day of your practical in Week 10**. Please note that the written report should be your own individual work, and should not be a collaborative effort, for which you would be penalised for plagiarism (*see Page 16*).

Practical presentation

For this piece of assessment, you will work in groups to demonstrate a basic psychological issue/concept to the other students in your practical class. Initially, guidance on the topic of this presentation will be provided by your tutor. You will be allocated a presentation topic in week 7 from one of the following areas:

1. Development
2. Consciousness and attention
3. Personality and intelligence
4. Social psychology
5. Health psychology

Detailed information about the material you are required to cover in your presentation will be distributed to you two weeks prior to the date of your presentation. This ensures that all groups are provided the same amount of time to prepare for the presentation.

The presentation will take up **45 minutes** of class time, and be conducted during your practical time in weeks 9 – 13. The demonstration component should take between 15-20 minutes, so you should try to get together with your group to practice this beforehand. After the demonstration, you should present additional information concerning the topic, including a literature search of relevant references, and a discussion of the real-world relevance of the issue/concept. During this part of the activity, other members of the practical class will be invited to ask your group questions about the material presented.

This presentation will be assessed on the following:

1. **Coverage of allocated content.** It is vital that the *required* exercises are covered thoroughly as some of this material is examinable. Groups failing to cover all *required* material will be penalised. You will be provided with some additional *optional* content to cover – this material is of secondary importance.
2. **Organisation and preparation.** Although a maximum of 45 minutes can be devoted to each set of activities, it is important that the group prepares the presentation in advance, and has time to discuss relevant issues raised by the other members of the practical. Groups who appear disorganised and ill prepared will receive poorer marks than those groups who are well organised.
3. **Originality of ideas and clarity of expression.**
4. **Inclusion of additional source materials** (e.g., research data, newspaper articles). This material must be clearly discussed and relevant.
5. **Use of presentation materials** (especially overhead transparencies) which help to illustrate and enliven the presentation. Other materials (e.g., models, samples etc.) may be used. Your tutor may ask you to temporarily submit these materials to her so that she can more comprehensively assess your presentation.
6. **Question/Discussion generation.** Each group should endeavour to generate questions and discussion from the class during the remaining 5 minutes of the class. You will be marked according to the way you initiate, direct and respond to questions and discussion topics.

Information is only valuable if it can be effectively communicated. Therefore you will be assessed not only on the content but also on the style and manner of your presentation. You should therefore prepare your presentation well enough so that you can speak freely rather than reading from notes.

Final Examination

This exam is held during the University examination period in June (Friday 8 June – Monday 25 June) and is designed to promote an understanding of diverse theoretical and empirical approaches, across a broad range of psychological issues. Questions on the final examination will be based on material covered in lectures and practicals.

50% of the total marks for GENS9001 are determined before the end-of-semester examination. The assessment is, therefore, essentially of the continuous, rather than “one-shot exam” type. The assessment also takes a number of forms, from a report component written in one’s own time, to a formal examination. Thus, no student should be too heavily penalised by a “bad” day or a weakness in one particular form of assessment.

6.3 Submission and collection of assessments

Submission

Unless directed otherwise, all written work is to be handed in to the School of Psychology General Office on the 10th floor of the Mathews Building (Room 1011) by 4:00pm on the day that it is due, or earlier.

All written work must have the School’s cover sheet attached to the front. This form can be downloaded from the School’s website <http://www.psy.unsw.edu.au/students/current/files/Cover%20Sheet.pdf>, or picked up from the School Office on Level 10. Make sure you write your tutor’s name on the cover page. Assignments will be collected from the drop box daily by Administrative staff and date-stamped with the date of submission.

You must also submit your work online, prior to submitting it to the School Office, in case the hard copy is lost and you have to prove that it was submitted. Electronic versions will be uploaded into the Blackboard course modules. There will be more specific instructions given with each assignment. If you fail to do this, no responsibility will be taken for lost assignments.

It is School policy that no work will be accepted after that assignment has been marked and returned to other students. You should indicate the total number of pages contained in your assignment, by writing "Page _ of _" in the footer of each page. This alerts us if any pages have been lost.

Collection of marked assessments

Feedback about performance in the mid-session test, group presentation and participation marks will be made available online through Blackboard. The research report will be available for collection from the school general office after Monday 4th June, 2012. You should always collect your written assignments and keep a copy in case a remark is required.

6.4 Extensions

It is the School's policy not to provide extensions for written work unless there is a medical certificate accompanying a specific request, or exceptional compassionate grounds. **Pressure of other academic/non-academic work will not qualify you for an extension.** If you are experiencing difficulties in meeting the deadlines, please talk to your tutor **before** the piece of work is due.

Failure to meet the submission deadlines will be penalised. It is the School's policy never to accept reports after others are returned. If you have not handed in a report by the time others are returned an alternative essay will be set, if appropriate, but note that the deduction for lateness will still apply from the time the original report was due. Even if you are heavily penalised for lateness, you will at least be avoiding an automatic failure.

For reports submitted late without acceptable reason, but submitted before other marked reports are returned, a penalty of 2% will be deducted for each day it is overdue (note that 6% will be deducted for a weekend). The date stamp on your hard copy will be that used in determining whether or not a report is overdue, not when the report was submitted online.

- **If your assignment is worth 20% or less of the total mark for the course**, and you have good reasons for being unable to satisfy a deadline, you should staple your medical certificate for the relevant period or appropriate document to your work, underneath the Assignment Cover Sheet. Medical certificates dated after the report is due may not be accepted.
- **If your assignment is worth more than 20% of the total mark for the course** you are required to submit special consideration through Student Central (see detailed instructions for 'special consideration' in Section 6.5 of this manual). You should also attach a copy of the medical certificate to the submitted assignment, under the cover sheet.

Late submissions may not receive detailed feedback.

6.5 Special consideration

If you should miss an official University examination or assessment deadline, and where this piece of assessment is worth more than 20% of your total mark for the Course, or if you feel your performance, either during semester or in an examination, has been adversely affected by sickness or any other reason, you should inform the University Registrar and ask for special consideration in the determination of your standing. Such requests should be made as soon as possible after the problem occurs and, in the case of the final examination, **not later than three working days after the date of the final examination**

In the first instance, you should complete the *Request for Special Consideration due to Illness or Misadventure* through MyUNSW. For details about how to apply and appropriate supporting documentation see <https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>

In addition, you must contact the Course Co-ordinator, Dr Joel Pearson or the Course Administrator, Helen Archibald to inform them of your application. Remember, work or other course commitments do not constitute appropriate reasons for a request for special consideration.

Deferred and further assessments

Students who are absent from an official examination through illness or other **acceptable** circumstances may be granted a deferred examination. The deferred examination for GENS9001 will take place some-time between Monday 9th and Friday 13 July, 2012, for Semester 1. If you are unable to attend the official examination, you must contact either Dr. Joel Pearson or the Course Administrators to arrange to sit the deferred examination, as well as submitting any relevant documentation (e.g., application for special consideration). It is your responsibility to contact the School for the location of the exam.

Students can attend the final examination only once, either in the regularly scheduled or deferred examination period. As students will not be permitted to attend both the regularly scheduled and deferred examinations, it is advisable not to attend the exam as originally scheduled if sick on that day. Instead, they should ensure the appropriate medical certificate to support their case for a deferred medical exam. In such a case, a formal application for special consideration must be submitted online within three working days of the exam.

If you apply to do the deferred examination, it is your responsibility to ensure that you are available to sit the exam at the scheduled time. To meet University deadlines for finalising marks, the School cannot provide assessment later than this date. Those students who suspect that they may have to sit for a deferred exam should keep themselves available, as otherwise they risk automatic failure. Additional examinations will not be set under any circumstances.

Deferred and further assessment exams may be given to those students who were absent from the final examination through illness or misadventure. Under no circumstance will a student who has not completed all assessment tasks for the course except the final exam be allowed to sit for the further assessment exam.

Students who are granted deferred or further assessment will be notified through their student email address only (this is the official University means of communication). This assessment can be expected to be of the same degree of difficulty as the original. However, the exam may take a different form from the original. For example where the original exam contained multiple-choice questions, the alternative exam may contain short answer questions or it may be an oral examination instead of a written one.

7. Extra credit: Optional research participation

You have the option of participating in psychological research being conducted within the School of Psychology for up to 6 hours, for which you will receive up to 4% bonus. By participating in on-going research you learn first-hand about the ways in which research in psychology is conducted, and can appreciate the application of the concepts that you encounter in lectures and practicals. You also find out about theories and areas of investigation that are beyond those you study in the course. Finally, you will be contributing to the advancement of psychological science. Clearly, the study of human behaviour cannot progress without humans to observe.

Every researcher is under the general supervision of a School committee, and is required to satisfy certain conditions (e.g., to provide information regarding the nature and aims of the study). There is no compulsion to participate in any particular study and it is quite in order to decline to participate after an explanation of what is involved has been given.

Sona Systems

Sona Systems is a web-based facility that provides information to students about School-approved research projects as they become available. It also enables students enrolled in GENS9001 to sign-up to participate in research projects of their choice. You can access Sona through Blackboard.

You must be registered on Sona to receive research participation credit. A batch registration occurs at the start of semester, however, you must log on in Week 2 to activate your account. If you enrol after Week 1, or if you encounter any difficulties logging on to Sona, please contact the Course Administrators by e-mail at firstyearadmin@psy.unsw.edu.au.

Signing up to participate

It is a good idea to complete your research participation early, as fewer studies may be available towards the end of the semester. You must complete all participation by midnight on Friday 1st June, 2012. All experimenters will assign credit by 5pm of Monday 4th June 2012. Any issues regarding outstanding credit must be resolved between you and the experimenter by Tuesday 5th June 2012.

Only sign up for an experiment/study if you are sure you can attend on time. If you sign up and then do not attend without a reasonable excuse, **a half hour or more of credit will be deducted** from your participation time because failure to attend causes considerable inconvenience and cost to researchers. **If you are going to miss, or have missed an experiment for which you have signed up, you should contact the experimenter as soon as possible, and you may be able to reschedule.**

When you attend, the researcher will explain as much as is possible about the study and will give you an opportunity to withdraw if you wish. If you choose to withdraw you will receive a reasonable amount of participation credit and no penalties will be imposed. In addition, you may withdraw at any time during the study if you wish.

Assessment of research participation

In order to receive credit for your participation you must, once your participation in the research concludes, you must have the experimenter complete their details and sign a *Research Participation Summary* (RPS), a copy of which is available at the end of this Manual. Experimenters must record the study number and sign this form. This signed form then becomes *your* record of participation. You must ensure that your Experimetrix record matches the paper record of participation.

Obtaining credit for participation

The final credit will incorporate both hours you completed AND any penalties for failure to attend. You must submit your research participation summary to the Level 10 School of Psychology Office during semester (i.e. as early as week 2), up until Tuesday 4th June 2012. You will need to obtain a stamped receipt for your submission from the Office Staff.

As your final credit for research participation will be derived from Sona records, you are responsible for ensuring that your Sona profile matches your RPS. If any discrepancy arises, you must contact firstyearadmin@psy.unsw.edu.au, as soon as possible, and no later than Tuesday 4th June, 2012.

Research feedback

Once the research is over, researchers have a responsibility to debrief you about the study, and we encourage you to ask questions of the researcher. No details of any individuals who took part in the study will be published; students will be anonymous members of the sample tested.

Deception

Usually the initial description of the study will be accurate. However, on occasion the researcher may find it necessary to mislead you as to the true purpose of the study. Such deception can occur in one of two ways. The researcher may simply omit important information, or the researcher may actually misrepresent the true nature of the study. These types of deception will only occur when there is no other way to obtain meaningful data. At the end of a study involving deception, the researcher is obliged to describe the deception and to explain why it was necessary.

Confidentiality

Only the researcher and the researcher's supervisor have access to information that specifically identifies you with the data you provided. Although data collected from you may be reported on an individual or group basis in a publication, you can assume anonymity and confidentiality.

Complaints

If you have any complaints, there is a **Research Participation Complaint Form** that you can obtain from the Psychology Office (Mathews Level 10). Your comments will be forwarded to the course coordinator and will remain completely confidential. Alternatively, you may contact the Course Co-ordinator, Dr. Joel Pearson directly if you wish.

8. Other important student resources

8.1. Blackboard

All course details and information will be posted on the Blackboard Course Module (<http://ms-blackboard.telt.unsw.edu.au>). You should check this regularly for important information and updates.

Studies needing participants for optional research participation will also be advertised on Sona, which can be accessed via the Blackboard GENS9001 site.

8.2. Psychology 1 Tool-kit

You should also download and print the Psychology 1 Toolkit, available on Blackboard. This provides information about Blackboard, Sona, research report writing, information literacy, collaborative learning, and more.

8.3. School of Psychology Student Guide

The School of Psychology Guide (available at <http://www.psy.unsw.edu.au>) contains further information about (a) expectations of students (including attendance at lectures and practicals), (b) procedures for submission of assignments and the School's policy re late submissions, (c) examination procedures and advice concerning illness an misadventure, (d) student support services (including services for students who have a disability that requires some adjustment in their teaching and learning environment), and (e) plagiarism (see also <http://www.lc.unsw.edu.au/onlib/plag.html>).

8.4. EndNote X5

A free copy of EndNote X5, an automatic referencing program that can be installed with Microsoft Word, can be obtained from UNSW IT Services. It could be useful for you to acquire a copy of End Note, and attend a library course on using it, as mastering this program will save you a considerable amount of time in organising and formatting citations throughout you entire time at University. EndNote can be downloaded from the URL: <http://www.it.unsw.edu.au/students/software/endnote.html>.

When you obtain a copy, ensure that you configure it to produce APA style citations, which is not the default

9. Plagiarism and referencing

Plagiarism is the presentation of the thoughts or work of another as one's own.¹ Examples of plagiarism include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.²

Other practices that may be considered plagiarism are:

- submitting an assessment item that has already been submitted for academic credit elsewhere; and
- knowingly permitting your work to be copied by another student.

An assessment item produced in oral, not written form, or involving live presentation, may similarly contain plagiarised material. The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

Students are reminded of their rights and responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms. The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at: <http://www.lc.unsw.edu.au/onlib/plag.html>

The Learning Centre also provides substantial educational written materials, workshops, and practicals, and may provide individual assistance, to aid students, for example, in: correct referencing practices; paraphrasing, summarising, essay writing, time management, and appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

You are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Make sure that you allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

A CENTRAL RECORD IS NOW BEING KEPT OF ALL REPORTED PLAGIARISM INSTANCES. MULTIPLE OFFENCES MAY RESULT IN EXCLUSION FROM THE UNIVERSITY.

10. Continual course improvement

We regularly gather student evaluative feedback on the course and continual improvements are made to the course based in part on such feedback. The forms of feedback include UNSW's Course and Teaching Evaluation and Improvement (CATEI) process, focus groups and custom-made written feedback forms. Student feedback is taken seriously and changes to the course are made in accordance with it. We thank you in advance for your participation in this process. You will have an opportunity in the final practical to complete the CATEI forms.

¹ Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle.

² Adapted with kind permission from the University of Melbourne.

