First Arts Psychology

A Guide for Students
2019-2020

> **This is an important document. Please bring it with you to lectures and tutorial sessions throughout the year. It includes useful guidelines for your modules, assignments and examination revision.**

Compiled by Anne Marie Keane (Coordinator, First Year) and Sinéad Conneely (Academic Coordinator)

The contribution of all members of staff in the School of Psychology is gratefully acknowledged.

School of Psychology

Disclaimer: While every effort is made to ensure that the contents of this *Guide* are accurate, the *Guide* is issued for general guidance only. Students are referred to the University *General Calendar* for information on regulations regarding University courses.

> **First year queries**
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> Do you have questions about the First Year Programme? Due to the very large number of students who take psychology, and the number of staff who are involved in delivery of the programme, we would request that you contact us in the first instance at the following e-mail address: 1bapsychology@nuigalway.ie. Your query will then be passed to the relevant staff member who will respond as soon as possible.

1.0 INTRODUCTION

Psychology is the scientific study of behaviour and mental processes, and includes individual and social, human and animal, normal and abnormal aspects. Most people find psychology intrinsically interesting. Even a little knowledge of psychology is useful in most career paths. Students might consider studying for a psychology degree if interested in becoming a professional psychologist in applied areas such as clinical psychology, the health services, education or industry; teaching and carrying out psychological research in a university or other research centre; or improving their general education by studying an interesting and useful discipline with careers of a more general type in mind, for example, the media, information technology or management.

2.0 DEGREE PROGRAMMES IN PSYCHOLOGY AT NUI GALWAY

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Eligibility for going forward with psychology to degree level:

Students on Denominated programmes (e.g., those on the BA Connect programmes) are **not eligible** for a place on the Denominated psychology programme in second year. If you have any queries about this, contact your programme coordinator.

Eligibility for entry into both the denominated psychology programme and psychological studies in second year:

(1) Students must achieve 40% or greater in **all subjects** to proceed.

(2) All subjects must be passed at the first sitting **except** in cases where an **official deferral** has been granted by the College of Arts office.

2.1 Progression requirements:

To progress into the Denominated Psychology programme, or to take Psychological Studies as a second year subject, there are some **specific competitive requirements** and these are detailed in the following sections below.

2.2 Denominated BA in Psychology

Students admitted to the **BA (Psychology) - CAO Code GY104** will take the subject *Psychology* in First Arts together with two other subjects. Having passed First Arts successfully, students will study *Psychology* as a stand-alone subject in Second and Final Arts. Students in this programme study Psychology only in their second and third years and acquire a qualification that is accredited by the Psychological Society of Ireland (PSI).

There are a further **fifteen (15) places** on the Denominated programme available to students of the BA (Omnibus) who complete *Psychology* at First Arts and who wish to transfer to the BA (Psychology) in Second Arts. Places will be decided on academic merit, based on the results of the **First Sittings (Semester 1 & Semester 2 combined) of the First Arts Examinations in the student's first year of attendance, where the student must have passed First Arts by getting at least 40% in all**

three subjects. The order of results in the subject 'Psychology' attained at the First Arts Examination (Semester 1 & Semester 2 combined) shall determine the offer of transfer places. **Students will not be allowed to repeat First Arts Psychology with a view to improving performance.**

Students wishing to compete for one of these 15 Second Year places must express this wish via a web-based system that will go 'live' in March 2020. The deadline for return of expressions of interest is early April.

Offers* are made during the summer (after the examinations) and **students are given a limited time (usually about 10 working days) within which to respond.** If a student does not respond by the specified date, this is taken by the School to mean that he or she is declining the place offered.
If a student is not offered a place in second year psychology/psychological studies, s/he will **not** receive any notification from the School of Psychology.

Note that offers of places are sent by email to your NUI Galway e-mail address. It is therefore important you regularly check this email address, and the junk mail folder (on rare occasions, emails sometimes go into this folder instead of the inbox). It's also critically important that you provide a **correct/valid NUI Galway email address for us to contact – this is the personal responsibility of individual students. Not providing correct contact information may result in you not receiving an offer, even if you meet the necessary criteria.*

2.3 BA in Psychological Studies

Students of the **BA (Omnibus) - CAO Code GY101** who successfully complete *Psychology* at First Arts may proceed in Second Arts (see information below for criteria – places are limited) with the subject *Psychological Studies* and **one other of the subjects** that have been passed in First Arts. In the case of **the BA CONNECT programmes (CAO Code GY110, GY111, GY114, GY115, GY119)** students may proceed in second arts with the subject *Psychological Studies*, and **two other subjects** which have been passed at first arts, **in addition to their specialism**.

The number of students admitted to Second Arts in *Psychological Studies* is limited (approximately 100). Places will be decided on academic merit, **based on the results of the <u>First Sitting</u> (Semester 1 & Semester 2 combined) of the First Arts Examinations in the student's first year of attendance**, where the student must have **passed First Arts by getting at least 40% in all subjects.** The order of results in the subject Psychology attained at the First Arts Examination (Semester 1 & Semester 2 combined) shall determine the offer of places in Second Year Psychological Studies.

Students wishing to compete for one of these 100 Second Year places must express this wish via a web-based system that will go 'live' in March 2020. The deadline for return of expressions of interest is early April.

Again**, offers* are made during the summer after the examinations,** and **students are given a limited time (usually about 10 working days) within which to respond.** If a student does not respond by the specified date, this is taken by the School to mean that he or she has declined the place offered.

Offers are made via students' official nuigalway e-mail. Please ensure that you check both your inbox and junk folder for updates.

2.4 Higher Diploma (Conversion)

The Higher Diploma (Conversion) is an option for students who have completed the BA in Psychological Studies. By combining this one-year diploma with a BA in Psychological Studies, students cover course content equivalent to that offered in the denominated BA programme – this is recognized by our accrediting body, the Psychological Society of Ireland**. Numbers allowed onto the Higher Diploma are limited and entry is based on academic merit.**

3.0 OVERVIEW OF YEAR 2019-2020.: IMPORTANT SEMESTER DATES

Academic Year 2019-2020	
Orientation 1st Years	Monday 2nd September to Friday 6th September 2019
Start of Teaching all years	Monday 9th September 2019
End of Teaching all years	Saturday 30th November 2019
Study Week	Monday 2nd - Saturday 7th December 2019
Semester 1 Exams Start	Monday 9th December 2019
Semester 1 Exams End	Friday 20th December 2019 (10 days of exams)
Christmas Holidays	Saturday 21st December 2019
Start of Teaching	Monday 13th January 2020
End of Teaching	Saturday 4th April 2020 *(12 weeks)*
Field Trips	Monday 6th April - Thursday 9th April 2020
Easter:	Good Friday 10th April - Easter Monday 13th April 2020
Study Week	Tuesday 14th April - Monday 20th April 2020
Semester 2 Exams Start	Tuesday 21st April 2020
Semester 2 Exams End	Friday 8th May 2020 (13 days of exams)
Autumn Exams	Tuesday 4th August - Friday 14th August 2020
Holidays	Easter: Good Friday 10th April to Easter Monday 13th April 2020
	Bank holidays: Monday 28th October 2018 / Tuesday 18th March 2019 /
	Monday 4th May 2019 / Monday 1st June 2019 / Monday 3rd August 2020

Semester dates for first year are available in PDF form, here:
http://www.nuigalway.ie/student_life/registration/documents/academic_calendar_20192020.pdf

4.0 PSYCHOLOGY MODULES ACROSS THE YEAR

PS122 Introduction to Psychology I (Semester 1, 5 ECTs).

This module covers Psychology of Learning, Developmental Psychology, and Cognitive Psychology and is assessed by mid-semester essay (40%) and end-of-semester MCQ exam (60%).

PS124 Introduction to Psychology 2 (Semester 2, 5 ECTs).

This module covers Social Psychology, Biological Psychology, and Personality Psychology and is assessed by mid-semester essay (40%) and end-of-semester MCQ exam (60%).

PS137 Introduction to Research Methods (Semester 1 and 2, 5 ECTs).

Delivered by one-hour weekly lecture for nine weeks in **both** Semesters 1 and 2.

Assessment includes one continuous assessment in Semester 1 (40%), one in Semester 2 (40%), research participation (10%) and tutorial attendance in both semesters (10%).

PS1100 Critical and Collaborative Thinking (Semester 1 and 2, 5 ECTs)

Delivered primarily across semester 2 as a combination of lectures and tutorials. Assessment is 100% continuous.

Details of each module are provided on pages 6 to 11.

5.0 ASSESSMENT DEADLINES FOR SEMESTERS 1 & 2

See lecture and tutorial timetable (posted on Blackboard) each semester.

6.0 TIMETABLES, SEMESTER 1 & 2 (2019-20)

Due to the number of students taking 1st year psychology, the curriculum is delivered twice. Students are assigned to groups based on their student ID number.

How will I be assigned to my lecture group?

- ❖ Students, who have an ID number in which ***the second-last number*** is an EVEN number, take the *GROUP EVEN (E) lectures* (if this number is 0 [zero] then you are in the EVEN group)
- ❖ Students, who have an ID number in which *the second-last number is an ODD number,* take the *GROUP ODD (O) lectures.*
- ❖ Students must attend at the times designated for their group and periodic check of IDs will be carried out.

You will also be required to sign up to a one-hour (fortnightly) tutorial timeslot.

Details of tutorials and how to sign up will be provided in class. The web-link to sign up for tutorials will be sent to students in mid-late September. Please check your email and Blackboard for notifications.

Group E: Students whose ID number is EVEN

	Monday	Tuesday	Wednesday	Thursday	Friday
9 - 10			PS122 Introductory Psychology 1 SC001 – Kirwan Theatre		
10 - 11					
11 - 12					
12 - 1					
1 - 2					
2 - 3					
3 - 4					
4 - 5			PS137 Introduction to Research Methods SC001 – Kirwan Theatre	PS122 Introductory Psychology 1 SC001 – Kirwan Theatre	
5 - 6					
6 - 7				PS122 Introductory Psychology 1 O Flaherty Lecture Theatre	Miriam Lohan Room bookings & Timetable Coordinator

Group O: Students whose ID number is ODD

	Monday	Tuesday	Wednesday	Thursday	Friday
9 - 10					PS137 Introduction to Research Methods Anderson Theatre
10 - 11					
11 - 12					
12 - 1					
1 - 2					
2 - 3					
3 - 4			PS122 Introductory Psychology 1 O Flaherty Lecture Theatre		
4 - 5	PS122 Introductory Psychology 1 SC001 – Kirwan Theatre		PS122 Introductory Psychology 1 O Flaherty Lecture Theatre		
5 - 6					
6 - 7					Miriam Lohan Room bookings & Timetable Coordinator

7.0 PSYCHOLOGY MODULE OUTLINES

7.1 ECTS (EUROPEAN CREDIT TRANSFER SYSTEM)

ECTS is based on the fundamental idea that a student enrolled on a full-time programme should commit a commensurate amount of time and effort to each of their programmes of study. ECTs are expressed in terms of the total number of hours of learning, teaching and assessment. This therefore includes other learning activities such as self-study, reading, revision, project work, etc., in addition to formal teaching (e.g. lectures, seminars, field trips, placements) and assessment (including continuous assessment and traditional examinations).

Standard minimum number of ECTS per module: 5 ECTS (NUIG Learning, Teaching and Assessment Strategy 2008:6)

1 ECTS = typically, 20 hours
5 ECTS = 100 hours of teaching and learning activity, based on 1 academic year (full-time = **60 ECTS** [1200 hours approx.] per year)

7.2 MODULE INFORMATION

PS122 Introduction to Psychology 1   5 ECTS

Semester 1: 3 hours a week over 9 weeks.

Module Coordinator:
Coordinator, 1st Year Team (Anne Marie Keane MLitt).

Lecturers:
Dr Ian Stewart, Dr Sinéad Conneely, Dr Denis O' Hora

Description:
This module provides students with an introduction to three key areas of psychology, Learning Psychology, Developmental Psychology, and Cognitive Psychology. The areas covered in PS122 can change from year-to-year, so students are advised to check the School of Psychology website in early September of the year of study to ascertain the exact content for that year. Developmental Psychology is concerned with the development of the individual across the lifespan. Cognitive Psychology is the study of human cognition – the way we perceive, process and respond to the world around us. The Psychology of Learning deals with the processes leading to behavioural change, or the impact that learning has on our perceptions of the world and thus the way we behave. Together these three areas of psychology have made major contributions to our understanding of human behaviour.

Module Objectives:

- To provide a coherent overview of three key areas of psychological inquiry.
- To contribute to our understanding of human behaviour, cognition, motivation and emotion.
- To provide foundation knowledge that can facilitate more in-depth understanding later.

Learning Objectives:

- Students will understand what Developmental Psychology, Cognitive Psychology, and the Psychology of Learning have to say about human behaviour, cognition, emotion and motivation.
- Students will have the ability to apply this understanding to an aspect of human behaviour they find particularly interesting.
- Students will be able to apply acquired knowledge to the kinds of actions they witness each day.
- Students will be able to review the literature and summarise it in essay format.

Assessment:

1 Multiple Choice Question exam (60%) at semester 1 exams and 1 continuous assessment, 1200-word essay (40%).

Workload for PS122:

Bologna ECTS Calculation:

Direct Tuition (lectures and tutorials)	30 hours
Independent Reading	35 hours
Completion of essay	15 hours
Exam Preparation	20 hours
Total	100 hours

PS124 Introduction to Psychology 2   5 ECTS

Semester 2: 3 hours a week over 9 weeks.

Module Coordinator:

Coordinator, 1st Year Team (Anne Marie Keane BA MLitt)

Lecturers:

Dr Michael Hogan, Ms. Anne Marie Keane BA MLitt, Dr Ian Stewart

Description:

This module provides students with an introduction to three key areas of psychology, Cognitive Psychology, Biological Psychology, and Personality Psychology. The areas covered in PS124 can change from year to year, so students are advised to check the School of Psychology website in early September of the year of study to ascertain the exact content for that year. Social Psychology is the study of the individual and the way that the situation (the environment) and disposition (the person) interact to determine behavior. Biological Psychology is concerned with the biological influences on human emotion and behaviour and the way that biology, psychology and the environment interact to shape human action. Personality Psychology attempts to build up a picture of the individual, based on his/her traits and characteristics, and how these characteristics shape cognition, behaviour and motivation. Together these three areas of psychology, and those covered in PS122, have made significant contributions to our understanding of human behaviour.

Module Objectives:

- To provide a coherent overview of three key areas of psychological inquiry.
- To contribute to our understanding of human behaviour, cognition, motivation and emotion.
- To provide foundation knowledge that can facilitate more in-depth understanding later.

Learning Objectives:

- Students will understand what Cognitive Psychology, Biological Psychology, and Personality Psychology have to say about human behaviour, cognition, emotion and motivation.
- Students will have the ability to apply this understanding to an aspect of human behaviour they find particularly interesting.
- Students will be able to apply acquired knowledge to the kinds of actions they witness each day.
- Students will be able to review the literature and summarise it in essay format.

Assessment:

1 Multiple Choice Question exam (60%) at semester 2 exams and 1 continuous assessment, 1200-word essay (40%).

Workload for PS124:

Bologna ECTS Calculation:

Direct Tuition (lectures and tutorials)	30 hours
Independent Reading	35 hours
Completion of essay	15 hours
Exam Preparation	20 hours
Total	100 hours

PS137 Introduction to Research Methods   5 ECTS

Semesters 1 & 2: 1 hour a week for 9 weeks in both Semesters 1 and 2.

Module Coordinator: Dr Chris Noone

Lecturer: Dr Chris Noone

Description:

This module provides students with an introduction to research methods in psychology. The goal of psychological research is to discover, describe and explain behaviour. To do this, methods need to be employed so that the results of any research can be both understood by others, and generalised to other situations. This is a gentle introduction to research methods, with the emphasis very much on introducing students to the different types of methods used to conduct research, and highlighting the importance of the scientific method to psychology. The module is delivered across two semesters.

Module Objectives:

- Present a stimulating introduction to research methods in psychology
- Provide students with basic knowledge of the methods used in psychological research to ensure a strong foundation for future learning

Learning Objectives:

Upon completion of this course students should be able to:

- Name and define key concepts used in research methods
- Discuss the varying experimental methods used in psychological research
- Apply knowledge of the basic tools of statistics used in psychology to calculate such statistics as standard deviation and correlation coefficients
- Demonstrate a clear understanding of the importance of reliability, validity, and sampling to research
- Demonstrate an awareness of the ethical principles used by psychologists.

Assessment:

40% for assignment 1 (semester 1), 40% for Study 2 assignment 2 (semester 2) 10% for research participation (see Section 14.0 Participation in Psychological Research), 10% for tutorial attendance (see Section 9.0 Tutorials).

Workload for PS137:

Bologna ECTS Calculation:

Direct Tuition (lectures and tutorials)	20 hours
Independent Reading	35 hours
Completion of Research Methods Assignment	10 hours
Completion of Lab Report	30 hours
Research Participation	<u>5 hours</u>
Total	100 hours

PS1100 Critical and Collaborative Thinking	**5 ECTS**

Semesters: Primarily semester 2, with some introductory classes beginning towards the end of semester 1**.** Please note that days and times for the lectures and tutorials associated with this module will vary from week-to-week. Please check your timetables and NUIG e-mail notifications each week, to keep updated**.**

Module Coordinator: Dr Michael Hogan

Lecturer: Dr Michael Hogan

Description:

This module focuses on the development of two sets of skills in high demand in the workplace: critical thinking and collaborative thinking. The module provides students with skills that enable them to effectively analyse and evaluate information and arguments, communicate and collaborate with others, think about problems and solutions from a systems perspective, and make appropriate decisions that integrate inputs from multiple sources. The module uses a combination of lectures, online learning, argument mapping and collaborative problem solving, in lecture and tutorial settings.

Module Objectives:
- To provide an introduction to the principles of practice of critical thinking and collaborative learning.
- To provide opportunities for the practice of argument mapping and collaborative systems thinking.
- To support critical thinking and collaborative learning in relation to controversial issues in psychology.

Learning Objectives:
- Students will understand the principles of critical thinking and major sources of critical thinking failures

- Students will develop skill in analysis and evaluation of claims and scientific evidence.
- Students will develop skill in argument mapping and drawing inferences in light of analysis and evaluation of evidence.
- Students will have the ability to communicate their reasoning to others and collaborate with peers in mapping the structure of complex problems.
- Students will be able to review the literature, argument maps and systems model and summarise it in essay format.

Assessment:

100% continuous assessment; argument mapping assignment in semester 1 (30%) and collaboration assignment in semester 2 (70%).

Core text: Readings will be provided on Blackboard.
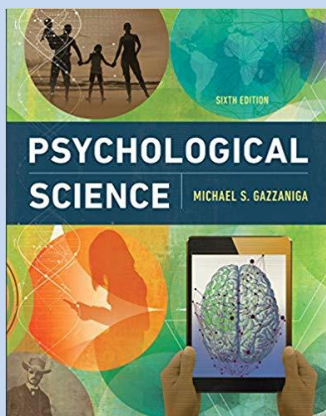
Workload for PS1100:

Bologna ECTS Calculation:

Direct Tuition (lectures, tutorials)	20 hours
Independent Online Learning and Reading	40 hours
Completion of Assignments/ Coursework	40 hours
Total	100 hours

8.0 CORE TEXTBOOK (FOR ALL FIRST-YEAR PSYCHOLOGY MODULES)

Gazzaniga, M. (2018). *Psychological Science: International Student Edition* (6th ed.) Norton.

Copies of this text are available to buy from the University bookshop and for short-term loan in the University library.

Please note: this textbook may be available online in other editions, but we will be using the **International edition**, specifically. The textbook is stocked in the University bookshop at a special price for NUIG students.

9.0 FIRST YEAR PSYCHOLOGY TUTORIALS

During the academic year, each student is expected to attend a tutorial session **every second week** of each semester. These sessions are designed to provide:

- Opportunities for interactive learning and contact with a tutor in a small group setting
- An organizational framework for the preparation and submission of written assignments which will contribute to a continuous assessment element in the First Arts examination
- An introduction to the laboratory dimension of psychology; and
- A chance of submitting requests for clarification of issues that arise in lectures, which will usually be channeled to the relevant lecturer

Tutorials will commence the week of October 1st in Semester 1 and the week of January 28th in Semester 2. You sign-up for ONE of the tutorials, through an online system, the link for which will be sent to you by email, and also posted on Blackboard. Tutorial groups of approximately 15-20 students meet to discuss an assigned topic and its associated readings. The Academic Coordinator oversees the tutorial/laboratory sessions, which in turn, are run by individual tutors.

Directions to the tutorial venues will be available on the School website.

Please note that psychology tutorial times are reserved exclusively for psychology on the College of Arts timetable, which means they should not clash with your other subjects.

First Arts Psychology students are required to attend all tutorials. Your tutor keeps a record of attendance, and attendance accounts for 10% of the grade in PS137 Introduction to Research Methods. If you miss a tutorial as a result of illness or for any other reason deemed valid by the Academic Coordinator, you should give medical certification or an explanation in writing to your tutor. This must be done *immediately on your return* to college – **retrospective medical certificates or explanations will not be taken into account**.

10. CÉIM programme

About CÉIM at NUI Galway

CÉIM is an academic peer support scheme for 1st year students at NUI Galway. 'CÉIM' is the Irish for step.

Initiated by NUI Galway Students' Union in 2013, CÉIM is currently offered to Engineering, BA Law, Geography, and Political Science & Sociology students. During the 2019/20 academic year, CÉIM will be piloted in the School of Psychology and further rolled out in the School of Law, and will be offered to approximately 1,550 1st year students.

Groups of 1st year students meet weekly throughout the academic year with trained 2nd/3rd year student leaders from the same discipline.

CÉIM sessions are student led and are about working in small groups to develop independent learning skills, gain a greater understanding of coursework, develop new skills, and meet people studying the same course. Sessions focus on collaborative learning, and the format is generally quite different to lectures and tutorials. Students often comment on how CÉIM sessions are informal and friendly, yet focused. CÉIM supports student transition to higher education, health and wellbeing, academic success and progression, and is part of the ecosystem of academic and pastoral supports at NUI Galway.

The academic year 2019/2020 is the first year CÉIM will be offered as part of the First Year Psychology programme. We will keep students informed of sign-up details/timetabling for CÉIM sessions, via email, Blackboard, and in class.

Why attend CÉIM sessions?

We strongly recommend that you attend CÉIM sessions, particularly if you wish to pursue psychology into second year and beyond. Not only is CÉIM an opportunity for you to improve your academic performance – it's also a chance for you to chat with other students more informally, and since the sessions are also delivered by undergraduate students taking second and final year psychology, a rare and valuable chance to benefit from their insight and personal experiences.

Find out more at www.su.nuigalway.ie/ceim

What 1st year students say about CÉIM

I really liked learning in small groups. I felt more relaxed and comfortable asking questions.
It helped me talk to different people in my course.
I found it very helpful for voicing your ideas and receiving constructive criticism on your work.

11.0 ASSESSMENT OF PSYCHOLOGY MODULES*

*See module descriptions for breakdown of assessments. Specific assessments will be introduced by lecturers in class, discussed at tutorials, and posted on Blackboard.

11.1 ASSIGNMENT SUBMISSION

All assignments are submitted <u>once</u> in soft (electronic) copy to designated Turnitin links on Blackboard.

Unless there are acceptable mitigating circumstances, the late submission of assignments will incur the following penalties:

1-3 days	**15% of your mark will be deducted**
4-6 days	**30% of your mark will be deducted**
7-10 days	**50% of your mark will be deducted**

If you are having difficulty with any assignment, consult your tutor or the Academic Coordinator.

Assignment extensions: Important information

Extensions will normally be granted on medical grounds on submission of a medical or counselling certificate to the School of Psychology. This must be done **immediately** on your return to college – remember **retrospective** medical certificates or explanations will not be taken into account. Decisions regarding extensions will be made at the **discretion of the Academic Coordinator** and the **1st Year Coordinator.**

Computer, printer, USB and/or any hardware/software malfunction will not be accepted as a reason for obtaining an extension on any deadline. It is your responsibility to ensure your work is backed up at all times. There are numerous computers available on campus for your use, should your own laptop malfunction.

Submission dates are available well in advance of the deadlines, so requests for extensions etc. cannot be considered 'Urgent'. If you encounter difficulties, **let the First Year Team at 1bapsychology@nuigalway.ie know,** so that we can accommodate you. The earlier that we are aware of your difficulties, the more we can do to facilitate you.

Assignment extensions cannot be granted by your tutor – they are assessed and granted on a case-by case basis by the Academic Coordinator.

12.0 MARKING OF ASSIGNMENTS

Your psychology tutor will mark your assignments and provide feedback on each of these.

Assignments will be marked using the following grading system, which is used throughout the University:

A	70% - 100%
B+	60% - 69%
B-	50% - 59%
C	45% - 49%
D	40% - 44%
E	0% - 39%

13.0 PLAGIARISM

It is expected that you will support your arguments by referring to previous research. Copying a passage straight from another source without acknowledging it, however, is considered **plagiarism**.

Presenting another person's work as if it were your own is regarded as a serious academic offence for which you may be penalized by being given a reduced grade. This includes copying from published texts, text downloaded from the Internet, course notes or the work of other students.

According to **www.plagiarism.org**, the following are all considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Plagiarism will result in the severest penalties, which may include a mark of zero being awarded to your work (at the discretion of the First Year Team) and – if you have plagiarized the work of another student – to his/her work as well. It may also result in University disciplinary procedures beyond those administered by the School of Psychology.

See the college website (**http://www.nuigalway.ie/plagiarism/**) and www.plagiarism.org for more detailed information on plagiarism.

14.0 PARTICIPATION IN PSYCHOLOGICAL RESEARCH

As part of their programme, First Arts Psychology students are invited to be participants in the research activities of the School of Psychology. Each student is invited to take part in the equivalent of **5 hours of psychological research**, which is **worth 10% of their mark in PS137** (Introduction to Research Methods). International students, who attend only for Semester 2, are invited to take part in 4 hours of research participation.

One credit is awarded for 30 minutes participation and the minimum credit for any one project is 30 minutes. Information about research participation will be provided in Semester 1. The Academic Coordinator coordinates the participation arrangements.

Please note: you can only obtain a limited amount of research credit for participating in online studies alone. You are encouraged to obtain a broad range of research-related experience, and so are asked to participate in a combination of both online and laboratory-based research.

14.1 CONSENT

While it is a course requirement that you make yourself available as a participant in research, you are free to choose the project(s) in which you take part. Your consent as a participant in any particular project is of paramount importance. Even after having made yourself available to participate in a particular project, you are free to withdraw your consent and discontinue your participation at any time without penalty. If any student has reservations in principle about participating in research projects, he or she is invited to contact the Coordinator of First Arts Psychology (Anne Marie Keane) to discuss the submission of an appropriate assignment as an alternative.

Many of the listed research projects request that participants be **over 18 years of age.**

If you are under 18 years of age at the time that you wish to start participating in research, you must ask a parent or legal guardian to fill in a consent form on your behalf. This consent form will be posted on the PS137 research methods module page on Blackboard. You must return the signed form to the main psychology office, for the attention of the Academic Coordinator.

14.2 DETAILS OF RESEARCH PROJECTS

From approximately late October 2019 onwards, computerized details of ongoing projects are updated every Friday on the school's experiment management system. This system is hosted online by an experiment management system known as SONA. When the various classes of participants and researchers have been set up, you will receive your login details. When you log in, you will be able to view available research projects, to arrange to participate in some of them, and to check your research participation credit status.

14.3 COMMENCEMENT OF RESEARCH PROJECTS

A very small number of researchers seek participants early in Semester 1. The majority of projects, however, do not commence **until late Semester 1 or early Semester 2**. The deadline for accumulating credit for hours of participation is announced in Semester 2. You may participate <u>only once</u> in any given project, unless specifically requested by the researcher to participate again.

14.4 VENUE FOR RESEARCH PARTICIPATION

Researchers will provide you with directions to the venue in which the research is to be carried out. Typically, this will be located in the School of Psychology building. You should meet the researcher at the appointed time in the laboratory and should contact the researcher if you have difficulty finding the correct location.

If, due to unforeseen circumstances, you are unable to attend at your selected time, please inform the researcher by phone, text, or e-mail. Failing to show up means that you have taken up a time slot that another student may have wanted – this is a waste of everyone's time, which is why providing notice, where possible, is very important.

14.5 CREDIT FOR RESEARCH PARTICIPATION

Although participation will be recorded electronically, it is important that you keep track of your own participation hours. The **Research Participation Record Form** is provided in the appendices of this booklet for that purpose.

The Research Participation Record Form is <u>not</u> for submission to the School but contains information, which you may be required to produce should a query regarding your total credits arise.

14.6 DEBRIEFING REPORTS

For the information of participants, **Debriefing Reports** outlining the details of research projects, including their main findings, are posted on Blackboard at the end of Semester 2 and remain there during the summer months.

General queries regarding research participation should be e-mailed to the Academic Coordinator to be advised.

15.0 RECHECKS & APPEALS AFTER EXAMS

The University provides a service for students to have their examination results re-checked. Students can also appeal their results. There are specific grounds as to why students may appeal their result. See the Exams Office website for more information:
http://www.nuigalway.ie/exams/procedures.html

15.1 EXAM CONSULTATION DAY

Each year, the University holds an official consultation day (usually in late June/ early July), during which students can request to meet up with staff to discuss exam work/results. If you have questions about your results, please make sure to attend on the specified consultation day (check the exams office website for further details). Booking an appointment in advance with the relevant lecturer is normally required. Please note that you can only appeal results for a subject/course if you have received feedback and consulted with the lecturer in question.

16.0 INFORMATION AND COMMUNICATION WITH STUDENTS

16.1 BLACKBOARD

Blackboard will be used for all notices and postings throughout the academic year. Important notices about your Psychology course are posted regularly on Blackboard, so *it is very important that you check this regularly.*

Blackboard is a *Virtual Learning Environment (VLE).* It allows lecturers and tutors to establish an online presence for their university module. Students can access Blackboard by going to **https://nuigalway.blackboard.com/**

Students can log into the Blackboard system using their standard student ID and password (i.e. the same credentials as used to log into the PC Suites). Most of the lecturers post copies of the slides they use during their lectures in the appropriate module folder on the Blackboard system.

It should be noted that while the material may be of assistance to students in revising their course modules, it is no substitute for notes taken by students themselves during lectures, much less for lecture attendance.

16.2 NUI GALWAY E-MAIL

Notices to individual students are sent to your <u>college email address only</u>.

It is your responsibility to check your NUI Galway email on a daily basis.
One way of doing this is to automatically re-direct your nuigalway email to your own personal account (e.g., Gmail or Hotmail etc.).

Failure to check your NUI Galway email regularly may mean you could miss out on important information.

16.3 COMPUTER SKILLS

1st Arts Psychology students are *required* to have certain basic, but essential computer skills:
- Word processing
- E-mail
- Ability to access Blackboard (via a web browser)

The university's Information Solutions and Services and the library provide online training courses in computer skills.

Students are urged to avail of these courses to acquire or enhance the necessary computer skills.

17.0 Contacting the School

The offices of the School of Psychology are located on the first floor of the School of Psychology building on the main campus.

Due to the very large numbers of students who take psychology, and the number of staff who are involved in delivery of the programme, we would request that you contact us in the first instance at the following e-mail address: 1bapsychology@nuigalway.ie. Your query will then be passed to the relevant staff member who will respond promptly. Alternatively you can wait until your next tutorial session and put your question to the tutor.

E-mailing School of Psychology staff
If you need to email an individual member of staff, **please allow a minimum of 2 working days for a reply**. You may then send a brief reminder, enclosing a copy of your original email. If you do not receive a reply within a further 2 days, you may then contact another member of staff.

Please do not email multiple members of staff simultaneously as this leads to unnecessary duplication of work.

Staff Involved in 1st Year Programme

Dr Sinéad Conneely, School of Psychology. E-mail: sinead.conneely@nuigalway.ie (Academic Coordinator)

Ms. Anne Marie Keane BA MLitt, School of Psychology. E-mail: annemarie.keane@nuigalway.ie (First Year Coordinator)

Ms. Miriam Lohan, School of Psychology. E-mail: miriam.lohan@nuigalway.ie (Administrator, School of Psychology)

Dr Chris Noone, School of Psychology. E-mail: chris.noone@nuigalway.ie (CÉIM Academic Psychology Lead) in collaboration with Ms. Anne Marie Keane and Dr Sinéad Conneely

Office Hours and Appointments

The administrative office of the School of Psychology in the Arts Millennium Building is currently staffed from 9.00 a.m. to 1.00 p.m. and 2.00 to 4.30 p.m.

Members of academic staff are happy to be available to assist and advise students as much as possible. Their availability, however, is limited by their other duties. Apart from lecturing to First, Second and Third Arts students and to students taking taught postgraduate programmes, staff have several other time-consuming commitments. These include pursuing their personal research and writing; supervising MA and PhD students and participating in regular seminars for them; attending regular meetings of the faculties and faculty committees; and lecturing on programmes provided by the college's Board of Extra-Mural Activities.

In these circumstances, students who wish to meet members of staff are invited to arrange appointments through the School office. Appointments should be requested by e-mail (1bapsychology@nuigalway.ie) **at least four days in advance**; this arrangement will ensure that staff members can devote full attention to the student's queries or difficulties. Students may come to the office to make an appointment if they do not have access to e-mail. The administrative assistant must be advised of any cancellation of an appointment the day before. Students should not contact members of staff at home.

18.0 LOCATION

The School of Psychology is located on the main campus, beside the Arts Millennium Building. It is a central location in NUI Galway (see map below).

Na Foirgnimh
The Buildings

1. Leabharlann Shéamais Uí Argadáin
   James Hardiman Library
2. Foirgneamh na nDán agus na hEolaíochta an tSlí Dála
   Arts & Science Concourse
3. An Chearnóg
   Quadrangle
4. Foirgneamh IT / Áras Oirbsean
   IT / Órbsen Buildings
5. Áras Uí Chathail
   Áras Uí Chathail
6. Áras na Mac Léinn (Sciathán Bailey Allen)
   Áras na Mac Léinn (Bailey Allen Wing)
7. Oileán an Iarla
   Earls Island
8. Oileán Ealtanach
   Nuns Island
9. Institiúid na hEolaíochta Cliniciúla
   Clinical Science Institute
10. Áras Dán na Mílaoise
    Arts Millenium Building
11. Áras Mhaighe Seola
    Áras Moyola
12. Áras Cairnes
    Áras Cairnes
13. An tIonad Spóirt
    Sports Centre
14. Innealtóireacht
    Engineering
15. Eolaíocht & Teicneolaíocht / Ionad Nuálaíochta
    Science & Technology / Innovation Centre
16. Áras Taighde Eolaíochta
    Science Research Building
17. Suíomh an Fhoirgnimh Bheartaithe don Léann um Chúrsa an tSaoil
    Site of Proposed Life Course Studies Building
18. Suíomh an Fhoirgnimh Bheartaithe don Bhitheolaíocht Daonna
    Site of Proposed Human Biology Building
19. Oifig Slándála
    Security Office

Psychology Building (AMBE)

NORTH

Droichead na gCúig Chéad
Quincentennial Bridge

Bóthar Thomás Ó h-Eidhin
Thomas Hynes Road

Chuig an Aerfort & Bóthar Bhaile Átha Cliath
To Airport & Dublin Road

An Séipéal
Chapel

Tower 2 Elevator

Lower Newcastle Road

Bóthar na hOllscoile University Road

Coirnéal Wards
Wards Corner

Appendix A: Completing Essay Assignments

A university student is expected to be able to use and produce information, rather than just memorizing it. Students are also expected to independently manage their own learning and proactively acquire information from a range of sources, so do not reference your lecture notes when writing assignments.

Some Guidelines

<u>**Content**</u>

- Research the subject well before writing up the assignment. Refer to relevant textbooks, dictionaries and psychology journals. **Please avoid using online sources (e.g., websites such as simplypsychology or Wikipedia) – these are likely to contain inaccurate or unverified information**.

- The Introduction is important. This is where you make your first impression on the reader/examiner. Begin with key definitions, and set out what you are going to discuss. Set forth the problem or question, and how you're going to address this.

- Each subsequent paragraph should deal with one of the issues you wish to address. The first sentence in a paragraph introduces what you wish to say. The rest of the paragraph then develops the issue or argument.

- There should be continuity and flow through the body of the essay to hold the reader's attention.

- Use references to research findings or other authorities in the body of your essay/assignment to reinforce your argument and cite the name, date, and page number.

- Having addressed the issues or argument, summarize them in your conclusion. While it is important to sum up what has already been said, it is critical that you do not simply repeat your paragraph sentences. A good concluding statement can tie together and mention specifically, all the main themes the essay has discussed in a slightly novel or original way and state where current thinking or research stands, if possible. This is your last opportunity to impress the reader / examiner. 'Go out with a bang rather than a whimper!'

- Details on APA (American Psychological Association) referencing format is provided later in this document.

Presentation

- You need to submit one electronic copy of your assignment as directed by your tutor.

- **Do not personalize - use the third person**

   "I will explore the value of this research using two examples." **(incorrect)**

   "This assignment explores two examples." **(correct)**

- <u>Indent one tab space to indicate a new paragraph.</u>

- When there is a word limit, do not waffle. Every word should add value. Indicate the word count on the front cover of the assignment.

- List references you have consulted – please see specific details for each assignment, for guidelines on approximately how many references you should cite.

- Spell check, print out and proofread. Even better, get a friend to read it. Make the necessary corrections and then print for submission. <u>Keep a spare copy for reference and revision</u>.

- Use **1.5 spacing** to make the text readable.

- Use 12-point New Times Roman font.

Sources of Information

A number of specific and general psychology textbooks are available in the main library and provide excellent sources of information for first year students.

We also have many online psychology journals, which are available through the library website – these are also excellent sources of information for assignments.

Do **not** use unverified online sources, such as simplypsychology, aboutpsychology, or Wikipedia – students using these sources tend to receive lower marks

Appendix B: Referencing in Psychology: using APA style

References are used in academic writing to acknowledge the resources used when writing a paper. Psychology uses a different format to other disciplines (e.g. English, Sociology & Political Studies etc.).

Psychology uses a unique style called 'APA' style. 'APA' stands for the American Psychological Association, who originally devised the format. Psychologists worldwide adopt this style. The aim of this guide is to provide a brief overview of how to cite references using APA style in your essays and assignments. For a more comprehensive account of APA style referencing, see **http://www.apastyle.org/**

In-text citations: Using references within the text of the essay

Statements in assignments that are based on research findings or other authorities should be supported by citing references. When you make a point based on the work of another author, or when you use a direct quote, you need to support this statement with relevant references.

When you paraphrase a point within the text of the essay, **(i.e. when you put the material you have read into your own words)**, the reference is cited as follows:

Surname(s) of author(s) and year of publication, placed within brackets, e.g. (Smith, 2001) or (Jones & Murphy, 2005).

So, for example: One distinguishing feature of humans is that we are capable of reflexive thought (Crisp & Turner, 2007).

Or: According to Crisp and Turner (2007), one distinguishing feature of humans is that we are capable of reflexive thought.

However, if you wish to use a direct quote (which you should only do sparingly), you need to include double quotation marks and provide the page number.

So, for example: "One characteristic that distinguishes humans from other animals is our capacity for reflexive thought" (Crisp & Turner, 2007, p. 2).

Or: A characteristic that sets humans apart from other animals is "our capacity for reflexive thought" (Crisp & Turner, 2007, p. 2).

Important Notes

The 'et al.' rule

You should list all authors the first time you refer to a particular source. If there are one or two authors, you list their surnames in every citation in the essay (e.g. Crisp & Turner, 2007). However, when citing three to five authors within the text (e.g. Martin, Carlson & Buskist, 2010), you should provide the name of the first author and abbreviate the others to 'et al.' for every citation **after the first citation** (e.g. Martin et al., 2010).

If there are six or more authors, then you should provide the name of the first author and abbreviate the others to 'et al.' in both the first citation and every citation thereafter.

Secondary Sources

If you are using a secondary source (e.g. if you wish to include information about a study you have read about in a textbook, where you have not read the original work), you should cite it through the source you have actually read.

So, for example: Stroop's study (as cited in Martin, Carlson & Buskist, 2010)

Then, in your References section, you provide a full reference to Martin, Carlson & Buskist (2010).

The Reference List (called 'references', *not* bibliography)

At the end of psychological reports, papers and essays, references are **listed alphabetically**, under the heading References. This should start on a new page. **All references in your references section must have appeared within the text of your essay**. In APA style, there are very specific rules regarding capitalisation and italics. Also note that the second and subsequent lines in the reference are indented (hanging indents).

Please see the following examples:

For books:

Author's surname, Initial(s). (Year). Title of book (italicized), Place, Publisher.

Martin, G. N., Carlson, N. R. & Buskist, W. (2010). *Psychology*. 4th ed. London: Pearson.

Weiten, W. (2001). *Psychology: Themes and variations*, 5th ed. Stamford, CT: Wadsworth.

For journal articles:

Author's surname, Initial(s). (Year). Title of article (no capitalization except first word). Journal Title (italicized; each word capitalized), Journal Volume Number (italicized), start page-end page.

Stroop, J. R. (1935). Studies of interference in serial verbal reactions. *Journal of Experimental Psychology*, *18*, 643-662.

For edited books:

Editor's surname(s), Initial(s). (Year). *Title of book* (no capitalization except first word: italicized).

Publisher's location: Name of Publisher.

Robinson, D. N. (Ed.). (1992). *Social discourse and moral judgement*. San Diego CA: Academic Press.

For web-based articles:

Author's surname, Initial(s). (Year). Title of article (no capitalization except first word). Journal Title (italicized; each word capitalized), Journal Volume Number (italicized), start page-end page. Retrieval date, from URL.

VandenBos, G., Knapp, S. & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, *5*, 117-123. Retrieved October 13, 2001, from http://jbr.org/articles.html

Important Notes

When reading and taking notes, get into the habit of recording where ideas or quotes come from. It is necessary to list all the sources you consult in the reference section attached to your completed assignment. If you have forgotten, go to the OPAC system in the library and get the information by author or title. It may be necessary to rearrange the information in accordance with the recommended APA conventions.

In psychology we use the term 'references' instead of 'bibliography' to describe the section in which we cite all the materials we consulted during our writing, and have cited in an essay/assignment.

References – only citations that appear in your assignment are included in the reference list.

Paraphrasing (interacting with the material you read, and putting it into your own words) is an important skill to learn. It is important to research the topic you are writing about, and to base your assertions on evidence presented elsewhere. However, if you have not paraphrased the material appropriately, or if you have taken it directly from other sources, your essay will produce a high percentage of similarity to other resources on the software Turnitin, and you may be penalised accordingly.

Pagination: The reference section begins on a new page

Heading: References (not bibliography); centered on first line

Format: Single spacing is used. The references, with hanging indent, begin on the line following the References heading. Entries are organised alphabetically by surnames of first authors.

Appendix C: Research Participation Record Form

Student's Name _____ Student's ID No. _____

- Retain this form as your own personal record of participation hours.

- This is not an official document. In the case of a query regarding the number of participation hours recorded for you by the School of Psychology, it will be useful for you to have your own record.

Researcher's name	Date of Participation	Time Credit
		Total credit (in hours)