

Capstone Seminar in Psychology
Psychology 494-003
Syllabus
Spring 2021
Asynchronous Online Course

Instructor: Dr. Thad Meeks

Office Hours: By appointment on Zoom

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Graduate Assistant: Colleen Mock

Office Hours: Wednesday (12-2); Th (9-12)

Email: comock@siue.edu

Technical Requirements:

- A reliable internet connection
- (optional, but recommended) A set of headphones or earbuds (so that those around you don't have to listen to the lecture, too)
- A computer—*you cannot complete this class on a tablet or on your phone*
- You are encouraged to use IE or Google Chrome for Blackboard; Safari for Mac has known issues with Blackboard.

Getting Tech help:

Blackboard help pages: <http://www.siue.edu/its/bb/index.shtml>

ITS helpdesk: 618-650-5500, help@siue.edu

Overview. In this course, you will get a chance to demonstrate your knowledge that you have obtained from your SIUE psychology experience. This includes your content, methodological, and statistical knowledge. Part of this experience will be group-based and part of the course will be based on individual work. As a group, you will develop an idea, a research method, and present a poster to the SIUE psychology faculty. As an individual, you will write an APA-style paper. **This course will be intensive and you should be ready to work outside of class. You must remain on schedule. Be proud of your work.**

Useful Material:

APA:

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.
- Notes from PSYC 220 and PSYC 221

Style and Formatting

- <https://apastyle.apa.org/>
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Changes from 6th to 7th edition and Citation Creator

- <https://www.scribbr.com/apa-style/apa-seventh-edition-changes/>

SPSS:

Remote access to SPSS through SIUE's V-Lab:

- V-Lab login: <https://www.siue.edu/its/labsclassrooms/vlab/index.shtml>
- Windows instructions: <https://kb.siue.edu/71294>
- Mac instructions: <https://kb.siue.edu/96570>

- How to save files to your computer in V-Lab:<https://kb.siue.edu/71215>
- How to open files on your computer in V-Lab:<https://kb.siue.edu/71221>

Download a free trial using SIUE ITS instructions:

- <https://www.siue.edu/its/labsclassrooms/vlab/spss.shtml>
- Check when the free trial expires. You will need the software throughout the semester.

Download a free trial directly from IBM:

- <https://www.ibm.com/analytics/spss-trials>
- Check when the free trial expires. You will need the software throughout the semester.

Beginning Tutorials

- <https://www.youtube.com/watch?v=zFBUfZEBWQ>
- <https://www.spss-tutorials.com/basics/>

Advanced Tutorials

- <https://www.youtube.com/watch?v=liO1jMcBLIk>

Qualtrics:

- Link to access Qualtrics: <https://www.siue.edu/its/qualtrics/>
- You will use Qualtrics for data collection. If you are not familiar with Qualtrics, watch this introduction video: <https://youtu.be/hWM1z4uBP1U>

Microsoft Teams:

- Each group will have regularly scheduled virtual meetings with me using Microsoft Teams. Each group will have a Teams Channel (a private workspace for sharing files, collaborating, and having your own online meetings). Some group assignments may be asked to be submitted through Teams. A link to our Teams site is here (link also provided on Blackboard).
- Log in to Teams using your full SIUE email address (e.g., your e-id@siue.edu) and password.
- To download the Teams app, visit: <https://teams.microsoft.com/downloads>
- If you're new to Teams, read this introductory information: <https://kb.siue.edu/93829>

Course learning objectives:

1. Be able to demonstrate your content knowledge of what you have learned in psychology.
2. Be able to demonstrate your knowledge related to psychological research methods.
3. Be able to demonstrate your knowledge related to statistical analysis.
4. Be able to communicate your knowledge (i.e., APA paper and poster).
5. Show that you have enough individual motivation to succeed in this class.
6. Show that you can work well as a group to succeed in this class.

Department of Psychology SRA Policy: All students at SIUE are required to do a Senior Assignment in order to graduate. This is the class in which you will work on this project. In order to pass the Senior Assignment requirement, you must 1) pass your Capstone course with a grade of C or better, 2) present a poster based on the project you completed in the Capstone class at the Department of Psychology's Senior Assignment Poster Session, 3) have your poster deemed acceptable by the faculty (i.e., a mean rating of 3 or above on the faculty evaluation form), and 4) fulfill any other senior assignment requirements stipulated by your professor. In the event that you do not fulfill all four requirements in a given semester, you will need to retake the Capstone course and complete all four requirements in a subsequent semester. For example, if you receive below a C in the Capstone course, even if your poster presentation is deemed acceptable by the

faculty, you will fail to complete the senior assignment requirement and must retake Capstone in its entirety with a new project. If you receive a C or better in the Capstone course, but your poster presentation is deemed unacceptable by the faculty, this in most circumstances will result in having to retake Capstone in its entirety, unless the Capstone professor presents evidence to the contrary. In order to help you with this endeavor, you have several resources: your Capstone professor, the Senior Assignment Coordinator (Dr. Ro), and two Senior Assignment Graduate Assistants (Colleen Mock and Danielle Vaughn).

This semester's Senior Assignment poster session will be held ONLINE asynchronously. Therefore, **you should submit (1) an electronic version (a pdf file) of the poster and (2) a video recording of the poster presentation to your Capstone professor by April 19th (Monday). Poster evaluation by the faculty will start April 22nd (Thursday).**

Also, please note that ONE member of your group should email the Senior Assignment Graduate Assistants (psychsra@yahoo.com) with the following information by March 26th (Friday): your Capstone professor's name, the title of your poster, and the names of all other members of your group. We need this information to get ready for the Senior Assignment poster session.

If you have any questions related to Senior Assignment, please email Dr. Ro (ero@sieue.edu) or the Graduate Assistants (psychsra@yahoo.com). Have a wonderful semester!

Course Structure: As this is an asynchronous online course, there will not be regular full-class meetings. I will, however, schedule weekly meetings with groups in which everyone will be expected to attend and participate. The purpose of these meetings is to ensure that everyone is on track to successfully complete the course. You will have 10 of these meetings. For each of these meetings, you will be given a written assignment that you will present orally as a group during our individual meetings. These are meant to help you along on your project. There are no exams in this course. Instead, your grade will be based upon work related to the project. Some of these grades will be based on individual performance while other grades will be based on group performance (detailed more later in the syllabus). You are expected to spend time outside of the class working with your group to complete the project.

I will also post weekly lectures that are meant to help you with that week's material. Each weekly lecture will be posted in three parts. Each part will be approximately 45 minutes long, for a total of about 2 hours of lecture material per week. These lectures will be posted the Saturday before that week's material by 8 am. You are strongly encouraged to view this material early in the week in order to be able to work as a group on the appropriate content.

Formal requirements and grading. You will have several assignments to complete. For more detail, see the project and assignment handout. See the grade breakdown for how much each assignment will be worth.

PLEASE NOTE THE DUE DATE OF THE ONLINE CITI ETHICS TRAINING. IF YOU DO NOT TURN THIS IN BY THE DUE DATE, YOU WILL NOT BE ABLE TO RECEIVE ANY CREDIT FOR ANY COMPONENT OF CLASS. You should already have a copy of your ethics training from 220/221. If you do not have an extra copy, you can go to <http://www.citiprogram.org/> and print another copy.

As it is critical that you remain on track in this course, there will be NO LATE WORK ACCEPTED.

The breakdown of grading is as follows:

Individual Grades

Final APA Paper	300 points	30%
APA Drafts (2 total)	100 points (50 each)	10%
Weekly Meeting Participation (10 total)	200 points (20 each)	20%
Group Ratings of Individuals	50 points	5%
<u>Group Grades</u>		
Weekly Meeting Assignments (10 total)	200 points (20 each)	20%
<u>Faculty Poster Ratings</u>	150 points	15%
Total	1000 points	100%

The official letter grades will be assigned according to the following scale:

TOTAL: 1000 points (100%)

Letter Grade	Percentage Equivalent	Points Equivalent
A	90%-100%	896-1000
B	80%-89%	796-895
C	70%-79%	696-795
D	60%-69%	596-695
F	<60	0-595

Attendance: As this is an online asynchronous course, no attendance will be taken during lectures. That being said, it is critical that you watch the weekly lectures. You are expected to know this information for the weekly meetings with your group. Your grade for these group meetings will be based not only on your attendance, but also your participation and knowledge displayed during your participation.

Grading problems: If you feel there has been an error in working out calculating your grade please let me know as soon as possible. Calculate your grade as described above and specify the reason for your concern when contacting me. I want you to get every point you have earned. If you are unhappy with your final grade but agree that it has been calculated correctly as described above, please don't ask for a better grade, or extra opportunities to make a better grade, as a "favor" at the end of the semester. The answer to such unfair requests must always be "no".

Academic Honesty. ANY case of academic dishonesty (e.g., cheating on an exam or allowing others to cheat off of you, or other dishonest act *regardless of the point count*) will receive the recommended university policy, failure of the course and reporting of the case to the Provost. You may not look at any other student's exam, and you may not copy any portion of your answer from internet or other sources (i.e., the words/ideas must be entirely your own).

The Psychology Department's Policy on Plagiarism: Plagiarism includes presenting someone else's words without quotation marks (even if you cite the source), presenting someone else's ideas without citing that source, or presenting one's own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate

citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (<http://www.siue.edu/policies/3c2.shtml>). University policy states that "Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost." (<http://www.siue.edu/policies/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To insure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at <http://www.siue.edu/education/psychology/plagiarism.shtml>.

Department of Psychology Writing Policy: As a student in this course, you will be expected to display university-level writing, which includes completing course assignments that meet the following basic writing criteria. Specifically, all written assignments completed for this course should include: clear transitions from sentence to sentence and idea to idea (e.g., paper is organized/flows well); verb tense consistency; clear and unambiguous sentences and ideas; writing that is free of typos, spelling errors, and major grammatical errors; properly formatted citations and references (if relevant).

This is by no means an exhaustive list of basic writing skills, but will give you an idea of what we are looking for in our papers. If you feel you need help with your writing, you are encouraged to seek assistance from the writing center on campus (<http://www.siue.edu/is/writing>) or utilize one of the many online resources they have identified to help students (<http://www.siue.edu/is/writing/resources.shtml>). If your graded written assignments fail to meet the basic writing requirements listed above (and any others found to be appropriate by your instructor), the instructor will stop the grading process and return the paper to you (see below for the specific policy for this class).

The penalty for unacceptable writing in this class is as follows: Your assignment will not be graded. It will be returned to you and you will be asked to edit the document and turn it in within 24 hours. You will receive a 25% deduction if this occurs.

Accommodations for Disabilities: It is the policy and practice of the Southern Illinois University Edwardsville to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Students are also encouraged to contact office for Accessible Campus Community and Equitable Student Support (ACCESS). The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at myaccess@siue.edu or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at www.siue.edu/access. If any student would like to develop a written evacuation plan for this class, please contact the instructor.

Department of Psychology Policy on Incomplete Grades, Pass-No Credit Option, and Withdrawal: All withdrawals must be completed by the end of the 13th week of classes during 16-week semesters, and by a similarly late date (i.e., before 82% of class meetings have occurred) in any shorter semester. Grades that apply to students who initiate a withdrawal and grades that apply when a student fails to officially withdraw within established deadlines are determined by university policy (see <http://www.siue.edu/policies/1j1.shtml>). The granting of a grade of I

(Incomplete) is not automatic. It is available only in cases when a student has completed most of the work required for a class but is prevented by a medical or similar emergency from completing a small portion of the coursework before the deadline for grade submission. An I must be approved by the instructor with appropriate documentation provided by the student. If an instructor agrees to give a student an I, the instructor will fill out a Memorandum of Incomplete Grade to be kept with the student's records. If the work is not completed by the time specified on the Memorandum, the student's grade will be changed from I to F.

SIUE Statement on Diversity: All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.

SIUE Nondiscrimination Policy: Southern Illinois University Edwardsville (SIUE) is a public comprehensive University committed to creating and maintaining a diverse community in which students, faculty, and staff can learn and work together in an environment free of discrimination and free from any form of illegal harassment. Such actions violate the dignity of the individual and the integrity of the University as an institution of learning. SIUE prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status. Discrimination in any form will not be tolerated; management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent discrimination.

COVID-19 Pandemic Policies Related to Classroom Instruction (Fall 2020)

Health and Safety

Consistent with the Illinois Board of Higher Education guidance contained in "Safely Launching Academic Year 2020" released on June 23, 2020 and guidelines established by Governor J. B. Pritzker and *Restore Illinois*, Southern Illinois University Edwardsville has implemented a new policy to help ensure the safety of all students, faculty and employees during the pandemic. The measures outlined below are required and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University's *Student Code of Conduct*.

The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here:
<https://www.siue.edu/policies/Covid.shtml>.

Classrooms, Labs, Studios, and Other Academic Spaces

While in the classroom, lab, studio, or other academic spaces, students shall practice social distancing measures by maintaining a distance of at least six feet from others in the classroom and wearing a face covering. Extra care should be taken upon entering and leaving the classroom spaces. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face mask or face shield will be reminded of their obligation to comply with SIUE's *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their

face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and myaccess@siue.edu).

General Health Measures

At all times, students should engage in recommended health and safety measures, which include:

- Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842. More information is available on the [SIUE COVID-19 website](#).
- Frequent washing or disinfecting of hands.
- Social distancing by maintaining a distance of at least six feet from others.
- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain social distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.
- Adhere to directional signs and traffic flow patterns in buildings and offices. Doors for entering and exiting buildings will be designated. Where multiple doors exist, in and out doors will be marked with “Entrance” and “Exit” signs. Plans that consider traffic flow in and out of buildings, and within buildings (i.e. stairs, hallways, etc. where possible) will be marked.

Academic Integrity

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siue.edu/policies/3c2.shtml>.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness. As such,

students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: <https://www.siu.edu/policies/3c1.shtml>.

Potential for Changes in Course Schedule or Modality

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.

The course syllabus is a general plan for the course; deviations announced to the class by the instructors may be necessary. All due dates are associated with a 11:59 PM CT deadline.

Week	Dates	Topic	Assignments and Tasks
1	Jan 19- Jan 24	Syllabus and Policies; Forming and Working in Groups; Introduction to Topic	Group Assignment #1: Working as a Group (Due Jan 24)
2	Jan 25- Jan 31	Cognition and Emotion; Finding Research Articles; APA Introduction Writing	CITI Ethics Training (Due Jan 25) Group Meeting #1: Working as a Group Group Assignment #2: Project Topic (Due Jan 31)
3	Feb 1- Feb 7	Research Designs; Survey Research	Group Meeting #2: Project Topic Group Assignment #3: Survey Selection (Due Feb 7)
4	Feb 8- Feb 14	Using Qualtrics and Getting the Survey Ready; APA Method Writing	Group Meeting #3: Survey Selection Group Assignment #4: Presentation of Survey in Qualtrics (Due Feb 14)
5	Feb 15- Feb 21	Sampling and Implementation of Research	Group Meeting #4: Presentation of Survey in Qualtrics Group Assignment #5: Understanding Research Design (Due Feb 21)
6	Feb 22- 28	Data Collection; Correlation and Regression	Group Meeting #5: Understanding Research Design

7	Mar 1- Mar 7	Data Collection; Correlation and Regression	APA Draft #1 (Due Mar 1) Group Assignment #6: Understanding Correlation and Regression (Due Mar 7)
8	Mar 8- Mar 14	SPSS (Data Entry)	Group Meeting #6: Understanding Correlation and Regression Group Assignment #7: Presentation and Understanding of Data Entered (Due Mar 14)
9	Mar 15- Mar 21	SPSS (Data Analyses)	Group Meeting #7: Presentation and Understanding of Data Entered Group Assignment #8: Presentation and Understanding of Data Output (Due Mar 21)
10	Mar 22- Mar 28	APA Results and Discussion Writing	Send SRA GAs your group information by Mar 26 Group Meeting #8: Presentation and Understanding of Data Output
11	Mar 29- April 4	Poster Making	Group Assignment #9: Presentation and Understanding of Poster (Due April 4)
12	April 5- April 11	Poster Presentation	APA Draft #2 (Due April 5) Group Meeting #9: Presentation and Understanding of Poster Group Assignment #10: Final Poster Presentation (Assignment Due April 11)
13	April 12-April 18	Poster Presentation	Group Meeting #10: Final Poster Presentation Final Posters and Videos Submitted by April 19

14	April 19-April 25	SRA Week and APA Paper Final Thoughts	
15	April 26-April 30	Final Paper Thoughts	Group Ratings Submitted by Monday, April 26 Final Paper Due on Friday, April 30