

Capstone in Psychology

PSYC 494-001 (3 credit hours), Summer 2022 (June 6 – July 30)
Tuesdays & Thursdays, 11:00 a.m. – 1:40 p.m., Alumni Hall 0302

Please Read This First

Welcome to our class. I look forward to working with you this semester. Your first assignment is to read this syllabus and any other course policies or introductory documents posted on [Blackboard](#). (You can find these in the “Read This First” folder in the Coursework section.) After reading, complete the Syllabus Quiz about these documents; a link is below the “Read This First” folder. Until it is due, you have unlimited attempts to complete the Syllabus Quiz. If you have questions about the syllabus or course policies, please ask during the first week of the semester. Continued enrollment signifies agreement to adhere to course requirements and policies. – Dr. Murphy

Contact Information

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I. Readings and Technology

Required Readings (posted on Blackboard)

- A. Selected chapters from Luxton, D. D., Nelson, E., & Maheu, M. M. (2016). *A practitioner’s guide to telemental health: How to conduct legal, ethical, and evidence-based telepractice*. American Psychological Association.
- B. Additional articles

- C. APA style (7th edition) handouts

Recommended Resources (helpful but not provided by Textbook Service)

- A. American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.
 - i. Check out <https://apastyle.apa.org/> for APA style guides
- B. [SPSS Tutorials \(https://www.spss-tutorials.com/\)](https://www.spss-tutorials.com/)
- C. Notes from PSYC 220 and PSYC 221

SPSS

- A. Download a free copy from SIUE ITS:
 - i. <https://www.siu.edu/its/labsclassrooms/vlab/spss.shtml>
 - ii. Follow the instructions to install a copy on your computer.
- B. Remote access to SPSS through SIUE's V-Lab:
 - i. V-Lab login: <https://www.siu.edu/its/labsclassrooms/vlab/index.shtml>
 - ii. Windows instructions: <https://kb.siu.edu/71294>
 - iii. Mac instructions: <https://kb.siu.edu/96570>
 - iv. How to save files to your computer in V-Lab: <https://kb.siu.edu/71215>
 - v. How to open files on your computer in V-Lab: <https://kb.siu.edu/71221>

Qualtrics

- A. [Link to access Qualtrics: https://www.siu.edu/its/qualtrics/](https://www.siu.edu/its/qualtrics/)
- B. We will use Qualtrics for data collection. If you are not familiar with Qualtrics, check out these Qualtrics tutorials:
 - i. [Survey Basic Overview](#)
 - ii. [Distributions Basic Overview](#)

Microsoft Teams

- A. Each group will have a Teams Channel for sharing files, chatting, etc. Some group assignments will be submitted through Teams. A link to our Teams site is on Blackboard.
- B. [Log in to Teams](#) with your full SIUE email address (e.g., student@siue.edu) and password.
- C. To [download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app), visit <https://www.microsoft.com/en-us/microsoft-teams/download-app>.
- D. If you're new to Teams, check out [this introduction video: https://kb.siu.edu/93829](https://kb.siu.edu/93829).

II. Course Description

Welcome to Capstone in Psychology! This course is your opportunity to take the helm of the scientific research process and demonstrate your accumulated knowledge of psychological concepts, statistics, and research methodology. The topical focus for this section of Capstone is telepsychology, using technology to provide mental health services. You may choose to focus on telepsychology for your project, or you may choose from the broader intersection of technology (e.g., social media, remote monitoring, Internet use) and psychology. Unlike other courses in the psychology major, this class does

not have a textbook. Instead, selected articles and book chapters will be the basis for lecture and discussion. Your experience will culminate in the creation of a research paper and poster describing a study you design with group members. Other Department of Psychology faculty will rate your poster.

III. Course Objectives for Students

1. Gain knowledge of telepsychology concepts and principles
2. Explore potential benefits and drawbacks of telepsychology
3. Establish a working familiarity with basic telepsychology technologies
4. Consider the ethical, legal, and risk management aspects of telepsychology practice
5. Understand safety planning and emergency management for telepsychology practice
6. Examine current research at the intersection of technology and psychology
7. Formulate testable research hypotheses based on a review of relevant scientific literature
8. Conduct a methodologically sound study
9. Select appropriate statistical analyses for a study, use SPSS, interpret SPSS output, and understand a study's strengths and limitations
10. Write a research paper in APA style
11. Produce a professional research poster that describes your study

IV. Course-specific Policies

Blackboard and Microsoft Teams

We will use [Blackboard \(https://bb.siue.edu\)](https://bb.siue.edu) and [Microsoft Teams \(https://teams.microsoft.com\)](https://teams.microsoft.com) as online communication hubs for our class. Readings, announcements, updates, grades, and other important information will be posted to these sites. Some assignments will be submitted through Blackboard, some through Teams. Regularly check Blackboard and Teams throughout the semester.

Class Attendance and Expectations

Capstone can be demanding. Active participation is necessary for success. I want you to have a great experience and be successful, so attendance at all class sessions is expected. (Attending means being physically present for the entire class session. Unless otherwise announced, arriving late or leaving early are the same as being absent.) We will take attendance every day we meet. There are no excused absences (e.g., illness, accommodations, etc. do not excuse non-attendance). Attendance on Work Days – key days for in-class work – impacts your final grade:

- We meet 16 times this semester; 10 of these meetings are designated as Work Days. **Everyone can miss up to 2 of 10 Work Days on the Course Schedule for any reason.** Please note that deadlines remain the same; turn in assignments before deadlines if you will miss a class session when something is due. If the in-class poster presentation rehearsal is missed, it cannot be made up, and a score of 0 will be assigned. The SRA Poster Session cannot be missed.
- If students **miss 3 Work Days**, their final course grade will be lowered by one letter (e.g., a student who earns an A will receive a B).
- If students **miss 4 or more Work Days**, their final course grade will be lowered by two letters (e.g., a student who earns an A will receive a C).

- If you have **perfect attendance on all days we meet (regular and Work Days)**, you receive 5 bonus points at the end of the semester!

Unlike many undergraduate courses, where a professor lectures for the majority of class, **there will be many times in Capstone when you engage in self-directed, unsupervised work with group members.** I am here to guide and assist. Please utilize me and your peers as resources. (Ask questions during class and office hours!) However, please do not expect me to take the lead on your project or provide last-minute “fixes” when planning ahead could have prevented a dilemma. Ultimately, your project belongs to your group; you are responsible for your final work product.

Group members may have different personalities and work styles. Please make every effort to foster positive working relationships with your colleagues. To maximize group success, **I encourage you to regularly (i.e., several times per week) communicate with your group in-person and/or digitally (e.g., email, text).** After you meet your group in class, I encourage you to share email addresses and phone numbers, and schedule a regular time each week when you can all meet together (in-person or virtually) for at least an hour. You may not use this time every week, but you’ll know it’s available if needed. Emails sent to all group members are also a great way to keep everyone up-to-date and accountable.

Please complete all assigned readings before the class in which they will be discussed.

No late work is accepted for credit in this course. An assignment is late if it is not turned in by the deadline specified in the Course Schedule, on Blackboard, or by the professor. Please plan ahead for possible emergencies and submit work before deadlines. Occasionally, ITS may plan scheduled Blackboard outages. Please read notices on Blackboard and in campus emails that announce scheduled outages and plan accordingly. No exceptions will be granted for the late work policy.

Please demonstrate respect and professionalism toward me and fellow students.

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 these 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 and the Senior Assignment Coordinator (Dr. Ro).

This semester's Senior Assignment Poster Session will take place on **July 26th (Tues) 11:00 – 11:45** (with a pinning ceremony to follow from 11:45-12:00) in the basement of Alumni Hall in the Research Hallway (back hallway by the Resource Center). **Your attendance at this event is mandatory in order to pass Senior Assignment – please plan your schedule accordingly!** In the event that a medical emergency or other extenuating circumstance (e.g., jury duty, death in the family, religious obligation) might prevent you from attending the Senior Assignment poster session, you must seek approval from your Capstone professor immediately and provide documentation. Should you miss the poster session for this reason, you may be required to complete an individual makeup assignment equivalent to the poster session. PowerPoint slides with specific procedures relating to SRA will be provided to you. Please make sure that you read the slides! If you have any questions, please email Dr. Ro (ero@siue.edu).

Finally, Dr. Ro will need to be e-mailed by **ONE** member of your group by **Friday, July 8th**, with the following information: your Capstone professor's name, the title of your poster, and the names of all other members of your group.

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 \(https://www.siue.edu/lss/writing-center/index.shtml\)](https://www.siue.edu/lss/writing-center/index.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. **For all written assignments except the final APA style research paper:** If more than three writing errors are found on any one page, comments/feedback will be provided, but the final grade will be, at most, 50% of the total point value for the assignment. **For the final APA style research paper:** If more than three writing errors are found on any one page, comments/feedback will be provided, a grade will be assigned, and it will be lowered by 20% of the total point value for the assignment.

IRB Classroom Protocol

Projects in this class are completed under the IRB Classroom Protocol. Under this protocol, students do not need to complete individual IRB applications for their projects. Human subjects research approved under the Classroom Protocol is meant for classroom instruction and may not be published. However, projects may be presented within the SIUE campus community (e.g., to faculty poster raters).

V. Assignments, Exams, and Grading

Assignments

There are a number of assignments throughout the semester, some of them group-based. These assignments are meant to build on one another and guide you through the process of designing your study and creating your poster and paper. **Zero (0) points will be awarded for late assignments.** This applies to individual assignments, as well as group assignments for which one submission will determine the grade for all group members. All group members are responsible for ensuring group assignments are turned in on time, and all members will receive the same grade for group work, including late assignments. **Unless other instructions are provided, please turn in all assignments through the specified platform, either Blackboard or Teams. Assignments to be turned in through Blackboard or Teams will not be accepted by email.**

Exams

You will complete one multiple-choice exam.

Grading

Your grade is based on the total number of points you earn during the semester while completing the following course requirements:

Group Course Requirements (one final product, submitted by one member on behalf of the group, will be graded)

1. **Proposal (20 points):** Each group will submit a proposal using the project proposal template provided on Blackboard. The proposal will include 1) an overview description of the proposed research project, 2) a clear list of research questions and hypotheses, specific data to be collected, and proposed statistical techniques to answer each research question (select among the statistical tests listed in the proposal template), 3) a proposed methodology for obtaining the necessary data, and 4) a list of at least 10 research articles relevant to the proposed topic in an APA style references list.
2. **Qualtrics Survey Draft (5 points):** Each group will share its Qualtrics survey draft with Dr. Murphy by adding him as a collaborator. Make sure all collaborator permissions, including "Edit," are checked.
3. **Cleaned Version of SPSS data file (.sav) (5 points):** Each group will submit a cleaned version of its SPSS data file with properly completed Name, Type, Label, and (if applicable) Values fields.
4. **SPSS Analyses Output File (.spv) (5 points):** Each group will submit its SPSS analyses output file (the output generated from running analyses on the cleaned data file). Each analysis will have an appropriate descriptive heading.
5. **Draft of Poster – digital copy (10 points):** Each group will create and submit a digital rough draft of its poster. (Templates are provided on Blackboard.)
6. **In-Class Poster Presentation Rehearsal (20 points):** Each group will present its poster to the class as a rehearsal for the Senior Assignment Poster Session.

- Final Poster – digital copy (30 points):** Each group will submit a final digital version of its poster. (Note: You will also print a physical copy of your poster to display at the Senior Assignment Poster Session.)

Individual Course Requirements (completed individually by each student)

- Syllabus Quiz (10 points):** Students will complete a quiz about this syllabus and any other course policies or introductory documents posted on Blackboard. Until it is due, you have unlimited attempts to complete the Syllabus Quiz (i.e., you can improve your score if you do not earn a perfect score the first time).
- Human Subjects Training Certificate (5 points):** Before conducting research with human subjects, students will complete [CITI human subjects training \(https://www.siu.edu/compliance/training/index.shtml\)](https://www.siu.edu/compliance/training/index.shtml). Each student will upload a completion certificate.
- Exam (50 points):** One exam with 50 multiple choice questions will be administered.
- Key Articles (10 points):** Each student will conduct a literature search and select/turn in five research articles relevant to topics being considered by the group.
- Draft of Literature Review with Research Questions, Hypotheses, and Method Section (20 points):** Each student will submit a draft that includes a literature review with research questions, hypotheses, and method section. Include a references page with full citations for all in-text citations. The draft should be formatted in APA style. (You will not turn in a draft of the Results and Discussion sections. These will be included in your final paper.)
- Final APA Style Research Paper (50 points):** Each student will submit a complete research paper containing title page, abstract, literature review, research questions, hypotheses, method, results, discussion, references, and any necessary tables, figures, appendices, etc. The paper should be formatted according to the *Publication Manual of the American Psychological Association, Seventh Edition*.
- Peer Evaluation (20 points):** Students will rate their group members. Ratings are for each member’s contributions to group requirements (e.g., the proposal, poster creation). Group members’ ratings will be averaged to determine the final score, which will be rounded to the nearest half point.
- Capstone Assessment Test (10 points):** Students will receive 10 points after completing the required Capstone Assessment Test.

Grades are determined by the following point ranges; percentages are listed for reference. Grades will not be rounded or curved:

Group Course Requirements^a

Proposal ^{TEAMS}	20 points
Qualtrics Survey Draft	5 points
Cleaned Version of SPSS data file (.sav) ^{TEAMS}	5 points
SPSS Analyses Output File (.spv) ^{TEAMS}	5 points
Draft of Poster – digital copy ^{TEAMS}	10 points
In-Class Poster Presentation Rehearsal	20 points
<u>Final Poster – digital copy^{TEAMS}</u>	<u>30 points</u>
Total Group Points	95 points

	<u>Percentage</u>	<u>Points</u>
A	100-90	270-242
B	89-80	241-215
C	79-70	214-188
D	69-60	187-161
F	59-0	160-000

A minimum of 242.00 points is required to earn an A, 215.00 to earn a B, 188.00 to earn a C, and 161.00 to earn a D.

Individual Course Requirements

Syllabus Quiz	10 points
Human Subjects Training Certificate ^b	5 points
Exam	50 points
Key Articles ^{b, TEAMS}	10 points
Draft: Lit Review w/ Hypotheses and Method	20 points
Final APA Style Research Paper	50 points
Peer Evaluation (avg of grp member ratings)	20 points
<u>Capstone Assessment Test ^b</u>	<u>10 points</u>
Total Individual Points	175 points

(Perfect attendance bonus) (5 points)

Total Course Points 270 points

^a Group assignment; one final product, submitted by one member on behalf of the group, will be graded

^b Completion grade

^{TEAMS} Please submit in the appropriate folder on your Teams Channel

Students are encouraged to regularly check their grades in the My Grades section on Blackboard. Please bring any potential grading errors to the instructor's attention within one week after a grade is posted. Grades will generally not be modified if more than one week has passed.

VI. Course Schedule

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your professor, review the course site regularly, and communicate with other students, and to adjust as needed if assignments or due dates change.

Dates	Topics	Assignments
Week 1	Syllabus, Syllabus Quiz	Syllabus Quiz , opens 6/7 1:40pm, due 6/9 11:00am
6/7	Capstone intake (presentation and registration form)	Capstone intake registration form , opens 6/7 (complete in class)
Tue.	Human subjects training	Human subjects training certificate , opens 6/7 1:40pm, due 6/14 11:00am
WORK DAY	Assignment to groups Topic lecture 1: Telepsychology concepts and principles; recent tech and psychology research (Be discussing potential study topics/ideas with group members)	
6/9	Topic lecture 2: Technologies used in telepsychology; social media and psychology (Be discussing potential study topics/ideas with group members)	Syllabus Quiz DUE 6/9 11:00am
Thurs.	Topic lecture 3: Ethical, legal, and risk management considerations in telepsychology; safety planning and emergency management in telepsychology (Be discussing potential study topics/ideas with group members)	

Week 2 6/14 Tue. WORK DAY	Exam (11:00 a.m. – 12:00 p.m.) Brief lecture: Conducting a literature review, creating research questions and hypotheses Group work: Brainstorm research project topics, begin writing proposal Individual work: Search for key articles	Exam, 11:00 a.m. – 12:00 p.m. Human subjects training certificate DUE 6/14 11:00am Key articles , opens 6/14 11:00 am, due 6/16 1:40pm Proposal , opens 6/14 11:00 a.m., due <u>Mon., 6/20, 8:00am</u> (extra time to complete over weekend)
6/16 Thurs. WORK DAY	Each group: Meet with me to review your project ideas and ask questions about the proposal Group work: Brainstorm and finalize research project topic, continue writing proposal (finish in class or over the weekend) Individual work: Submit key articles by end of class	Key articles DUE 6/16 1:40pm Proposal DUE <u>Mon., 6/20, 8:00am</u> (extra time to complete over the weekend)
Week 3 6/21 Tue. WORK DAY	Brief lecture: Survey creation in Qualtrics Brief lecture: Review of experimental design and stats Brief lecture: Writing a method section Each group: Meet with me to talk about your proposal; receive approval or feedback for changes Group work after your proposal is approved: Finalize how you will collect data using Qualtrics (how to get participants, find/create questionnaires); begin creating Qualtrics survey Individual work after your proposal is approved: Work on draft of literature review with RQ/Hs and Method section	Draft of literature review with RQ/Hs and Method section , opens 6/21 11:00am, due 6/30 1:40pm
6/23 Thurs.	Group work: Continue creating Qualtrics survey Individual work: Work on draft of literature review with RQ/Hs and Method section	Share Qualtrics survey draft with Dr. Murphy by adding him as a collaborator , opens 6/23 11:00am, due 6/28 1:40pm
Week 4 6/28 Tue.	Brief lecture: Poster creation Group work: Finish creating Qualtrics survey for your study; begin poster creation Individual work: Work on draft of literature review with RQ/Hs and Method section	Share Qualtrics survey draft with Dr. Murphy by adding him as a collaborator DUE 6/28 1:40pm
6/30 Thurs. WORK DAY	Each group: Meet with me to talk about your method, review your Qualtrics survey, and answer questions; receive approval to begin data collection or feedback for changes to Qualtrics survey Group work: Finalize preparation for data collection; make any changes to Qualtrics survey; begin data collection once receive approval; continue creating poster Individual work: Complete mid-semester peer feedback form in class	Draft of literature review with RQ/Hs and Method section DUE 6/30 1:40pm Mid-semester peer feedback form , opens 6/30 (complete in class) (Data collection)

Week 5 7/5 Tue.	Group work: Data collection, poster creation Individual work: Review feedback on draft literature review/Method and ask questions	(Data collection)
7/7 Thurs. WORK DAY	Brief lecture: SPSS data cleaning and analyses Brief lecture: Writing a results section Each group: Meet with me to answer questions, talk about your stats and SPSS work Group work: Finish data collection, SPSS data cleaning and analyses, poster creation	(Finish data collection) Cleaned version of SPSS data file (.sav file) DUE Mon., 7/11, 8:00 a.m. (extra time to complete over the weekend) SPSS analyses output file (.spv file), labeled with descriptive headings Mon., 7/11, 8:00 a.m. (extra time to complete over the weekend) One group member email Dr. Ro (ero@siue.edu): professor's name, title of poster, names of all group members – must be received by 7/8
Week 6 7/12 Tue. WORK DAY	Brief lecture: Writing a discussion section Each group: Meet with me to talk about SPSS analyses turned in; receive approval or feedback for changes Group work: Poster creation	Digital draft of poster , opens 7/12 11:00am, due 7/14 1:40pm
7/14 Thurs.	Group work: Finish poster draft	Digital draft of poster DUE 7/14 1:40pm
Week 7 7/19 Tue. WORK DAY	Brief lecture: Presenting your findings to an audience Each group: Meet with me to talk about poster draft; receive approval or feedback for changes Group work: Prepare for in-class poster presentation Individual work: Begin writing final paper	(Poster printing – outside of class)
7/21 Thurs. WORK DAY	In-class poster presentations Individual work: Write final paper	(Poster printing – outside of class) In-class poster presentations
Week 8 7/26 Tue. WORK DAY	***SRA Poster Session, 11:00-12:00 in Research Hallway, Basement of Alumni Hall*** ***Class will begin at 12:15 after the Poster Session. Bring a laptop/tablet to class.*** Group work: Submit final poster (digital copy) Individual work: Peer evaluation, Capstone Assessment Test (link on Blackboard), turn in final paper any time before 11:00am on 7/29	Final poster (digital copy) DUE 7/26 1:40pm Peer evaluation DUE 7/26 1:40pm (complete in class) Capstone Assessment Test DUE 7/26 1:40pm (complete in class) Can turn in final paper any time before 7/28 1:40pm
7/28 Thurs.	Group work: Receive faculty rater feedback Individual work: Receive peer evaluation feedback, turn in final paper	Final paper DUE 7/28 1:40pm

VII. General Policies

A. Department

Department of Psychology Policy on Incomplete Grades and Withdrawal

All withdrawals must be completed by the end of the 13th week of classes during fall and spring, and by a similarly late date (i.e., before 82% of class meetings have occurred) in any summer term. 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.siu.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.

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.siu.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.siu.edu/policies/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To ensure that you understand how to avoid plagiarism, we encourage you to review the linked information on plagiarism.

B. Attendance

Absence Policy: Non-exam Days

Students who need to be absent **on a non-exam day** do not need to notify the instructor. If absent on a non-exam day, please:

- check the syllabus and [Blackboard](#) for topics covered, assigned readings, and announcements. Students are also encouraged to check with a classmate for any missed in-class announcements.
- **review the Course Schedule in the syllabus and any announcements, and complete any assignments that are due.** Even though a student is absent, deadlines for assignments remain

the same. Please submit assignments through [Blackboard](#) unless other instructions are provided.

- contact a classmate and ask to copy notes for missed classes. The instructor does not provide notes beyond those posted to [Blackboard](#).
- ask a classmate about any in-class discussions and activities. Regardless of reason (e.g., illness, accommodations), students cannot earn or make up participation or attendance points awarded while absent. Obtaining notes about discussions and activities from another student is encouraged.
- remember that virtual attendance is not available for this in-person course. (Please see “Face-to-face Course Delivery Policy” section for more information.)

Absence Policy: Exam Days

If students need to be absent **on an exam day**, please [notify the instructor by email](#) and attach a copy of [documentation](#) for the absence. [Documentation is required for a make-up request to be considered](#). Requests will be considered if documentation is received prior to the exam (for serious prescheduled commitments, such as a university-sponsored athletic event) or within a reasonable timeframe following the exam (for unanticipated emergencies, such as hospitalization). A “reasonable timeframe” is determined by the instructor but generally means within one week from the exam date. Each request is evaluated on a case-by-case basis.

Examples of documentation include, but aren’t limited to:

- dated funeral notice
- physician’s note with dates a student was unable to attend class due to illness
- hospital admission/discharge paperwork
- documentation of military service
- notice of jury duty
- subpoena for court appearance
- police report for automobile accident
- documentation of participation in a university-sponsored extracurricular event (e.g., athletics, academic conference)

If a request is approved, the instructor or an assistant will schedule a make-up. Make-up exams will cover the same material as the original exam; however, they may contain different questions or question types than the original. Exams for face-to-face courses will be completed in-person on SIUE’s campus (i.e., online versions of face-to-face exams are not available).

Face-to-face Course Delivery Policy

The Department of Psychology has adopted a Policy on Individual Student Teaching Arrangements which states, in part, “All psychology faculty are required to provide the majority of instruction to all students enrolled in a course in the modality in which the course is designed to be taught (e.g., all courses designed as face-to-face courses must be taught in that manner). Psychology faculty may not modify the course modality for individual students enrolled in a course.”

Students who remain enrolled in this face-to-face course acknowledge that course content has been developed for in-person, not online, delivery, and they affirm they have committed to in-person

attendance. Through their continued enrollment, students also affirm that neither synchronous nor asynchronous online attendance options are available for this face-to-face course, regardless of reason or circumstance. Continued enrollment signifies agreement that in-person attendance is essential to receive the instructional experience students enrolled in the course to pursue, virtual attendance options would expose students to a suboptimal educational experience, and virtual attendance options would cause significant disruption to academic programming in this face-to-face course. Rather than seek online attendance options in this section of the course, students who would like an online learning modality agree they will drop this section of the course and enroll in a different section of the course that is designed for online delivery; these sections are designated as either online-synchronous or online-asynchronous by the university.

First Class Meeting Attendance and Late Course Add Policy

The first class meeting of the semester includes review of the syllabus and discussion of course policies and requirements. An opportunity to ask questions about this information is provided. Because of the importance of this information, first-day attendance is required. Students not physically in attendance for the first class meeting may be dropped from the course. The instructor may require students who are dropped for first class meeting non-attendance or students who seek to add the course after the first meeting to demonstrate understanding of policies and requirements before an add is considered.

C. Accommodations

Statement on Disabilities

Students with documented disabilities should discuss with the instructor any needed accommodations at the beginning of the course. To request accommodations, please contact Accessible Campus Community & Equitable Student Support (ACCESS), Student Success Center, Room 1270 (phone: 618-650-3726, website: <https://www.siu.edu/access/>).

Intermittent/Extended Absences Accommodation Policy

An intermittent/extended absences accommodation formally recognizes that students could have, per Access, “consecutive or recurring absences of five (5) days or more.” It does not allow assignments to be submitted after deadlines in this course. This accommodation, by itself, is not sufficient documentation to request a make-up for missed exams in this course. Students who anticipate missing many class sessions are encouraged to postpone enrollment until a semester when frequent absences are less likely. Students who receive this accommodation and miss class:

- are responsible for checking the syllabus and [Blackboard](#) for topics covered, assigned readings, and announcements. Absent students are also encouraged to check with a classmate for any missed in-class announcements.
- should review the Course Schedule in the syllabus and any announcements, and complete any assignments that are due. Even though a student has received an intermittent/extended absences accommodation, deadlines for assignments remain the same. Please submit assignments through [Blackboard](#) unless other instructions are provided.

- on an exam day should [notify the instructor by email](#) and attach a copy of documentation for the absence (e.g., hospital admission paperwork). The procedure described in the “Absence Policy: Exam Days” section will be followed.
- should contact a classmate to copy missed notes. The instructor does not provide notes beyond those posted to [Blackboard](#).
- acknowledge that in-class discussions and activities cannot be replicated. Regardless of reason (e.g., illness, accommodations), students cannot earn or make up participation or attendance points awarded while absent. Obtaining notes about discussions and activities from another student is encouraged.

It is not necessary to submit an Access Extended/Intermittent Absence Form in this course. The text of this section (“Intermittent/Extended Absences Accommodation Policy”) will serve as the agreement with students who receive this accommodation.

Testing Accommodations/Extended Time Policy

Some students may be approved for extended testing time by Access. Exams with extended time are usually taken in the Access Testing Center. To use the Testing Center for this accommodation, students:

- use the [Accommodate Portal](#) to request a Testing Center session by 4:30 p.m. at least two business days prior to the in-class exam date (e.g., by 4:30 p.m. Thursday for an exam scheduled the following Monday). Please see the “Testing” and “48-Hour Policy” [sections on the Access website](#) for more information. Requests received less than two business days prior to the exam may be declined by Access or the instructor.
- schedule to take an exam in the Testing Center on the same day the exam is given in class. Requests for a different day may be declined by the instructor.

If a request to use this accommodation is declined because it is received less than two business days prior to an exam date or the request is for a different day than an exam is given in class, the student will take the exam at the scheduled time in class.

D. Behavior

Email Etiquette

I am a fan of professional correspondence. When you email, please share the following information. It helps me provide a quick, meaningful response:

- A formal greeting
 - Good: “Hi Dr. Murphy,” “Prof. Murphy,” “Dear Dr. Murphy,”
 - Not-so-good: “Yo!” “Quick question.” “Sup.”
- Course and section number (listed in the syllabus and on Blackboard)
 - Good: “PSYC 111-001” “Psychopathology, section 3”
 - Not-so-good: “Psych class”
- Specific question (not answered in course documents)
 - Good: “What is the difference between the id, ego, and superego in Freud’s theory of personality?”

- Not-so-good: “I don’t understand that Freud stuff.” “I don’t see where the assignment is.”
- Who you are (first and last name, please)
 - Good: “John Rogers” “Brittany Wills”
 - Not-so-good: “fp” “Leah”

I will try my best to respond within one business day. Messages missing key information may be asked to “please check the email etiquette guide and retry your message.”

No Rounding or Individualized Extra Credit

Final letter grades are based on total points earned and the grading table in the syllabus. Please don’t request rounding or curving. The instructor may deduct points from students who ask. Occasionally, the instructor may offer extra credit opportunities to the whole class. (Extenuating circumstances, such as a specific number of volunteers needed at specific times, may limit ability to participate.). Please don’t ask for individualized extra credit. The instructor may deduct points from students who ask.

Use Firefox or Chrome to Complete Coursework on Blackboard

Please use [Firefox](#) (or [Chrome](#)) on a desktop or laptop computer and visit <https://bb.siue.edu> to complete all Blackboard work. Do not use the downloadable Blackboard app, Safari browser, or a cell phone or tablet. These may improperly display or submit assignments. If you have tech questions, please [ask ITS](#) before beginning Blackboard work. Missing or erroneous submissions will be graded as-is, which could mean a student receives 0 points for an assignment.

Classroom Distractions

Students have the right to a classroom free of substantive distractions that may adversely impact their ability to learn, including distractions from fellow students. The instructor reserves the right to provide informal corrective feedback to disruptive students, potentially in front of the entire class. Students who anticipate that such an interaction might lead to embarrassment or frustration are encouraged to be mindful of their behavior to prevent the need for such feedback. Extreme or repeated disruptions may be referred to the Department Chair or Office of Student Conduct.

Personal Disclosures Policy

Students are encouraged not to disclose personal (e.g., healthcare) information to the class. If they choose to share personal information about themselves or people they know, they should anonymize such statements. For example, substitute “a person,” “a man,” “a teenager,” etc. for identifying names or relationships. As a reminder, disclosures made in class are not confidential. The instructor may discuss de-identified clinical examples. Use of de-identified cases for didactics is permitted by the Ethical Principles of Psychologists and Code of Conduct.