



Faculty of Science  
School of Psychology

# PSYC1001 Psychology 1A

Semester 1, 2015

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1. Information about the Course			
FACULTY	Science		
SCHOOL OR DEPARTMENT	Psychology		
COURSE CODE	PSYC1001		
COURSE NAME	Psychology 1A		
SEMESTER	Semester 1	YEAR	2015
UNITS OF CREDIT	6	LEVEL OF COURSE	1
ASSUMED KNOWLEDGE, PREREQUISITES OR CO-REQUISITES	None		
SUMMARY OF THE COURSE	This course introduces the content and methods of psychology as a basic science, with emphasis on the social bases of behaviour. After an initial review of the historical foundations for the scientific study of human behaviour, several specific topics related to the social aspects of human behaviour are discussed. Specific topics covered in this course include: development, theories of personality, theories of consciousness, and social influences on behaviour. In addition, training in the methods of psychological inquiry and basic procedures of data analysis are also provided.		

2. Staff Contact Details			
<p>The Course Administrator or Head Tutor should always be your first 'port-of-call' for information and advice about Psychology 1A. Please contact the Course Administrator and Head Tutor by e-mail to: <a href="mailto:psychology@unsw.edu.au">psychology@unsw.edu.au</a></p> <p><b>When you send an email please make sure "PSYC1001" is included in the Subject line and that your <u>name</u> and <u>student ID</u> is stated somewhere in your email message.</b></p> <p>If you feel you need to meet with the Course Administrator or Head Tutor in person, please email to make an appointment. If necessary, you will be referred to the Course Co-ordinator and/or relevant School or University personnel for additional assistance.</p> <p>Contact details for the Course Administrator, Head Tutor and Course Co-ordinator are provided below.</p>			
COURSE ADMINISTRATOR			
Name	Email	Office	Contact Time & Availability
Grace Setiawan	<a href="mailto:psychology@unsw.edu.au">psychology@unsw.edu.au</a>	Psychology General Office, Level 15, Mathews Building	By appointment
COURSE HEAD TUTOR			
Name	Email	Office	Contact Time & Availability
Kathryn Hutton-Bedbrook	<a href="mailto:kate@unsw.edu.au">kate@unsw.edu.au</a>	-	By appointment
COURSE COORDINATOR			
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LECTURERS			
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Prof Eddie Harmon-Jones	<a href="mailto:e.harmon-jones@unsw.edu.au">e.harmon-jones@unsw.edu.au</a>	MAT1105	By appointment
Prof Simon Killcross	<a href="mailto:s.killcross@unsw.edu.au">s.killcross@unsw.edu.au</a>	MAT1609	By appointment
Mr Leigh Mellish	<a href="mailto:leigh.mellish@unsw.edu.au">leigh.mellish@unsw.edu.au</a>	--	By appointment
Dr Joel Pearson	<a href="mailto:jpearson@unsw.edu.au">jpearson@unsw.edu.au</a>	MAT510	By appointment
Dr Jenny Richmond	<a href="mailto:j.richmond@unsw.edu.au">j.richmond@unsw.edu.au</a>	MAT707	By appointment
A/Prof Lenny Vartanian	<a href="mailto:l.vartanian@unsw.edu.au">l.vartanian@unsw.edu.au</a>	MAT1111	By appointment
Dr Lisa Williams	<a href="mailto:lwilliams@unsw.edu.au">lwilliams@unsw.edu.au</a>	MAT1302a	By appointment

<b>TUTORS &amp; DEMONSTRATORS (CONTACT TIME AS ADVISED IN TUTORIALS)</b>			
<b>Name</b>	<b>Email</b>	<b>Name</b>	<b>Email</b>
Carolyn Arico	<a href="mailto:c.arico@unsw.edu.au">c.arico@unsw.edu.au</a>	Kate Hutton-Bedbrook	<a href="mailto:kate@unsw.edu.au">kate@unsw.edu.au</a>
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3. Course Timetable				
Component	Class Number	Day	Time	Location
Lecture A	3371	Monday	09:00-10:00	Clancy Auditorium
		Tuesday	10:00-11:00	Clancy Auditorium
		Wednesday	10:00-11:00	Clancy Auditorium
Lecture B	3372	Monday	18:00-19:00	Mathews Theatre A
		Tuesday	18:00-19:00	Mathews Theatre A
		Wednesday	18:00-19:00	Mathews Theatre A
Web Lecture	8540	Online		
Tutorial	3379	Friday	09:00-10:00	Fri 09 (w5,8,13, Mat 209A); Fri 09 (w3-4,6-7,9-12, Mat 302)
Tutorial	3393	Friday	09:00-10:00	Fri 09 (w5,8,13, Mat 209); Fri 09 (w3-4,6-7,9-12, Mat 303)
Tutorial	3376	Friday	10:00-11:00	Fri 10 (w3-4,6-7,9-12, Mat 125); Fri 10 (w5,8,13, Mat 209A)
Tutorial	3394	Friday	11:00-12:00	Fri 11 (w5,8,13, Mat 209A); Fri 11 (w3-4,6-7,9-12, Mat 302)
Tutorial	3374	Friday	12:00-13:00	Fri 12 (w5,8,13, Mat 209A); Fri 12 (w3-4,6-7,9-12, Mat 302)
Tutorial	3415	Friday	12:00-13:00	Fri 12 (w5,8,13, Mat 209); Fri 12 (w3-4,6-7,9-12, Mat 303)
Tutorial	3399	Thursday	09:00-10:00	Thu 09 (w3-4,6-7,9-12, Mat 104); Thu 09 (w5,8,13, Mat 209A)
Tutorial	3378	Thursday	10:00-11:00	Thu 10 (w5,8,13, Mat 209A); Thu 10 (w3-4,6-7,9-12, Mat 302)
Tutorial	3403	Thursday	11:00-12:00	Thu 11 (w5,8,13, Mat 209A); Thu 11 (w3-4,6-7,9-12, Mat 302)
Tutorial	3414	Thursday	11:00-12:00	Thu 11 (w5,8,13, Mat 209); Thu 11 (w3-4,6-7,9-12, Mat 303)
Tutorial	3404	Thursday	12:00-13:00	Thu 12 (w5,8,13, Mat 209A); Thu 12 (w3-4,6-7,9-12, Mat 302)
Tutorial	3418	Thursday	12:00-13:00	Thu 12 (w5,8,13, Mat 209); Thu 12 (w3-4,6-7,9-12, Mat 306)
Tutorial	3412	Thursday	13:00-14:00	Thu 13 (w5,8,13, Mat 209A); Thu 13 (w3-4,6-7,9-12, Mat 306)
Tutorial	3380	Thursday	14:00-15:00	Thu 14 (w3-4,6-7,9-12, Mat 104); Thu 14 (w5,8,13, Mat 209A)
Tutorial	3384	Thursday	15:00-16:00	Thu 15 (w5,8,13, Mat 209A); Thu 15 (w3-4,6-7,9-12, Mat 302)
Tutorial	3383	Thursday	16:00-17:00	Thu 16 (w5,8,13, Mat 209A); Thu 16 (w3-4,6-7,9-12, Mat 302)
Tutorial	3386	Monday	10:00-11:00	Mon 10 (w5,8,13, Mat 209A); Mon 10 (w3-4,6-7,9-12, Mat 306)
Tutorial	3395	Monday	11:00-12:00	Mon 11 (w5,8,13, Mat 209A); Mon 11 (w3-4,6-7,9-12, Mat 302)
Tutorial	3387	Monday	12:00-13:00	Mon 12 (w5,8,13, Mat 209A); Mon 12 (w3-4,6-7,9-12, Mat 302)
Tutorial	3407	Monday	13:00-14:00	Mon 13 (w5,8,13, Mat 209A); Mon 13 (w3-4,6-7,9-12, Mat 302)
Tutorial	3375	Monday	14:00-15:00	Mon 14 (w5,8,13, Mat 209A); Mon 14 (w3-4,6-7,9-12, Mat 302)
Tutorial	3396	Monday	15:00-16:00	Mon 15 (w5,8,13, Mat 209A); Mon 15 (w3-4,6-7,9-12, Mat 302)
Tutorial	3373	Monday	16:00-17:00	Mon 16 (w5,8,13, Mat 209A); Mon 16 (w3-4,6-7,9-12, Mat 302)
Tutorial	3409	Monday	17:00-18:00	Mon 17 (w5,8,13, Mat 209A); Mon 17 (w3-4,6-7,9-12, Mat 302)
Tutorial	3421	Monday	19:00-20:00	Mon 19 (w5,8,13, Mat 209A); Mon 19 (w3-4,6-7,9-12, Mat 302)
Tutorial	3391	Tuesday	09:00-10:00	Tue 09 (w3-4,6-7,9-12, Mat 125); Tue 09 (w5,8,13, Mat 209A)
Tutorial	3385	Tuesday	11:00-12:00	Tue 11 (w5,8,13, Mat 209A); Tue 11 (w3-4,6-7,9-12, Mat 306)
Tutorial	3390	Tuesday	12:00-13:00	Tue 12 (w3-4,6-7,9-12, Mat 112); Tue 12 (w5,8,13, Mat 209A)
Tutorial	3408	Tuesday	13:00-14:00	Tue 13 (w5,8,13, Mat 209A); Tue 13 (w3-4,6-7,9-12, Mat 302)
Tutorial	3397	Tuesday	14:00-15:00	Tue 14 (w5,8,13, Mat 209A); Tue 14 (w3-4,6-7,9-12, Mat 302)
Tutorial	3400	Tuesday	15:00-16:00	Tue 15 (w3-4,6-7,9-12, Mat 104); Tue 15 (w5,8,13, Mat 209A)
Tutorial	3401	Tuesday	16:00-17:00	Tue 16 (w5,8,13, Mat 209A); Tue 16 (w3-4,6-7,9-12, Mat 302)
Tutorial	3413	Tuesday	17:00-18:00	Tue 17 (w5,8,13, Mat 209A); Tue 17 (w3-4,6-7,9-12, Mat 302)
Tutorial	3382	Wednesday	09:00-10:00	Wed 09 (w3-4,6-7,9-12, Mat 104); Wed 09 (w5,8,13, Mat 209A)
Tutorial	3392	Wednesday	11:00-12:00	Wed 11 (w5,8,13, Mat 209A); Wed 11 (w3-4,6-7,9-12, Mat 303)
Tutorial	3389	Wednesday	12:00-13:00	Wed 12 (w5,8,13, Mat 209A); Wed 12 (w3-4,6-7,9-12, Mat 303)
Tutorial	3388	Wednesday	13:00-14:00	Wed 13 (w5,8,13, Mat 209A); Wed 13 (w3-4,6-7,9-12, Mat 302)
Tutorial	3398	Wednesday	14:00-15:00	Wed 14 (w5,8,13, Mat 209A); Wed 14 (w3-4,6-7,9-12, Mat 302)
Tutorial	3405	Wednesday	15:00-16:00	Wed 15 (w5,8,13, Mat 209A); Wed 15 (w3-4,6-7,9-12, Mat 302)
Tutorial	3406	Wednesday	16:00-17:00	Wed 16 (w5,8,13, Mat 209A); Wed 16 (w3-4,6-7,9-12, Mat 302)
Tutorial	3410	Wednesday	17:00-18:00	Wed 17 (w5,8,13, Mat 209A); Wed 17 (w3-4,6-7,9-12, Mat 303)

**Psychology 1A: Course timetable - 2015**

Week	Dates	Lecture 1 (Mon 9am / Mon 6pm)	Lecture 2 Tues 10am / Tues 6pm	Lecture 3 Weds 10am / Weds 6pm	Textbook*	Tutorial**	Assessment
1	2-6 March	Introduction Dr Beesley	Psych. Perspectives Prof Killcross	Clinical Perspectives Scientia Prof Bryant	1		
2	9-13 March	Personality A/Prof. Denson	Personality A/Prof. Denson	Personality A/Prof. Denson	11		
3	16-20 March	Personality A/Prof. Denson	Personality A/Prof. Denson	Personality A/Prof. Denson	11	Personality	ILS Distribution
4	23-27 March	Health Psychology A/Prof Vartanian	Health Psychology A/Prof Vartanian	Health Psychology A/Prof Vartanian	14	Health Psychology	
5	30 March - 3 April	Cultural Psychology Mr Leigh Mellish	Cultural Psychology Mr Leigh Mellish	Cultural Psychology Mr Leigh Mellish	19	Experiment (Lab)	
BREAK	6-10 April		-				
6	13-17 April	Consciousness Dr Pearson	Consciousness Dr Pearson	Consciousness Dr Pearson	5	Report Writing	ILS Due Report Distribution
7	20-24 April	Developmental Psychology Dr Richmond	Developmental Psychology Dr Richmond	Developmental Psychology Dr Richmond	12 & 13	Cultural Psychology	
8	27 April - 1 May	Developmental Psychology Dr Richmond	Developmental Psychology Dr Richmond	Developmental Psychology Dr Richmond	12 & 13	Mid-Semester Exam (Lab)	Mid-Semester Exam
9	4-8 May	Emotion & Motivation Prof. Harmon-Jones	Emotion & Motivation Prof. Harmon-Jones	Emotion & Motivation Prof. Harmon-Jones	10	Consciousness	ILS Returned
10	11-15 May	Emotion & Motivation Prof. Harmon-Jones	Social Psychology Scientia Prof Forgas	Social Psychology Scientia Prof Forgas	10, 17 & 18	Child Development	Report Due
11	18-22 May	Social Psychology Scientia Prof Forgas	Social Psychology Dr Williams	Social Psychology Dr Williams	17 & 18	Motivation and Emotion	
12	25-29 May	Social Psychology Dr Williams	Social Psychology Dr Williams	Review Dr Beesley	10	Social Psychology	
13	1-5 June					Review (Lab)	Research Participation Deadline
Study Period	8-11 June						Report Returned
Exam Period	12-29 June						Final Examination
Deferred Exam	13-17 July						

\* The required textbook reading for each week from Burton et al. (2015, 4<sup>th</sup> edition). \*\*Tutorials in weeks 5, 8 and 13 (marked with 'Lab') will be held in computer labs (MAT209 & MAT209A).

#### 4. Aims of the Course

This course introduces the content and methods of psychology as a basic science, with emphasis on the social bases of behaviour. After an initial review of the historical foundations for the scientific study of human behaviour, several specific topics related to the social aspects of human behaviour are discussed. Specific topics covered in this course include: development, theories of personality, theories of consciousness, and social influences on behaviour. In addition, training in the methods of psychological inquiry is also provided.

#### 5. Student Learning Outcomes

Psychology 1A (PSYC1001) introduces the content and methods of psychology as a basic science, with an emphasis on the social bases of behaviour. By the end of this course, you will be able to:

1. Appreciate diverse but complementary theoretical and experimental approaches to major psychological issues	The following areas will be explored: cognitive psychology, psychological development of the individual; how human beings interact and influence each other in social situations; individual differences and their measurement; normal and altered states of consciousness; emotion and motivation; and the impact of psychological factors on physical health.
2. Recognise and appreciate the role of the scientific method in psychology	Psychology 1A will present not only the outcomes of research, but will also highlight the importance of research methods in psychology, including research design and data interpretation, as well as provide some insight into how the research process works.
3. Think more critically about the information presented throughout this course	This includes an ability to identify and question assertions that arise from myths, stereotypes and other untested assumptions; critically evaluate research methodology, including research design and interpretation of results; as well as compare and contrast competing theoretical perspectives. Problem solving and reflective learning skills will be encouraged.
4. Use psychological information in an ethical manner	The course will emphasise the need to ensure that acknowledgement is given to the work, ideas and intellectual property of others, through appropriate referencing and citation in written work.
5. Communicate effectively within a psychology context	A key element of the Psychology 1A course is the written component of a psychological research report, using American Psychological Association (APA) structure and formatting conventions. In this context you will engage critically with information, including: sourcing relevant literature; integrating theoretical and empirical information; and synthesising logical arguments and drawing conclusions.
6. Better understand the application of psychological theories and principles to everyday life	The practical implications of key theoretical perspectives will be emphasised to give you an insight into the value and usefulness of psychology to society.
7. Plan targeted information searches	Information literacy will be emphasised, such that you will learn to recognise the need for information, and be able to locate, evaluate and apply relevant information effectively.

## 6. Graduate Attributes

The student learning outcomes (SLOs) outlined in Section 5 provide focal points to demonstrate and measure students' progress towards attainment of six distinct psychology Graduate Attributes (GAs) as indexed by Australian Psychological Accreditation Council (APAC), i.e., the capacities or attributes that undergraduate students of psychology can develop during their time at university. The table below shows where and how Psychology 1A provides education in and assessment of the GAs. Level refers to level of knowledge, skill and attitude acquisition where 1 = introductory; 2 = intermediate; and 3 = final.

<b>GA 1: Core knowledge and understanding</b>	<b>Level</b>	<b>Form/s of Assessment</b>	<b>Learning and Teaching Strategies</b>
Individual differences in capacity and behaviour, testing and assessment and personality	1	Mid-semester and final examination (MCQ)	6 lectures (+ relevant textbook readings), 1 tutorial on personality + 1 tutorial on intelligence and critical thinking
Health psychology	1	Mid-semester and final examination (MCQ)	3 lectures (+ relevant textbook readings) + 1 tutorial
Lifespan developmental psychology	1	Final examination (MCQ)	6 lectures (+ relevant textbook readings) + 1 tutorial
Social psychology	1	Mid-semester and final examination (MCQ)	7 lectures (+ relevant textbook readings) + 2 tutorials
History and philosophy of psychology	1	Mid-semester and final examination (MCQ)	2 lectures (+ relevant textbook readings)
Emotion and Motivation	1	Final examination (MCQ)	4 lectures + 1 tutorial (+ relevant textbook readings)
Intercultural diversity and indigenous psychology	1	Mid-semester and final examination (MCQ)	3 lectures + 1 tutorial (+ relevant textbook readings)
<b>GA 2: Research methods in psychology</b>	<b>Level</b>	<b>Form/s of Assessment</b>	<b>Learning and Teaching Strategies</b>
Describe the basic characteristics of the science of psychology	1	Mid-semester and final examination (MCQ) Journal article review exercise	5 specific methodology lectures (+ relevant textbook readings), reference to methodology throughout content lectures and tutorials
Describe, apply and evaluate the different research methods used by psychologists	1	Mid-semester and final examination (MCQ) Journal article review exercise Completion of research participation summaries	2 specific methodology lectures (+ relevant textbook readings) + reference to methodology throughout content lectures and tutorials Participation in School approved research
Design and conduct basic studies to address psychological questions; frame research questions; undertake literature searches; critically analyse theoretical and empirical studies; formulate testable hypotheses; operationalize variables; choose an appropriate methodology; make valid and reliable measurements; analyse data and interpret results; and write research reports	1	Half research report	2 tutorials devoted to methods of conducting an experiment, discussion and critical analysis of evidence and an introduction to report writing in psychology

<b>GA 3: Critical thinking skills</b>	<b>Level</b>	<b>Form/s of Assessment</b>	<b>Learning and Teaching Strategies</b>
Apply knowledge of the scientific method in thinking about problems relating to behaviour and mental processes	1		Addressed in class discussion throughout tutorials
Question claims that arise from myth, stereotype, pseudoscience or untested assumptions	1		Specific tutorials, e.g., fundamental attribution error and more broadly in the social psychology lectures
Recognise and defend against the major fallacies of human thinking	1	Final examination (MCQ)	Specific tutorials, e.g., fundamental attribution error, and more broadly in social psychology lectures
<b>GA 4: Values, research and professional ethics</b>	<b>Level</b>	<b>Form/s of Assessment</b>	<b>Learning and Teaching Strategies</b>
Use information in an ethical manner (e.g., acknowledge and respect work and intellectual property rights of others through appropriate citations in oral and written communication)	1	Written assignments: Half research report and journal review exercise	1 tutorial on referencing and avoiding plagiarism
<b>GA 5: Communication skills</b>	<b>Level</b>	<b>Form/s of Assessment</b>	<b>Learning and Teaching Strategies</b>
Write a standard research report using American Psychological Association (APA) structure and formatting conventions	1	Written assessments: Half research report and journal review exercise	2 tutorials devoted to the conduct of an experiment and explaining report writing Requirement that students complete on-line ILS exercises on researching and referencing in psychology
Demonstrate effective oral communication skills in various formats (e.g., debate, group discussion, presentation) and for various purposes	1		Encouraged throughout the tutorial component
<b>GA 6: Learning and application of psychology</b>	<b>Level</b>	<b>Form/s of Assessment</b>	<b>Learning and Teaching Strategies</b>
Describe major areas of applied psychology (e.g., clinical, organisational)	1		1 Lecture on clinical perspectives in psychology. Focus on real-world application of psychological research and phenomena throughout tutorials.

## **7. Rationale for the Content and Teaching Approach**

The aim of the lectures is to give you the opportunity to learn about the content, issues, and theories in the major topic areas of modern psychology. Psychology 1A covers the following topics: psychological and clinical perspectives; psychological development of the individual; how human beings interact and influence each other in social situations; personality and individual differences and their measurement; cultural psychology; normal and altered states of consciousness; emotion and motivation; and the impact of psychological factors on physical health. Each topic will be given by one or several different lecturers, so that you will have the benefit of their specialised interests and knowledge. It will be common to find a lecturer presenting several different theories about the same body of data. You will, we hope, find this diversity a source of excitement and challenge, as there should be something of interest for every psychology student who is curious to discover how the mind works.



## 8. Course Components

PSYC1001 Psychology 1A is a 6 UOC course. It consists of three main components.

- a lecture component – 3 one-hour lectures per week or Web Lecture (see Section 8.1)
- a tutorial component – 1 one-hour tutorial per week (see Section 8.2)

A summary of each of these components is provided in the following sections.

### 8.1. Lecture Component

#### Lecture times and locations

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

	Lecture A	Lecture B	Lecture C
Day	Monday 9-10am Clancy Auditorium	Tuesday 10-11am Clancy Auditorium	Wednesday 10-11am Clancy Auditorium
Evening	Monday 6-7pm Mathews Theatre A	Tuesday 6-7pm Mathews Theatre A	Wednesday 6-7pm Mathews Theatre A
Web Lecture	Online recording	Online recording	Online recording

#### Textbook

The textbook for this year, available from the University Bookshop, is:

**Burton, L. (2015). *Psychology. Australian and New Zealand Edition. (4th ed.)* John Wiley & Sons Australia: Milton QLD.**

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

The textbook is available at the University Bookshop both on its own and in a value pack. The value pack contains the above textbook, a study guide to the text, and the Cyberpsych Card. The Burton text is the only required reading for this course, but students may find the other material useful, especially if considering taking Psychology in 2<sup>nd</sup> and 3<sup>rd</sup> years. The same textbook will be used for PSYC1011.

#### Lecture Schedule

The lecture topics, lecturers and relevant required reading from the textbook for 2015 are presented in **Psychology 1A: Course timetable – 2015 (p.5)**. It is a good idea to keep this timetable handy and refer to it often.

#### Attendance at lectures

For the content areas covered in this course the primary source of information is the lectures. That is, the textbook supplements the lectures rather than the lectures supplementing the textbook.

If you have chosen to enrol in the web-based lecture (Class No. 8540), you are required to listen to all Echo360 lecture recordings made available on Moodle following each lecture. Lectures are streamed via Echo360 on Moodle and will not be available as podcasts. Lecture notes will also be available on Moodle either before or shortly after the lecture.

You are reminded that, at the moment, we cannot guarantee that Echo360 lectures will always work. Background noise or technical difficulties may result in poor recording. Moreover, technical difficulties can sometimes lead to lectures not being recorded at all. If a lecture fails to record properly on Echo360, it is still your responsibility to catch up on the lecture material.

For those enrolled in morning or evening lecture streams, lecture attendance is very important. Should you miss one through sickness, you can make use of Echo360 lecture recordings as well. All the above caveats apply. As the lectures are held in large theatres with many people present, we urge you to consider your fellow students. Even a relatively small number of students having quiet conversations during the lectures can produce enough background noise to interfere with the clarity of the amplified lecture to a serious extent. This interference cannot be overcome by simply turning up the volume of the speaker system.

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

## 8.2. Tutorial Component

### Description

The tutorial component has two main roles. Firstly, as the classes are relatively small they represent an opportunity for you to engage with your tutor and other students in a more active form of learning than is possible in the large-class lectures. Secondly, they also perform an essential role in showing you how psychology is put into action. This second role takes place through the conduct of experiments and other demonstrations, taking place within the tutorial class. There will also be group discussions and videos. Although the tutorials consist mainly of material related to the lecture component, many tutorials will also contain independent research-related material.

### Times and locations

Tutorial classes are held in Weeks 3-13 inclusive. Tutorials are held in the Mathews Building (the main School of Psychology building), which is across the plaza from the Clancy Auditorium in which the lectures are held. Rooms in the Mathews Building are numbered according to their level (floor). For example, Mat 314, is on level 3 of the Mathews Building. It is important that you check your enrolment information on myUNSW to see the time and location of your tutorial class.

### Tutorial Changes

You should have already enrolled in a tutorial class when you enrolled in the course. **Any permanent tutorial changes must be made using myUNSW by 5pm on Sunday 8<sup>th</sup> March 2015.** If you encounter significant difficulty changing tutorials on myUNSW *before* this date, please contact the Course Administrator. After this date, **no permanent tutorial changes will be possible. Furthermore, if you attempt to change tutorial on my UNSW after this date, you will un-enrol yourself from the course and you may not be permitted to re-enrol!**

Please note: You **must attend the tutorial in which you are enrolled for the duration of the session**; you are not allowed to arrange with a tutor to change tutorial.

### Attendance

Attendance at tutorials is a **compulsory** part of the course and tutorial content is examinable. In addition, as some of the tutorials involve group assessments, you must attend your scheduled tutorial time, so as not to disadvantage your group. Additionally it is the University policy that students who attend less than 80% of their possible classes may be refused final assessment.

If you are unable to attend your scheduled tutorial in a given week for medical reasons, contact your tutor and the Course Administrator immediately by e-mail at [psychology@unsw.edu.au](mailto:psychology@unsw.edu.au) and you may be assigned to a different tutorial. There are strict University regulations on class sizes due to health and safety considerations, so it is **not** permissible to simply attend an alternative tutorial, without first getting approval. You should inform the tutor of the alternative tutorial class, as well as inform your own tutor when you attend your regular class the following week.

You should not attend alternative tutorials other than in exceptional circumstances and with approval, as it could significantly impact your assessment. There is, however, one exception: If you are enrolled in a tutorial that is affected by a public holiday, you must attend another tutorial that week. Arrange this in advance. If you are enrolled in a Friday tutorial and cannot attend university due to illness, a replacement tutorial is not possible. You must submit a medical certificate to your tutor. Where possible, material from the tutorial will be published on Moodle for revision purposes.

## **Tutors**

As the lectures are held in very large classes, the tutorial groups play an important role in providing greater interaction both with other students and with members of the School of Psychology. Your tutor represents the most personal contact you will have with the School of Psychology. You will be notified of times set aside by your tutor for student consultation during each week.

Many tutors are recent graduates of this University who are now completing a PhD and many tutors will have been through Psychology 1A (or similar). Thus, they are well aware of the difficulties you will encounter. Although they are not specialists in all areas of the course, they will be able to help you with most of your problems. Before seeking assistance, try to define your area of difficulty with some precision. Locate the relevant sections in your notes and textbook, and bring these with you to your tutor. If the problem requires specialised knowledge, your tutor may have to consult the lecturer for you, or, in some cases, may ask you to consult the lecturer personally or through the discussion forums on Moodle. Please be patient when seeking advice from lecturers. Keep in mind that the first-year lectures represent only a small part of a lecturer's responsibilities, and it is not possible for them to be freely available for all inquiries. Always ask your question with a sufficiently detailed email and an appropriate title (e.g., "PSYC1001 Lecture 7 query"). Should you have any difficulty in obtaining the information you require (after some time), at this point contact the Course Coordinator.

## **Tutorial schedule**

A broad summary of the topic areas that will be covered in tutorials is presented in **Psychology 1A: Course timetable – 2015** on page 5 of this course outline.

## **9. Course Assessment**

### **9.1. Course Requirements**

The basic requirements of this course are as follows:

- Attendance at three one-hour lectures per week.
- Attendance at and contribution to a one-hour tutorial session per week.
- Participation in practical exercises.
- Completion of a journal article review and associated Information Literacy Skills (ILS) exercises
- Completion of a half-research report
- Completion of 6 (or more) hours of research participation
- Participation in the mid-semester examination
- Participation in a final examination at the end of semester

### **9.2 Description of Assessments**

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

Unless specifically identified as being voluntary, all class work set during a course must be completed. Failure to do so will be recorded as 'unsatisfactory class work' which will normally result in an automatic failure in the course, regardless of performance.

As with most University courses, when calculating your final mark for this course the raw components are combined and the combined mark is then scaled in order to remove the effects of differences in marking standards from year to year and of differences in the level of difficulty of assessments which inevitably occur from year to year. You are reminded that a passing mark in both Psychology 1A and Psychology 1B is required for admission to second year in psychology at this University.

A summary of the major assessments for Psychology 1A, and their contribution to your final mark for the course, is provided below.

### **ILS and Journal Article Exercise (10%)**

This will provide an insight into the role of the scientific method in psychology, and focus on the development of collaborative, communication, and information literacy skills as well as critical thinking skills. Further detail will be provided in Week 3 tutorials. The assignment should be uploaded to the appropriate Turnitin link on the Moodle Course site, **and should also be emailed to your tutor by 4pm on Thursday 16<sup>th</sup> April 2015 (Week 6)**. See Section 9.3 for advice on submission of assignments.

### **Mid-Semester Exam (14%)**

This will allow you to test your understanding of the course content covered in the first 7 weeks of the course. The exam will be **held in tutorials in Week 8 (computer labs)** and all questions will be multiple choice. The mid-semester exam will include questions based on the lecture material, the tutorial material and the textbook readings. Topics that will be covered in the exam include Psychological Perspectives (Killcross), Clinical Perspectives (Bryant), Personality (Denson), Health Psychology (Vartanian), Cultural Psychology (Mellish), and Consciousness (Pearson).

### **Half Research Report: Introduction and Method (22%)**

Writing research reports in any area of science is an essential skill that reflects your ability to synthesise empirical (research-based) material and report your conclusions clearly and concisely. It is an exercise that requires a considerable level of both theoretical and conceptual understanding and critical analysis.

The half research report exercise is designed to familiarise yourself with the formal reporting style of psychological research, including the basic elements of effective and efficient scientific communication, and to further develop your information literacy skills. Specifically, you will be required to submit the Introduction and Method sections of a research report based on an experiment conducted within tutorials. This is an individual (as opposed to a group) exercise, which means that each student will submit a report that they have prepared on their own. Detailed information regarding the content and format of the Half Research Report will be given in tutorials in week 6. To further assist you with this exercise, there is a guide to writing research reports on Moodle in the Psychology 1 Toolkit. The Half research report must be submitted (both to Turnitin and also emailed to your tutor) **by 4pm on the day of your tutorial in week 10**. See Section 9.3 for advice on submission of assignments.

#### **You should note the following:**

1. Failure to submit a half research report - or failure to submit any other assessment task - will be regarded as a failure to complete the course. This means that, regardless of your performance in other sections of the course, your result may be recorded as 'UF' for the entire course, that is, a failure due to incomplete work.
2. The report must be your own, independent work. It must, of course, be based on your reading and on material given in lectures and tutorial classes, but it should not be simply a restatement of this material. Although it is often very useful to discuss the content of a tutorial with other students, you should be very careful when preparing your report to ensure that it represents your own work.

### **Research participation (4%)**

See Section 10 of this course outline.

### **Final examination (50%)**

This exam is held during the University examination period in June (Friday 12 June – Monday 29 June 2015) and is designed to promote an understanding of diverse theoretical and empirical approaches, across a broad range of psychological issues. Questions on the final examination will be based on material covered in lectures and tutorials.

As shown above, 50% of the total marks for Psychology 1A are determined before the end-of-semester examination. The assessment is, therefore, essentially of the continuous, rather than "one-shot exam" type. The assessment also takes a number of forms, from a report component written in one's own time, to a formal examination. The course assessment is therefore designed such that no student should be too heavily penalised by a "bad day" or a weakness in one particular form of assessment.

### 9.3 Submission and Collection of Assessments

#### Submission

Unless directed otherwise, all written work (including assignments, reports and the like) must be BOTH (1) uploaded to the appropriate Turnitin link on the Moodle Course site, AND ALSO, (2) emailed to your tutor. Your assignment will not be considered officially submitted until it has been both uploaded to Moodle and emailed to your tutor.

**(1) Online Submission via Turnitin:** You should upload your assignment via the appropriate Turnitin link on the Moodle website. The exact title and location of the Turnitin link for a given assignment will be provided when the assignment is distributed. After submitting your assignment via the Turnitin link, you should save a copy/screenshot of the electronic receipt (e.g., "print screen"); you may be asked to produce it at a later date. The official date and time of submission will be taken as the date and time at which the assignment was uploaded to Turnitin.

**(2) Emailing the Assignment to your Tutor:** You must email your tutor a copy of your assignment within 1 hour of submitting it to Turnitin. This emailed version will be used as a backup in case there are any problems with the Turnitin version. The version of the assignment you email to your tutor must be identical to the version you submitted to Turnitin. You must email your assignment from your official UNSW email account. Be sure to attach your assignment to the email, as either a Word or PDF file. Be sure to keep a copy of your email for your own records - you may be asked to produce it at a later date. You must include the following information in the body of the email to your tutor.

***Course ID (PSYC1001); Assignment Title; Student Name; Student zID; Tutor's Name; Tutorial Time;***

Make sure that you include the Declaration of Originality section, as your assignment will not be accepted without it. The names and email addresses of all tutors are listed in Section 2.

***Declaration of Originality:*** I declare that: (1) This assessment item is entirely my own original work, except where I have acknowledged use of source material such as books, journal articles, other published material, the Internet, and the work of other student/s or any other person/s. (2) This assessment item has not been submitted for assessment for academic credit in this, or any other course, at UNSW or elsewhere. I understand that: (1) The assessor of this assessment item may, for the purpose of assessing this item, reproduce this assessment item and provide a copy to another member of the University. (2) The assessor may communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).

#### Collection of Marked Assessments

The marks and comments for your research report will be available for viewing after week 13. Once marks are posted you will be advised via an announcement in Moodle.

Your tutors will often provide extremely useful feedback on your work. In particular your tutors will often point out specifically the areas in which you have made mistakes, which will provide you with essential feedback on your work. It is strongly suggested that you save your marked assignments and read over the comments, so that you can learn and benefit from the comments provided. Those of you who intend on taking psychology courses in later years, will be expected to write numerous reports, and you are more likely to improve in this skill by reflecting on and incorporating the feedback provided by your tutor.

### 9.4 Feedback on Assessments

#### Marking of Assessments

Your report will be marked by one of the Psychology 1A tutors. All of the tutors are experienced markers, and will have the same general approach to the content of each report, determined by discussion and consultation at regular tutors' meetings.

## Re-marks

If you are dissatisfied with the feedback that you receive for your written work, you must contact your tutor, who will arrange a time to discuss this in person. After meeting with your tutor, if you are still dissatisfied, you may apply for reassessment by completing a form available from UNSW Student Central. You are required to give reasons to justify your request and you will need to pay a fee. Where insufficient reasons are given, the Assessment Executive Committee of the Faculty or Board may decline to take action. Please note that marks may be increased or decreased as a consequence of a re-mark. The application form must be submitted no later than 15 working days after the return of the piece of work.

You must keep all marked work that is returned to you in case it is needed for re-marking.

## 9.5 Extensions

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

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

For reports submitted late without acceptable reason, but submitted before other marked reports are returned, a penalty of 2% will be deducted for each day it is overdue (including weekend days). **A 'day', in this context, refers to 24 hours;** thus if an assignment is due on Friday at 4pm and you submit it on Saturday at 5pm, you will be penalized 4% for being 2 days late (i.e., 25 hours late). The date/time stamp on the Turnitin copy will be used to determine whether or not a report is overdue. Late submissions may not receive detailed feedback.

To apply for an extension you should submit an application through MyUNSW, see detailed instructions for 'special consideration' in Section 9.6 of this course outline. Please take note that you will need to attach third party supporting documentation to your application, and documentation dated after the submission date may not be accepted.

## 9.6 Special Consideration

If you should miss an official University examination or assessment deadline, or if you feel your performance, either during semester or in an examination, has been adversely affected by sickness or any other reason, you should inform the University Registrar and ask for special consideration in the determination of your standing. Such requests should be made not later than three working days after the due date of the assessment.

Please read the online university instructions for completing an application for special consideration at <https://student.unsw.edu.au/special-consideration>. Applications for special consideration **MUST** be submitted through MyUNSW. Attaching documents to assignments, handing medical certificates to tutors or leaving them with the school office will not be accepted.

In general, to be considered for special consideration, you need to demonstrate that your attendance or performance has been affected by circumstances which are unexpected and beyond your control. Students are expected to give priority to their University study and any absence must be clearly beyond your control. Remember, work, travel, or other course commitments, do not constitute appropriate reasons for a request for special consideration. You will need to provide medical certificates or other documents which clearly indicate you were unable to be present in class or to complete assessment. Furthermore, the documentation must include the dates that you were seen by the professional/authority providing the official documentation, and the date of the illness or misadventure or the dates of the period of time of the illness or misadventure. Any supporting documents **must be verified by student services** (see the procedure for Special Consideration, above).

### Deferred and further assessments

Students who are absent from an official examination through illness or other acceptable circumstances may be granted a deferred examination. The deferred examination for Psychology 1A will take place sometime between Monday 13<sup>th</sup> July and Friday 17<sup>th</sup> July, 2015. If you are unable to attend the official examination, you must contact either the Course Coordinator or the Course Administrator to arrange to sit the deferred examination, and you must submit the relevant documentation via an application for special consideration. If your request is approved you will be informed of the date, time and location of the deferred examination.

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

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

Deferred and further assessment exams may be given to those students who were absent from the final examination through illness or misadventure. Under no circumstance will a student who has failed to complete all assessment tasks for the course (except the final exam) be allowed to sit a deferred or further assessment exam.

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

### Student Equity and Disability Unit (SEADU)

The Student Equity and Disabilities Unit (SEADU) is committed to ensuring that every student's experience of the University of New South Wales is free from discrimination and harassment. They provide a range of services, support and advice to help students overcome barriers that could prevent them from having a successful university education. If you have any type of chronic or reoccurring physical or mental health difficulty, or believe that you are disadvantaged because of your circumstances, we encourage you to contact SEADU at the earliest opportunity in your university career so that they may be able to provide advice or assistance to help with your studies. Please be aware that SEADU is committed to a policy of confidentiality; information you disclose to them will not be released outside of SEADU without your written consent. For more information see <http://www.studentequity.unsw.edu.au/>.

### 10. Research Participation

You will be able to participate in psychological research within the School for up to 12 points throughout the semester, 6 of which are compulsory (4%) and up to 6 optional (up to 4% bonus). Points are earned at a rate of 1 point per hour of research participation. By participating in on-going research you learn first-hand about the ways in which research in psychology is conducted, and can appreciate the application of the concepts that you encounter in lectures and tutorials. You will also find out about theories and areas of investigation that are beyond those you study in the course, giving you an insight into the research that academics are conducted in the School of Psychology. **In this sense, you are very much contributing to the advancement of psychological science.** Clearly, the study of human behaviour cannot progress without humans to observe and we ask that you act in a responsible way to ensure your research participation provides usable data to researchers within our school.

Every researcher is under the general supervision of an Ethics committee, and is therefore required to satisfy certain conditions to ensure ethical practice during an experiment (e.g., to provide information

regarding the nature and aims of the study). There is no compulsion to participate in any particular study and it is quite in order to decline to participate after an explanation of what is involved has been given.

### **Sona**

Sona is a web-based facility that provides information to students about approved research projects as they become available. It also enables students enrolled in Psychology 1A to sign-up to participate in research projects of their choice. You can access Sona through Moodle.

You must be registered on Sona to receive research participation credit. A batch registration occurs at the start of the semester, **and you must logon in Week 2 to activate your account**. If you enrol after Week 1, or if you encounter any difficulties logging on to Sona, please contact [sona@psy.unsw.edu.au](mailto:sona@psy.unsw.edu.au). More information about Sona can be accessed in the Sona Student guide, available on Moodle. Remember it is your responsibility to ensure that you can access Sona.

### **Signing up to Participate**

It is a good idea to complete your research participation requirement early, as fewer studies may be available towards the end of the semester. **You must complete all participation by 5pm on Friday 5<sup>th</sup> June, 2015**. All researchers will assign credit by 5pm of Monday 8th June, 2015. Any issues regarding outstanding credit must be resolved between you and the researcher by Wednesday 10th June, 2015. If you are unable to resolve this issue, contact [sona@psy.unsw.edu.au](mailto:sona@psy.unsw.edu.au).

Only sign up for a study if you are sure you can attend on time. If you sign up and then do not attend without a reasonable excuse, 0.5 points will be deducted from your participation balance, since a failure to attend causes considerable inconvenience and cost to researchers. If you are going to miss, or have missed a study for which you have signed up, you should contact the researcher as soon as possible, and you may be able to reschedule.

When you attend, the researcher will explain as much as is possible about the study and will give you an opportunity to withdraw if you wish. Keep in mind that you may withdraw at any time during the study and this will not jeopardise your relationship with the researchers, the course, or the university generally.

### **Research Debriefing Discussion**

In order to receive credit for your participation, once your participation in the research concludes, you must discuss the experiment that you have just completed with the researcher. They will debrief you on the study and provide you with a handout detailing your discussion. You should keep the handout for future reference. This is also an opportunity for you to ask any additional questions that you may have. No details of any individuals who took part in the study will be published; students will be anonymous members of the sample tested. If the researcher does not give you an adequate debrief of the study, contact Dr. Lisa Williams ([lwilliams@unsw.edu.au](mailto:lwilliams@unsw.edu.au)).

### **Credit for Participation**

You will receive 4% course credit once you complete the required 6 points of participation. Please note that your final point balance will incorporate both studies that you have completed AND any penalties for failure to attend. In addition, you may choose to complete additional research participation for bonus credit. Up to 6 additional points can earn you a maximum 4% course credit (e.g., 3 additional points = 2% course credit).

Many students wait until the final weeks of teaching to complete their research participation. We strongly advise against this strategy as there will be limited research opportunities available. In order to ensure that there are adequate research participation opportunities, you will receive an extra 0.5% course mark if you complete at least 3 of the required 6 points prior to 5pm on the Thursday of Week 7. This 0.5% course mark does not change your points balance on Sona. If you complete at least 3 points prior to 5pm on the Thursday of Week 7, your maximum bonus across the session will be 4.5%.

As your final credit for research participation will be derived from Sona records, you are responsible for ensuring that your Sona point balance shows all research that you have participated in. If any discrepancy arises, you must email [sona@psy.unsw.edu.au](mailto:sona@psy.unsw.edu.au) no later than Wednesday 10<sup>th</sup> June, 2015.



### **Prescreening Questionnaire**

When you log in to the Sona system, you will be invited to complete a prescreening survey. These questionnaires are important to researchers to help them identify potential participants for future research. That means that if you choose to complete a questionnaire within the prescreening survey, in some cases this will determine which studies are and are not available for you to sign up for. Whether or not you take the prescreening survey, you will still be able to sign up for a variety of studies that do not have any specific selection criteria. In fact, the vast majority of studies do not have any specific selection criteria, and whether or not you choose to complete the prescreening survey will not affect your ability to complete the required number of credit hours. In exchange for completing one or more questionnaires in the prescreening survey, you will earn 1 Sona point (equivalent to 1 hour participation time).

It is important to note that completion of any or all of the prescreening surveys is entirely optional. Choosing to decline to participate in the prescreening surveys will not jeopardise your relationship with the School of Psychology or UNSW. If you decline to take the prescreening survey at first, you will be able to access the survey at a later time.

### **Deception**

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

### **Confidentiality**

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

### **Complaints**

If you have any complaints, there is a Research Participation Complaint Form that you can obtain from the Psychology Office (Mathews Level 15). Your comments will be forwarded to the course coordinator and will remain completely confidential. Alternatively, you may contact the course coordinator directly if you wish.

### **Alternative Assignment**

If you have an objection to participating as a subject in any research you should talk to the Course Coordinator by the end of Week 7. The Course Coordinator will arrange an alternative assignment for you to complete in order to obtain the required research participation marks (4%).

## **11. Expected Resources for Students**

### **11.1. Moodle**

All course details and information will be posted on the Moodle Course Module:

<http://moodle.telt.unsw.edu.au>

**You should check the Moodle site regularly for important information and updates.**

Studies needing participants for optional research participation will also be advertised on Sona, which can be accessed via the Moodle PSYC1001 site.

### **11.2. Psychology 1 Toolkit**

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

### **11.3. EndNote X5 and Mendeley**

A free copy of **EndNote X5**, an automatic referencing program that can be installed with Microsoft Word, can be obtained from UNSW IT Services. It could be useful for you to acquire a copy of End Note, and

attend a library course on using it, as mastering this program will save you a considerable amount of time in organising and formatting citations throughout your entire time at University. EndNote can be downloaded from the URL: <http://www.it.unsw.edu.au/students/software/endnote.html>. When you obtain a copy, ensure that you configure it to produce APA style citations, which is not the default mode.

An alternative is provided by **Mendeley**, which allows you to build a library of PDF articles to share across devices (PC, Mac or iPad). It allows you to organise documents by subject, add reading notes directly to PDFs, and also provides some referencing capabilities for integration with Microsoft Word. It can be downloaded for free from [www.mendeley.com](http://www.mendeley.com)

## 12. Course Evaluation & Development

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

## 13. Plagiarism & Academic Integrity

### What is plagiarism?

Plagiarism is presenting someone else's thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

UNSW groups plagiarism into the following categories:

- **Copying:** using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.
- **Inappropriate paraphrasing:** changing a few words and phrases while mostly retaining the original structure and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit. It also applies to piecing together quotes and paraphrases into a new whole, without referencing and a student's own analysis to bring the material together.
- **Collusion:** working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- **Duplication:** submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

### Where can I find out more information?

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism. The first place you can look is the section about referencing and plagiarism in each Course Guide, as this will also include information specific to the discipline the course is from. There are also other sources of assistance at UNSW:

- **How can the Learning Centre help me?**

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: [www.lc.unsw.edu.au/plagiarism](http://www.lc.unsw.edu.au/plagiarism). They also hold workshops and can help students one-on-one.

- **How can Elise help me?**

ELISE (Enabling Library & Information Skills for Everyone) is an online tutorial to help you understand how to find and use information for your assignments or research. It will help you to search databases, identify good quality information and write assignments. It will also help you understand plagiarism and

how to avoid it. All undergraduate students have to review the ELISE tutorial in their first semester and complete the quiz, but any student can review it to improve their knowledge:

<http://subjectguides.library.unsw.edu.au/elise>.

- **What is Turnitin?**

Turnitin is a checking database which reviews your work and compares it to an international collection of books, journals, internet pages and other student's assignments. The database checks referencing and whether you have copied something from another student, resource, or off the internet. Sometimes students submit their work into Turnitin when they hand it in, but academics can also use it to check a student's work when they are marking it. You can find out more about Turnitin here: <http://telt.unsw.edu.au/turnitin>.

**What if plagiarism is found in my work?**

Plagiarism is dealt with in a number of ways depending on the manner of the offence. If minor plagiarism offence is found in your work when you are in first year, the Course Coordinator will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However more serious instances in first year, such as copying large sections of text, stealing another student's work, or paying someone to do your work, can be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or very serious instances, will be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in a honours thesis) even suspension from the university. The Student Misconduct Procedures are available here [www.unsw.edu.au/studentmisconductprocedures.pdf](http://www.unsw.edu.au/studentmisconductprocedures.pdf)

**Examples of plagiarism**

**Using the internet appropriately**

A first year student handed in an assignment where she had copied from a website. The lecturer/tutor realised she didn't understand you have to reference websites in the same way you reference books and journal articles. The lecturer/tutor explained how to reference and sent her to a workshop at the Learning Centre to help her improve her skills.

**Working together on a math assignment**

A group of students worked together on an assignment when they had been told this was not allowed. All questions where the students had worked together were given zero, and this led to a student failing the assessment.

**No referencing in an assessment**

A third year student submitted a major assessment that included material from a journal article published in Canada. When his essay was submitted into Turnitin, it let the academic know that the student didn't reference the material. The student was given zero for the essay, and because it was worth 50 per cent he failed the course.

**Further information and assistance**

If you would like further information or assistance with avoiding plagiarism, you can contact the Learning Centre. The Learning Centre at The University of New South Wales has two locations:

**UNSW Learning Centre**

Lower Ground Floor, North Wing, Chancellery Building  
(C22 Kensington Campus – near Student Central)

[www.lc.unsw.edu.au](http://www.lc.unsw.edu.au)

**Phone:** 9385 2060

**Email:** [learningcentre@unsw.edu.au](mailto:learningcentre@unsw.edu.au)

**Opening Hours:**

Monday to Thursday: 9am - 5pm and

Friday: 9am - 2.30pm

## 14. Administrative Matters

### 14.1. School of Psychology Student Guide

The *School of Psychology Student Guide*, available at <http://www.psy.unsw.edu.au/current-students/student-guide> contains School policies and procedures relevant for all students enrolled in undergraduate or Masters psychology courses, such as:

- Attendance requirements;
- Assignment submissions and returns;
- Assessments;
- Special consideration in the event of illness or misadventure;
- Student Code of Conduct;
- Student complaints and grievances;
- Student Equity and Disability Unit; and
- Occupational Health & Safety.

Students should familiarise themselves with the information contained in this *Guide*.

### 14.2. Withdrawing from the Course

If you wish to withdraw from the course WITHOUT incurring a FINANCIAL DEBT, you must withdraw before the census date of **Tuesday 31<sup>st</sup> March 2015**.

<https://my.unsw.edu.au/student/academiclife/enrolment/EnrolmentDates.html>

The last date to discontinue WITHOUT academic penalty is 5pm on Sunday 26<sup>th</sup> April 2015. You will still be liable for the fees.

The last date to discontinue WITH academic penalty is 5pm on Sunday 7<sup>th</sup> June 2015. You will still be liable for the fees.

Starting from 2015 the new procedure re withdrawal from a course can be found in this link:

<https://student.unsw.edu.au/withdrawal-procedure>