

Course Mechanics

Attendance Policy for Lectures – Class attendance at lectures is strongly recommended. Students will be held responsible for all material covered in class and for any announcements made during class regardless of whether or not they attend. Under no circumstances will Dr. Flint provide copies of his lecture notes. It is strongly recommended that students get to know their classmates so that, in the event a class is missed, students may easily acquire a copy of the lecture material without delay. Students are strongly encouraged to seek out Dr. Flint to discuss the course material and ask questions regarding the course material, especially if class is missed.

Attendance Policy for Laboratory Exercises – Class attendance during laboratory exercises is required for all students. As a result of limited materials and time constraints, students who miss laboratory exercises will NOT have an opportunity to make-up these experiences, regardless of the excuse. Part or all of some lab activities may be discussed/assigned in class and conducted outside of the classroom. Laboratory “attendance” points will be awarded to students who attend class the day the lab was completed in class or discussed in class. Attendance at each laboratory exercise will be worth 10 points for a total of 60 points (some lab exercises may be broken down into multiple days). Students arriving more than 10 minutes late for the exercise (according to the clock in the classroom) will not receive credit for attending. Material learned through laboratory exercises may appear on the exams. The tentative dates for laboratory activities are on the course outline. These are tentative dates and are subject to change at Dr. Flint’s discretion.

Make-Up Laboratory Exercise Policy – If a student misses a laboratory exercise and has a legitimate written excuse he/she may complete an additional assignment to earn the attendance points for that lab. It should be noted that these make-up assignments are not substitutions for the laboratory exercises and that students are still responsible for obtaining that information from their classmates regarding the lab exercise.

Phones/Pagers – Students are requested to turn off all cellular phones and pagers or set them to an inaudible setting unless specific prior arrangements are made with Dr. Flint. If your phone or pager is activated, please leave the room immediately to prevent further classroom disturbance or the device will be confiscated.

The College of Saint Rose prohibits the use of cellular telephones with text messaging and camera features in classrooms, testing locations, locker rooms, bathrooms, other private areas, and while driving a College owned, leased or rented vehicle. Students that violate this policy will be subject to disciplinary actions and possible expulsion/termination as well as criminal or civil penalties for related violation of federal, state, or local laws.

Time Commitment – It is expected that students will read the assigned material PRIOR to coming to class and that students will spend a MINIMUM of 3 hours studying outside of class for every 1 hour of class time. This means that students should spend at least 12 hours per week working on the material for this course outside of classroom contact time. This time should include reading the assigned portions of the textbook, reviewing/studying the textbook and class notes, conducting laboratory exercises, and completing homework.

Technology Requirement – Information for this course will be available through the Blackboard system on the server at The College of Saint Rose. Students are responsible for acquiring access to a computer capable of accessing the internet, downloading information, checking their Saint Rose email account, and using the campus Blackboard system.

Email Contact – As a student at The College of Saint Rose, you have a student email account. Dr. Flint will likely send out class emails using this address. It is your responsibility to make sure that this account is working and to check for emails on a regular basis.

Academic Accommodations – If you are a student with a documented disability and require academic accommodations please register with Lynn Cantwell, the Director of Services for Students with Disabilities, located in the Academic Support Center on the 2nd floor of St. Joseph Hall (campus extension 2335 or 337-2335, off campus) for disability verification and for determination of recommended reasonable academic accommodations. After you have made arrangements with that office, please see me to discuss your accommodations. Please remember that timely notice will help avoid a delay in your receipt of accommodations.

Plagiarism and Academic Integrity – Grades are not competitive and thus, students are encouraged to discuss the material and study together outside of class. In other words, there are not a limited number of A's to be earned, everyone has the opportunity to earn an A in this course. However, all graded assignments (e.g., article reviews, article questions, grant proposal) are expected to be a reflection of the individual student's work. Students caught plagiarizing, cheating, or violating The College of Saint Rose policy on Plagiarism and Academic Integrity in any way will receive a zero for the course and disciplinary action may be taken. If you have any questions or are unsure about these rules and regulations you should see Dr. Flint immediately. A copy of The College of Saint Rose Policy on Plagiarism and Academic Integrity is available in The College of Saint Rose Course Catalog and has also been included in this syllabus.

Lectures – Lectures are not designed to cover everything in a textbook and no textbook is comprehensive. Not all of the material covered in the text will be dealt with in class and some of the material covered in class will not be found in the textbook. Students are strongly encouraged to ask questions during class and will be held responsible for knowing ALL assigned readings, lecture information, laboratory exercises, homework, and classroom exercises/demonstrations.

Laboratory Exercises – On a number of occasions we will conduct laboratory exercises demonstrating principles of learning and behavior. These lab activities will involve the use of a variety of different organisms, including humans, planarians, and rats. Students are expected to take an active role and participate in all laboratory exercises.

Homework – Our textbook is a special edition known as an Active Learning Edition. As such, the book pages are perforated and there are assignments in the back that correspond to each chapter. As homework in this course, students will be responsible for completing 10 of these assignment (one for each chapter excluding chapter 1) for a total of 10 points each. The assignments will be marked for their completeness, they will not be graded for correctness. Complete assignments received on time will receive full credit. An answer key will be provided on the table in the 3rd floor office suite for students to review. Students will notice that the assignments are due BEFORE the chapter is covered in class. The purpose of this is to get students to read the chapters and process the information prior to its discussion/review in class. As such, late assignments will NOT be accepted. Each student's lowest homework assignment will be dropped, thus providing a means of accommodating unexpected emergencies. Assignments must be turned in AT THE BEGINNING OF CLASS. These homework assignments will be worth a total of 90 points (since the lowest is dropped).

Regular Exams – There will be a total of 3 regular exams. Each of these exams will be comprised of 60 multiple choice questions worth 2-points each. Each exam will cover the assigned readings, lectures, lab activities, and demonstrations that have occurred since the previous exam unless otherwise specified. Due to the limited time for lectures and labs, students should anticipate that up to 50% of each exam may be comprised of questions from the text that were not explicitly discussed in class. Students will be given a total of 75 minutes to complete each of these exams, beginning promptly at the start of class on the scheduled date. Failure to arrive on time to class for an exam will result in the forfeiture of that time available to complete the exam. Once all students present have completed the exam, no other students may begin the test, so students are strongly encouraged to arrive to class on time.

Final Exam – A comprehensive final exam will be given during each section’s scheduled final exam period during the last week of the semester. Students who have earned 108 points or more on EACH of the regular exams may opt out of taking the cumulative final exam if they wish. Students in this position will receive the average score of their regular exams as their cumulative final exam score and that value will be used to calculate the student’s final course grade (in this case the point value providing the closest match to the mean of the regular exams will be provided). All other students (i.e., those who have not earned at least 108 points on every regular exam) will be required to complete the cumulative final. Students may not opt to take the final exam during the other sections scheduled time. The comprehensive final exam will include a total of 150 multiple choice questions worth 2-points each. Questions will be a sampling of material from the course readings, lectures, laboratory activities, and demonstrations covered over the ENTIRE SEMESTER. Some questions may be taken from previous exams so students are encouraged to review their performance on each exam throughout the semester. Failure to arrive on time to class for this exam will result in the forfeiture of that time available to complete the exam. Once all students present have completed the exam, no other students may begin the test, so students are encouraged to arrive to class on time.

Make-Up Exams – If a student misses an exam **and has an adequate written excuse** (e.g., serious illness, death in the family, uncontrollable emergency situation) he/she may take a make-up exam. All excuses must be provided in writing before any make-up exam will be offered/graded and may be subject to verification by the instructor. The instructor reserves the right to decide on the adequacy of all excuses. If a student misses an exam and **does not** have an adequate written excuse, he/she may take a make-up exam as described above, but will have an automatic 36 point (30%) deduction prior to grading. In other words, students without adequate excuses may take a make-up exam but may not earn more than a 70% on that exam. Make-up exams must be completed by Monday April 28th. Make-ups for the Final Exam may not be available and/or may be subject to additional stipulations. See Dr. Flint immediately if you miss an exam for any reason.

Grading Policy – Grades will be calculated based on the total number of points earned by each student during the semester (total possible = 810 points). The number of points earned will be divided by the total possible points and multiplied by 100 to yield a percentage for the course. Dr. Flint maintains a policy of academic privacy and will not, under any circumstances, discuss an individual student’s academic performance via phone or email. Grades will be assigned using the grading scales listed below:

Grade	Percentage	GPA Points*
A	95-100%	4.0
A -	90-94%	3.7
B +	87-89%	3.3
B	83-86%	3.0
B -	80-82%	2.7
C +	75-79%	2.3
C	70-74%	2.0
D	60-69%	1.0
F	≤ 59%	0.0

*GPA points are assigned by The College of Saint Rose

Grade Disclosure – Throughout the semester, exams and other graded assignments will be returned during class at some point following the due date of that scheduled assignment. Dr. Flint maintains a policy of academic privacy. If a student is absent on the day a graded assignment is returned it is his/her responsibility to see Dr. Flint to collect the assignment. Dr. Flint does not discuss any grade-related information via phone or email. If a student does not wish to meet with Dr. Flint in person or is unable to (e.g., final exam grade or after semester has ended), he/she must provide a self-addressed AND stamped envelop so that these assignments may be mailed to the student.

Assignment Summary – The table below summarizes the graded assignments for this course and lists their point value.

Assignment	Point Value
Exam 1	120
Exam 2	120
Exam 3	120
Lab 1	10
Lab 2	10
Lab 3	10
Lab 4	10
Lab 5	10
Lab 6	10
Homeworks	100
Final Exam	300
Subtotal	820
Drop Lowest Homework	-10
Total	810

The College of Saint Rose, Albany, New York
Policy on Plagiarism and Academic Integrity

Definition:

Students at The College of Saint Rose are expected to be honest in every aspect of their academic work. All work presented as a student's own must be the product of his or her own efforts. Students working in groups are each individually responsible for the academic integrity of the group project. Plagiarism, cheating, academic misconduct, or any other submission of another's work as one's own is unacceptable.

Plagiarism includes but is not limited to:

- ❑ Purchasing, copying, down-loading, printing, or paraphrasing another's book, article, paper, speech, exam, portfolio, creative work, argument or any other work and presenting it as one's own, either in whole or in part.
- ❑ Incorporating portions of another's work without proper acknowledgement and documentation.

Academic misconduct includes but it not limited to:

- ❑ Providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations.
- ❑ Attempting to influence one's academic evaluation for reasons other than academic achievement or merit.
- ❑ Presenting as one's own the ideas or words of another for academic evaluation without proper acknowledgement and documentation.
- ❑ Doing unauthorized academic work for which another person will receive credit or be evaluated.
- ❑ Presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the instructor(s) involved.

Also, one is not allowed to cooperate or be an accessory to another's academic misconduct. Thus, a student who writes a paper or does an assignment for another students is an accomplice and must be held accountable just as severely as the other. A student who knowingly permits another student to copy from his or her own paper, examinations, or projects should be held as accountable as the student who submits the copied material.

The work of others, regardless of origin, must be properly and accurately cited in an accepted style, and research data must be obtained and reported in an ethical and accurate manner. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting others' work when used. Students are advised to always indicate another writer's exact words and ideas with appropriate references. Whenever in doubt, cite the source.

Procedure:

Student work failing to meet the standards of academic integrity will not be given a passing grade. It is the responsibility of the course instructor to identify and act upon breaches of academic integrity according to his or her best judgment. However, a failing course grade for academic dishonesty will not be recorded by the Registrar until the student has been informed of the charge and the evidence upon which it is based, and the student has been given an opportunity to present his or her defense to the instructor. The instructor may withhold the course grade if the case is not resolved before final grades are due at the Office of the Registrar.

If a student is given a failing course grade for an abuse of academic integrity, as determined by the instructor, the student may appeal the grade by following the steps outlined in the College's grievance procedure.

When a failing grade due to a violation of academic integrity is recorded, the instructor will send written notification to the school dean(s), the student's advisor, and the Registrar. The notification will identify both the student and the course, and it will describe the offense. A student who violates said standards of academic integrity on more than one occasion may receive sanctions up to, and including dismissal from the college.

Copyright Policy:

It is the policy of The College of Saint Rose to promote legal and ethical use of information in all media. It is, therefore, the responsibility of all faculty, administrators, staff, and students to respect the rights of copyright holders when making use of these materials. All members of the Saint Rose community should reference the College's Copyright Policy for guidance on copyright-related issues and questions. The Copyright Policy, along with information on the Digital Millennium Copyright Act, the Acceptable Use Policy, and the Wireless Ethernet Position Page, can be found on the College's Educational Technology Services webpage at <http://ets.strose.edu/policies.asp>.

Verification of Receipt and Understanding of the Course Syllabus

I _____ (print your name clearly) have received a copy of the Learning (PSY 391) course syllabus taught by Dr. Flint at The College of Saint Rose during the Spring 2008 semester. I have read the syllabus and I understand all of the course policies and requirements. In addition, I have received a copy of The College of Saint Rose Policy on Plagiarism and Academic Integrity as part of this syllabus and have read and understand this policy. I understand that violation of this policy will result in a zero for the course and possible disciplinary action.

Signature

Date

THIS FORM SHOULD BE COMPLETED AND RETURNED TO DR. FLINT BY THE 2ND WEEK OF THE SPRING 2008 SEMESTER.