Welcome!
The purpose of this laboratory is to reinforce the information presented in lecture and to give you a chance to experience and practice many of those procedures and techniques. While the timing and approach to topic coverage will not be perfectly matched between lecture and lab, the content of the two is very close. Also, topics and techniques covered in successive laboratory meetings are often interrelated and dependent upon what you were to learn from the previous laboratory.

So!
The policies (attendance, late attendance, preparedness, assignment completion, etc.) described in this syllabus are designed to encourage you to be prepared to fully participate in and learn as much as possible from each laboratory and to get credit for everything that you’ve learned!

General Goals of the Laboratory
By the completion of this course you should be able to:
- Find existing literature on a topic in psychology, choose relevant articles or chapters, use that literature to write a review of that topic as a basis to propose novel research with specific hypotheses
- Identify and evaluate the components of a research report or a summary of one, including the purpose and research hypotheses, the sampling and subject assignment procedures, manipulation and measurement procedures, and the statistical analyses & interpretations of those analyses
- Given a research question and/or a set of data, to select, perform, and communicate the results of the appropriate statistical analysis (including the statistical null hypothesis) in written or oral form
- Employ a computer statistical package to perform analyze of data, including a knowledge of the limitations of the package and how and when to augment that package with hand-calculated analyses
- Communicate the purpose, hypotheses, procedures, data, analysis results and interpretations of a research project using the a conventional written format and style (e.g., APA-style papers and posters)
- Become familiar with the internet and other forms of "instructional technology" that are likely to be used during other courses during your education or in your research

Course Grade
You will receive a single combined course grade for the lecture and the laboratory. Your course grade will be based upon: four unit scores (50%: 12% each for Unit 1, 2 Exams & 12% for Unit 3 Assignments, & 14% for Unit 4 Exam), online assignments (5%: average of “Green Things” & “Pink Things”), laboratory assignments (In-Laboratory & Take-Home, 15%), laboratory research project (literature review, research proposal, reports, poster & presentation, 25%), & laboratory final exam (5%). Attendance and participation in lecture and laboratory will be noted and used in the assignment of the final grades, especially decisions about "borderline" grades. Letter grades will generally be assigned using the % ranges: A+ 97-100%; A 92-96%; A- 90-91%; B+ 87-89%; B 82-86%; B- 80-81%; C+ 77-89%; C 72-76%; C- 70-71%; D 60-69%; F <60%

Please note: You cannot receive a passing grade in the class unless you complete all of the take-home laboratory assignments, the laboratory research project, both the lecture and laboratory final exams, and the research participation requirement.

Please note: A "C" is the minimum grade for this course to count toward a Psychology major (a "C-" will not count and the course will have to be retaken).

Please note: Consideration of "Withdraw" and "Incomplete" grades will be according to the guidelines provided in the Undergraduate Bulletin and the Schedule of Classes
How Psyc350 fits into ACE Outcome(s)

SLO10: Generate a creative or scholarly product that requires broad knowledge, appropriate technical proficiency, information collection, synthesis, interpretation, presentation, and reflection.

Research Paper: Students will submit a major research paper in which they introduce the topic by connecting their research to reports that have been published in the scientific literature, describe the research methods, report the results including appropriate statistical analyses, and discuss the implications of the findings in light of other research on that topic.

Poster: Students will construct a poster in the format typically used in scientific conferences. The research that appeared in the research paper will be “packaged” in the very different format required for poster presentations.

Reinforcements

Writing

Writing will be reinforced by means of several reports submitted as required projects in the laboratory, and by the final research paper.

Mathematics and Statistics

Mathematics and Statistics will be reinforced throughout the semester as students learn to identify appropriate statistical tests to be used in particular research situations. Students will learn some of the mathematical groundwork for statistical tests, but more importantly they will learn the pros and cons of various tests and whether their assumptions are met in certain applications. Students will learn to compute statistical tests using common statistical software packages, and how to interpret the results.

Critical Thinking

Critical thinking will be reinforced by means of reading research reports to identify the authors’ research designs, evaluate the validity of their measurements, and critique the appropriateness of their conclusions in light of the data.

Expected Laboratory Workload

You should expect to come to each week’s laboratory meeting, to be on time and to stay for the entire scheduled time of each laboratory meeting, and to have at least one new assignment (and often two) to work on for each laboratory meeting. With optional re-writes of assignments that “don’t go well the 1st time”, this results in a lot of work -- usually 6-8 hours of out-of-laboratory work each week.

With Apologies…

Much of the rest of this syllabus outlines the dire consequences of not following policies and/or not getting your work done on time. These specifications are probably not necessary for the majority of you, however there are always some students who need the "encouragement" of knowing what will be the consequences of their actions (or inactions). This laboratory requires a lot of work, and getting behind usually leads to getting further behind, and further, etc. So, work hard and keep up -- it is the best way to succeed in this laboratory!

Laboratory Schedule, Topics, and Assignments Responsibility Policy

The topics, materials, assignments, etc. for each laboratory meeting are given on the laboratory webpage. You are responsible for all material and assignments for each laboratory meeting, including all changes that are mentioned in lecture, in laboratory, posted on the website or emailed to you.

Laboratory Attendance Policy

You must complete the laboratory section to receive credit for Psyc350. This lab depends upon student participation. Therefore, your presence at each meeting is very important. Therefore, you are required to attend all portions of each of the meetings of the specific laboratory section for which you enrolled. You may not “switch laboratory sections” for any reason – you are to attend the section in which you enrolled each week.
Laboratory Late Attendance Policy
Part of each laboratory meeting will involve the TA lecturing about and/or demonstrating topics and techniques. Many laboratory meetings involve students working together on in-laboratory exercises and assignments. You are expected to be on time for all laboratory meetings. You will lose 1% from your final laboratory grade for each laboratory meeting that you are more than 15 minutes late.

Laboratory Materials Policy
The instructional and assignment materials for each laboratory meeting are available in the packet and from the laboratory website. Having them with you is important to your participation in the laboratory meeting. You are expected to have all the materials for that laboratory meeting with you at the beginning of each laboratory meeting. If you do not have all the materials with you at the beginning of the laboratory meeting, you will lose the points from the in-laboratory assignment(s) that are completed during that meeting.

In-Laboratory Assignment Policy
In-laboratory activities and assignments will sometimes be handed in at the end of the laboratory meeting. On other occasions you will be instructed to take them with you to complete, or to provide information for a related take-home assignment.
- Be sure to ask if you are not sure whether to hand in an in-laboratory activity or assignment or to take it home and hand it in at the next laboratory meeting.
- In-laboratory activities or assignments that are not handed in on time will not be graded.
- There are no re-writes of in-laboratory activities or assignments.

Take-Home Laboratory Assignment Policy & Late Penalties
You should assume that all take-home laboratory assignments are due the laboratory meeting after they are assigned. You are expected to complete all the portions of each take-home assignment and to have that assignment ready to hand in at the beginning of the next laboratory meeting.
- On-line assignments should be completed before the day and time of the next laboratory meeting.
- Hardcopy assignments should be completed and ready to hand in at the beginning of the next laboratory meeting.
- An assignment that is completed (on-line) or handed in (hardcopy) after the beginning of the laboratory meeting on the day it is due will lose 10% of the value of the assignment and will lose an additional 10% for each weekday day it is late. For example, consider a Wednesday 11:00 Lab meeting: 1) an assignment handed in at the beginning of class is on-time, 2) an assignment handed in after 11:00 AM is late and would lose 10%, 3) an assignment handed in on Thursday would lose 20% and 4) an assignment handed in on Monday would lose 40% (the late penalty is only applied to weekdays).

Take-Home Laboratory Assignment Grading Policy
Only completed assignments will be graded. If you leave parts of an assignment blank or incomplete, your TA will not grade any of the assignment and will return the assignment to you with a grade of “0”. You will have the opportunity to re-write the assignment, but your TA will only grade the re-write if it is completed when you hand it back in.

Feedback on Graded Assignments
Feedback on graded assignments will primarily identify the errors or mistakes that you made. The correct answers will not be provided by the TA. It is expected that you will consult the related handouts and figure out what you did wrong and what the correct answer should be. If you can’t figure things out from the related handouts you should meet with your TA during her or his office hours for specific help. Your TA won’t give you the correct answer then either, but will direct you to the related handout and help you figure out what is the correct answer.

The re-write option is provided as an opportunity for you learn and apply material that you either didn’t learn the first time or didn’t apply correctly. The goal is for you to use the information from the class meetings, laboratory meetings and various handouts to complete the exercise better and to get a higher grade. The important part is that you do the learning and the work, not the TA. The TA is there to facilitate your use and understanding of the material, but you have to do the learning and the work.

Re-writes of Take-Home Assignments Policy
Any take-home assignment that is handed in on time may be re-written and the higher score will count toward your laboratory grade. Re-dos of take-home assignments will be due the laboratory meeting after the graded assignment is returned and will not be accepted after this time.

You should do the very best you can on each assignment, and use the re-write option only to “clean up” a few things that you misunderstood or misapplied. You should not adopt the strategy of doing a sub-par job on an take-
home assignment and expect that you’ll “make up” the points on the re-write. There are several reasons for this. First, the TAs will not give you the answers to the parts you got wrong – neither when grading the assignment nor if you come meet with them during their office hours. Second, time will have passed between when you did the assignment and when you will get a chance to re-write it – making it harder to do a better job on the re-write than you did the first time. There will be additional new work assigned during the time you have to re-write earlier assignments.

Laboratory Assignment & Laboratory Grade Policy

You will notice (eventually, so why not be up-front about it?) that there are many lab assignments, and so, no one assignment contributes very much to your overall Psyc350 grade. During particularly busy times of the semester you might be tempted to “ditch” an assignment or two and “take the 0”. However, I consider each Laboratory assignment to be important, and so… You can not receive a passing grade in this class unless you complete all of the out-of-class laboratory assignments – on-line and hardcopy.

Extra credit for participating in research at UNL is possible. For every half hour of participation in research here at UNL, you can increase your lab grade by .5%, with a maximum of 2 hours or 2% increase. Of those potential 2 hours’ worth of studies, up to 1 hour’s worth may be online, but the rest would have to be in a lab (in person). You should do this research by the end of the last week of classes (i.e., the end of the week before Finals Week).

Laboratory Absence and Assignment Policy

- If you must miss all or part of a laboratory meeting, you should contact your laboratory instructor at least the day before the expected absence and make arrangements for an excused absence. You are responsible for obtaining the in-laboratory and take-home activities or assignments from the meeting that you miss and having them completed by the next laboratory meeting.
- If you do not make arrangements for an excused absence, you will not be able to make up any graded in-laboratory activities or assignments that you missed. You are responsible for obtaining the take-home assignment from the meeting that you miss and having it completed by the next laboratory meeting.
- The laboratory instructor has permission to allow each student only one excused absence. Any additional excused absences must be arranged with the instructor, Calvin Garbin (see the last section of this syllabus) and will be allowed only if it is caused by illness or if it is professionally or educationally relevant (e.g., a job interview or attending a research conference, respectively), and if it is not attributable to poor scheduling or planning on your part.
- If school is canceled because of weather or some other emergency, you will be asked to attend another laboratory section that week. If that is impossible, you will be asked to meet with one of the TAs to review the information from laboratory and prepare to do the related work.

Policies about a few "Special Assignments"

- **Survey Data Collection** -- you may be collecting "real live data" for your survey research project. Specifically, each of you may be collecting questionnaires from some of your associates who meet a description of the target population. It is very important that these questionnaires be collected and scored before coming to the lab during which we will input and analyze the data. Also, it is important that the data you collect be complete (that the respondents don't "skip" any of the questions). Because of your mutual dependence upon each other, there is a very stiff penalty for not completing the data collection and scoring on time. You will lose 5% from your Survey Handout/Poster score for each questionnaire that is not collected and scored by the beginning of the laboratory when they are due. Moral -- be a contributing part of a community effort!
- **Drafts for Research Reports, Posters, Presentations, etc.** -- you will be writing a APA-style research report, a poster & a PowerPoint presentation. For each of these, you may be asked to write drafts of specified portions of the final product and to turn in that draft at a specified time. The purpose of these drafts is to offset two things that often limit the quality of student's writing: 1) trying to do the entire report the night before it is due, and consequently, 2) not having an opportunity to give their own work a "cold read" (that is, read their writing a few days later). It is important that this draft be a "good-faith" effort, so… the laboratory instructor will read over your draft quickly, noting any sections or portions that you have omitted. When your final report is graded, any points that you lost in sections or portions that were omitted from the draft can not be reclaimed by re-writing (though points lost on sections or portions that were included in the draft may be reclaimed by re-writing). Moral -- if you don't "play along" with our efforts to improve your writing by completing a good-faith early draft, you get what you get without benefit of editorial help or a re-write!
- **Peer-review of Research Reports, Posters, Presentations, etc.** -- we will spend laboratory meeting time doing very thorough peer-reviews of the selected drafts of these projects. These reviews will be the basis for the final draft you hand in to be graded. It is important that these drafts be a "good-faith" effort, so that both you and the person who reviews your work will get the most out of the exercise. If you do not have a draft with you on the days of the peer reviews, you will not peer-review another students work, and will lose the points associated with
completing that peer review. The laboratory instructor will review the draft you bring with you -- if it is not a "good faith" effort, then you will not have an opportunity to complete a re-write of your project (you will receive whatever grade you get from the first complete draft). Moral -- same as above!

- **Final Drafts of Research Reports, Posters, Presentations, etc.** -- in order for your work to be graded, you must include the copy of the draft of the project that was peer-reviewed and the peer-review of that draft, and the grading sheet, along with the final draft of the project.

**Plagiarism, Academic Honesty, and "Working Together"**

You are expected to provide appropriate citations and references for all information and ideas taken from others’ work – anything else will be considered plagiarism. The policy for academic honesty for laboratory work is somewhat complicated by the nature of many laboratory assignments. You are strongly encouraged to work together on some parts of the laboratory homework assignments! Most of these assignments have two differentiable parts: a "working" part and a "writing" part. The working parts are usually some type of exercise or calculation for which there is a single correct answer. Obviously those who work together will be expected to have the same answer -- everybody who does the work correctly should have the same answer! Hopefully, the work will be somewhat independent, so that errors can be caught within the group. The writing parts are where you must be careful. For all writing parts of any homework and especially for the papers, **you are expected to do your own writing for every part of every homework you turn in!!** Different folks are expected to produce different writing.

The first occasion of apparent plagiarism or academic dishonesty (including exact or very similar phrasing, order of topics, examples, computational examples, patterns of mistakes, etc.) by a student on any homework or laboratory assignment will result in an opportunity to re-write the assignment for credit. For any additional occasion of apparent plagiarism or academic dishonest by a student, the TA and I will decide whether to address the dishonesty by giving you the opportunity to re-do the homework assignment, to fail you in the assignment, to fail you in the course and/or refer the matter to the office of Student Life for possible action by the Judicial Board as provided for in the UNL Student Handbook.

**Individual Needs Accommodation**

Students with disabilities are encouraged to contact the instructor for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Nebraska-Lincoln to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to fully participate in course activities or to meet course requirements. To receive accommodation services, students must be registered with the Services for Students with Disabilities (SSD) office, 132 Canfield Administration, 472-3787 voice or TTY.

**One Last Thing**

All of the laboratory sections are supervised by Calvin P. Garbin. You are encouraged to contact him at any time during or after the semester with any suggestions, concerns or complaints about the laboratory materials, requirements, or any "issues" related to your laboratory instructor. You can contact him via email at cgarbin@unl.edu.