Unit Outline 2012
Faculty of Health

Psychology 101
4309
This Unit Outline must be read in conjunction with:

a) *UC Student Guide to Policies*, which sets out University-wide policies and procedures, including information on matters such as plagiarism, grade descriptors, moderation, feedback and deferred exams, and is available at *(scroll to bottom of page)*

b) *UC Guide to Student Services*, and is available at *(scroll to bottom of page)*

c) Any additional information specified in section 6h.

1: General Information

1a Unit title: Psychology 101

1b Unit number: 4309

1c Teaching Period and year offered: Semester 1, 2012

1d Credit point value: 3cp

1e Unit level: 1

1f Name of Unit Convenor and contact details (including telephone and email)
Vikki Knott (Room 3B37)
Tel: (02) 6201 2157
Fax: (02) 6201 5753
Email: vikki.knott@canberra.edu.au

*Psychology 101 Teaching Assistant:* Miss Laura McLaughlan
Email: laura.mclaughlan@canberra.edu.au

1g Administrative contact details (including name, location, telephone and email)
Psychology Administrative Assistant: Jeanine McMahon (Room 3B25)
Tel: (02) 6201 2653
Fax: (02) 6201 5753
Email: psychology.admin@canberra.edu.au / jeanine.mcmahon@canberra.edu.au
2: Academic Content

2a Unit description and learning outcomes
In this unit students will be provided with an overview of the following topics in psychology: perspectives in psychology; research methods in psychology; stress, coping and health, learning, psychological disorders, treatment of psychological disorders, biological bases of behaviour, sensation and perception. In addition, students will engage with material relating to issues pertaining to cross-cultural and Indigenous psychology, and professional ethics.¹

Learning outcomes
At the end of this unit it is expected that you will:
1. be familiar with some of the major topics in psychology;
2. be able to demonstrate knowledge of theory and research and issues related to these topics;
3. be able to describe and understand the research methods employed in psychology; and
4. be familiar with how to write in psychology using the American Psychological Association’s referencing conventions.

2b Generic skills
The University expects all of its graduates to have developed a set of skills and attributes to a level appropriate for their award that will equip them for success in professional life. These skills are referred to as generic skills or generic attributes. This unit specifically focuses on your development of the following generic skills (https://guard.canberra.edu.au/policy/policy.php?pol_id=3030):

1. Communication
   The ability to present knowledge, ideas and opinions effectively and communicate within and across professional and cultural boundaries.

2. Analysis and inquiry
   The ability to gather information, and to analyse and evaluate information and situations in a systematic, creative and insightful way.

3. Professionalism and social responsibility
   The capacity and intention to use professional knowledge and skills ethically and responsibly, for the benefit of others and the environment.

2c Prerequisites and/or co-requisites: None

3: Delivery of Unit and Timetable

3a Delivery mode
This unit will be delivered in an intensive face-to-face model; that is, on-campus via lectures and tutorials (on-line). Lectures are held in Room 14B01 on Mondays from 3.30pm to 5.20pm. Note that the unit design and delivery seeks to embrace flexible and blended learning principles. Lecture audio will be downloadable via Moodle. All students can access Moodle with their student ID number and

¹ There have been some minor adjustments to the course content to reflect adoption of a new textbook and to reflect staff availability.
3b Timetable of activities, such as lectures/ tutorials/ practicals/ field classes, showing key dates and topics (Information might be provided in the form of a table)

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture</th>
<th>OnlineTutorials*</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 6-10 Feb</td>
<td>Introduction <em>Dr Vikki Knott and Cecelia Aguilar</em></td>
<td>Tutorial 1</td>
<td>Garvey (pp. 1 to 5)</td>
</tr>
<tr>
<td>2 13-17 Feb</td>
<td>Evolution of Psychology <em>Dr Vikki Knott</em></td>
<td>Tutorial 2</td>
<td>Weiten, Chapter 1</td>
</tr>
<tr>
<td>3 20-24 Feb</td>
<td>Stress, Coping and Health <em>Dr Vikki Knott</em></td>
<td>Tutorial 3</td>
<td>Weiten, Chapter 13 Garvey (pp. 23 – 26)</td>
</tr>
<tr>
<td>4 27 Feb-2 Mar</td>
<td>Research methods in psychology <em>Dr Vikki Knott</em> Writing for Psychology <em>Linda Li (Academic Skills Centre)</em></td>
<td>Tutorial 4</td>
<td>Weiten Chapter 2 Garvey (pp. 29-32, 72-75, 133-134)</td>
</tr>
<tr>
<td>5 5-9 Mar</td>
<td>Psychological Disorders <em>Dr Monica Skjerve</em></td>
<td>Tutorial 5</td>
<td>Weiten Chapter 14 (Garvey, p. 139 “Mental Health Issues, Garvey pp. 29-32)</td>
</tr>
<tr>
<td>6 12-16 Mar</td>
<td>NO LECTURE (PUBLIC HOLIDAY)</td>
<td>Tutorial 6</td>
<td></td>
</tr>
<tr>
<td>7 19-23 Mar</td>
<td>Treatment of Psychological Disorders <em>A/Professor Bruce Stephens</em></td>
<td>Tutorial 7</td>
<td>Weiten Chapter 15</td>
</tr>
<tr>
<td>8 26-30 Mar</td>
<td>CLASS-FREE PERIOD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 2-6 Apr</td>
<td>Motivation and Emotion <em>Dr James Neill</em></td>
<td>Tutorial 8</td>
<td>Weiten Chapter 10</td>
</tr>
<tr>
<td>10 9-13 Apr</td>
<td>NO LECTURE (PUBLIC HOLIDAY)</td>
<td>Tutorial 9</td>
<td>Weiten Chapter 3 E Reserve – Fine, Chapter 13</td>
</tr>
<tr>
<td>11 16-20 Apr</td>
<td>Biological Bases of Behaviour <em>Dr Stuart Cathcart</em></td>
<td>Tutorial 10</td>
<td></td>
</tr>
<tr>
<td>12 23-27 Apr</td>
<td>Research Presentations/Participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 30 Apr-4 May</td>
<td>Sensation and Perception <em>TBA</em></td>
<td>Tutorial 11</td>
<td>Weiten, Chapter 4</td>
</tr>
<tr>
<td>14</td>
<td>Learning <em>Dr Vikki Knott</em></td>
<td>Tutorial 12</td>
<td>Weiten, Chapter 6</td>
</tr>
</tbody>
</table>
7-11 May

* Tutorial topics and activities will be described in lectures with further detail posted on Moodle.

This unit will be co-delivered with Psychology 101G (8564)

**Staff consultation:** Students are encouraged to use the discussion forums on the Moodle site for this unit to raise questions they may have. Dr Knott and Miss McLaughlan will monitor posts at regular intervals through the week (weekends not included). Note that posts are NOT anonymous.

Dr Knott is available for course related queries that cannot be answered via Moodle on Fridays between 8am and 10am.

Please do not raise personal questions with lecturers prior to or after lectures as lectures are recorded. Instead, either visit the Course Convenor during her consultation time, or if necessary, contact her via email.

### 4: Unit Resources

**4a Lists of required texts/readings**

A package of texts is recommended for this course. Details of texts included in the package provided as follows:

2. PsykTrek3.0: A multi-media Introduction to Psychology.

These textbooks are available for purchase from the University Co-op Bookshop or online (see [http://www.coop-bookshop.com.au/bookshop](http://www.coop-bookshop.com.au/bookshop)).

**Package Cost:** $174.95 or $162.70 with Coop bookshop membership discount.

Individual items can also be purchased (for further details on costs see 6f). A small number of copies of each text will also be held in the library.

**4b Materials and equipment:** None

**4c Unit website:** Logon to the Psychology 101 Moodle site via the following URL: [http://learnonline.canberra.edu.au/course/view.php?id=7073](http://learnonline.canberra.edu.au/course/view.php?id=7073)
5: Assessment

5a Assessment overview

<table>
<thead>
<tr>
<th>Assessment item (including exams held in the exam period)</th>
<th>Due date of assignments</th>
<th>Weighting (total to equal 100%)</th>
<th>Addresses learning outcome(s)</th>
<th>Related generic skill(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflection (500 words)</td>
<td>On or before Friday, February 24, 5:00 pm (Week 3)</td>
<td>5%</td>
<td>1, 4</td>
<td>1, 2</td>
</tr>
<tr>
<td>Academic Skills Program Integrity Module</td>
<td>On or before Friday, March 9, 5:00pm (Week 5)</td>
<td>5%</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>*Article critique (1,500 words)</td>
<td>On or before Friday, April 13, 5:00pm (Week 10)</td>
<td>35%</td>
<td>1, 2, 3, 4</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Moodle Quizzes</td>
<td>Throughout the Semester</td>
<td>15%</td>
<td>1, 2, 3, 4</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Research Participation</td>
<td>On or before, Friday, May 11, 5:00pm (Week 14)</td>
<td>10%</td>
<td>1, 2, 3</td>
<td>2, 3</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Examination period</td>
<td>30%</td>
<td>1, 2, 3</td>
<td>1, 2, 3</td>
</tr>
</tbody>
</table>

Prior to submitting Article critique, students must satisfactorily complete the Academic Skills Program Integrity Module.

5b Details of each assessment item

**REFLECTION**

**Due on or before Friday, 24 February, 2012 5:00pm**

**5%**

**Background**

The purpose of this assignment is to assess the extent to which you are able to comprehend and reflect upon the content delivered within lectures.

The main aim of this assessment is to identify students at risk of under-performing at university due to impairments in literacy/writing skills.

**What you need to do**

In your own words, write a response of no more than 500 words (in total*) to the following questions:

1. Describe the different perspectives of Psychology.

2. Identify your favourite perspective and explain ‘why’.
You are NOT required to use additional readings. You may choose to write 250 words for each question, or alternatively you may choose to write more for one question than the other.

**Submission**

An electronic copy of your reflection must be submitted via Moodle by the due date/time to avoid late penalties. Submit your electronic submission to the Moodle Dropbox in Microsoft Word 1997-2003 format (.doc) or rich text format (.rtf). **You should aim to load your assignment at least an hour before it is due.** If you do not know how to submit your assignment electronically, please ensure that you allow ample time in order to receive help from Moodle support (https://learnonline.canberra.edu.au/studentSupport.php) or the Library services.

When submitting your assignment electronically, please ensure that you attach the electronic Faculty of Health assignment coversheet to the front of your essay. An electronic cover sheet will be available on the Moodle site for this unit.

**What it is worth**

5%

**Format**

MUST BE MICROSOFT WORD (.doc) or RTF (.rtf) format and double spaced.

**Extensions**

These cannot be granted via email. Do NOT email the Unit Convenor. Follow the instructions listed under the extensions heading in Section 5c.

**Late submissions**

For this assignment, late submissions (without an approved extension) will incur a 1% penalty per day. Note that a weekend will count as two days. Thus, after 5 days there will be no marks available for the assignment.

**Feedback and referral:**

Students who fail this assignment (i.e., receive a grade of less than 2.5) will be advised to seek assistance from the Academic Skills Centre (see: http://www.canberra.edu.au/studyskills). No individual or personalised feedback will be provided. Generic feedback will be available via Moodle approximately 3 weeks from the date of submission.

**Plagiarism**

Students plagiarising the work of other students, or copying material without acknowledgement from the Web, textbooks, journal articles or any other sources will be referred to the Associate Dean (Education) of the Faculty of Health who will decide on the penalty that will be applied. The penalty could result in a fail for the assignment and/or the unit.

To assist you with understanding what constitutes plagiarism, you are required as part of your assessment for this unit to
complete the Academic Integrity Module (AIM). This is available via Moodle for you to complete which is a **compulsory requirement for passing this course**. If you are in any doubt about what constitutes “plagiarism”, then please speak to the Course Convenor well before you submit your assignment.

**REFLECTION MARKING CRITERIA**
The reflection is worth 5% of your final mark for this unit. Reflections will be marked in accordance with the marking criteria detailed below. Marks allocated are shown in parenthesis.

1. **TASK COMPLETENESS**
   - Satisfies all requirements of the task; that is, the student answers both questions and provides only relevant information written in their own words (1 mark).

2. **UNDERSTANDING OF CONTENT**
   - Demonstrates an understanding of the content of Lecture 2 (Evolution in Psychology); that is, the student correctly identifies and describes perspectives in Psychology. The student also identifies their favourite perspective and articulates why this is the case (2 marks).

3. **PRESENTATION**
   - Responses are clear and easily understood; that is, the student is using correct grammar and syntax to express their ideas (2 marks).

Marks will be deducted for:
- reflections that are excessively over or under the word limit prescribed (1 Mark).
- late submission (1% per day including Saturdays and Sundays). That is, after 5 days no marks will be available.

**ACADEMIC INTEGRITY MODULE (AIM)**

The Academic Integrity Module (AIM) teaches you how to refer to sources ethically (i.e., avoid plagiarism) and appropriately in the context of this discipline. This is essential knowledge for success at university.

**What you need to do**
Click on the link to the Academic Integrity Module on the **Moodle site for this unit**. Work through the module and tackle the self test questions as you go. Then, go to the AIM quiz and complete the questions.

**You need to reach a score of at least 10/12 in order to pass the AIM module (multiple attempts are allowed).** You do not need to submit any result in hard copy form, but it is advised that you print a copy of your quiz result for your own records.

**What if you have completed the AIM module before or in another unit?**
If you have already completed the AIM module in another unit, you will still need to do so again for this unit via the Moodle site. Note that quiz comprises a random selection of questions.

**What it is worth**
Completion by the due date will result in students being allocated the full 5%
What if I complete it after the due date? Failing to successfully complete the quiz by the due date will result in no marks for this component of the course. Please note, however, that you will still need to score a minimum of 10/12 on the AIM quiz because this is a compulsory requirement for the course.

**ARTICLE CRITIQUE**

**DUE ON OR BEFORE, APRIL, 13 AT 5:00PM (WEEK 9)**

35%

**Background**

The purpose of this assignment is for students to develop ‘disciplinary specific literacy’. Students will need to demonstrate an understanding of the different kinds of articles and reports used to report psychological research. In addition, students will need to demonstrate an ability to engage critically with the content of the articles, using knowledge of psychology and research methods.

**What you need to do**

Students are required to select one of the articles (see below). These have been placed on E-Reserve (see link on Moodle).


OR


Students are required to prepare **paragraph responses** to the following questions.

1. What type of article is this?
2. Identify the major theory/or theories underpinning this research.
3. Did the researchers have any hypotheses? If so, please specify.
4. Provide a brief summary of the method used in this study (e.g. participants, measures, procedure and design).
5. Without referring to specific statistical terms, provide a brief description of the main findings reported within the Results section of the report.
6. Are the Author’s claims, as presented in the discussion, valid; that is, are claims made on the basis of the ‘actual findings’?
7. Describe the extent to which support for the theory or
theories underpinning the research was evident from the findings in this study.

8. What limitations of the study did the researchers specify and are these adequate? For example, are there additional limitations to this study?

9. What implications, if any, does this study have for the ‘real world’?

10. Briefly describe how you would address limitations when conducting future research.

* Please attend Lecture 4 as lecture content will be important in preparing appropriate responses. Also note that specific instruction on writing paragraphs will be provided by the Academic Skills Centre.

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**Submission**

An electronic copy of your assignment must be submitted via Moodle by the due date/time to avoid late penalties. Submit your electronic submission to the Moodle dropbox in Microsoft Word 1997-2003 format (.doc) or rich text format (.rtf). **You should aim to load your assignment at least an hour before it is due.** If you do not know how to submit your assignment electronically, please ensure that you allow ample time in order to receive help from Moodle support (https://learnonline.canberra.edu.au/studentSupport.php) or the Library services.

When submitting your assignment electronically, please ensure that you attach the electronic Faculty of Health assignment coversheet to the front of your essay. An electronic cover sheet will be available on the Moodle site for this unit.

**What it is worth**

35%

**Format**

MUST BE MICROSOFT WORD (.doc) or RTF (.rtf) format and **double spaced**.

**Extensions**

These cannot be granted via email. Do NOT email the Unit Convenor. Follow the instructions listed under the extensions heading in Section 5c.

**Late submissions**

For this assignment, late submissions (without an approved extension) will incur a 5% penalty per day. Note that a weekend will count as two days. Thus, after 7 days there will be no marks available for the assignment.

**Feedback and referral:**

Assignments will be returned electronically and both individual and generic feedback will be available via Moodle approximately 3 weeks from the date of submission. Individual feedback will include comments pertaining to your own work whereas generic feedback will relate to the performance of students overall. Late assignments, including those with an approved extension, will be marked within 3 weeks of receipt.
Plagiarism

Students plagiarising the work of other students, or copying material without acknowledgement from the Web, textbooks, journal articles or any other sources will be referred to the Associate Dean (Education) of the Faculty of Health who will decide on the penalty that will be applied. The penalty could result in a fail for the assignment and/or the unit.

To assist you with understanding what constitutes plagiarism, you are required as part of your assessment for this unit to complete the Academic Integrity Module (AIM). This is available via Moodle for you to complete which is a compulsory requirement for passing this course.

If you are in any doubt about what constitutes “plagiarism”, then please speak to the Course Convenor well before you submit your assignment.

ARTICLE CRITIQUE MARKING CRITERIA

This critique is worth 35% of your final mark for this unit. Marks will be awarded on the basis of accuracy of the content of answers, including evidence of critical engagement with the article chosen. Additional marks will be allocated on the basis of presentation (e.g., referencing, paragraph structure, grammar, spelling).

1. CONTENT

The following marks (shown in parenthesis) will be awarded for content correctness in response to each of the following questions:

1. What type of article is this? (1)
2. Identify the major theory/or theories underpinning this research. (3)
3. Did the researchers have any hypotheses? If so, please specify. (2)
4. Provide a brief summary of the method used in this study (e.g., participants, measures, procedure and experimental design). (3)
5. Without referring to specific statistical terms, provide a brief description of main findings reported within the Results section of the report. (3)
6. Are the Author’s claims, as presented in the discussion, valid (i.e., are they valid on the basis of the ‘actual findings’?). (3)
7. Describe the extent to which support for the theory or theories underpinning the research was evident from the findings in this study. (3)

2. CRITICAL ENGAGEMENT

The following questions will be marked according to the extent to which students demonstrate adequate engagement and critical analysis of the article.

8. What limitations of the study did the researchers specify and are these adequate. For example, are there additional limitations to this study? (4)
9. What implications, if any, does this study have for the ‘real world’? (4)
10. Briefly describe how you would address limitations when conducting future research. (4)
3. PRESENTATION

Other marks will be awarded for referencing, paragraph structure and presentation (grammar and spelling).

Referencing using APA Style (2)
Paragraph structure, grammar and spelling (3)

Marks will be deducted for:
- 3.5 marks will be deducted for assignments that are excessively over or under the word limit prescribed (i.e., greater than 10%).
- late submission (5% per day including Saturdays and Sundays). That is, after 7 days no marks will be available.

MOODLE QUIZZES THROUGHOUT SEMESTER

15%

What you need to do
This assessment item is designed for you to monitor your progress throughout the semester. It requires the completion of five online quizzes through Moodle.

Details of each quiz
Each quiz will:
- Consist of 10 randomly selected questions from a test bank for each topic
- Have a 15 minute time limit
- Be available for a limited time only (see schedule of available times and due dates on pages 12-13)
- Assess knowledge of content covered in the relevant lectures and readings

<table>
<thead>
<tr>
<th>Online quiz schedule</th>
<th>Quiz no.</th>
<th>Availability</th>
<th>Assessable content</th>
<th>Due by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Week 2</td>
<td>Evolution of Psychology</td>
<td>Friday 17 February, 5:00pm</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Week 3</td>
<td>Stress, Coping and Health</td>
<td>Friday, February 24, 5:00pm</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Week 4</td>
<td>Research Enterprise in Psychology</td>
<td>Friday, March 2, 5:00pm</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Week 5</td>
<td>Psychological Disorders</td>
<td>Friday, March 9, 5:00pm</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Week 7</td>
<td>Treatment of Psychological Disorders</td>
<td>Friday, March 23, 5:00pm</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Week 9</td>
<td>Motivation and Emotion</td>
<td>Friday, April 6, 5:00pm</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Week 11</td>
<td>Biological</td>
<td>Friday, April</td>
</tr>
</tbody>
</table>
Number of attempts

You may attempt each quiz once. No extensions are available.

What it is worth

Your best five scores will be included in an overall percentage of 15% toward your final grade. Thus, each quiz is worth 3%.

RESEARCH PARTICIPATION

DUE ON FRI, MAY 11, 5:00PM.

10%

Many staff members, honours and postgraduate research students require participants for their psychology research projects. In return for 3 hours participation in approved research projects this semester, you will receive 10% towards your total mark for this subject (or the appropriate pro-rata amount; for example, if you undertake only 1.5 hours of research participation, you will receive 5%).

Details of research participation opportunities/AND recording of participation

Honours and Masters students will provide a presentation of their research during the lecture scheduled for Week 12 (April 23). During this session you will receive information that will contribute to developing your knowledge of several topic areas of psychology and of research methods used in Psychology.

You will be provided with details on various projects available for participation and you can choose which ones you would prefer to participate in. Students/staff will provide specific details on how to participate and this and this information will also be posted on Moodle following the lecture in Week 12.

Your participation in research will be recorded by the Hons/Masters student or staff member. They will record the time spent in research participation alongside your student number. This information will be provided to the Course Convenor on or before the due date of Friday, May 11, 5:00pm. If you have not completed research participation by this time, you will be unable to receive 10% toward your grade.

What if you do more than 3 hours of research participation?

Students are able to complete additional research participation should they prefer. However, no additional credit will be provided.

What it is worth

10%

What to do if you do not want

Participation in research is encouraged, but participation is voluntary. If you feel unable to undertake research participation,
to participate a series of research assignments worth 10% in total may be offered as an alternative. Please contact the Unit Convenor via email for details. Note that the due date for this work to be completed is Friday, May 11, 5:00pm.

### FINAL EXAM

**EXAMINATION PERIOD (14 May – 1 June, 2012)**

<table>
<thead>
<tr>
<th>30%</th>
</tr>
</thead>
</table>

| What you have to do | Sit the final exam in the university examination period. |
| Exam content | All material in lectures, on-line tutorials, the textbook and any prescribed readings. |
| Exam format | The final exam will consist of multiple choice questions and will be 2 hours long. Further details of the exam will be provided during the final lecture. |
| What it is worth | 30% |
| What to bring | 2 pencils, eraser, sharpener, bottle of water |
| | No books, notes or calculators allowed |
| Results | Results will be available via Moodle when final grades are released by the university. |
| If you cannot sit the exam | Please note that ALL requests for deferred FINAL exams MUST be made via the examinations office. **The Unit Convenor cannot approve a deferred final exam.** |

### 5c Special assessment requirements

In order to pass this unit, students must attempt all assessment items and achieve an overall mark of at least 50% for this unit. **If you receive a mark in excess of 50% for this unit but have not completed all assessment items, you will fail this unit.**

**EXTENSIONS**

*Please read carefully BEFORE contacting your Unit Convenor for an extension.*

| Eligibility | Assignment extensions will only be granted in exceptional circumstances |
| What is required? | A completed “request for extension” form and supporting documentation. Extensions will not be granted without supporting documentation. |
| What documentation is acceptable? | Appropriate documentation for extension applications includes the following: |
| | • A medical certificate signed by a registered medical, dental or health practitioner. The certificate must contain the registered provider number, the duration of the student’s incapacity to study, and the date of consultation. |
| | • A death notice or other appropriate documentation for bereavement. |
**Where do I get the extension request form?**
Download a "Request for Extension" form Moodle.

**Where do I submit the extension request form?**
Fill out the form, **attach documentary evidence** and place in the Unit Convenor’s mailbox (outside of 3B41). DO NOT email the Unit Convenor to request an extension.

**When will I hear if my extension has been approved?**
You will receive an email from the Unit Convenor within 1 week advising whether your extension request is approved or declined.

**What grounds are not appropriate for requesting an extension?**
An extension will not be granted on the grounds of academic or employment workload, for undocumented issues, for illnesses lasting less than one week or for technical problems.

**What do I do if it is approved?**
If approved, the extension request form will be signed and available for collection from 3B25. **This form MUST be scanned and inserted into your uploaded submission.**

**Submission after the due date**
Assignments submitted after the due date, regardless of whether an extension was granted, will be returned at a later date than those submitted on time.

**Final deadline for submission**
The end of semester is the Friday of the last week of lectures. No written work will be accepted after this day unless an extension has been granted in writing before the end of semester. Such extensions will be granted only in exceptional circumstances.

**Extensions beyond the end of semester**
The Unit Convenor may grant an extension beyond the end of the semester **only until the first day of the examination period.** The Head of Centre must approve all extensions beyond this date before the end of semester. Such extensions will be granted only in exceptional circumstances.

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**5d Supplementary assessment**
Supplementary assessment is offered to students who fail this unit provided the student is in his/her final semester, this unit is required for course completion and the student has gained a final mark for this unit between 45 and 49%.

**5e Academic Integrity**
Students have a responsibility to uphold University standards on ethical scholarship. Good scholarship involves building on the work of others and use of others work must be acknowledged with proper attribution made. Cheating, plagiarism, and falsification of data are dishonest practices which contravene academic values.

**5f Text-matching software**
Text-matching software may be used for the electronic checking of plagiarism.

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**6: Student Responsibility**

**6a Workload**
The amount of time you will need to spend on study in this unit will depend on a number of factors including your prior knowledge, learning skill level and learning style. Nevertheless, in planning your time commitments you should note that for a 3cp unit the total notional workload over the semester or term is assumed to be 150 hours. These hours include time...
spent in classes and participation in on-line tutorials. The total workload for units of different credit point value should vary proportionally. For example, for a 6cp unit the total notional workload over a semester or term is assumed to be 300 hours.

6b **Special needs**
Students who need assistance in undertaking the unit because of disability or other circumstances should inform their Unit Convenor or UC AccessAbility (formerly the Disabilities Office) as soon as possible so the necessary arrangements can be made.

6c **Participation requirements**
Students are expected to attend lectures and participate in on-line tutorials.

6d **Withdrawal**
If you are planning to withdraw please discuss with your unit Convenor. Please see [this link](http://www.coop-bookshop.com.au/bookshop) for further information on deadlines.

6e **Required IT skills**
Students are expected to have basic IT skills in order to navigate Moodle. Regular access to Moodle is a requirement for students enrolled in this unit to enable access to announcements, discussion forums, completion of online quizzes and for online submission of assignments.

6f **Costs**
As described in section 4a, a package of texts is recommended for this course. This package is available for purchase from the University Co-op Bookshop or online (see [http://www.coop-bookshop.com.au/bookshop](http://www.coop-bookshop.com.au/bookshop)).

**Package Cost:** $174.95 or $162.70 with Coop bookshop membership discount.

Individual items can also be purchased.

Costs as follows (note price specified is without Co-op bookshop discount):

2. Cengage Now Access Card (i.e., for on-line resources): $87.95
3. PsykTrek3.0: A multi-media Introduction to Psychology. $42.95

6g **Work placements, internships or practicums:** Not Applicable
6h Additional information

Communication with staff and fellow students via Discussion Forums

During this course, we encourage you to engage in discussion and activities via forums on Moodle. Please be respectful to all participating in the forums by ensuring that you use appropriate forms of communication. For example, we discourage the use of ‘text talk’ and instead encourage the use of prose – that is, full sentences using appropriate grammar and spelling.

Email communication

The Course Convenor receives numerous emails each day. To assist with providing a timely response to all student queries, please assess the following before emailing:

a) Can the question be addressed via Moodle?
b) Is the Course Convenor the appropriate person to contact?
c) Is the information provided in the unit outline?

If the Course Convenor is the most appropriate person to contact then please observe the following:

a) Within the subject line, write: Psych101_Student.
b) Allow 3 to 4 working days for a response

c) Use appropriate language (not text style language)

7: Student Feedback

All students enrolled in this unit will have an opportunity to provide anonymous feedback on the unit at the end of the Semester via the Unit Satisfaction Survey (USS) which you can access by logging into MyUC via the UC homepage: http://www.canberra.edu.au/home/. Your lecturer may also invite you to provide more detailed feedback on their teaching through an anonymous questionnaire.

8: Authority of this Unit Outline

Any change to the information contained in Section 2 (Academic content), and Section 5 (Assessment) of this document, will only be made by the Unit Convenor if the written agreement of Head of Discipline and a majority of students has been obtained; and if written advice of the change is then provided on the unit site in the learning management system. If this is not possible, written advice of the change must be then forwarded to each student enrolled in the unit at their registered term address. Any individual student who believes him/herself to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convenor.