



NUI Galway  
OÉ Gaillimh

# First Arts Psychology

## A Guide for Students 2011-2012

This is an important document. Please bring it with you to tutorial sessions throughout the year. It includes useful guidelines for your modules, assignments and examination revision.

*The contribution of all members of staff in the School of Psychology is gratefully acknowledged.*

### School of Psychology

Disclaimer: While every effort is made to ensure that the contents of this *Manual* are accurate, the *Manual* is issued for guidance only. Students are referred to the University *General Calendar* for information on regulations regarding University courses.

Questions about the 1<sup>st</sup> Year Programme? Due to the very large numbers of students who take psychology, and the number of staff who are involved in delivery of the programme, we would request that you contact us in the first instance at the following e-mail address. [1bpsychology@nuigalway.ie](mailto:1bpsychology@nuigalway.ie). Your query will then be passed to the relevant staff member who will respond promptly.

## 1.0 Introduction

Psychology is the study of behaviour and mental processes, and includes individual and social, human and animal, normal and abnormal aspects. Most people find psychology intrinsically interesting. Even a little knowledge of psychology is useful in most career paths. Students might consider studying for a psychology degree if interested in: becoming a professional psychologist in an applied areas such as clinical psychology, the health services, education or industry; lecturing in psychology in a third-level college; carrying out psychological research in a university or other research centre; or improving their general education by studying an interesting and useful discipline with careers of a more general type in mind, for example, the media, information technology or management.

## 2.0 Degree Programmes in Psychology at NUI Galway

For full details please see the University Calendar.

### *Denominated BA in Psychology*

Students admitted to the **BA (Psychology) - CAO Code GY104** will take the subject *Psychology* in First Arts together with three other subjects. Having passed First Arts successfully, students will study *Psychology* as a stand-alone subject in Second and Final Arts. A further fifteen students will join the class in second year in accordance with regulations set out in the University Calendar. See below for further details. Students in this programme study Psychology only in their second and third years and acquire a qualification that is accredited by the Psychological Society of Ireland (PSI).

There are **fifteen (15) places** on the Denominated programme available to students of the BA (Omnibus) who complete *Psychology* at First Arts and who wish to transfer to the BA (Psychology) in Second Arts. Places will be decided on academic merit, based on the results of the First Sittings (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance, where the student must have passed First Arts by passing all four subjects. The order of results in the subject 'Psychology' attained at the First Arts Examination (Semester 1 & 2) shall determine the offer of Transfer places. Students wishing to compete for one of these 15 places must express this wish via a web-based system that will go 'live' in March 2011. Students will not be allowed repeat First Arts Psychology with a view to improving performance.

When offers are made during the summer after the examinations, **students are provided with a limited time (usually about 10 days) within which to respond**. If a student does not respond by the specified due date, this is taken by the School to mean that he or she is declining the place offered. Note that offers of places are sent by e-mail through blackboard to your NUI Galway e-mail address. It is your responsibility to monitor your NUI Galway e-mail throughout the year.

### *BA in Psychological Studies*

Students of the **BA (Omnibus) - CAO Code GY101 and the BA CONNECT programmes (CAO Code GY110, GY111, GY114, GY115)** who successfully complete *Psychology* at First Arts may proceed in Second Arts with the subject *Psychological Studies* and one other of the subjects completed at First Arts. There are limits in the numbers of students admitted to Second Arts in *Psychological Studies* (minimum 100). Places will be decided on academic merit, based on the results of the First Sitting (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance, where the student must have passed First Arts by passing all four subjects. The order of results in the subject 'Psychology' attained at the First Arts Examination (Semester 1 & 2) shall determine the offer of places in Second Year Psychological Studies. Students wishing to compete for one of these 100 places must express this wish via a web-based system that will go 'live' in March 2011. Again, when offers are made during the summer after the examinations, students are provided with a limited time (usually about 10 days) within which to respond. If a student does not respond by the specified due date, this is taken by the School to mean that he or she is declining the place offered.

The Higher Diploma (Conversion) is provided for students who have completed the BA in Psychological Studies. By combining this one-year diploma with a BA in Psychological Studies, students cover course content equivalent to that offered in the denominated BA programme. Numbers allowed onto the Higher Diploma are limited and entry is based on academic merit.

### 3.0 Overview of Year 2010-2011.

#### Semester 1:

Introductory week commences 12<sup>st</sup> September  
 Formal lectures commence 19<sup>th</sup> September  
 Teaching concludes 2<sup>nd</sup> December  
 Exam week 12<sup>th</sup> December to 16<sup>th</sup> December

#### Semester 2:

Teaching commences 9<sup>th</sup> January  
 Teaching concludes 30<sup>th</sup> March  
 Exam week 20<sup>th</sup> April-18<sup>th</sup> May

**Repeat Exams for Semester 1 15-18 May**

**Repeat Exams for Semester 2 22-25 May**

### 4.0 Timetables, Semester 1 & 2 (2010-11)

Due to the number of students taking 1<sup>st</sup> year psychology, the curriculum is delivered twice. Students with an ID number ending with an EVEN number take the GROUP EVEN (E) lectures. Students with an ID number ending with an ODD number take the GROUP ODD (O) lectures. Students must attend at the times designated for their group and periodic check of IDs will be carried out.

Table 1: Lecture times and venues for Groups Even and Odd (Semester 1 & 2)

	Lecture Times		Venue	
			Semester 1	Semester 2
Group Even (E) Introduction to Psychology (PS122 (Sem1) (PS124 (Sem2)).	Tuesday	12.00	O' Flaherty Theatre	-
	Tuesday	15.00	Cairnes Theatre	-
	Wednesday	16.00	Kirwan Theatre	-
	Monday	14.00	-	Kirwan Theatre
	Tuesday	16.00	-	Kirwan Theatre
	Wednesday	17.00	-	Kirwan Theatre
PS137 Introduction to Research Methods	Wednesday	18.00	O'Flaherty Theatre	O'Flaherty Theatre
<b>TUTORIAL TIMES FOR EVEN (Both semesters)</b>	See web site link on <a href="http://www.nuigalway.ie/psy/sub/web_db/1BA_tut_index.html">http://www.nuigalway.ie/psy/sub/web_db/1BA_tut_index.html</a>			
Group Odd (O) Introduction to Psychology (PS122(Sem1) PS124 (Sem2)).	Monday	16.00	Kirwan Theatre	Kirwan Theatre
	Wednesday	16.00	-	O' Flaherty Theatre
	Thursday	16.00	Kirwan Theatre	Kirwan Theatre
	Thursday	18.00	O' Flaherty Theatre	-
PS137 Introduction to Research Methods	Wednesday	16.00	O' Flaherty Theatre	-
	Thursday	18.00	-	O' Flaherty Theatre
<b>TUTORIAL TIMES FOR ODD (Both semesters)</b>	See web site link on <a href="http://www.nuigalway.ie/psy/sub/web_db/1BA_tut_index.html">http://www.nuigalway.ie/psy/sub/web_db/1BA_tut_index.html</a>			

## 5.0 Psychology Curricula/Modules

PS122 Introduction to Psychology I (Semester 1, 5 ECTS). This module covers Cognitive, Personality and Developmental Psychology and is assessed by mid-semester essay (40%), end-of-semester MCQ exam (60%).

PS124 Introduction to Psychology II (Semester 2, 5 ECTS). This module covers Biological and Social Psychology and the Psychology of Learning and is assessed by mid-semester essay (40%) and end-of-semester MCQ exam (60%).

PS137 Introduction to Research Methods (Semester 1 and 2, 5 ECTS). Delivered one hour a week for nine weeks in Semester 1 and 2 in lecture theatre. One continuous assessment in Semester 1 (40%), one in Semester 2 (40%), research participation (10%) and tutorial attendance in both semesters (10%).

### **PS122 Introduction to Psychology 1                      5 ECTS**

**Semester:** 1, 3 hours a week for 9 weeks.

**Module Coordinator:**

Chair, 1<sup>st</sup> Year Coordination Team (Dr. Kiran Sarma, 2010/2011).

**Lecturers (2010/2011):**

Dr. Denis O’Hora, Dr. Brian Hughes, Dr. Sinead Conneely.

**Description:**

This module provides students with an introduction to three key areas of psychology, Cognitive Psychology, Personality Psychology and Developmental Psychology. The areas covered in PS122 can change from year to year, so students are advised to check the School of Psychology website in early September of the year of study to ascertain the exact content for that year. Cognitive Psychology is the study of human cognition – the way we perceive, process and respond to the world around us. Personality Psychology attempts to build up a picture of the individual, based on his/her traits and characteristics, and how these characteristics shape cognition, behaviour and motivation. Finally, developmental psychology is concerned with the development of the individual across the lifespan. Together these three areas of psychology have made major contributions to our understanding of human behaviour.

**Module Objectives:**

- To provide a coherent overview of three key areas of psychological enquiry.
- To contribute to our understanding of human behaviour, cognition, motivation and emotion.
- To provide foundation knowledge that can facilitate more in-depth understanding later.

**Learning Objectives:**

- Students will understand what Cognitive Psychology, Personality Psychology and Developmental Psychology have to say about human behaviour, cognition, emotion and motivation.
- Students will have the ability to apply this understanding to an aspect of human behaviour they find particularly interesting.
- Students will be able to apply acquired knowledge to the kinds of actions they witness each day.
- Students will be able to review the literature and summarise it in essay format.

**Assessment:**

1 MCQ (60%) and 1 continuous assessment 1200 word essay (40%).

**Core Text:**

Martin, Carlson & Buskist (2010). Psychology (NUI Galway Edition, Kiran Sarma). Harlow: Pearson

**Bologna ECTS Calculation:**

Direction Tuition (lectures and tutorials)	24 hours
Independent Reading	40 hours
Completion of essay	16 hours
Exam Preparation	<u>20 hours</u>
<b>Total</b>	100 hours

**PS124 Introduction to Psychology 2                      5 ECTS**

**Semester:** 2, 3 hours a week for 9 weeks.

**Module Coordinator:**

Chair, 1<sup>st</sup> Year Coordination Team (Dr. Kiran Sarma, 2010/2011).

**Lecturers (2010/2011):**

Prof. Jack James. Ms. Anne Marie Keane, Dr. Michael Hogan.

**Description:**

This module provides students with an introduction to three key areas of psychology, Biological Psychology, Social Psychology, and the psychology of Learning. The areas covered in PS124 can change from year to year, so students are advised to check the School of Psychology website in early September of the year of study to ascertain the exact content for that year. Biological Psychology is concerned with the biological influences on human emotion and behaviour and the way that biology, psychology and the environment interact to shape human action. Social Psychology is the study of the individual and the way that situation (the environment) and disposition (the person) interact to determine behaviour. Finally, the psychology of learning deals with the processes leading to behavioural change, or the impact that learning has on our perceptions of the world and thus the way we behave. Together these three areas of psychology, and those covered in PS122, have made major contributions to our understanding of human behaviour.

**Module Objectives:**

- To provide a coherent overview of three key areas of psychological enquiry.
- To contribute to our understanding of human behaviour, cognition, motivation and emotion.
- To provide foundation knowledge that can facilitate more in-depth understanding later.

**Learning Objectives:**

- Students will understand what Biological Psychology, Social Psychology, and the Psychology of Learning have to say about human behaviour, cognition, emotion and motivation.
- Students will have the ability to apply this understanding to an aspect of human behaviour they find particularly interesting.
- Students will be able to apply acquired knowledge to the kinds of actions they witness each day.
- Students will be able to review the literature and summarise it in essay format.

**Assessment:**

1 MCQ (60%) and 1 continuous assessment 1200 word essay (40%).

**Core Text:**

Martin, Carlson & Buskist (2010). Psychology (NUI Galway Edition, Kiran Sarma). Harlow: Pearson

**Bologna ECTS Calculation:**

Direction Tuition (lectures and tutorials)	24 hours
Independent Reading	40 hours
Completion of essay	16 hours
Exam Preparation	<u>20 hours</u>
<b>Total</b>	100 hours

**PS137 Introduction to Research Methods**

**5 ECTs**

**Semester:** 1&2, 1 hour a week for 8 weeks in Semester 1 and 8 weeks in Semester 2.

Module Coordinator:  
Dr. Jane Walsh

Lecturers (2011/2012):  
Ms. Andrea Gibbons

**Description:**

This module provides students with an introduction to research methods in psychology. The goal of psychological research is to discover, describe and explain behaviour. To do this, methods need to be employed so that the results of any research can be both understood by others, and generalised to other situations. This is a gentle introduction to research methods, with the emphasis very much on introducing students to the different types of methods used to conduct research, and highlighting the importance of the scientific method to psychology.

The module is delivered across two semesters, during which time students will have an opportunity to complete two small experimental studies (most likely on-line).

**Module Objectives:**

Present a stimulating introduction to research methods in psychology

Provide students with basic knowledge of the methods used in psychological research to provide a strong foundation for future learning

**Learning Objectives:**

Upon completion of this course students should be able to:

- Name and define key concepts used in research methods
- Discuss the varying experimental methods used in psychological research
- Apply knowledge of the basic tools of statistics used in psychology to calculate such statistics as standard deviation and correlation coefficients
- Demonstrate a clear understanding of the importance of reliability, validity, and sampling to research
- Demonstrate an awareness of the ethical principles used by psychologists.

**Assessment:**

40% for Study 1 (research report), 40% for Study 2 (research report), 10% for research participation (explained in class), 10% for tutorial attendance (explained in class).

**Bologna ECTs Calculation:**

Direction Tuition (lectures and tutorials)	20 hours
Independent Reading	40 hours
Completion of Lab Report	30 hours
Research Participation	<u>5-10 hours</u>
<b>Total</b>	<b>100 hours</b>

**ECTS** is based on the fundamental idea that a student enrolled on a full-time programme should commit a commensurate amount of time and effort to their programmes of study. **It is expressed in terms of total number of hours of learning, teaching and assessment.** This therefore includes, in addition to formal teaching (eg. lectures, seminars, field trips, placements) and assessment (including continuous assessment and traditional examinations), other learning activities such as self-study, reading, revision, project work, etc

**Standard minimum number of ECTS per module: 5 ECTS (NUIG Learning, Teaching and Assessment Strategy 2008:6)**

**1 ECTS = typically, 20 hours**

**5 ECTS equals 100 hours of teaching and learning activity, based on 1 academic year (full-time) = 60 ECTS (1500 hours approx. per year)**

## **6.0 Core textbook**

Martin, G. N., Carlson, N. R. & Buskist, W. (2010). *Psychology*. 4<sup>th</sup> ed. Pearsons: London. The book retails at less than €40 in the University Bookshop. It is a special edition prepared for NUIGalway students. Dr. Kiran Sarma (first year coordination team) is listed as the NUIG contact on the front cover. A number of copies of the textbook are also held on desk reserve in the James Hardiman Library. Desk Reserve is located beside the main checkout desk on the ground floor of the library. Books held here may be borrowed on a 3-hour or 24-hour basis to allow for greater circulation among students.

## **7.0 Tutorials**

During the academic year, each student is expected to attend the tutorial sessions which are held every second week of semester. These sessions are designed to provide:

- opportunities for interactive learning and contact with staff in a small group setting
- an organizational framework for the preparation and submission of written assignments which will contribute a continuous assessment element to the First Arts examination
- an introduction to the laboratory dimension of psychology; and
- a chance of submitting requests for clarification of issues that arise in lectures, which will usually be channeled to the relevant lecturer

Tutorial groups of 20-25 students meet to discuss an assigned topic and its associated readings. The Tutorials Coordination (to be advised) will co-ordinate the tutorial/laboratory sessions. Tutorials will commence the week of October 3<sup>rd</sup> in Semester 1 and the week of January 16<sup>th</sup> in Semester 2. You sign-up for ONE of the tutorials, through the on-line system @ [http://www.nuigalway.ie/psy/sub/web\\_db/1BA\\_tut\\_index.html](http://www.nuigalway.ie/psy/sub/web_db/1BA_tut_index.html)

Please note that these times are reserved exclusively for psychology on the College of Arts timetable. Students choosing Sociology & Political Studies or IT should check their overall timetable to ensure that they do not have a lecture at 12.00 on Friday before signing up for this particular tutorial.

First Arts Psychology students are required to attend all tutorials. Record of attendance is kept by the tutor, and attendance accounts for 10% of the grade in PS137 Introduction to Research Methods.

If you miss a tutorial as a result of illness or for any other valid reason, you should give medical certification or an explanation in writing to your tutor.

## 8.0. Assessment deadlines

### Semester 1

PS122 Introduction to Psychology 1 – Essay deadline is November 3rd @ 16.00.

*The PS122 Essay title is:*

“These cows are small, but the ones out there are far away”. In this well known clip from Fr Ted, Ted makes a distinction between toy cows on a table between him and Dougal and cows that they can see through a window at a distance.

Given that both sets of cows might well have resulted in the same size image on a person’s retina, how would a person with normal perceptual abilities distinguish between the small cows and cows that are far away?

In your answer, describe binocular cues, monocular cues and constancies that might be at work and relate them to the problem at hand.

1200 words maximum.

PS137 Introduction to Research Methods – Lab report deadline is November 17<sup>th</sup> @ 16.00.

You will be introduced to the lab during Semester 1.

### Semester 2

PS124 Introduction to Psychology 2– Essay deadline is February 23<sup>rd</sup> 2011 @ 16.00.

The PS124 Essay title is:

Use classical conditioning principles to explain the development of phobias, and describe how systematic desensitisation can be used to overcome fears and phobias. Illustrate with an example/s.

1200 words maximum.

PS137 Introduction to Research – Lab report deadline is March 8<sup>th</sup> 2011 @ 16.00

You will be introduced to the requirements of this report during your training.

Unless there are acceptable mitigating circumstances, the late submission of assignments will incur the following penalties:

1-3 days	15%
4-6 days	30%
7-10 days	50%

If more than ten days late the student may need to complete an alternative assignment.

If you are having particular difficulty with any assignment, consult your tutor.

All assignments should be submitted at the office of Miriam Lohan, Administrative Assistant, School of Psychology, St. Anthony’s. There is a submission drop box outside Miriam’s office. In addition to this all assignments must be submitted through Turnitin.

## 9.0 Marking of Assignments

Assignments will be marked using the following grading system:

A	70% - 100%
B+	60% - 69%
B-	50% - 59%
C	45% - 49%
D	40% - 44%
E	0% - 39%

## 10. Psychology in Practice

In Week 10 and 11 of each Semester students will have an opportunity to attend a lecture by a psychologist working in a professional setting (Clinical Psychologist, Counseling Psychologist or Academic Psychologist for example). Attendance at these sessions is not compulsory, but if you are interested in a career in psychology it is highly recommend that you attend. In addition you may pick up useful first hand testimony that may be useful for the exams. Details of these sessions will be communicated to your during the semester.

## 11. The environment

In 2009 more than 700 students attended lectures in 1<sup>st</sup> Year psychology. You can imagine how much paper is used in the communication process. The School communicates with the students via student guides and other handouts. Students communicate with the School through essay assignments, laboratory assignments and exams. We have made a conscious effort to reduce the amount of paper that we use and would ask you to do the same. From our side we have reduced fonts, used single spacing, and removed lots of graphs and charts and generally summarized where we can! From your side, we would ask that you submit all assignments single spaced, but leaving enough of a margin that your tutors can write a commentary on your paper on that margin.

## 12. Plagiarism

It is expected that you will support your arguments by referring to previous research. Copying a passage straight from another source without acknowledging it, however, is considered plagiarism. Presenting another person's work as if it were your own is regarded as a serious academic offence for which you may be penalized by being given a reduced grade. This includes copying from published texts, text downloaded from the Internet, course notes or the work of other students.

Plagiarism will result in the severest penalties, which may include a mark of zero being awarded to your work and – if you have plagiarized the work of another student – to his or her work as well. It may also result in University disciplinary procedures beyond those administered by the School of Psychology. See the college website ([http://www.nuigalway.ie/celt/newsite/teaching.html#code\\_prac](http://www.nuigalway.ie/celt/newsite/teaching.html#code_prac)) for more detailed information on plagiarism.

## 13. Participation in Psychological Research

As part of their programme, First Arts Psychology students are invited to be participants in the research activities of the School of Psychology. Each student is invited to take part in the equivalent of five hours of psychological research which is worth 10% of their mark in PS137 (Introduction to Research Methods). International students who only attend for Semester 2, are invited to take part in 4 hours of research participation. Credit for participation is awarded in multiples of 30 minutes and the minimum credit for any one project is 30 minutes. Information about research participation will be provided in Semester 1. The Tutorials Coordinador (to be advised) coordinates the participation arrangements.

### Consent

While it is a course requirement that you make yourself available as a participant in research, you are free to choose the project(s) in which you take part. Your consent as a participant in any particular project is of paramount importance. Even after having made yourself available to participate in a particular project you are free to withdraw your consent and discontinue your participation at any time without penalty. If any student has reservations in principle, about participating in research projects he or she is invited to contact the Coordinator of First Arts Psychology (Dr. Kiran Sarma) to discuss the submission of an appropriate assignment as an alternative.

### Details of Research Projects

Computerized details of ongoing projects are updated every Friday on the school's experiment management system. This system is hosted online by Sona Systems. When the various classes of

participants and researchers have been set up, you will receive your login details. When you log in, you will be able to view available research projects, to arrange to participate in some of them, and to check your research participation credit status.

### Commencement of Research Projects

A small number of researchers seek participants early in Semester 1. The majority of projects, however, do not commence until late Semester 1 or early Semester 2. The deadline for accumulating credit for hours of participation is announced in Semester 2. You may participate only once in any given project, unless specifically requested by the researcher to participate again.

### Venue

Unless otherwise stated, you should meet the researcher in the Laboratory Building, Cois Abhann at the selected time. Some research may also take place in the PS137 sessions.

If, due to unforeseen circumstances, you are unable to attend at your selected time, please inform the researcher by phone, text, or e-mail.

### Credit for Participation

Although participation will be recorded electronically, it is important that you keep track of your own participation hours. The Research Participation Record Form is provided in the appendices of this booklet for that purpose.

The Research Participation Record Form is not for submission to the School but details of your participation, contained therein, are required should a query regarding your total credit arise.

### Debriefing Reports

For the information of participants, Debriefing Reports outlining the details of research projects, including their main findings, are posted on Blackboard at the end of Semester 2 and remain there during the summer months.

General queries regarding research participation should be e-mailed to the Tutorials Coordinator (to be advised)

## **14. RECHECKS & APPEALS**

The University provides a service for students to have their examination results re-checked. Students can also appeal their results. There are specific grounds as to why students may appeal their result. See the Exams Office website for more information: <http://www.nuigalway.ie/exams/>

## **15. INFORMATION**

### **First Arts Psychology Noticeboard**

The First Arts Psychology noticeboard is located on the first floor of the Arts Millennium building, outside the Fottrell Lecture Theatre. Please consult this noticeboard at the beginning of Semester 1 for details on ongoing School of Psychology activities. Thereafter, Blackboard will be used for all notices and postings.

### **Computer Skills**

1<sup>st</sup> Arts Psychology students are required to have word processing skills, to use e-mail, and to be capable of accessing Blackboard. Training courses in computer skills are provided by the university's Computer Services (ground floor at the back of the Arts Concourse) during the early weeks of Semester 1. Students are urged to avail of these courses to acquire or enhance the necessary computer skills.

## **Blackboard**

Blackboard is a *Virtual Learning Environment (VLE)*. It allows lecturers and tutors to establish an online presence for their university module. Students can access Blackboard by going to <http://blackboard.nuigalway.ie/>

Students can log into the new Blackboard system using their standard student ID and password (i.e. the same credentials as used to log into the PC Suites). Most of the lecturers post copies of the slides or transparencies they use during their lectures in the appropriate module folder on the Blackboard system.

It should be noted that, while the material may be of assistance to students in revising the course, it is no substitute for notes taken by students themselves during lectures, much less for regular lecture attendance.

*Please check Blackboard regularly for updates on course information.*

## **Contacting the School**

The offices of the School of Psychology are located on the first floor of St. Anthony's, Upper Newcastle & in the New Engineering building which is located between St. Anthony's and the main campus. A map of the campus is available at [www.nuigalway.ie](http://www.nuigalway.ie). The Clinical Psychology section is in Woodquay Court, Woodquay.

Due to the very large numbers of students who take psychology, and the number of staff who are involved in delivery of the programme, we would request that you contact us in the first instance at the following e-mail address. [1bapsychology@nuigalway.ie](mailto:1bapsychology@nuigalway.ie). Your query will then be passed to the relevant staff member who will respond promptly. Alternatively you can wait until your next tutorial session and put your question to the tutor.

Staff involved in 1<sup>st</sup> Year Programme

Ms. Miriam Lohan, Administrative Assistant, School of Psychology, St. Anthony's, NUI Galway. Tel: 091493454 (ext. 3454); E-mail: [miriam.lohan@nuigalway.ie](mailto:miriam.lohan@nuigalway.ie)

Dr. Michael Hogan, School of Psychology, St. Anthony's, NUI Galway, E-mail: [michael.hogan@nuigalway.ie](mailto:michael.hogan@nuigalway.ie)

Dr. Kiran Sarma, Chair, School of Psychology, Clinical Programme, 2<sup>nd</sup> Floor, Woodquay Court, Woodquay, Galway. E-mail: [kiran.sarma@nuigalway.ie](mailto:kiran.sarma@nuigalway.ie)

### *Office Hours and Appointments*

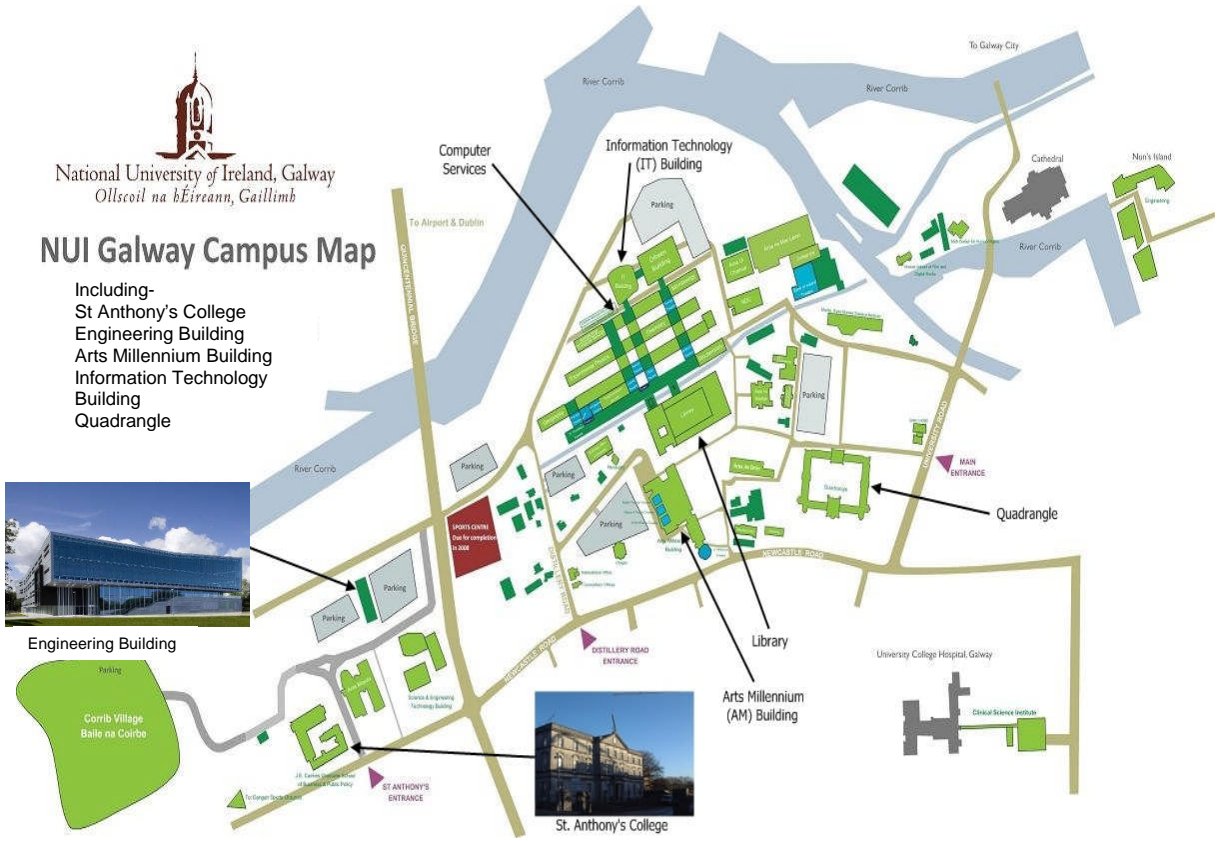
The office of the School of Psychology in Room 227, St. Anthony's College is staffed from 8.30 a.m. to 1.00 p.m. and from 2.15 p.m. to 4.30 p.m.

Members of academic staff are happy to be available to assist and advise students as much as possible. Their availability, however, is limited by their other duties. Apart from lecturing to First, Second and Third Arts students and to students taking taught postgraduate programmes, the staff have several other time-consuming commitments. These include pursuing their personal research and writing; supervising MA and PhD students and participating in regular seminars for them; attending regular meetings of the faculties and faculty committees; and lecturing on programmes provided by the college's Board of Extra-Mural Activities.

In these circumstances, students who wish to meet members of staff are invited to arrange appointments through the School Secretary, Miriam Lohan. Appointments should be requested by e-mail ([miriam.lohan@nuigalway.ie](mailto:miriam.lohan@nuigalway.ie)) or otherwise at least four days in advance; this arrangement will ensure that staff members can devote full attention to the student's queries or difficulties. Students may come to the office to make an appointment if they do not have access to e-mail. The secretary must be advised of any cancellation of an appointment the day before. Students should not contact members of staff at home.

## NUI Galway Campus Map

Including-  
St Anthony's College  
Engineering Building  
Arts Millennium Building  
Information Technology Building  
Quadrangle



# Appendix A: Completing Essay Assignments

A university student is expected to be able to use and produce information, rather than just memorizing it. Students are also expected to independently manage their own learning and proactively acquire information from a range of sources

## *Some Guidelines*

### Content

- Research the subject well before writing up the assignment. Refer to relevant textbooks, dictionaries and journals. Then check relevant internet sites.
- The Introduction is important. This is where you make your first impression on the reader/examiner. Beginning with a quotation, a definition or a short anecdote can capture the reader's attention.
- Each subsequent paragraph should deal with one of the issues you wish to address. The first sentence in a paragraph introduces what you wish to say. The rest of the paragraph then develops the issue or argument.
- There should be continuity and flow through the body of the essay to hold the reader's attention.
- Use references to research findings or other authorities to reinforce your argument and cite the name, date, and page number.
- Having addressed the issues or argument, summarize them in your conclusion. While it is important to sum up what has already been said, it is critical that you do not simply repeat your paragraph sentences. A good concluding statement can tie together, and mention specifically, all the main themes the essay has discussed in a slightly novel or original way and state where current thinking stands, if possible. This is your last opportunity to impress the reader / examiner. 'Go out with a bang rather than a whimper!'
- Details on APA (American Psychological Association) referencing format are provided later in this document.

### Presentation

- You need to submit one hard copy of your assignment and one electronic copy as directed by your tutor.
- No plastic covers or sleeves please. Print out the cover page as directed in class and simply staple the pages together in the top left-hand corner only. The cover page is available on Blackboard in the Assignments Folder for you to print out
- Do not personalize - use the third person  

*I will explore the value of this research using two examples. (incorrect)*  
*This assignment explores two examples. (correct)*
- Indent one tab space to indicate a new paragraph when using double spacing.
- When there is a word limit, do not waffle. Every word should add value. Indicate the word count on the front cover of the assignment, for example 1188 words.
- List five references you have consulted.
- Spell check, print out and proof-read. Even better, get a friend to read it. Make the necessary corrections and then print for submission. Keep a spare copy for reference and revision.

- Use single spacing to reduce the amount of paper used.
- Use a clear 12-point font (e.g. Tahoma, Times New Roman, Courier, Verdana, Comic Sans).

### Sources of Information

While specific texts are usually listed for each assignment, the following texts are available in the main library and provide excellent sources of information for first year students. Copies of each are on 3-hour desk reserve. Others copies may be available in the main library.

Bernstein D. A., Nash, P. W., Penner, L. A., Roy, E. J., & Clarke-Stewart, A. (2002).  
*Essentials of Psychology*. Boston: Houghton Mifflin.

Martin, G. N., Carlson, N. R. & Buskist, W. (2007). *Psychology*. 3rd ed. Harlow: Prentice Hall.

Santrock, J. W. (2003). *Psychology*, 7th ed. Boston, MA: McGraw-Hill.

Weiten, W. (2007). *Psychology: Themes and variations*, 7th ed. Belmont, CA: Thompson / Wadsworth.

**School of Psychology  
National University of Ireland, Galway**

**COURSEWORK COVER SHEET**

<b>Name of Student</b>	
<b>Student ID Number</b>	
<b>Module Title</b>	
<b>Title of Assignment</b>	
<b>Name of Tutor Responsible for the Assignment</b>	
<b>Tutorial Group</b>	
<b>Date Assignment Is Due To Be Submitted</b>	
<b>Actual Date of Submission</b>	
<b>Exact Word Count</b>	

**Checklist**

- ✓ Pages numbered
- ✓ References inserted
- ✓ One hard copy submitted / one electronic copy submitted to 'Turnitin'

**I declare that this work is entirely my own and that I have acknowledged the writings, ideas and work of others.**

**Furthermore I have not knowingly allowed another to copy my work.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix B: Referencing in Psychology

Psychology uses a different format to other disciplines (e.g. English, Sociology & Political Studies etc.). It has a unique style called 'APA' style. 'APA' stands for the American Psychological Association, who originally devised the format. Psychologists worldwide adopt this style. In psychology we use the term 'references' instead of 'bibliography' to describe the section in which we cite all the materials we consulted during our writing, and have cited in an essay/assignment.

**Reference List** – only citations that appear in your assignment are included in the reference list.

**Bibliography** – includes all books you have read in the course of your research on the topic which may have influenced what you have written. This may include material that is not cited in your assignment. Bibliographies are **not used in psychology**

Factual assertions based on research findings or other authorities should be substantiated by citing references. A reference in the text of the assignment is cited as follows: Surname(s) of author(s) and year of publication, placed within brackets, e.g. (Smith, 1998, p.17) or (Jones & Murphy, 2001, p.784).

If you are using a secondary source, cite it as illustrated in the following example:

Bjorklund's study (as cited in Weiten, 2001) ...

Then, in your References section you provide a full reference to Weiten (2001)

At the end of psychological reports and papers, references are **listed alphabetically**, observing the conventions of the APA, as illustrated in the following examples:

### *Books:*

Author's surname, Initial(s). (Year). Title of book, Place, Publisher.

Pallant, J. (2001). *SPSS survival manual*. Buckingham: Open University Press.

Weiten, W. (2001). *Psychology: Themes and variations*, 5th ed. Stamford, CT: Wadsworth.

Note also from the above example, as well as from those that follow, that the second and subsequent lines in the reference are indented.

### *Journal articles:*

Author's surname, Initial(s). (Year). Title of article (no capitalization except first word). Journal Title (italicized; each word capitalized), Journal Volume Number (italicized), start page-end page.

Stroop, J. R. (1935). Studies of interference in serial verbal reactions. *Journal of Experimental Psychology*, 18, 643-662.

### Referencing web-based articles:

Author's surname, Initial(s). (Year). Title of article (no capitalization except first word). Journal Title (italicized; each word capitalized), Journal Volume Number (italicized), start page-end page. Retrieval date, from URL.

VandenBos, G., Knapp, S. & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

### Referencing edited books

Editor's surname(s), Initial(s). (Year). *Title of book* (no capitalization except first word: italicized). Publisher's location: Name of Publisher.

Robinson, D. N. (Ed.). (1992). *Social discourse and moral judgement*. San Diego CA: Academic Press.

When reading and taking notes, get into the habit of recording where ideas or quotes come from. It is necessary to list all the sources you consult in the reference section attached to your completed assignment. If you have forgotten, go to the OPAC system in the library and get the information by author or title. It may be necessary to rearrange the information in accordance with the recommended APA conventions.

Three important rules:

**Pagination:** The reference section begins on a new page

**Heading:** 'References' (not bibliography); centred on first line

**Format:** Single spacing is used. The references, with hanging indent, begin on the line following the 'References' heading. Entries are organised alphabetically by surnames of first authors.

Please note, that account will be taken of how well or poorly you reference when your assignments are being evaluated.

## Appendix C. Writing the Laboratory Report

### Headings

Your laboratory report should be set out under the following headings:

#### Introduction

The Introduction opens with the broad topic being researched (what was this practical about?) and narrows down from looking at former research in the area to the specific class experiment (what question was this practical trying to answer?). Explain briefly each of the above. Write out the hypotheses at the end of this section.

#### Method

The method section describes how the research was carried out and usually includes sub-sections on the following:

- Participants: Number, gender and age range of participants
- Apparatus / Materials: Equipment and materials used in the experiment
- Procedure: A concise blow-by-blow account of the procedure that was followed

Based on your account, someone that was not there should be able to repeat the experiment such that all important details of their experiment are the same as yours. This is referred to as replication.

#### Results

The results section provides a statistical description of the findings. In a series of sentences, you indicate what you found and you incorporate tables if you think that they would enhance your account from the reader's point of view. You indicate which test(s) you used to analyze your data and the significance level obtained and how it relates to the 0.05 level.

This is a relatively short section reported in a scientific manner. Do not offer any interpretation of results here. Discussion of the results comes in the next section of the report.

#### Discussion

This is like a mirror image of the introduction. It starts narrow with reference to the results obtained in the class experiment. These are then related to the research reviewed in the introduction and finally to the broad umbrella topic. Confounding variables and extraneous variables should also be included, where appropriate. *What else do the findings imply?* Complete this section by indicating potential applications of the results in real life contexts, if appropriate. Suggest further research in the area if possible.

Many students write a very good report as far as the end of the results section, but fail to maintain the same high standard in the discussion. Allow yourself time and a sufficient word allowance to write a good discussion section.

#### References

These are listed, in alphabetical order, as in other assignments. Refer to the references page in this booklet for further details (see page 12). Note that the references for the Stroop experiment and the Flowers et al. experiment are provided during the laboratory tutorial. These journals are not available in the library.

#### General

Make sure that you know the boundaries between each section and skip only one line when you move between one section and the next.

The best grades go to those who not only describe the research, but also interpret the results and show how the benefits have been applied.

## Appendix D: Psychology Assignment Marking Criteria

Student name \_\_\_\_\_ ID number \_\_\_\_\_ Tutor \_\_\_\_\_

Marking Sheet	Excellent	Good	Satisfactory	Needs More Work	Needs Much More Work
<p><b>Format/Presentation – 15%</b></p> <p>Single spaced, paragraphs correctly indented, within designated word count, cover page with correct information, 12 point font, typed, stapled</p>					
<p><b>Language/Written Expression – 20%</b></p> <p>Ideas are clearly expressed, language appropriately used, spelling and grammar checked, punctuation. Clear introduction, body, and conclusion</p>					
<p><b>Content – 50%</b></p> <p>Directly addresses the question Relevant examples used Evidence of critical thought Demonstrated understanding of concepts Relevant terms defined/explained where appropriate</p>					
<p><b>References/Citations – 15%</b></p> <p>Citations/References included where necessary, formatting of citations in text, and reference section done in APA format. Appropriate integration of quotes / ideas in text.</p>					
<p><b>Comments:</b></p>	Out of 100				Grade

