

First Year Psychology: PS1001 & PS1002

2011 – 2012



MODULE HANDBOOK

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Paula Miles (Course Controller)

pjm11@st-andrews.ac.uk

Office Hours: Thursday 9:00am-11:00am, Room: 0.52

MODULE HANDBOOK: First Year Psychology (PS1001 & PS1002)

1. INTRODUCTION

Welcome to the first year psychology course. We hope that you will enjoy the course as much as we enjoy bringing it to you! This handbook is your guide to the first year course. It provides important information about the content of the course, the schedule of lectures and labs, how the course is assessed, key contacts within the School of Psychology, and general admin and rules regarding studies at The University of St Andrews.

I am available to help with any queries or problems you may have regarding the course. Please don't hesitate to contact me. My details are as follows:

Paula Miles (Course Controller): pjm11@st-andrews.ac.uk, Rm 0.52 School of Psychology, Office Hours: Thursday 9:00 – 11:00am.

Modern Psychology

Misconceptions about the nature of modern Psychology abound, and its popular image is still often that of Freudian Psychoanalysis, and the treatment of pathology. In fact to deal with issues surrounding mental health it is necessary to understand how the *ordinary person* and the *ordinary mind* work, and the discoveries made by a scientific approach to these issues over the last few decades constitute a major part of the Psychology taught at St Andrews, as in most modern Psychology departments.

Thus the first year course includes the answers yielded by scientific methods applied to a variety of questions such as: "how do we remember things?", "what are the roles of inheritance and experience in determining mental abilities?", "how do nerves transmit information?", "how do we perceive colour?", and "why does conflict occur between social groups?", as well as questions about pathology, like "how does brain damage affect memory?"

Course Content

The aims of first year Psychology are:

- a) Familiarity with a wide range of the theoretical and empirical underpinnings of modern psychology, through the detailed study of classic and contemporary literature;
- b) A solid grounding in the empirical approach to provide the necessary basis for conducting research in psychology;
- c) An appreciation of the diversity of psychology and its practical applications in modern society.

Psychology Courses at St Andrews

Psychology can be taken as a first year subject in either Arts or Science Faculties. The first year Psychology modules can form an interesting and useful component of an Honours degree in many subjects and can also be taken at any stage of an ordinary degree. More advanced modules can be taken in second year and students who do well in these can go on to take the two-year Honours Psychology programme, either as a single subject or jointly with one of a wide range of alternatives.

Subsequent Careers

A Single Honours degree in Psychology (and some Joint Honours degrees with other subjects) is recognised by the British Psychological Society as a professional qualification in psychology. This provides openings to a wide range of careers in health and social welfare (Clinical Psychology, Educational Psychology, Social Work, etc.).

For further information about careers you can contact:

The British Psychological Society

St Andrews House

48 Princess Road East, LEICESTER, LE1 7DR

web: <http://www.bps.org.uk/>

email: enquiries@bps.org.uk

ph: 0116 2549568

2. GENERAL ADMINISTRATION

Please read and become familiar with the following sections as they provide specific information relating to our course, incorporating important information from the University of St Andrews Student Handbook. For full details covered in the Student Handbook please see: <http://www.st-andrews.ac.uk/studenthandbook/>.

Absence Reporting

If you have missed any timetabled classes/events, you must complete and submit a Self Certificate of Absence form as soon as possible. This is available via e-Vision and the completed form should be submitted in accordance with the instructions given. You are advised to retain a copy of the form annotated with the date submitted. For full details please see: <http://www.st-andrews.ac.uk/students/rules/selfcertification/>.

Monitoring of absences will be undertaken in accordance with the regulations on *Academic Alert* and students who submit three self-certificates in a semester may be referred to the Academic Support Adviser or Student Services.

Academic Alert

Academic Alerts were introduced in 2010-11 as a way of helping students who are having trouble coping with their studies; such as missing deadlines for handing in work, or missing compulsory tutorials. The aim of the Alert system is to help students by flagging up problems before they seriously affect students' grades. Academic Alerts will be issued by email from either the Director of Teaching, Module Co-ordinator or School administrator and will tell students what is wrong and what they are required to do (e.g. attend classes in future). The Alerts will also tell students what support the University can offer. If students do not take the action required they will get another Alert, and eventually will automatically get a grade of zero and will fail that module.

The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Alerts will never appear on a student's permanent transcript. For more information on Academic Alerts and details on how the categories work, see www.st-andrews.ac.uk/staff/policy/tlac/attendance/academicalerts/.

Students should note that the compulsory module elements for PS1001 and PS1002 are:

- 1) attendance at all lab classes;**
- 2) completing and submitting all continuous assessments;**
- 3) obtaining an average grade of at least 7 across the continuous assessment; and**
- 4) passing the final examination.**

Academic Prizes: Deans' List

This is an annual award for academic excellence, promoted by the four Deans of the University. Undergraduate students who achieve an outstanding overall result in the course of an academic year have their names inscribed on the Deans' List, an honour which will also appear on your University transcript. The criteria for the award are strict. Only students taking no fewer than 120 credits counting towards an approved degree programme over the course of an academic year will be eligible and all credits have to be taken within the four Faculties of the University of St Andrews. Study abroad is excluded from the scheme, although incoming students from other universities will be eligible, provided they meet all other criteria. Any student who meets all the criteria and who obtains a credit-weighted mean grade of 16.5 or above for the year will be recorded on the Deans' List. The rules will be adapted for part-time students, who must achieve the minimum credit-weighted mean of 16.5 in 120 credits taken part-time over no more than three academic sessions. Full details of all the criteria and conditions for the Deans' List are available at www.st-andrews.ac.uk/administration/schools/deans/deanslist/.

Feedback and Academic Audit

In order to pursue our goal of providing high quality teaching, we collect regular feedback from students. This takes two main forms:

(i) Student representatives (one Arts student and one Science student), elected by you, attend the Staff Student Consultative Committee meetings twice each semester. (A representative of the Psychology society also attends these meetings.) At these, student concerns are discussed and where appropriate the issues are passed to a meeting of the School of Psychology Staff Council for debate the following week. Minutes of the Staff Student Consultative Committee are made available on the first year notice-board, are automatically passed to the Deans of Faculties, and its role is taken seriously.

(ii) A formal University Audit questionnaire is administered at the end of each semester. The information generated by this audit is processed and discussed within the School and scrutinized centrally within the University.

Health and Safety

A first-aid box is located in the School Office and at the Janitor's desk. Notices are posted throughout the School indicating who the current First Aiders are and how to contact them. Notices are also displayed detailing your exit routes and assembly points in the event of fire. All students should familiarise themselves with this information. The School Safety Officer is *Mary Latimer*. Any hazards or safety-related incidents should be reported to the School Safety Officer or the School Office immediately. Students are reminded that the misuse of any Safety, Fire or First Aid equipment will result in discipline.

Disability Support

If for disability reasons you require support, for example; teaching and exam arrangements, please contact the Disability Team from the link below. Student Services provides support for a wide range of disabilities such as; Learning difficulties, visual and hearing impairments, mobility difficulties, Aspergers, mental health, long standing medical conditions and much more. www.st-andrews.ac.uk/studenthandbook/diversity/disabilities/.

School President

The School of Psychology Student President is Sarah Marxer (email: sm963).

Key Dates

(NB: Orientation Week and Reading Week are integral parts of the University semester, and students are expected to devote these periods to their studies. Students are also expected to be available for the entire examination period.)

Semester 1: Martinmas Semester (Monday 26 September 2011 - Friday 20 January 2012)

Week	Week beginning	Events
Oreintation	Monday 19 September 2011	Orientation Week Events
Week 1	Monday 26 September 2011	Teaching begins (Monday 26)
Week 2	Monday 3 October 2011	
Week 3	Monday 10 October 2011	
Week 4	Monday 17 October 2011	
Week 5	Monday 24 October 2011	
Week 6	Monday 31 October 2011	
Week 7	Monday 7 November 2011	Reading week
Week 8	Monday 14 November 2011	
Week 9	Monday 21 November 2011	Raisin Monday - classes as normal (Monday 21)
Week 10	Monday 28 November 2011	St Andrews Day Graduation No teaching all day (Wednesday 30)
Week 11	Monday 5 December 2011	
Week 12	Monday 12 December 2011	Christmas vacation begins on Saturday 17. No classes for 2 weeks.
Week 13	Monday 2 January 2012	Revision period begins (Wednesday 4)
Week 14	Monday 9 January 2012	Examinations begin (Tuesday 10)
Week 15	Monday 16 January 2012	Examinations end (Friday 20)
Inter-semester	Monday 23 January 2012	No classes for 2 weeks

Semester 2: Candlemas Semester (Monday 6 February 2012 - Friday 25 May 2012)

Week	Week beginning	Events
Week 1	Monday 6 February 2012	Teaching begins (Monday 6)
Week 2	Monday 13 February 2012	
Week 3	Monday 20 February 2012	
Week 4	Monday 27 February 2012	
Week 5	Monday 5 March 2012	
Week 6	Monday 12 March 2012	
Week 7	Monday 19 March 2012	Spring vacation begins on Saturday 24. No classes for 2 weeks.
Week 8	Monday 9 April 2012	Teaching resumes (Monday 9)
Week 9	Monday 16 April 2012	
Week 10	Monday 23 April 2012	
Week 11	Monday 30 April 2012	Revision period begins (Saturday 5)
Week 12	Monday 7 May 2012	May Day holiday - no teaching (Monday 7) Examinations begin (Saturday 12)
Week 13	Monday 14 May 2012	Examinations continue
Week 14	Monday 21 May 2012	Examinations end (Thursday 24)

Key Contact Information

Position	Name	Telephone (01334) (46)	Email (@st-andrews.ac.uk)
First Year Course Controller	Mrs. Paula Miles	2089	pjm11
Head of School	Prof. Verity Brown	2071	vjb
Deputy Head of School	Prof. Richard Byrne	2051	rwb
Director of Teaching	Dr. Gerry Quinn (sem. 1) Dr. Juan Carlos Gomez (sem. 2)	2068 2059	jgq jg5
Director of Research	Prof. Richard Byrne (sem. 1) Dr. Gillian Brown (sem. 2)	2051 3041	rwb grb4
Disability Officer	Dr. Mike Oram	2062	mwo
Examinations Officer	Dr. Peter Foldiak	2087	pf2
Health & Safety Officer	Mrs. Mary Latimer	2052	ml4
Sub-Honours Advisers: Science	Mr. Paul Gardner Dr. Gerry Quinn	2075 2068	plg jgq
Sub-Honours Advisers: Arts	Dr. Sana Sheikh Dr. Dhanraj Vishwanath	2035 2074	ss96 dv10
SONA: Research Participation System	Dr. Sana Sheikh	2035	ss96 or psychsona

Additional Contact Information

School Office: Monday – Friday, 8:45am – 5:00pm, Ph: 2072
Student support and guidance advice: http://www.st-andrews.ac.uk/students/advice/
Reporting absence from classes and exams: http://www.st-andrews.ac.uk/students/rules/selfcertification/

Notice Board and Virtual Learning Environments

The main notice board for First Year Psychology is in the entrance hall of the School of Psychology. This will be used for posting your times of labs, contact details for your student representatives and other notices: keep an eye on it. You can get further details about psychology courses and the School of Psychology at our web site: <http://psy.st-and.ac.uk/>. Individual marks, useful resources, lecture notes etc., will be provided via Moodle and MMS – virtual learning environments which you will be introduced to during the academic session.

Progression Thresholds

Successful progression to second year psychology modules requires a pass in both PS1001 and PS1002 (i.e., a minimum of 7 in each module).

Obtaining at least a grade 11 in both semesters in **second year** modules PS2001 and PS2002 guarantees you access to Honours level Psychology; students with grades lower than this may not be permitted to take Honours Psychology.

A Final Thought

We very much want you to enjoy the course and make the most of it. Some of the course will, by necessity, be intellectually demanding as you would expect but we would like you to feel able to consult a member of staff if you are experiencing difficulties. We are here to help! Good luck in your studies & we look forward to seeing you at graduation in four years time!

3. LECTURES

First Year Psychology is taught in two modules (PS1001 in Semester 1 and PS1002 in Semester 2). It is the objective of each module to provide introductory education in three component lecture courses spanning the major areas of Psychology. Integrated into the lecture course are the Methods lectures, which will provide you with the background for practical classes. It is strongly recommended that you attend lectures. The reading, which is encouraged, is supplementary and does not replace attendance at lectures.

Location

Purdie Lecture Theatre A, Chemistry, North Haugh.

Time

12.10pm – 12.55pm (Monday, Wednesday, Thursday and Friday).

Timetable (Please note that the timetable may be subject to change)

	Week	Mon	Tues	Wed	Thurs	Fri	
Sem. 1 PS1001	Sept 26	Welcome		Head of School	Social	Social	
	Oct 3	Methods		Methods	Social	Social	
	Oct 10	Social		Social	Social	Social	
	Oct 17	Social		Methods	Social	Social	
	Oct 24	Social		Memory & Cog	Memory & Cog	Memory & Cog	
	Oct 31	Memory & Cognition		Memory & Cog	Memory & Cog	Memory & Cog	
	Nov 7	<i>Reading week – no classes</i>					
	Nov 14	Memory & Cognition		Memory & Cog	Memory & Cog	Methods	
	Nov 21	Memory & Cognition		Methods	Memory & Cog	Perception	
	Nov 28	Perception		<i>Graduation</i>	Perception	Perception	
	Dec 5	Perception		Perception	Perception	Perception	
	Dec 12	Perception		Perception	Perception	Perception	
	Dec 19	<i>Holidays</i>					
	Dec 26	<i>Holidays</i>					
	Jan 2	<i>Revision week</i>					
	Jan 9	<i>Exams</i>					
	Jan 16	<i>Exams (conclude 20 Jan 2012)</i>					
Sem. 2 PS1002	Feb 6	Welcome		Developmental	Developmental	Developmental	
	Feb 13	Developmental		Methods	Developmental	Developmental	
	Feb 20	Developmental		Developmental	Developmental	Developmental	
	Feb 27	Developmental		Methods	Developmental	Developmental	
	March 5	Neuroscience		Methods	Neuroscience	Neuroscience	
	March 12	Neuroscience		Neuroscience	Neuroscience	Neuroscience	
	March 19	Neuroscience		Methods	Neuroscience	Neuroscience	
	March 26	<i>Holidays</i>					
	April 2	<i>Holidays</i>					
	April 9	Neuroscience		Neuroscience	Neuroscience	Evolutionary	
	April 16	Evolutionary		Evolutionary	Evolutionary	Evolutionary	
	April 23	Evolutionary		Evolutionary	Evolutionary	Evolutionary	
	April 30	Evolutionary		Evolutionary	Evolutionary	Evolutionary	
	May 7	<i>May Day – no classes</i>		<i>Revision Week</i>			
	May 14	<i>Exams</i>					
	May 21	<i>Exams (conclude 24 May 2012)</i>					

Content Summaries

PS1001 (First Semester)

Social Psychology (Prof. Stephen Reicher)

Social Psychology is concerned with the way in which social contexts shape human understanding and action. It traces the way these processes operate at several levels of human interaction: between individuals, within groups and between different groups. This course will start by looking at the classic studies which have shaped the modern discipline and will then address a series of topics that illustrate different levels of interaction. These will include helping behaviour, social influence and conformity, prejudice and discrimination, crowd action and mass violence.

Memory and Cognition (Dr. Barbara Dritschel)

How do we remember information? How do we comprehend language and produce language? How do we solve problems and reason about risk? How do we carry out two activities at the same time? These are the types of fundamental questions that are examined in cognitive psychology. Using a variety of approaches ranging from practical experiments to discussion of published articles, the lectures will investigate these fascinating questions. At the end of the course you should have a better understanding of how the mind operates.

Perception (Dr. Dhanraj Vishwanath)

All the information we have about the world outside us reaches us through our senses. Without this information, other aspects of behavior such as thinking, language and social interaction would be impossible. The study of perception is concerned with how sensory information is selected, analyzed and interpreted by the brain. In human's, the most extensively studied sense is vision. The lectures in this module will examine how the complex and unstructured pattern of light that reaches our eyes is transformed into the stable world of meaningful objects that we perceive. We will study the evolution, biology, and psychology of seeing.

PS1002 (Second Semester)

Developmental Psychology (Dr. Juan Carlos Gomez)

Humans are not born as finished organisms. They have to undergo a process of physical growth and psychological development to become adult, mature organisms. Developmental psychology studies how this development takes place. However, it is not merely a description of how behaviour changes with age, but an attempt to explain and understand the principles and mechanisms underlying these changes. This course component will address the main theoretical approaches to the understanding of child development, exploring examples from different developmental domains such as language, social cognition, emotions, and intelligence.

Cognitive and Behavioural Neuroscience (Dr. Angie Kehagia and Dr. Clare Jonas)

Increasingly over the last two decades, cognitive and behavioural processes that have always been of interest to psychologists have been analysed in terms of the brain processes that underlie them. It is important therefore for students of psychology to understand brain structure and functions. This part of the module will begin to examine the structure of the brain – its constituent cells and its anatomical structure – as well as how the brain works to create and regulate such diverse processes as, for example, emotion, learning and memory.

Evolutionary approaches to Psychology (Dr. Gillian Brown)

Evolutionary theory is one the most far-reaching and inspiring scientific ideas, and the application of this theory has greatly enhanced our understanding of the natural world. However, applying evolutionary theory to human behaviour and cognition has a controversial history, and researchers disagree on how best to view the human mind from an evolutionary perspective. This section of the course will provide a short introduction to evolutionary theory, describe modern approaches to the study of human behaviour (including human behavioural ecology, evolutionary psychology, cultural evolution and gene-culture co-evolution) and examine how these alternative perspectives might be integrated to form a more complete understanding of the human mind.

Reading Material

Students will probably find the texts recommended by lecturers worthwhile to buy. If you are worried about cost, these do tend to keep their resale value. The recommended textbook which matches up with quite a lot of the class content and gives an overview of the subject of psychology in general is: *Psychology (4th Ed.)* by Martin, Carlson, & Buskist, 2010, Allyn & Bacon, Pearson Education Ltd. This edition of the textbook has recently been published but second hand copies are available. In addition to this, the 3rd edition of this text is adequate. (Please note: any page numbers given in the lectures will be from the 4th edition of the textbook and therefore won't match up with the 3rd edition of the book). Other texts referred to in the lectures, as well as the text referred to above, are available in the Main Library.

4. LABORATORIES

To provide training for the research element of psychology, both PS1001 and PS1002 modules involve a specialised Methodology and Practical course that runs parallel to the lecture courses and illustrates the different measurement techniques and statistics appropriate to the different areas of psychology. The objective of this course is to introduce methods of scientific research including experimental design, analysis and interpretation of results. In addition, it aims to teach the basic writing skills involved in objective reports of scientific research.

Location

Seminar Room 1.00, School of Psychology, St. Mary's Quad (go into the main foyer of the School of Psychology and head towards the large staircase, turn left into the corridor before the staircase and it is the third door on the left).

Time

Your lab time will be assigned in Week 1 of Semester 1 and posted on the First Year notice board in the School of Psychology foyer. If you have been assigned to a lab time that you cannot attend, you must email Paula Miles (pjm11) to arrange a different time.

Day	Group	Time
Monday	1	10:00am -12:00pm
Monday	2	2:00pm -4:00pm
Monday	3	4:00pm -6:00pm
Tuesday	4	9:00am -11:00am
Tuesday	5	11:00am -1:00pm
Tuesday	6	2:00pm -4:00pm

Timetable (Please note that the timetable may be subject to change)

Laboratories begin in the second week of each Semester.

	Week	Lab Topics
Sem. 1 PS1001	Sept 26	<i>No Lab Class</i>
	Oct 3	Introducing Research (Part A)
	Oct 10	Introducing Research (Part B) & Library Workshop
	Oct 17	Social Practical & Report Writing (Part A)
	Oct 24	Descriptive Statistics
	Oct 31	Research Design Workshop & Excel Workshop
	Nov 7	<i>Reading week – no classes</i>
	Nov 14	Memory and Cognition Practical & Report Writing (Part B)
	Nov 21	<i>No Lab Class</i>
	Nov 28	Between-Subjects and Within-Subjects T-tests
	Dec 5	Perception Practical & Review
	Dec 12	PS1001 Methodology / Lab Test
	Dec 19	<i>Holidays</i>
	Dec 26	<i>Holidays</i>
	Jan 2	<i>Revision week</i>
	Jan 19	<i>Exams (begin 12 Jan 2011)</i>
	Jan 16	<i>Exams (conclude 21 Jan 2011)</i>
Sem. 2 PS1002	Feb 6	<i>No Lab Class</i>
	Feb 13	Wilcoxon T-Test
	Feb 20	Mann-Whitney U Test
	Feb 27	Developmental Psychology Practical
	March 5	Reliability and Validity
	March 12	Chi-square
	March 19	Neuroscience Practical
	March 26	<i>Holidays</i>
	April 2	<i>Holidays</i>
	April 9	Correlation & Linear Regression
	April 16	Evolutionary Psychology Practical & Report Writing Review
	April 23	Review
	April 30	PS1002 Methodology / Lab Test
	May 7	<i>Revision week - Exams (begin 12 May 2012)</i>
	May 14	<i>Exams</i>
May 21	<i>Exams (conclude 24 May 2012)</i>	

Aims and Objectives of the Lab Course

a) This course is intended to provide you with an introduction to a variety of psychological topics through the use of experiments, demonstrations, videos, and class discussions. These are related to topics introduced in the lectures and will complement the information presented therein.

b) The practical course will teach you how to do psychology. Most psychological theories, certainly nowadays, are based upon rigorous experimental research. It is therefore of the utmost importance that you learn the rudiments of experimental design and statistical analysis in order to fully understand the basis of the material covered in lectures, and be able to critically appraise your reading material.

c) Many students moan about the fact that they have come to learn psychology and not statistics, but you must understand from the beginning of your course what modern psychology is all about: psychologists run experiments and studies and analyse data; they do not just dream up theories in their heads without testing them. Furthermore, the statistics we teach will be put in the context of psychological research, and it will certainly not require you to be a mathematical genius!

d) You might question why you should have to learn these techniques when there are so many computer software packages capable of doing statistical analysis. The reason is that a computer statistics package is just a tool - in order to use it effectively, you must understand what you are doing. Computers do not think, and they will happily do any sort of analysis you ask them to, even if it is inappropriate for your data. So you must learn the basic theory behind the tests so that you know which ones you should be using, and how to apply them correctly. In addition, there are certain instances (e.g. if you have a very small sample size) when the formulae used in the computer packages may be incorrect.

e) You will be given the experience of collecting psychological data and some feeling for the methodological problems involved in asking a question and designing an experiment to answer it. You will also learn how to apply elementary statistical procedures to summarise your data and evaluate the results. The course continues in the same manner through second year. In Junior Honours, groups of students work together to design their own experiment, find subjects, collect and analyse the data and finally write up the report as part of the assessed work in third year.

Lab Manual and Suggested Reading

Lab Manuals will be given to you at your first lab. You should then bring this manual with you to every practical session as there are sections in the manual that you will need to complete during class, along with exercises/examples that we will work through. You should also bring a calculator to lab classes.

The core statistics book is *Introduction to Statistics in Psychology (5th Ed.)* by Howitt & Cramer, 2011, Prentice Hall, Pearson Education Ltd., and is available online via the library website (at no charge).

Attendance at Laboratories

Attendance at all laboratory classes is **compulsory** and will be checked by **register** at the start of each class. It is your responsibility to ensure that your presence at a practical has been recorded.

Each student must attend their allocated time. If you cannot attend a lab at your usual time, try to contact Paula Miles **prior** to the time at which your practical is held and arrange to attend another practical that week. If you are absent due to illness or other unforeseen circumstances then you must inform Paula **as soon as possible** and arrange to attend another practical that week. If you miss all the practical slots in a week, you must see Paula to arrange alternative work. Under such circumstances you should follow the procedures for reporting absences as set out in the university guidelines.

5. RESEARCH PARTICIPATION

In addition to the lectures and lab course, we encourage students to participate in a number of research experiments taking place in the Psychology department. This is to allow you to get first-hand experience of research experiments in different areas of psychology. The experience will help you understand more fully both the nature and methods of research and the spectrum of the discipline of psychology. Your participation will also help maintain the excellent standard of research in the School.

There are two ways to organise your participation:

- a) Log on to our SONA system (link on Moodle) and sign up with your personal details. You can then choose which experiments you would like to participate in.
- b) Descriptions of different research projects on-going within the School are posted on the Participant Panel & Research Experiments Notice boards (in the foyer of the School). There are many research projects on-going in the School involving all aspects of psychology. You can choose from the research described there and sign up for individual experiments listed (on a first come first served basis). All experiment notices should carry a departmental stamp to demonstrate that the research is official and that the experiments have been approved by the Ethics Committee. Sign-up sheets often involve you providing a contact address/phone/email for the Experimenter to contact you and fit you into the experimental schedule. For other experiments, you can contact the Experimenter directly if he/she leaves a means of contact (room/Tel No).

6. ASSESSMENT AND EXAMINATIONS

Performance in PS1001 and PS1002 will be assessed with a combined mark obtained by the following weightings:

Assessed Laboratories	15%
Methodology Exam	10%
Degree Exam	75%

Assessed Laboratories

In each semester you will be required to write a lab report. You will find guidelines on how to write up a formal lab report in your lab manual. The assessed reports will be marked on the basis of these guidelines so you should follow them to the letter. To provide you with as much feedback on your performance as possible, a marking scheme similar to the following will be used. For each element of the report, a tick indicates how well you have done. For example, a tick in the 17-20 box by the section 'Title' would indicate a concise, informative, and well-structured title, whereas a tick in the 11-13 box might result from an excessively wordy or poorly organised title. Note that all elements of the report are not weighted equally (the introduction and discussion are the most important sections), so the final mark out of 20 will not necessarily correspond to the overall distribution of ticks.

Example of Marking Scheme:

Section	Major issues	17-20	14-16	11-13	7-10	0-6
Title	Title given in terms of IV-DV relationships					
Abstract	Concise style					
	Brief intro to the field / experimental question / design used					
	Brief summary of results (with stats) and main conclusions					
Introduction	Concise review of relevant literature					
	Display grasp of underlying theory					
	Clear link to this study					
	Formal statement of hypotheses					
Method	Breakdown of material into relevant subsections					
	Appropriate design and participants information					
	Clear and comprehensive procedure					
Results	Descriptive stats (including written description)					
	Appropriate tables and graphs, each labelled properly					
	Correct presentation of inferential stats					
Discussion	Summary of results in terms of experimental hypotheses					
	Interpretation of results in terms of theories					
	Comparison of findings with previous research					
	Evaluation of study design					
	Suggestions for further work (design and theory)					
References	Comprehensive references formatted correctly					

In line with Faculty requirements, your overall mark for each report will be on the 20-point scale as follows:

Distinction: 17-20 / High Merit: 14-16 / Low Merit: 11-13 / Pass: 7-10 / Fail: 0-6

Deadlines for Submission of Assessed Laboratories

All assessed work must be submitted by the due date given. We believe that it would be unfair on those who submit their reports by the deadline for us to allow others to hand in late work (which presumably has had the benefit of extra time being spent on it). There will therefore be fixed penalties for late work for which you do not have an acceptable, and validated, excuse. The report will be assessed as normal but marks will be deducted from the total according to the following scale:

1 mark will be deducted for each day late, or part thereof.

In the context of electronic submission of assessed work, every day of the week will be considered as counting towards a late penalty. This rule will apply to all holidays (public and University) and includes weekends, with Saturday and Sunday each counting as one day.

If you miss the actual practical due to illness or some other acceptable reason then you must make an appointment with Paula to receive a copy of the relevant material to produce a report. Extensions to the deadline may then be given by the Course Controller.

NB: Missing a practical because you were unable to return from holiday in time is **not** an acceptable excuse.

Marked reports will be handed back **three** weeks after the submission date.

Attention: It is a course requirement that you submit **all** coursework to a reasonable standard. Plan to spend AT LEAST a week writing up your report. Many students vastly underestimate the amount of time it will take to finish - two or three evenings, or one day's work will NOT be enough time. Last minute write-ups invariably get low grades. Do not forget that you will also have assessed work from other courses, and you must budget your time so that you will be able to do them all. It is often the case that assessed work from different courses falls due in the same week – do not let yourself get swamped!

Methodology Exams

Near the end of each semester (during lab time) there is a methodology exam that contributes 10% to your overall end of semester grade. The exam is multiple choice and will test your understanding of design and analysis issues, your ability to do the statistical tests covered in the course, as well as concepts covered in the practicals.

Degree Exams

Degree exams for PS1001 and PS1002 are held in the exam weeks at the end of Semester 1 and 2, respectively. The multiple choice degree exams will last 2 hours and each of the three course components will be weighted equally. The exam format for PS1001 and PS1002 will be 30 multiple choice questions for each lecture component (90 questions in total per exam). The exams are designed to test breadth of knowledge in the course. Wrong multiple choice answers will get zero score. This means you are not penalised for guessing multiple choice answers, and we recommend that you attempt every multiple choice question.

The proportion of students failing varies from year to year. In previous years 15-20% of students have failed the semester exams and had to take re-sits in the summer – and pay for them. Not surprisingly, there is clear evidence that failure in exams is related to absence from lectures.

It is the responsibility of the students to report any evidence of exceptional circumstances (personal, medical, or otherwise), which may affect their performance to the Adviser of Studies or Student Services BEFORE THE EXAMINATION OR ASSESSMENT. By taking the exam, you are implicitly agreeing that you are in a fit state to take the exam, so this can no longer constitute grounds for an academic appeal.

All information relating to University examinations may be found at:
<http://www.st-andrews.ac.uk/studenthandbook/examinations/timetables/>.

Absence from Examinations:

Absence from examinations due to illness or any other unavoidable reason should be reported IMMEDIATELY, or as soon as you know you will be unable to sit an examination, to the University Examinations Office by telephone (01334 46) 2122/2124. This should then be followed up by completion of a Self-Certificate of Absence form (through e-Vision). As soon as you are well enough you should contact the School of Psychology's Teaching Secretary, Veronica Anderson (Ext: 2072), to make arrangements for an alternative or deferred assessment to be completed at the earliest opportunity.

Access to Examination Scripts:

Students are entitled to request a copy of any of their own completed examination scripts. If a photocopy of the script is required for personal reference, please contact **the School Office** and on payment of a fee of £10 per examination script a photocopy will be provided to the student within 5 working days. Such requests should be made by the end of week 3 of the semester that follows the examination diet.

Students who wish to obtain detailed feedback from a member of academic staff on an examination script should contact the course controller to arrange a suitable time. No fee will be charged for feedback; only the provision of a copy of the completed script is subject to a charge.

Where examinations are conducted by multiple choice questions these papers will not normally be made available to candidates.

Grading and Classification

The university uses a 20-point common reporting scale for grades (i.e., a 20-point basic scale reported to one decimal point for the reporting of final module grades).

Continuous assessments by multiple choice questions are marked on a percentage scale.

These marks are then converted into grades on the 20-point scale for reporting. Continuous assessments by essay or laboratory report are marked directly on the 20-point scale. All continuous assessment grades are technically provisional until endorsed at the final Module Board with the External Examiner.

Common Reporting Scale (Undergraduate):

20	First class honours
19	First class honours
18	First class honours
17	First class honours
16	Upper second class honours
15	Upper second class honours
14	Upper second class honours
13	Lower second class honours
12	Lower second class honours
11	Lower second class honours
10	Third class honours
9	Third class honours
8	Third class honours
7.0	Pass
6	Fail (with right to resit)
5	Fail (with right to resit)
4.0	Fail (with right to resit)
3	Fail (with no right to resit)
2	Fail (with no right to resit)
1	Fail (with no right to resit)
0	Fail (with no right to resit)

Module results reporting codes:

0X	No permission to proceed.
0D	Deferred assessment.
0Z	Result undecided: the result may be unresolved due to mitigating circumstances, or for some other valid reason. This is a temporary code and will be changed to one of the other definitive codes on the list as soon as the matter is resolved.
4.0 – 6.9	Fail (with right to reassessment).
0 - 3.9	Fail (with no right to reassessment).
7.0 – 20.0	Pass.
11.0	Threshold for progression to Honours.
E	Identification that modules taken were studied and assessed abroad and the final mark converted to the St Andrews reporting scale.

Academic Misconduct

Academic integrity is fundamental to the values promoted by the University. It is important that all students are judged on their ability, and no student will be allowed unfairly to take an advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of a University of St Andrews degree.

Academic misconduct includes the presentation of material as one's own when it is not one's own; the presentation of material whose provenance is academically inappropriate; and academically inappropriate behaviour in an examination or class test. Any work that is submitted for feedback and evaluation is liable for consideration under the University's Academic Misconduct policy irrespective of whether it carries credit towards your degree. All work submitted by students is expected to represent good academic practice.

You should be aware that the University takes academic misconduct offences extremely seriously and any student found guilty of a repeat offence may be expelled from the University either temporarily or on a permanent basis.

The University's Academic Misconduct Policy covers the behaviour of both undergraduate and postgraduate students.

All students are advised to familiarise themselves with the University's Guide to students called "Avoiding Academic Misconduct" which may be accessed from: <http://www.st-andrews.ac.uk/students/policy/academicmisconduct> or from the Students Association's publication "Don't Get it Wrong": (http://yourunion.net/files/dont_get_it_wrong.pdf). The full University policy and procedure is also available from: <http://www.st-andrews.ac.uk/students/policy/academicmisconduct/>. Students who are unsure about the correct presentation of academic material should approach their tutors, and may also contact CAPOD (June.Knowles@st-andrews.ac.uk) for training.

Anonymous Marking

All examination papers are marked anonymously. The examination answer sheets are designed so that only your matriculation number is completed. All coursework is also marked by matriculation number only. Please do not include your name on any submitted work.