SPECIAL PROBLEMS
PSYC 4175 (SECTION 001)
SPRING 2024

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Office: McKibben Education Building, 215S
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Course website: https://d2l.sfasu.edu/

COURSE OBJECTIVES

The independent study course provides an advanced look at research for students interested in pursuing graduate school and/or a career in research. By working on various projects, students will have the opportunity to learn about the planning and design of research projects, data collection, data entry and preparation, data analyses, and the presentation of research findings. Upon completion of the course, students should possess an advanced understanding of the fundamental principles and procedures of psychological research. Students do NOT need to have experience doing research to be a research assistant in the Social Psychology Lab.

COURSE REQUIREMENTS

In order to be involved in research in the Social Psychology Lab, you should be aware of the following requirements:

1) You will need to complete three hours of work per week for each one course credit for which you enroll (e.g., to earn three credits, you’ll need to work nine hours per week). It is your responsibility to complete your required hours or contact Dr. Conlon if you need additional work to complete.

2) We will have lab meetings most weeks, to be scheduled in consultation with Dr. Conlon. Please set this hour aside and plan to attend meetings unless otherwise instructed. This lab meeting is required over and above your weekly lab commitments (discussed above). One lab meeting per semester can be missed, as long as a reasonable excuse is provided. Missing more than two lab meetings may negatively affect your grade (e.g., a grade of “A” dropped to “B”).

3) In order to be involved in research in the Social Psychology Lab, you will need to be trained to do various tasks. All students are expected to participate in a variety of tasks; be sure to talk with Dr. Conlon if you need to be trained on additional tasks. Before participating in data collection, you need to complete the CITI (ethics) training.

4) You will be required to turn in a brief paper (approximately two pages) at the end of the semester. Most likely this will entail a reflection on your experiences in the lab, but assignments will be tailored to the interests of each student. This will count towards your weekly time commitment.

GRADING

Grading in this course is based primarily on your completion of the required hours of work (dependent on the number of units you are enrolled in). Your hours will be tracked, and we will regularly discuss how you are doing in completing your required hours throughout the semester. Completion of your
required hours and performance that is at least satisfactory will earn you a grade of approximately a “C.” In order to earn an “A” in this course, you need to be extremely reliable and helpful in completion of the central activities that the lab will be involved in this semester. Any unexcused absences from lab meetings may result in a lowered grade. Any failure to complete responsibilities associated with participants in our research this semester (e.g., not showing up to collect data) may dramatically lower your grade. If you are irresponsible in dealing with participants on more than one occasion you will be asked to drop this course. Grades will be computed as follows:

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Completion of required hours</td>
<td>50%</td>
</tr>
<tr>
<td>Attendance at lab meetings</td>
<td>15%</td>
</tr>
<tr>
<td>Regular participation in data collection</td>
<td>15%</td>
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<tr>
<td>Quality of work, conscientiousness, etc.</td>
<td>20%</td>
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**Lab Tasks**
- Attend weekly meetings
- Complete CITI (ethics) training
- Conduct literature searches; write article summaries
- Learn to program data collection software (e.g., Qualtrics, SurveyMonkey)
- Collect data
- Data entry/cleaning
- Data analysis/interpretation (e.g., SPSS)
- Manage lab email, social media, and other relevant lab tasks for Dr. Conlon

**Professional Development Activities**
- Work on short- and long-term academic and career goals
- Work on graduate school/job applications (e.g., personal statement, CV/resume)
- Consider membership in professional associations (e.g., APA, APS, SPSP)
- Poster presentations at local/regional conferences*
- Apply for grants to support lab and personal research projects*

*Not all students will have the opportunity to present research findings or apply for grants. Participation in these activities will depend on length of time in the lab and level of student ability/commitment. High-performing students may be eligible for a letter of recommendation from Dr. Conlon.

**COURSE RULES**

**Institutional Absences (HOP 04-110):** An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic events. Students will be excused for institutional purposes from otherwise required academic activity only when a valid Institutional Absence is approved by the appropriate administrative unit or official and the documentation of approval is provided to the faculty member at least five (5) days in advance.

Institutional absences will not be approved for keystone events, defined as: a special or unique assignment, test, project, experience, or other academic exercise identified by the Faculty member as critical for successful completion of standards of the class and unable to be missed. These events must be identified on the syllabus at the beginning of the semester and communicated to the students. Events
added to the syllabus at a later date will not qualify for Keystone Event status. Keystone events where the date/time is changed will no longer be considered a keystone event. Students should make themselves aware of any keystone events identified in the syllabus to ensure there are no conflicts.

For keystone events where the assignment dates vary, it is incumbent upon the students to work with their faculty member to not select a conflicting date.

More information on Institutional Absences, including how to apply, can be found at https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences.

**Artificial Intelligence (AI):** The use of an AI tool (e.g., ChatGPT, Google Bard) to create and submit non-original work in this class is not authorized and may constitute a violation of the Code of Student Conduct and Academic Integrity. All work created for and submitted in this class, written or otherwise, should represent your own original work.

**Responsibility Statement and Disclaimer:** You are responsible for all information presented in this syllabus and for course-related information in announcements or messages provided throughout the semester during class meetings (even if you miss that class), on the course Brightspace page, and/or via e-mail. It is also your responsibility to secure the appropriate technological means (i.e., a reliable computer and stable internet connection) to complete this course. I am not responsible for, nor will I be expected to accommodate missed, late, or incomplete work as a result of technological issues you experience. Please ensure that you possess the technological capability to complete this course. If you disagree with the course rules described in this syllabus, you should drop the course. By remaining in this course, you acknowledge and accept the course rules as stated herein and accept the course rules as stated or amended during the course of the semester.

**Copyright Statement:** Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act.

**Statement of Usage:** Some of the materials and information provided in this course represent the instructor’s intellectual property and are shared with you for instructional purposes only. Any attempt to use, reuse, amend, share, sell, profit from, or distribute the information provided in this course for any purpose is strictly prohibited and may be prosecuted under applicable policies or laws. By enrolling in this course, you agree to uphold the integrity of the course materials and assignments by agreeing not to screen-capture, take pictures, or (electronically) copy and/or share quiz/test items with others or on the internet. Further, you agree not to share, alter, or distort any original audio or video recordings by the instructor for any purpose. Any violation of this usage statement may result in disciplinary action including, but not limited to, failing individual assignments and/or the course.

**Academic Integrity:** The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.
Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Final Course Grade Appeals: Please contact me if you have any questions about your grade or the conduct of this course. If you wish to formally dispute a final course grade, please refer to the relevant policy: https://www.sfasu.edu/docs/policies/6.3.pdf

Withheld Grades Semester Grades Policy: Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

Students with Disabilities: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.
Student Wellness and Well-Being: SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:

**The Dean of Students Office** (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
(936) 468-7249
dos@sfasu.edu

**SFA Human Services Counseling Clinic** (Human Services, Room 202)
www.sfasu.edu/humanservices/139.asp
(936) 468-1041

**The Health and Wellness Hub** (“The Hub”; Location: corner of E. College and Raguet St.)

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
(936) 468-4008
thehub@sfasu.edu

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

**SYLLABUS CHANGES**

This syllabus is a guide for the course and is subject to change with advance notice. I reserve the right to make changes to the syllabus, course schedule, and readings as necessary. I will announce any changes in class and on Brightspace.