School of Applied Psychology

University College Cork

BA Applied Psychology

First Year Handbook

**Welcome to first-year students!**

We hope that your time at the School of Applied Psychology will be productive and happy. This handbook gives essential information about the BA Applied Psychology Year 1 for the current academic year. Other useful information can be obtained from student guides available from the College of Arts, Celtic Studies, and Social Sciences (CACSSS) [CACSSS Information Guides for First Years.](http://www.ucc.ie/en/cacsss/ug/incoming/)

**School of Applied Psychology**

Head of School: Professor Carol Linehan

Head of First Year: Dr Gillian Murphy

The School is located in the Cork Enterprise Centre about 10 minutes walk from the main campus if you use the walkway and footbridge over the river which is located opposite the College Gates on Western Road. This walkway is normally closed during the hours of darkness (at around 16.30 in winter). Alternatively, you can walk along the Western Road and then turn left going towards the Mercy Hospital. The Cork Enterprise Centre is just over the footbridge having left the Mercy Hospital to your right. You will find a map at [How to get to the School of Applied Psychology](http://www.ucc.ie/en/apsych/admin/findus/).

**Main Office opening hours for First Year students are:**

Dependant on prevailing public health conditions office hours are 9.30 – 12.30 and 2.30 – 4.30. Should the office be closed, staff will be working remotely and you can contact your programme administrator, Veronica, by email at [v.forde@ucc.ie](mailto:v.forde@ucc.ie).

**Covid19 and the University Community**

In keeping with the wider approach in society in response to the COVID-19 pandemic, it is recognised that the successful implementation of ‘Return to Campus’ can only be done on a cooperative basis with shared responsibility between staff and students and HEI management.

Government guidance is continually changing and it is essential that every member of the University community (staff and students) familiarises themselves with the most up-to-date available guidance.  Up to date guidance can be found on the following websites:

•              <https://www.ucc.ie/en/emt/covid19/>

•              <https://www2.hse.ie/coronavirus/>

We all have a personal responsibility to understand how to keep ourselves and each other safe. Proper hand washing, respiratory hygiene and social distancing are more important than ever. The use of the HSE COVID-19 tracker app is also strongly recommended.

**Term Dates Academic Year 2020-2021**

|  |  |
| --- | --- |
| **Semester 1** | **Semester 2** |
| 28th September – 18th December 2020 | 25th January – 23rd April 2021 |
| **Review Week:** 4th January – 10th January 2021 | **Review Week:** 26thApril – 2nd May 2021\* |
| **Exams:** 11th January – 15th January 2021 | **Exams:** 30th April – 14th May 2021 |

\*Note Easter recess 5th April -9th April 2021

**Your email address, Canvas and other means of keeping you informed**

You will have been issued with a student number and student email at registration. It is very important that you check your student email on a regular basis as this is how the School and the University communicates with you.

Vital information on course content is held on the Canvas system at <https://www.ucc.ie/en/canvas/> and is regularly updated by your lecturers. You will submit all of your course work via Canvas. You have access to 24/7 online and telephone support via Canvas if you experience any difficulties.

The School website is at [http://apsych.ucc.ie](http://apsych.ucc.ie/). It has course timetables and other useful information.

**Contacting Academic Staff**

You should always use your UCC student email when contacting staff. You should be professional and respectful in your communication with staff and fellow students. In order to ensure that all students are treated equitably, it will not be possible for academic staff to enter into individual email correspondence about issues of course content, structure or assessment. If you have a question, your first action should always be to check your handbook. It is very likely that your question has already been answered there. If you can’t find the answer, then please bring your query up with the lecturer immediately after the lecture or on Canvas—to which everyone has access. If you have personal issues to bring up with a mentor or tutor then it would probably be best to arrange a meeting during their office hours (in-person or online).

All members of academic staff have student consultation hours. If you wish to discuss your work then you should arrange to meet them during these hours.

**Attendance**

Every student is expected to attend all lectures, tutorials, laboratory classes etc. In the case of absence through illness, a student must, if possible, give notice of each absence in writing to the Lecturer responsible. In the case of such absence for more than four lecture days the student must, on resuming attendance, notify the Lecturer concerned in writing and, if required by the Lecturer to do so, lodge a medical certificate with the main office that in turn will send a copy to the Student Records and Examinations.

Please note for AP1039 there are specific additional attendance requirements. See your module handbook for further details.

**Course Content**

Module descriptions (including information about assessments and teaching staff) can be found in the Book of Modules <https://www.ucc.ie/admin/registrar/modules/>

Information about your degree programme (including pass standard, compensation, awarding of degree class, etc.) is available in the CACSSS Marks & Standards document: <https://www.ucc.ie/admin/registrar/marksandstandards/2020CACSSS.pdf>

**Set texts for First Year**

Each module will have a recommended textbook, set by the lecturer. These books will be used in both first and second year modules (e.g. your biological psychology textbook will be the core text for both your first year biological psychology module (AP1031) and your second year module (AP2043). We appreciate that these books can be expensive, so while we strongly recommend purchasing these textbooks, there are also copies in the library or you may wish to purchase a shared copy with a classmate.

These recommended texts are by no means the only source of knowledge about psychology that you are expected to consult. Your lecturers will put reading material on the relevant Canvas pages, and your tutors will introduce you to other material throughout tutorials. Excellence is achieved by going beyond the given information and by doing your own research using the library and the Internet.

**Modules**

AP1039 **Research Methods in Psychology** (10 credits; Semester 1&2)

AP1040 **Research Design & Statistical Analyses I** (5 credits; Semesters 1 & 2)

AP1030 **Critical Skills for Psychologists** (5 credits; Semesters 1 & 2)

AP1032 **Lifespan Development** (5 credits; Semester 1)

AP1033 **Individual Differences** (5 credits; Semester 1)

AP1025 **Applying Psychology to Personal & Professional Development** (5 credits; Semester 1)

AP1035 **Introduction to Neuroscience, Perception & Attention** (5 credits; Semester 2)

AP1036 **Learning & Behaviour** (5 credits; Semester 2)

AP1037 **Social Psychology** (5 credits; Semester 2)

AP1038 **Digital Literacy for Psychologists** (5 credits; Semester 2)

**Submission of Course Work**

All continuous assessment must be submitted electronically via Turnitin links on Canvas. Please note that we NEVER accept work submitted via email under ANY circumstances. Please **do not** submit work via email to lecturers, tutors or the Admin Team. Work submitted in this way will not be acknowledged, receipted or recorded as received.

Please ensure that you include a front sheet to your work clearly giving

* Your name and student number
* The code and title of the module
* The title or number of your assignment
* Due date for your assignment

You are also required to put the following declaration on this front sheet:

***DECLARATION OF ACADEMIC HONESTY: I declare that the content of this assignment is all my own work. It has not been submitted in respect of any other course/module. Where I have used the work of others it is acknowledged and referenced accordingly.***  ***I declare that I have read and understood the UCC Plagiarism Policy as well as the School of Applied Psychology's Plagiarism Policy. I understand my obligations regarding plagiarism.***

**A Warning about Plagiarism**

All work will be checked for plagiarism. Students who are guilty of plagiarism will go on record as having plagiarised and this record will be kept for the duration of their degree programme. Second and subsequent plagiarism cases are dealt with very seriously indeed.

In the writing of your continuous assessment assignments, you will of course need to refer to both printed and online books, papers and resources. The work you submit however must be in your own words, with direct quotations or reference to other people’s work supported by proper references and a bibliography. Direct copying or paraphrasing of another person’s words or ideas without appropriate acknowledgement, constitutes plagiarism. In order to maintain academic integrity, the School of Applied Psychology takes plagiarism very seriously. If you are found to have plagiarised other people’s ideas or words you will lose some or all marks for the relevant piece of work.

Of course, when you are under pressure with competing deadlines it can seem very easy and very tempting to cut and paste material directly from the internet into your own work. Please do not do this; not only will a change of style be immediately obvious to the lecturer correcting your work, but the School also avails of an electronic checking system (TURNITIN), which will detect and give a full report on the source that has been copied from, be that a paper already submitted by another student, or a chunk of text copied from Wikipedia or some other online journal or resource.

The School follows UCC policy on the issue, and you will find an outline of this policy at <https://www.ucc.ie/en/exams/procedures-regulations/>

*I declare that I have read and understood the UCC Plagiarism Policy as well as the School of Applied Psychology's Plagiarism Policy. I understand my obligations regarding plagiarism.*

If you have any questions in this regard or do not understand your obligations, contact Gillian, your year head.

**Best Practice in Academic Writing**

Our aim is to promote best practice, and also of course to help you in developing and improving your academic writing skills, so please feel free to contact your module co-ordinator for clarification on any issue surrounding plagiarism. There are many excellent student guides that deal with the issue, including The Good Study Guide by Andy Northedge (OU, 2005). There are copies of this book in the library, or you could purchase the most recent print or Kindle editions of this text.

UCC also has some really good guides to help you with studying, note-taking, writing and avoiding plagiarism. You can also attend a session at the Skills Centre or meet with an individual advisor <http://skillscentre.ucc.ie/>. Please do take time to look at these online resources as they will answer most questions you may have on plagiarism.

**Late Assignments**

Please take careful note of deadline dates and times set for assignments as there are serious lateness penalties as per the book of modules, which states that:

**Work which is submitted late shall be assigned a mark of zero**

The school policy is that there are no extensions on work set.

The deadline for all assignments **is 11h00**. The Turnitin link will close at 11.00am. You may still submit your assignment to this link but please note that all work submitted to this link after 11.00am will automatically be given a grade of zero unless you apply for, and are granted, a waiver of the late penalty. If you are submitting late, the link will bring you automatically to an electronic waiver application form which also prompts you to email your supporting documentation where necessary to [stephen.cullen@ucc.ie](mailto:stephen.cullen@ucc.ie). No assignments will be accepted more than two weeks after the initial deadline.

Late assessment forms are reviewed by the school teaching and learning committee and waivers will normally be given in cases of serious illness or family bereavement. Appropriate documentation, such as a doctor’s certificate covering the time specified, must be provided. In respect of other reasons for late work, the committee will consider each lateness application on a case by case basis.

**Information on Exams**

Details of assessment for each module: <https://www.ucc.ie/admin/registrar/modules/>

Exam Procedures and Regulations: <http://www.ucc.ie/en/exams/>

**Autumn Repeat Examinations**

All notifications regarding repeat continuous assessment assignments for Autumn will be distributed via Canvas. Notifications regarding repeat examinations will be issued by student records and exams. Please make sure to check your student e-mail and student profile.

**Deferral**

Your circumstances may be such that you are unable to sit for exams or submit continuous assessment during the Summer Exam Session. If this is the case, then you may apply for a deferral. If granted it means that you can take your exams in the Autumn Exam Session without the usual capping of 40% being applied to your results. See <http://www.ucc.ie/en/exams/procedures-regulations> for further information and to access a copy of the Mitigation Application Form

**Mitigation**

If you fail exam(s) or continuous assessments in the Winter/Summer Exam session and you feel that the reasons for your failure are exculpatory, then you may apply for Mitigation. If your application is successful it means that you can retake exam(s) without the usual capping of 40% being applied to your results. See <http://www.ucc.ie/en/exams/procedures-regulations/> for further information and to access a copy of the Mitigation Application Form.

**UCC Formal Appeals Processes**

An appeal of an examination result will be considered only if:

There is evidence of substantive irregularity in the conduct of an examination **or** the student, on stated grounds, considers that the mark assigned in an examination is erroneous (Student’s contention that he/she ought to have done better cannot ground a claim under this head) **or** there were circumstances of which the Examination Board was not aware when its decision was taken.

The completed form should be returned within 2 weeks of the issuing of exam results with a fee of €70.00 which is refundable if the appeal is upheld. The result of an appeal will be communicated in writing.

The Examinations Appeals Officer is: Mr Daniel Blackshields at d.blackshields@ucc.ie

Further information and the Examination Appeal Application form is available at <http://www.ucc.ie/en/exams/procedures-regulations/>

**Student Advisor and Ombudsman**

The purpose of the post of Student Advisor and Ombudsman is to advise and assist students with the resolution of difficulties, complaints or grievances involving staff or services of the University in an informal manner. All enquiries to the Student Advisor and Ombudsman will remain confidential, except in cases of serious threat to life or property.

The current Student Advisor and Ombudsman is Professor Fred Powell. Professor Powell welcomes enquiries from students by email at studentombudsman@ucc.ie. The services provided for by this post are complementary to a range of existing student services and the Student Advisor and Ombudsman may refer relevant student issues for resolution by those services as appropriate.

**Graduate Membership of the PSI for graduates of the BA Applied Psychology – UCC**

Having completed your BA Applied Psychology and achieved a second class honors, you will be eligible to apply for Graduate Membership of the PSI (Psychological Society of Ireland), a prerequisite for most professional training courses and programmes in psychology. Further information at <https://www.psychologicalsociety.ie/>

**Library Learning Resources**

UCC Library is pleased to introduce their Canvas course [**Library Learning Resources**](https://ucc.instructure.com/courses/55/),created by Library staff to support the information and digital literacy development of students. These modules are:

* Finding library resources for your assignment
* Citing, Referencing & Plagiarism
* Literature Review - searching the literature
* Internet for Research

Additional modules will be made available shortly.

 **Modules also available for self-enrolment:**

These modules have also been made available on the Library website for all students to self-enrol, and available here <https://libguides.ucc.ie/Remote_Working>

**BA Applied Psychology First Year Semester 1 Timetable 2020/2021**

**Modules Overview**

This year you will have a mix of in-person and online teaching (subject to change based on prevailing public health advice). Some online leaning is delivered *live* – it will be scheduled at a set time and you should log in and attend at that time. Other modules will be delivered *asynchronously* – this means the material is posted online for you and you can decide what time you want to complete the module each week. All ‘live’ sessions are usually recorded and available after the live stream, so in case you can’t make the live session or have internet issues, you can watch it later. Module delivery methods are noted below. If you cannot attend in-person sessions due to a medical issue, you can discuss this with your year head in confidence and we will make appropriate arrangements.

AP1039 **Research Methods in Psychology** (10 credits)

**Blended**: online lectures (asynchronous) every week + in-person tutorials every second week

AP1040 **Research Design & Statistical Analyses I** (5 credits)

**Blended**: live online lectures at a set time every week + in-person tutorials every second week

AP1030 **Critical Skills for Psychologists** (5 credits)

**Blended**: you will meet in a small group with your tutor and some other students every two weeks. These meetings may be mostly online, with some in-person sessions.

AP1032 **Lifespan Development** (5 credits)

**Blended**: The module will be delivered in-person to limited class numbers each week. These in-person sessions will be recorded and available online to all students.

AP1033 **Individual Differences** (5 credits)

**Entirely Online**: Synchronous live-streamed recorded sessions which will be presented at set times every week. Students will need to log in each week based on the timetable.

AP1025 **Applying Psychology to Personal & Professional Development** (5 credits)

**Blended**: Online lectures (asynchronous) every week + in-person tutorials every week

AP1031 **Biological Psychology** (5 credits)

**Entirely Online**: Asynchronous delivery of some material, along with a live online session for one hour every week.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** |
| 9.00 | AP1039/AP1040 Tutorial Groups 1, 2, & 3  **In person every week** | AP1033: Individual differences  **Live online session every week**.  (Raegan Murphy) | AP1025: Tutorial Group 1  **In person every week**  **CEC 7/8**  (Nicola Barry) |
| 10.00 | AP1023: Lifespan Development  **Blended: Taught in person to limited numbers, class also available online**  **Boole 4**  (Marcin Szczerbinski) | AP1025: Tutorial Group 2  **In person every week**  **CEC 7/8**  (Nicola Barry) |
| 11.00 |  |  |  |
| 12.00 |  | AP1031: Biological Psychology  **Live online session every week**  (Samantha Dockray) | AP1025: Tutorial Group 3  **In person every week**  **CEC 7/8**  (Nicola Barry) |
| 13.00 | AP1039/AP1040 Tutorial Groups 4, 5, & 6  **In person every week**  [In person every week] |  |  |
| 14.00 |  | AP1023: Lifespan Development  **Blended: Taught in person to limited numbers, class also available online**  **Boole 4**  (Marcin Szczerbinski) |  |
| 15.00 | AP1040: Research Design & Statistical Analysis  **Live online every week**  (Marica Cassarino) |  |  |
| 16.00 |  |  |  |
| 17.00 |  |  |  |

\*You will be assigned to one of the AP1039/AP1040 tutorial slots. In this time slot, you will have your AP1039/AP1040 tutorials every second week, beginning in Week 3. You will also be assigned to only one AP1025 tutorial group and will have a one hour class once a week. AP1030 (Critical Skills) is not shown here but will be scheduled by your tutor, who will be in touch with you directly in the first few weeks of term.

**Timetables are provisional and may be subject to change dependant on prevailing public health conditions**

**BAP1 2020/2021 Deadlines:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Name** | **Semester** | **Exam** | **Continuous Assessment** | **Deadline for Continuous Assessment** | **Coordinator** |
| AP1039 | Research Methods in Psychology | 1&2 | N/A | 100% | 8 x Practicals (6 written and 2 oral presentations)  **Dates TBC** | Samantha Dockray |
| AP1025 | Applying Psychology to Personal & Professional Development | 1 | N/A | 100% | First draft: **11am Oct 19th**  Second draft: **11am Nov 9th**  Third draft: **11am Nov 30th**  Final: **11am December 21st** | Nicola Barry |
| AP1040 | Research Design & Statistical Analyses I | 1&2 | 50% | 50% | 5 x assignments:  **Dates TBC** | Marica Cassarino |
| AP1023 | Lifespan Development | 1 | 50% | 50% | 1 x essay: **Date TBC** | Marica Cassarino |
| AP1030 | Critical Skills for Psychologists | 1 & 2 | N/A | 100% | 1 x short writing assignment: **11am 25th November**  1 x in-class presentation: **TBC (early February)**  1 x essay: **11am 19th March** | Gillian Murphy |
| AP1033 | Individual Differences | 1 | N/A | 100% | 1 x 3000 word essay:  **11am 11th December** | Raegan Murphy |
| AP1031 | Biological Psychology | 1 | 100% | N/A | N/A | Samantha Dockray |
| AP1035 | Introduction to Neuroscience, Perception & Attention | 2 | 100% | N/A | N/A | Jason Chan |
| AP1038 | Digital Literacy for Psychologists | 2 | N/A | 100% | 4 x assignments  **Dates TBC** | Sharon Lambert |
| AP1036 | Learning & Behaviour | 2 | 50% | 50% | 1 x essay:  **11am 22nd March** | Conor Linehan |
| AP1037 | Social Psychology | 2 | 100% | N/A | N/A | Anna O’Reily-Trace |