BA APPLIED PSYCHOLOGY

First Year Handbook

School of Applied Psychology

UNIVERSITY COLLEGE CORK

Welcome to first-year students!

We hope that your time at the School of Applied Psychology will be productive and happy. This handout 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.

School of Applied Psychology

Head of School: Professor John McCarthy

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.

Main Office opening hours for First Year students are:

09.00-11.00 Monday to Friday

Term Dates Academic Year 2017-2018

Semester 1	Semester 2
10th September – 30th November 2018	14th January – 5th April 2019
Review Week: 3rd December – 7th December 2018	**Review Week:** 8th April – 12th April 2019*
Exams: 10th December – 21st December 2018	**Exams:** 26th April – 10th May 2019

*Note Easter recess 13th April -25th April 2019

Your email address, Blackboard 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 Blackboard system at http://blackboard.ucc.ie and is regularly updated by your lecturers. You will submit all of your course work via Blackboard. Details on logging on to Blackboard can be found in the IT services: student guide that can be accessed at http://www.ucc.ie/en/media/support/computercentre/ltu/bbstudentguide.pdf

If you are experiencing any difficulties please email the Student Helpdesk at sit@ucc.ie or the Learning Technology Unit at ltu@ucc.ie.

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

Contacting Academic Staff

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 Blackboard—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.

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 AP1108: As students must participate in practical research work and practice research skills in an ethical way, attendance at practicals is compulsory and recorded by a class register. Practical report(s) for which the student has not attended the requisite classes will be assigned a mark of zero unless the absence is excused and the attendance requirement waived by the School Teaching and Learning Committee. Students who are absent from more than 2 lectures or practical sessions over the year will meet with the Module Coordinator to discuss their progress in the module. In order to pass the module a minimum of 6 practical reports must be passed and an overall module mark of 40% attained.

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/

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 (AP2102). 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 Blackboard 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)

AP1035 **Introduction to Neuroscience, Perception & Attention** (5 credits; Semester 1)

AP1038 **Digital Literacy for Psychologists** (5 credits; Semester 1)

AP1025 **Applying Psychology to Personal & Professional Development** (5 credits; Semester 2)

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

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

Submission of Course Work

All continuous assessment must be submitted electronically via Turnitin links on BlackBoard, with the exception of AP1040*. Receipts will be issued by BlackBoard for work submitted electronically. 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.

*AP1105 - All weekly homework assignments are to be written by hand and submitted to the white post boxes next to the Research Meeting Room (CEC G.01A). They will be due the Monday following class, at 11am. Please note that in order to pass the module submission of **all weekly coursework exercises is required**.

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.

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. 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/

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.

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 at http://www.ucc.ie/en/red/

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 time for all assignments is 11am. The Turnitin link for each assignment will close at 11.00 and you will be unable to submit your assignment to this link after the deadline has passed. A new late assignment link will be available for two weeks after the initial deadline to which you can submit your assignment if it was not possible for you to submit on time. Please note that all work submitted to this late link will automatically be given a grade of zero unless you apply for, and are granted, a waiver of the late penalty. No assignments will be accepted more than two weeks after the initial deadline. If you have missed the second deadline please contact the School Manager, Dr Tara Singleton: tara.singleton@ucc.ie.

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.

The late assessment form can be found at the end of this handbook, online on the School website (https://www.ucc.ie/en/media/academic/appliedpsychology/latewaiverform/LateAssessmentForm.docx) or a copy can be picked up from the main office.

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 Blackboard. 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 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 www.psihq.ie

UCC Skills Centre

UCC Skills Centre provides a dedicated, responsive and active learning space for the enhancement of study skills and offers a wide range of workshops as well as one-to-one advisor sessions. See http://skillscentre.ucc.ie/

Boole Library

A series of workshops for incoming students will run in the Boole Library throughout September. No need to book, just turn up on the day. It is important that you attend these workshops as they are a vital resource in your studies, and you will receive guidelines on all aspects of academic writing.

Venue: Library Creative Zone, Ground Floor, Boole Library

1: Library Essentials

Find what you need to get started for your modules and assignments.

Date	Monday 17th Sept. 2018	Wednesday 19th Sept. 2018	Tuesday 25th Sept. 2018	Thursday 27th Sept. 2018
Time	10:00,12:00, 14:00	10:00,12:00,14:00	10:00,12:00,14:00	10:00,12:00,14:00

2. Referencing and Plagiarism

Introduction to Referencing and Plagiarism.

Date	Tuesday 18th Sept. 2018	Thursday 20th Sept. 2018	Monday 24th Sept. 2018	Wednesday 26th Sept. 2018
Time	10:00, 12:00, 14:00	10:00,12:00,14:00	10:00,12:00,14:00	10:00,12:00,14:00

BA Applied Psychology YEAR ONE

Semester 1:   Monday 10th September – Friday 30th November 2018

Time	Monday	Tuesday	Wednesday	Thursday
9.00	AP1039: Research Methods Tutorials	AP1033: Individual Differences **CEC G06**	AP1040: Statistics Tutorials	
10.00	AP1023: Lifespan Development **Boole 4** (Marcin Szczerbinski)	(Raegan Murphy)	AP1040: Statistics Tutorials **CEC G03**	
11.00		AP1031: Biological Psychology **CEC G06**	AP1038: Digital Literacy for Psychologists **CEC G20** (Debbie Jeske)	
12.00		(Samantha Dockray)		
13.00	AP1039: Research Methods Tutorials			AP1040: Statistics Tutorials **CEC G03**
14.00		AP1023: Lifespan Development **Boole 4** (Marcin Szczerbinski)		
15.00				
16.00	AP1035: Introduction to Neuroscience, Perception & Attention **Boole 4** (Jason Chan)			AP1039: Research Methods in Psychology **CEC 7&8** (Samantha Dockray)
17.00		AP1040: Research Design & Statistical Analysis **CEC 7&8** (Jason Chan)		

* AP1030 Critical Skills for Psychologists not shown on timetable. You will be assigned to small groups and your mentor will set your meeting time and place for a 1-hour meeting every 2 weeks across semesters 1 & 2.

Semester 2:   Monday 14th January – Friday 5th April 2018

Time	Monday	Tuesday	Wednesday	Thursday
9.00	AP1039: Research Methods Tutorials		AP1040: Statistics Tutorials	
10.00	AP1037: Social Psychology **Boole 4** (Anna O'Reily-Trace)		AP1040: Statistics Tutorials **CEC G03**	
11.00			AP1036: Learning & Behaviour	
12.00			**CEC G20** (Conor Linehan)	
13.00	AP1039: Research Methods Tutorials			AP1040: Statistics Tutorials **CEC G03**
14.00		AP1037: Social Psychology **Boole 4** (Anna O'Reily-Trace)	AP1025: Applying Psychology to Personal & Professional Development**CEC G06** (Nicola Barry)	
15.00			AP1025: Tutorials **CEC G06**	
16.00			AP1025: Tutorials **CEC G03**	AP1039: Research Methods in Psychology **CEC 7&8**
17.00		AP1040: Research Design & Statistical Analysis **CEC 7&8** (Jason Chan)	AP1025: Tutorials **CEC G03**	(Samantha Dockray)

* AP1030 Critical Skills for Psychologists not shown on timetable. You will be assigned to small groups and your mentor will set your meeting time and place for a 1-hour meeting every 2 weeks across semesters 1 & 2.

Deadlines

Code	Name	Semester	Exam	Continuous Assessment	Deadline for Continuous Assessment	Coordinator
AP1023	Lifespan Development	1	100%	N/A	N/A	Marcin Szczerbinski
AP1030	Critical Skills for Psychologists	1 & 2	N/A	100%	1 x critical reading assignment: **11am November 19th** 1 x in-class presentation: **TBC** 1 x essay: **11am 5th March 2019**	Gillian Murphy
AP1031	Biological Psychology	1	100%	N/A	N/A	Samantha Dockray
AP1033	Individual Differences	1	N/A	100%	1 x essay: **11am 30th November 2018**	Raegan Murphy
AP1035	Introduction to Neuroscience, Perception & Attention	1	100%	N/A	N/A	Jason Chan
AP1038	Digital Literacy for Psychologists	1	N/A	100%	**TBC**	Debbie Jeske
AP1025	Applying Psychology to Personal & Professional Development	2	N/A	100%	**11am Feb 6th** **11am Feb 27th** **11am March 13th** **11am March 27th**	Nicola Barry
AP1036	Learning & Behaviour	2	50%	50%	**11am 15th March 2019**	Conor Linehan
AP1037	Social Psychology	2	100%	N/A	N/A	Anna O'Reily-Trace
AP1040	Research Design & Statistical Analyses I	1&2	50%	50%	Weekly assignments	Jason Chan
AP1039	Research Methods in Psychology	1&2	N/A	100%	8 practical dates	Samantha Dockray

SCHOOL OF APPLIED PSYCHOLOGY

APPLICATION FOR A LATE PENALTY WAIVER

Please return completed application and supporting documentation to Stephen.Cullen@ucc.ie

Please note: Assignments/practicals must be submitted to Blackboard <u>before</u> this form is used. *This form is not for those who have missed end of year examinations.*

NAME: _____

STUDENT NUMBER: _____

MOBILE NUMBER: _____

MODULE CODE: _____

COURSE (EG. Applied Psychology/BA1/BSCOT1): _____

ORIGINAL DUE DATE OF ASSIGNMENT/CLASS TEST: _____

ACTUAL DATE OF SUBMISSION ON BLACKBOARD: _____

MISSED ASSIGNMENT □   MISSED PRACTICAL   □

MISSED CLASS TEST   □   OTHER (Please specify):

REASON FOR NON-SUBMITTAL/NON-ATTENDANCE:

_____

_____

_____

_____

_____

_____

MEDICAL CERT/SUPPORTING DOCUMENTATION SUBMITTED:

YES   □   NO   □