

BA APPLIED PSYCHOLOGY

Second Year Applied Psychology and First Year Higher Diploma in Psychology Handbook

School of Applied Psychology
UNIVERSITY COLLEGE CORK

Welcome Back!

We hope that your second year at the School of Applied Psychology will be productive and happy. This handbook gives essential information about your second year. Other useful information can be obtained from student guides available from the College of Arts, Celtic Studies, and Social Sciences (CACSSS) <http://www.ucc.ie/en/cacsss/ug/second/>

School of Applied Psychology

Head of School: Professor John McCarthy

Head of Second Year: Dr. Annalisa Setti

Office opening hours:

10.00-12.00 and 14.00-16.00

Term Dates Academic Year 2017-2018

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

Contacting Academic Staff

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 your 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.

COURSE CONTENT

Details on the course content is available from the College Calendar at

<http://www.ucc.ie/calendar/arts/art005.html>

Module descriptions can be found at the following link <http://www.ucc.ie/modules/descriptions/AP.html>

Calculation of final year mark

Please be aware that **33% of your second-year mark** and **66% of your third-year mark** are combined to give you your final overall mark and degree classification.

Changing a Module

Students wishing to register a change of module must do so via the Student Portal or at the Student Records and Examinations Office no later than **two** weeks after the start of each Semester, i.e. by Friday 21st September 2018 (Semester 1) or Friday, 25th January 2019 (Semester 2). **Deadlines will be strictly adhered to.**

Submission of Course Work

All continuous assessment must be submitted electronically via Turnitin links on BlackBoard. 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.***

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** ("Plagiarism is the presentation of someone else's work as your own without appropriate attribution", UCC policy, p.1). 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 quotations should be kept at minimum. 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 (exactly) 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 only 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 (do not send the late assignment by email, just explain your circumstances).

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 online on the School website or a copy can be picked up from the main office [<https://www.ucc.ie/en/apsych/currentstudents/schoolpoliciesforms/>].

Information on Exams

Resource	Web Link
Details of Assessment for each module	http://www.ucc.ie/modules/descriptions/page005.html
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 you 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 Winter/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: Dr 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.

Information on Exams

Resource	Web Link
Exam Procedures	http://www.ucc.ie/en/exams/
Past Exam Papers*	http://www.ucc.ie/exampapers/AppliedPsychology.html

*Please note that past exams papers may be available only for some modules, not all modules have or will provide past exam papers

Timetable - Second Year BA Applied Psychology Timetable

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

Time	Monday	Tuesday	Wednesday	Thursday
09.00-10.00			AP2204 CEC 7&8 (M.Murphy)	AP2209P CEC G03
10.00-11.00		AP2105 Computer Lab	AP2204 CEC 7&8 (M.Murphy)	AP2209P CEC G03
11.00-12.00		AP2105 Computer Lab		AP2209P CEC G03
12.00-13.00		AP2105 Computer Lab		AP2209P CEC G03
13.00-14.00	AP2105 CONNS2 (M.Murphy)		AP2102 AL_G30 (S.Dockray)	
14.00-15.00			AP2102 AL_G30 (S.Dockray)	
15.00-16.00		AP2209 CEC 7&8 (ASetti)	AP2104 Boole 3 (AVeale)	
16.00-17.00	AP2103 Boole 2 (J.Chan)	AP2209 CEC 7&8 (ASetti)	AP2104 Boole 3 (A.Veale)	AP2111 Kane Building (G18) (JMcCarthy)
17.00-18.00	AP2103 Boole 2 (J.Chan)			AP2111 Kane Building (G18) (JMcCarthy)

Semester 2: Monday 14th January –Friday 5th April 2019

Time	Monday	Tuesday	Wednesday	Thursday
09.00-10.00				
10.00-11.00				
11.00-12.00	AP2109 CEC 7&8 (ZDiBlasi)			AP2209P CEC G03
12.00-13.00	AP2109 CEC 7&8 (ZDiBlasi)			AP2209P CEC G03
13.00-14.00		AP2106 CEC 7&8 (RKing)		
14.00-15.00		AP2106 CEC 7&8 (RKing)		AP2209P CEC G03
15.00-16.00		AP2209 CONN J1 (A.Setti)		AP2209P CEC G03
16.00-17.00		AP2209 CONN J1 (A.Setti)	AP2107 CEC 7&8 (RMurphy)	
17.00-18.00			AP2107 CEC 7&8 (RMurphy)	

Deadlines

Code	Name	Term	Exam	CA	Deadline for CA all 11 am unless otherwise stated	Coordinator
AP2102	Biological Bases of Behaviour	1	100%	N/A	N/A	Samantha Dockray
AP2103	Introduction to Neuroscience Perception and Attention	1	100%	N/A	N/A	Jason Chan
AP2104	Developmental Psychology	1	100%	N/A	N/A	Angela Veale
AP2105	Experimental Design and Statistical Applications 2	1	50%	50%	11 am, Friday, 30th November 2018	Mike Murphy

AP2111	Psychology and everyday life	1	N/A	100%	11 am, Friday, 30th November 2018	John McCarthy
AP2204	Psychology of Ageing	1	N/A	100%	11 am, Friday, 30th November 2018	Mike Murphy
AP2106	History and Philosophy of Psychology	2	N/A	100%	11 am, Friday, 19th April 2019	Robert King
AP2107	Individual Differences	2	N/A	100%	11 am, Friday, 5th April 2018	Raegan Murphy
AP2109	Social Psychology	2	100%	N/A	N/A	Zelda di Blasi
AP2209	Advanced Research Methods in Psychology II	1 & 2	N/A	100%	11 am, 8th Oct 2018 11 am 5th Nov 2018 11 am 3rd Dec 2018 11 am 11th Feb 2019 11 am 11th March 2019 March 26 th & March 28 th oral presentations [please check the AP2209 module on Blackboard to confirm these dates]	Annalisa Setti

Second-year workload and balance across the two semesters:

- 6 modules in semester 1 and 3 modules in semester 2; 1 module (AP2209) runs over two terms.
- 4 exams and 6* continuous assessments in semester 1.
- 1 exam and 5* continuous assessments in semester 2.
- *Part of the continuous assessments includes the AP2209 practicals.

This figure may change just slightly depending on lecturer specification which you will hear about later on in class.

**SCHOOL OF APPLIED PSYCHOLOGY
LATE ASSESSMENT FORM**

Please note: Assignments/practical must be submitted to Blackboard before this form is used. *This form is not for those who have missed the end of year examinations. Email to: stephen.cullen@ucc.ie*

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 CLASS TEST

MISSED PRACTICAL

OTHER (Please specify):

REASON FOR NON-SUBMITTAL/NON-ATTENDANCE:

MEDICAL CERT/SUPPORTING DOCUMENTATION SUBMITTED:

YES NO

For Office Use Only:

Date Received:

Decision: