School of Applied Psychology

University college cork

Ba Applied Psychology HANDBOOK

#### Welcome Back!

**2nd Year Applied Psychology**

**1st Year Higher Diploma in Psychology**

We hope that your second year at the School of Applied Psychology will be productive and happy, despite all Covid-related challenges that await us all.

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) <https://www.ucc.ie/en/cacsss/ug/currentstudents/>

#### School of Applied Psychology

Head of School: Prof. Carol Linehan

Head of Second Year: Dr. Marcin Szczerbinski

Administrative Support: Veronica Forde

#### Term Dates Academic Year 2020-2021

|  |  |
| --- | --- |
| **Semester 1** | **Semester 2** |
| 28th September — 18th December 2020 | 25th January — 1st April; 12th — 23rd April 2021 |
| **Review Week:** 4th — 8th January 2021 | **Review Week:** 26th – 29th April 2021 |
| **Exams:** 11th — 15th January 2021 | **Exams:** 30th April – 14th May 2021 |

#### 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 such a question, your first action should always be to check this **handbook** and the relevant **module syllabus**. 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 impacting on your course, however, **then please bring them up with the relevant lecturer, tutor, mentor or year head as soon as possible** – by email preferably. A face-to-face or online meeting can then be arranged, if needed.

#### Course Content

Details on the course content, pass and progression rules are described in detail in the Marks and Standards document <https://www.ucc.ie/admin/registrar/marksandstandards/> [see College of Arts, Celtic Studies and Social Sciences version] and summarised briefly in the College Calendar at <https://www.ucc.ie/admin/registrar/calendar/arts/>

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 average 2nd year mark** (1st year on HDip course ) and **66% of your average 3rd year mark** (2nd year on the HDip course) are combined to give you your final overall mark and degree classification.

#### PSI Graduate Membership

In order to be eligible for PSI graduate membership, a student must pass the independent research project, and gain at least a Lower Second Class Honours degree in a PSI accredited undergraduate degree, or complete a PSI accredited Psychology Conversion Course with an overall pass mark of 50 percent.

#### Changing a Module

Students wishing to register a change of module must do so via the Student Portal no later than **two** weeks after the start of each Semester, i.e. by Friday, 9 October 2020 (Semester 1) or Friday, 5 February 2021 (Semester 2). Semester 1 modules cannot be changed in Semester 2. **No changes in registration will be allowed after these deadlines.** For more information, visit<https://www.ucc.ie/admin/registrar/calendar/general/info014.html>.

#### COVID 19 and the University Community

 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.

#### Attendance

**Every student is expected to attend all lectures, tutorials, and practicals**. During the current COVID-19 pandemic period online attendance will be accepted in most cases (see Teaching Arrangements section below for more details). **We reserve the right to monitor attendance and contact absent students to discuss their progress in the module**.

If you are unable to attend for whatever reason (illness, family matter, etc.) please inform the relevant module coordinator or tutor in advance.

#### Submission of Course Work

All continuous assessment (CA) must be submitted electronically via Canvas. Receipts will be issued in Canvas 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
* A declaration of academic honesty, worded as follows:

***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.***

#### Turnitin

Turnitin is external software that provides an overlap score for assignments submitted to Canvas. We encourage you to use it to check the originality of your work before final submission. If you wish to avail of this service, you are advised to upload your work well in advance of the submission deadline, as Turnitin may take up to 24 hours to assess a piece of work and determine an overlap score. Should you leave the submission of your work too late, you may not receive an overlap score in time for the deadline. Please note that the School’s Teaching and Learning Committee will not accept requests for late submissions penalty waivers due to issues with Turnitin’s overlap score.

#### A Warning about Plagiarism

In the writing of your continuous assessment assignments, you will of course need to refer to both printed and online books, papers and other 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.

“Plagiarism is the presentation of work for credit without appropriate attribution. Whether done **deliberately or inadvertently, it is unacceptable**, since it is an attempt to claim credit for work previously submitted by you and/or not done by you and fails to give credit for the work as appropriate” ([UCC Plagiarism Policy – version 2.0 – May 2020](https://www.ucc.ie/en/media/support/recordsandexaminations/documents/UCCPlagiarismPolicy-2020.pdf)).

In order to maintain academic integrity, the School of Applied Psychology takes plagiarism very seriously, in line with the UCC Plagiarism Policy referenced above.  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. You 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.

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 TURNITIN will detect it, giving 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.

**If in doubt, please consult our library resources, which include excellent guides on** [**referencing**](https://libguides.ucc.ie/academicintegrity/referencing) **as well as** [**avoiding plagiarism**](https://libguides.ucc.ie/academicintegrity/plagiarism)**.** These pages are likely to answer most questions you may have about plagiarism.

#### Effective studying and effective writing skills

[UCC Skills Centre](https://www.ucc.ie/en/skillscentre/) of a wealth of materials that can help you develop and improve your academic writing skills and study skills. We recommend it highly. It gives you an option of [booking an individual virtual session with one of its tutors](https://www.ucc.ie/en/skillscentre/bookings/).

[The Study Skills page of the Open University](https://help.open.ac.uk/browse/study-skills) (UK) is another place worth visiting. There, you can [download *The Good Study Guide* by Andy Northedge](https://help.open.ac.uk/students/_data/documents/helpcentre/good-study-guide.pdf) (Open University Press, 2005), which is a great introduction to effective study skills.

#### Late Submission Policy

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

The deadline for all assignments **is 11h00**. You may still submit your assignment to the assignment link after the deadline has passed, however, please note that **all work submitted to this link after 11.00am on submission day 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 **also prompts you to email your supporting documentation where necessary to**[**stephen.cullen@ucc.ie.**](mailto:stephen.cullen@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.

If you have missed a mandatory class or practical session, you will also need to submit a lateness waiver to the school. You can find it [at this link](https://cacsss.eu.qualtrics.com/jfe/form/SV_dbXIE3YZa9f08bX?application=session).

Technical problems (e.g. computer failure) are generally not accepted as a valid reason for lateness.

#### Marking criteria

Specific marking criteria will vary somewhat between modules and across lecturers, but generally the School adheres to National University of Ireland (NUI) undergraduate grade descriptors which can be found here: <https://www.ucc.ie/en/media/academic/sefs/documents/currentstudents/NUI_Grade_Descriptors.pdf>

#### Information on Exams

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| --- | --- |
| **Resource** | **Web Link** |
| Exam Procedures and Regulations | <http://www.ucc.ie/en/exams/> |
| Past Exam Papers\* | <https://libguides.ucc.ie/libraryessentials/exampapers> |

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

#### 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 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.

For further information see <https://www.ucc.ie/en/exams/procedures-regulations/> - and then ‘Guide to Examinations and Assessment for Staff and Students’ document.

#### 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.

For further information and access to the Mitigation Application Form, see <https://www.ucc.ie/en/exams/appeal-mitigation-recheck/> - and then follow the ‘Mitigation’ link.

#### Examination recheck

You may request to have your module marks rechecked. This means re-chequing whether they have been entered and computed correctly (all components averaged accurately, etc.). Re-check does not involve reassessment of the examination paper(s) or other submitted.

For further information and access to the Re-Check Application Form, see <https://www.ucc.ie/en/exams/appeal-mitigation-recheck/> - and then follow the ‘Recheck’ link.

#### Examination appeal

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

* There is evidence of substantive irregularity in the conduct of an examination
* 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)
* Therewere 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.

For further information and access to the Re-Check Application Form, see <https://www.ucc.ie/en/exams/appeal-mitigation-recheck/> - and then follow the ‘Appeal’ link

#### 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](mailto: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. For more information visit <https://www.ucc.ie/en/studentombudsman/>

#### Teaching Arrangements (semester 1)

Please note that these arrangements are preliminary and may change with the development of COVID-19 pandemic.

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| --- | --- |
| **Module** | **Proposed teaching arrangements** |
| AP2043 Biological Psychology II | Online, with a blend of synchronous and asynchronous activities. |
| AP2044 Applied Cognition | Some online, other delivered to small live audience , recorded, made available on Canvas, followed up with an online Q&A session |
| AP2045 Psychology of childhood and adolescence | Online |
| AP2046 Research Design and Statistical Analyses II | Lectures: online.  Practicals: students will have the option of in-person tutorials or attending virtually (streamed and recorded). In-person will have a max of 15 persons. |
| AP2048 Psychology and Everyday Life | Online. Mix of online recorded material, short presentations, exercises, discussion, etc. |
| AP2055 Research Methods II | Lectures: some online, other delivered to small live audience, recorded & made available on Canvas  Practical: face-to-face (smaller classes have been arranged to allow for social distancing) |

At this point (September 2020) we unable to confirm semester 2 teaching arrangements.

#### Timetable

# nb. Building codes are used. They are explained at [**https://www.ucc.ie/en/students/campus/buildings/**](https://www.ucc.ie/en/students/campus/buildings/)

**Semester 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 09.00-10.00 |  | AP2046 Tutorial\*  **CEC Complab** |  | AP 2046 Tutorial\*  **CEC Complab** | AP 2050 Tutorial\*  **CEC Designlab** |
| 10.00-11.00 |  | AP2046 Tutorial\*  **CEC Complab** |  | AP 2046 Tutorial\*  **CEC Complab** | AP 2050 Tutorial\*  **CEC Designlab** |
| 11.00-12.00 | AP2048  *(AVeale)* |  |  |  | AP 2050 Tutorial\*  **CEC Designlab** |
| 12.00-13.00 | AP2048  *(A Veale****)*** |  |  |  | AP 2050 Tutorial\*  **CEC Designlab** |
| 13.00-14.00 |  |  | AP2043  (SDockray) |  |  |
| 14.00-15.00 |  |  | AP2043  (*S Dockray)* |  |  |
| 15.00-16.00 | AP2046  *(J Chan)* | AP2050  (*M. Szczerbinski)*  **G20** | AP2045  *(S Lambert)* |  |  |
| 16.00-17.00 | AP2044  *(A Setti)* | AP2050  (*M.Szczerbinski)*  **G20** | AP2045  *(S Lambert)* |  |  |
| 17.00-18.00 | AP2044  *(A Setti)* |  |  |  |  |

\* All tutorial groups are listed. Division of students into tutorial groups will be confirmed in week 1

**Semester 2:**

Due to the evolving public health situation the School of Applied Psychology’s following link provides a live resource for current timetables <https://www.ucc.ie/en/apsych/covid-19updates/>

#### Deadlines

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module** | **Semes-ter** | **Exam** | **CA** | **Deadline for CA all 11 am**  **unless otherwise stated** | **Coordinator** |
| **SEMESTER 1** |  |  |  |  |  |
| AP2043 Biological Psychology II | 1 | N/A | 100% | 3 x 1,000 words essays   1. Topic released 01 Nov, due **Mon 16 Nov** 2. Topic released 16 Nov, **due Mon 30 Nov** 3. Topic released 14 Dec, **due Mon 11 Jan** | Samantha Dockray |
| AP2044 Applied Cognition | 1 | 100% | N/A |  | Annalisa Setti |
| AP2045 Psychology of Childhood and Adolescence | 1 | N/A | 100% | 1 x 3,000 words essay: **Mon 21 Dec** | Sharon Lambert |
| AP2046 Research Design and Statistical Analyses II | 1 | 50% | 50% | 1 x practical report: **Fri 4 Dec** | Jason Chan |
| AP2048 Psychology and Everyday Life | 1 | N/A | 100% | 1 x 3,000 words report: **Thu 17 Dec** | Angela Veale |
| AP2050 Research Methods in Psychology II | 1&2 | N/A | 100% | 4 x 2,500 – 3,500 words research reports:   1. **Tue 27 Oct** 2. **Tue 24 Nov** [BAP students only] 3. **Tue 22 Dec** [BAP students only] 4. **Tue 23 Feb**   1 x 2,500 – 3,000 project proposal: **Tue 23 Mar**  1 x oral presentation:   * Tue 13 Apr [slides] * 16-23 Apr [oral presentation] | Marcin Szczerbinski |
| AP2041 Critical Skills for Applied Psychologists | 2 | N/A | 100% | 1 x 2,000 words essay: **Wed 7 April**  1 x oral presentation (pass/fail) **[date TBC]** | Nicola Barry |
| AP2042 Introduction to Clinical Psychology | 2 | N/A | 100% | 1 x 3,000 words essay/critical review: **Thu 1 Apr** | Philip Moore |
| AP2047 Social and Organisational Psychology | 2 | 100% | N/A |  | Zelda Di Blasi |
| AP2049 Psychology of Aging | 2 | N/A | 100% | 1 x 3,000 words report: **Tue 6 Apr** | Mike Murphy |

Please note that these dates may be subject to change if unforeseen circumstances arise.