

Course Code & No. - Section: PSYC 291 – Section 1
Course Title (Credits): Introduction to APA Style
Term & Year: Fall / 2019
Course Ref. No. (CRN): 80238
Instructor: Christina M. Frederick, Ph.D.
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Class Meeting Time: MW 11:30 pm – 12:45 pm
Location: PL 213
Prerequisites (from Catalog): ENGL 101 and ENGL 102
Corequisites (from Catalog): N/A

COURSE DESCRIPTION

This course introduces students to the professional writing style of the American Psychological Association (APA). Topics include grammar, punctuation, clear expression of ideas, citation of sources, quotation, headings, tables and figures, reference format, and ethics.

STUDENT OUTCOMES

Upon successful completion of this course, a student will be able to:

1. Use the APA Manual as a resource for other classes
2. Understand differences among primary, secondary, empirical, non-empirical, peer-reviewed and non-peer-reviewed sources
3. Use the basic formats for writing style (e.g., grammar), editorial style (e.g., punctuation), citations and references permitted in the field of psychology
4. Demonstrate knowledge and understanding of the APA Code of Ethics (i.e., quote, paraphrase, and cite sources correctly; define and avoid plagiarism)

METHODS OF ASSESSING STUDENT OUTCOMES

Student outcomes will be assessed using the following:

1. Class attendance and participation
2. Quizzes and other in-class writing activities
3. Written take home assignments
4. Closed-book Familiarization and Mastery Test exams covering material in the textbook and described in the class schedule

INSTRUCTIONAL STRATEGIES

This class will utilize lectures, small groups, inquiry learning, in-class discussions and activities, homework assignments, quizzes, and exams. Bring your laptop computer regularly for aid in acquiring resources and creating documents for practice purposes.

REQUIRED TEXTS AND MATERIALS

1. *Publication Manual of the American Psychological Association*. (2010). Washington, DC: American Psychological Association. (ISBN: 1-4338-0561-8)
2. Laptop computer (one that meets the published SNC Laptop Requirements)

RECOMMENDED TEXTS AND MATERIALS

1. Aaron, J.E. (2010). *The little, brown compact handbook* (7th or 8th ed.). New York, NY: Pearson. (ISBN: 0-205-65163-1)

ATTENDANCE

Attendance and participation are essential to the learning process. Students are expected to attend all scheduled meetings **ON TIME** and provide **NO** interruptions (e.g., cell phones, facebook, etc.). Attendance will be recorded at the *beginning* of each class. You are expected to be on time as well as stay for the entire period. Roll will be taken every day. If you choose not to attend class, arrive tardy, or depart early, you will be at an academic disadvantage.

Credit is available based on your attendance and participation. You will lose points for any missed classes (or any portions thereof). Excused and unexcused absences are **BOTH** considered an absence from class and are counted toward the total number of absences in the course. Excessive tardiness and/or repeated disrespect of classroom rules (e.g., use of cell phones) will be penalized by a reduction of your final attendance/participation score.

Being late may cause you to miss important announcements and class material. If you arrive late, *it is your responsibility* to be sure you have been counted present for the day before leaving. Additionally, *you must see me before leaving class to be counted present for the day*. If/when you miss class, you remain responsible for notes and handouts (see a classmate for notes; see me for handouts). I urge you to attend office hours in the event of a missed class. Missing even one class session could significantly impact your grade.

I will adhere strictly to university policy regarding grade assignments for excessive missed classes.

RESEARCH PROJECT

This course focuses on building skills important in using the writing style convention prescribed for the discipline of psychology, APA style. While you will not collect data and report in this class, you will be asked to review other's academic work within the field of psychology and produce novel writing to illustrate your skill level.

CLASS REQUIREMENTS

1. Attendance: See Attendance section (*above*) and specific reference to attendance in the grading policy (*below*).
2. Reading: Students are expected to do the assigned reading *before* class meets to ensure preparation for discussions and learning activities.
3. Participation: Thought questions, discussions, and in-class activities may provide opportunities for students to earn participation points throughout the semester.
4. Students are required to take all exams and turn in all assignments on the scheduled dates. **NO** makeup quizzes/exams or late assignments will be allowed without prior consent from the instructor.
5. **ALL** cell phones are to be turned off or silenced prior to entering the classroom. Cell phones are *not* to be used for any purpose (e.g., talking or texting). If I see a cell phone I will ask you to put it away; if I see the phone a second time, you can pick it up from me at the end of class and you forfeit your participation credit for the day. If there is a major emergency requiring cell phone use, please exit our classroom immediately and do not return during the class period. In this case, even if this occurs in the last 5 minutes of class, you will forfeit your attendance and participation credit for the day. This absence will be treated like any other; the student will not be excused from any work due to the missed class.
6. Computer use restricted to that pertinent to class *only* (i.e., no facebook, no twitter, YouTube, etc.).

INFORMATION LITERACY STATEMENT

Using the library's resources (not just the Internet) effectively (Psych INFO/EBSCO) contributes to developing each of SNC's core themes by exposing students to high quality academic resources, diverse opinions, new ideas, and a future that includes building on a liberal arts education. In this course, you will be expected to utilize the library's resources (either on-site or remotely) as you complete your assignments.

SANCTIONS FOR CHEATING AND/OR PLAGIARISM

Plagiarism is defined as, "passing off a source's information, ideas, or words as one's own by omitting to acknowledge the sources" (Teuber & Andreas, 1999). This refers to all sources of information; including the Internet.

To avoid plagiarizing, a good rule is to use quotation marks whenever a string of three or more words is copied from another source (e.g., when taking notes from a journal article). Simply paraphrasing and citing a source may not be enough to avoid plagiarizing, however. For example, one of the paragraphs in a paper might be a close paraphrase of a paragraph from another source. Even if the source is cited, the structure of the original source has been plagiarized! Starting with an outline of arguments to be included in a paper and then using information from other sources to back up these arguments should help one avoid plagiarizing in this manner.

Any form of cheating, plagiarism and/or unauthorized use of anything other than the student's own resources will not be tolerated. To be clear, unless explicit written or verbal instructions indicate otherwise, exams and assignments are to be completed individually (i.e., without any collaboration). The instructor will pursue the maximum disciplinary action against the student violating this protocol. I have a strict no tolerance policy. Additionally, if you are caught cheating, you will earn an automatic 0 on that exam/assignment/etc.

Some examples of cheating include, but are not limited to, copying from a classmate's work during an exam, turning in work that is not your own, and using any unapproved aid during an exam.

Both intentional and unintentional plagiarism, as well as any suspicion of cheating, will be reported to the Vice President of Academic Affairs/Provost. I strongly encourage all students to meet with me to discuss this issue before turning in written work.

No ball caps, cellular telephones, pagers, earbuds, headphones, extraneous paper, notes, etc. are permitted during any and all periods of assessment (e.g., exams, quizzes, in class assignments, etc.). If I spot one of these present (even if you are not using it) during an unapproved period, you will take an automatic 10% reduction on the assessment in question. In the case I witness the use of such unapproved apparatus, you will receive a 0. Yes, this means you will need to use a watch rather than your cell phone for the time.

THE HONOR CODE

Our faculty believes students must be held to high standards of integrity in all aspects of college life to promote the educational mission of the College and to encourage respect for the rights of others. Each student brings to the SNC community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment and the growth and development of the individual. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity, responsibility and trust. The faculty and students alike must make diligent efforts to ensure high standards are upheld by their colleagues and peers as well as themselves. Therefore, faculty and students accept responsibility for maintaining these standards at Sierra Nevada College and are obligated to comply with its regulations and procedures, which they are expected to read and understand.

CONSEQUENCES OF VIOLATING THE STUDENT HONOR CODE

SNC students and faculty share the responsibility for maintaining an environment of academic honesty. Thus, all are responsible for knowing and abiding by the SNC Faculty/Student Honor Code published in the current SNC Catalog. Faculty are responsible for presenting the Honor Code and the consequences of violating it to students at the start of their classes AND for reporting all incidences of academic dishonesty to the Provost. Students are responsible for knowing what constitutes CHEATING, PLAGIARISM and FABRICATION and for refraining from these and other forms of academic dishonesty. Violations of the Honor Code become part of a student's academic record.

- 1st Offense: Student receives a zero for assignment/exam and counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.
- 2nd Offense: Student fails course and receives counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.
- 3rd Offense: Student is expelled.

GRADING POLICY

1. Attendance & Participation:

Credit is available based on your attendance and participation. Refer to the Attendance section above for details regarding my expectations. You will lose points for any missed classes (or any portions thereof) and any days for which you are viewed to not be participating in group or class discussions (e.g., on your cell phone).

These are the easy points, get them all. =>

2. Assignments and Quizzes:

This class incorporates several assignments and quizzes. Several are briefly covered on the course calendar provided (end of this document) and will be detailed in class. *No make-ups or late assignments will be accepted without prior approval by instructor.* Budget your time to complete written assignments by their due date and attend class at all times, particularly on activity days. Do not submit assignments via email unless you have received prior approval or the request has been made. In the case you will be absent when an assignment is due, have a classmate turn in for you (you can return the favor for them) or email it to me on time (time stamp) and bring the printed copy (for grading) when you return.

Article Summary Assignments must include:

- (1) APA style cover page
- (2) Article Summary
- (3) APA style reference page
- (4) PDF version of the article you are referencing
- (5) Article must be experimental!
- (6) Summary must be typed to receive credit

Please note that various assignments require a Turnitin.com printed report.

3. Examinations:

There are two major exams in this course; each may be taken multiple times. We will begin with a familiarization test to gauge where student's skills are and let you know where you stand as far as your pre-preparation for course material. This test will be retaken at the end of the semester to gauge your learning. There is also a Mastery Test at the end of the semester. You are required to score 60% or above on this test to pass the course. You will have 2 chances. You cannot pass this course without passing this test. This is what we will be studying for all semester with our activities, assignments, and quizzes. You should be particularly familiar with all material discussed in class, but anything in the APA Manual is fair game (unless otherwise indicated). You will be required to demonstrate your skills at using APA style in variable fashions.

All students are required to take quizzes and exams on the scheduled days/times (see course timeline for dates). Students *must* take all exams and pass the Mastery test with a minimum of 60%. *In the unlikely event of a missed quiz or exam, and only with instructor approval based on verifiable documents, the make-up exam will occur at the final exam.* If you miss more than one, see me about the status of your grade and/or your plans for re-taking the course at a later date.

Please note that in the event of possible Academic Honor Code violations, I reserve the right to administer individual oral exams.

4. Final Grades: Based on the number of points earned from quizzes, assignments, exams, class participation, and attendance. There are no makeups for the final exam—you *must* adjust your schedule accordingly.

5. Grading scale: Grades will be assigned on a strict percentage scale and are *non-negotiable*.

A+: $\geq 99\%$	B : 82.1 - 87.9%	C-: 70.0 - 72.0%
A : 92.1 - 98.9%	B- : 80.0 - 82.0%	D+ : 68.0 - 69.9%
A- : 90.0 - 92.0%	C+ : 78.0 - 79.9%	D : 62.1 - 67.9%
B+ : 88.0 - 89.9%	C : 72.1 - 77.9%	D- : 60.0 - 62.0%
		F : < 60.0%

ADA ACCOMMODATIONS

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. If a student wishes to request an accommodation, please contact the Director of Academic Support Services, Henry Conover, at (775) 831-1314 (x7534), hconover@sierranevada.edu, or go to the OASIS offices on the third floor of Prim Library during the first week of the semester.

Please inform me as soon as possible if you have a professionally diagnosed and certified disability. Be sure to obtain the proper paperwork and inform me of any required accommodations at least 72 hours *before* scheduled exams, quizzes, papers, assignments, presentations etc. Depending on the type of accommodation, time may be required for me to meet your needs (e.g., private room for exams).

THE SNC EMAIL SYSTEM

The SNC email system is the official communication vehicle among students, faculty members and administrative staff. It is designed to protect the confidentiality of student information as required by the Family Educational Rights and Privacy Act of 1974 Act (FERPA). Students should check their college email accounts daily during the school year.

Students have a right to forward their SNC e-mail to another e-mail account (for example, @hotmail or @gmail), however, confidentiality of student information protected by FERPA cannot be guaranteed for SNC e-mail forwarded to an outside vendor. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her SNC email account.

THE MISSION STATEMENT

Sierra Nevada College graduates will be educated to be scholars of and contributors to a sustainable world. Sierra Nevada College combines the liberal arts and professional preparedness through an interdisciplinary curriculum that emphasizes entrepreneurial thinking and environmental, social, economic and educational sustainability.

THE CORE THEMES

Liberal Arts


Professional Preparedness

Entrepreneurial Thinking

Sustainability

BRING YOUR APA MANUAL TO CLASS EVERY DAY

CLASS SCHEDULE

WEEK/DAY	DATE	TOPIC	READING DUE	ASSIGNMENTS/ACTIVITIES DUE	OTHER
WEEK 1 MON	9/16	Syllabus & Introduction		Syllabus “5 Reasons Why” Activity	 Distribute: The purpose of Mastering APA Style
WEEK 1 WED	9/18	Purpose/ Relevance	Handout: The Purpose of Mastering APA Style Foreword, Preface, & Introduction	Index Card (10 points) Syllabus Quiz (15 points) 5 reasons you believe learning APA Style is worthwhile (10 points) Career/APA Format Exercise	
WEEK 2 MON	9/23	Familiarization Test		Familiarization Test (<i>closed book</i>) (11:30am – 12:00pm) Score Familiarization Test – Class activity led by instructors (12:00pm – 12:45pm)	
WEEK 2 WED	9/25	<i>Accessing library resources</i>		Write up: (a) Identify section of most significant performance and (b) struggle on Familiarization Test. Detail method for how to (c) help others in strong areas and (d) yourself in weak areas. (10 points) How to use Library Resources: Led by Nick Prepare and type 2 thoughtful questions and it is required you ask 1. Turn in before you leave class. (10 points; 4 pts per question + 2 pts for being typed)	Bring Laptop! Assign Student presentations on Ethics Sections: 1. - 1.07, 1.08, 1.09 <i>or</i> 2. - 1.10, 1.11, 1.12 <i>or</i> 3. - 1.13, 1.14, 1.15, 1.16

WEEK 3 MON	9/30	Citation & Reference Workshop <i>Types of Articles</i>	Chapter 1 & 2	<p>CR Interest Assignment: Bring a PDF version of a journal abstract page from an area of your interest with a typed 1st draft of the citation and reference (see p. 198 for examples) (5 points)</p> <p>How to write a citation and reference for Nervous Article</p> <p><u>Part I</u> Bring in two peer reviewed journal articles on a topic of interest</p> <p><u>Part II</u> By the end of class, indicate on your articles what types you have brought in</p> <p><u>Part III</u> Pair activity: Based on lecture and the articles brought to class, check the labels for accuracy (10 points; 4 pts for 2 articles, 6 pts for correct labels)</p> <p>Presentation skills discussion</p>	Distribute Nervous Article
WEEK 3 WED	10/2	<i>Writing for the Behavioral and Social Sciences</i>	Chapter 1	<p>Turn in rough and final draft of CR Interest Assignment (10 points)</p> <p>Ethics Mini Lessons (12 min presentation, 3 min Q&A, PowerPoint slides to be turned in, prepare and turn in 2 typed multiple choice questions and 2 short answer questions) (50 points)</p>	Distribute article regarding plagiarism (Landau et al., 2002)
10/3 or 10/4*					<i>Junior Proficiency Exam</i>
WEEK 4 MON	10/7	<i>Plagiarism</i>	Chapter 1, article reading on plagiarism	<p>Use library resources to (1) bring in abstract pages for one each of the 5 types article types, (2) CLEARLY label each with their type, and (3) provide your rationale for all article type decisions typed on one page (25 points)</p> <p>Plagiarism Knowledge Survey (PKS) (12 points)</p> <p>Discuss plagiarism reading and PKS</p>	

WEEK 4 WED	10/9	<i>Manuscript Structure and Content</i>	Chapter 2	Bring in a complete empirical journal article from your area of interest in PDF format (5 point) Parts of the Manuscript	Handout: Reference examples
WEEK 5 MON	10/14	<i>Manuscript Structure and Content</i>	Chapter 2	PDF version of Journal abstract page for any article with 3+ authors <i>with typed</i> (a) reference, (b) 1st, and (c) 2nd citation (20 points) Parts of the Manuscript Quiz (10 points)	Refer to sample paper in APA Manual
WEEK 5 WED	10/16	<i>Writing Clearly and Concisely</i>	Chapter 3	Articles Assignment 1 to be done in conjunction with a <i>new</i> empirical research article you bring to class. Article must be experimental. Must turn in full article for credit. (20 points) Begin Chapter 3 (Length, Levels of Heading, & Seriation)	Distribute and Discuss Writing Style Handouts
WEEK 6 MON	10/21	<i>Writing Clearly and Concisely</i>	Chapter 3	Writing Style Worksheet (10 points) Writing Style Quiz (10 points)	Distribute and Discuss Reducing Bias in Writing Handout
WEEK 6 WED	10/23	<i>Writing Clearly and Concisely</i>	Chapter 3	Rough Draft Article Summary: Use an empirical journal article (read entire work, not only abstract) and compose a one-page summary rough draft for peer review. Include: APA style cover page, summary w/ citations, APA style reference page, full article in PDF format, & Turnitin.com Report (25 points) Reducing Bias in Writing Activity (10 points)	
10/25*					Nevada Day College Closed

WEEK 7 MON	10/28	<i>The Mechanics of Style</i>	Chapter 4	<p>Begin Chapter 4</p> <p>In-Class Activity: Punctuation Worksheet (10 points)</p>	<p>Assign groups for Mechanics of Style mini-lessons</p> <ol style="list-style-type: none"> 1. Semi-colon vs. Colon; Parentheses (4.04 – 4.05 & 4.09) 2. Spelling, Italics (4.12 & 4.21) 3. Abbreviations (4.22 – 4.30) 4. Numbers (4.31 – 4.35 & 4.37-4.40 & 4.46)
10/28-11/8*					<i>Advising for Spring 2020 Term</i>
WEEK 7 WED	10/30	<i>The Mechanics of Style</i>	Chapter 4	<p>Numbers Worksheet (10 points)</p> <p>Student mini-lessons with interactive activity (12 min presentation, 3 min Q&A, PowerPoint slides to be turned in, prepare and turn in 2 typed multiple choice questions and 2 short answer questions) (50 points)</p>	
WEEK 8 MON	11/4	<i>Displaying Results</i>	Chapter 5 Tables/Figures	Mechanics of Style Quiz (10 points)	
WEEK 8 WED	11/6	<i>Survey Design</i>		Content Makeup and/or Survey Design	
11/11*					<i>Veterans Day College Closed</i>
11/12-11/14*					<i>Registration for Spring 2020 Semester & Grad Petitions Due for May 2020 Grads</i>

WEEK 9 WED	11/13	<i>Displaying Results</i>	Chapter 5: Purpose of Tables & Figures	<p><i>Final Draft</i> Use an empirical journal article (read entire work, not only abstract) and compose a one-page summary rough draft for peer review.</p> <p>Include: APA style cover page, summary w/ citations, APA style reference page, full article in PDF format, & new Turnitin.com Report if you selected a new article to summarize (50 points)</p> <p>Begin Chapter 5 Analyze survey data (time permitting)</p>	Distribute Tables Assignment <i>Midterm grades filed with Registrar</i>
11/16*					<i>Weather makeup day</i>
WEEK 10 MON	11/18	<i>Displaying Results</i>	Chapter 5: Tables & Figures	<p>Bring the rough draft of your “Creating a Table Assignment” for peer review (5 points)</p>	
WEEK 10 WED	11/20	<i>Displaying Results</i>	Chapter 5: Axes & Honesty Chapter 6: Quotations	<p>Final Draft: Creating a Table Assignment (20 points)</p> <p>Bring all previous articles and abstract pages to reference table examples (participation)</p>	Note: Quotations Quiz the day we get back from Thanksgiving Break
11/25-11/29*				<i>Thanksgiving Break!</i>	
WEEK 11 MON	12/2	<i>Crediting Sources</i>	Chapter 6	<p>Quotations Quiz (10 points)</p> <p>Citations and References Activity (10 points)</p>	<i>Last day to change grade status or withdraw from a course without academic penalty</i>
WEEK 11 WED	12/4	<i>Reference Examples</i>	Chapter 7	Reference List Order Quiz (10 points)	Take quiz after lecture
WEEK 12 MON	12/9	<i>Reference Examples</i>	Chapter 7 Preparation Day	<p>References in Text Homework (20 points)</p> <p>Retake Familiarization Test to gauge learning and as preparation for Mastery Test (82 points)</p>	

WEEK 12 WED	12/11	Final Exam	Mastery Test Extra Credit Day!	<p><i>60% required for passing grade. 60% (or greater), you are "APA Complete." Please see us to schedule individual appointments if 60% requirement is not met.</i></p> <p>Mastery Test (84 points)</p> <p>If you missed an assignment or quiz this is your <i>only</i> opportunity to make it up if given prior approval by instructor.</p> <p>You may make up 2 assignments <i>or</i> quizzes (not including any group work, article summary, or the plagiarism assignment).</p> <p>You will receive a maximum of 50% of the initial points available per make-up. This is far better than 0%.</p>	<p><u>Extra Credit Offer:</u> I will provide a 10 point, cumulative, extra credit quiz to anyone interested.</p> <p><i>YOU MUST BE PRESENT ON THIS DAY TO PARTAKE.</i></p>
12/16*					Semester ends
12/18*					Final Grades Filed with Registrar

* Assignments, quizzes, exams, and activities are listed on the date they will occur and/or are **due**.

* Italicized/darkened dates reflect days for which there are special reminders.

* Any readings without source listed are from the APA Manual

* All articles required for assignments must be in pdf format not html to receive full credit.

MOST IMPORTANTLY

My office hours are for your benefit. Please take advantage of this and come by. You can come to clarify information from class, get help on assignments, get exam study tips, or just to get to know one of your professors. I am in my office for you. This in mind, I hope to see each student at least once over the course of the semester. Please do your best to visit me during my open office hours, however, if you are absolutely unable to visit during those times, contact me for an appointment. I am looking forward to a fun and educational semester with all of you! Please feel free to ask questions as they occur to you. Most of all, let's have fun!

NOTE: SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE. CHANGES WILL BE ANNOUNCED IN CLASS.