Instructor Head Teaching Assistant

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Office Hours: Tues. 11:00 – 12:00 Office Hours:

Lecture TimesLecture LocationMondays2:30pm - 4:00pmKingston Hall R201

Thursdays 4:00pm - 5:30pm

Course Objectives

The objectives for PSYC 301 are to provide you with an understanding of statistical concepts and practise in the use of statistics, analyses, and reporting methods. This course aims to provide you with 1) a conceptual understanding of statistical tests, 2) the ability to make informed decisions about the appropriate use of statistical tests, 3) practical skills in analysis, and communication of statistical information, and 4) the ability critically evaluate statistical claims in scientific literature and the media.

Course Materials

Copyright. The course material including lecture notes, lab activities, etc., is copyrighted and is for the sole use of students registered in PSYC 301. This material shall not be distributed or disseminated to anyone other than students registered in PSYC 301. Failure to abide by these conditions is a breach of copyright and may also constitute a breach of academic integrity under the University Senate's Academic Integrity Policy Statement.

Required Materials

Field, A., (2013). *Discovering Statistics Using IBM SPSS Statistics* (4th ed.). California: Sage Publications.

Howitt, D., & Cramer, D., (2014). *Introduction to SPSS in Psychology* (6th ed.). United Kingdom: Pearson Education.

Recommended Materials

American Psychological Association. (2012). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Stern, L. (2007). What every student should know about avoiding plagiarism. New York: Pearson Education, Inc.

SPSS and Excel for Windows or Macintosh (Student Version)¹

Supplementary readings can be accessed online through the Queen's Library website (http://library.queensu.ca) or on Moodle.

¹ Digital Copies can be purchased from the Campus Computer Store in Dupuis hall. Alternatively a student licence can be purchased from www.onthehub.com 's eStore following verification of enrollment at a recognized university.

Web Content

Additional information for this course will be available on the web at https://moodle.queensu.ca/login/index.php. The web content will consist of lecture notes, lab materials, electronic message boards for course questions, a list of supplemental course readings, auxiliary study materials, and links to web pages with further information on selected topics. The Moodle message board is intended only as a forum for posting questions and discussing topics related to PSYC 301 course material. Messages pertaining to inappropriate topics or subjects unrelated to PSYC 301 content will be deleted, and if those messages are deemed harassing, abusive, or insulting, disciplinary action will be taken (see the section below entitled "Academic Integrity").

Because students' questions tend to be similar, please post your queries in the appropriate Moodle forum rather than emailing the Head TA or the instructor directly. The Head TA and the instructor will check the forums regularly and will respond to your questions there. This way everyone in the class has access to the same information. If you do email questions that should have been posted in an appropriate forum, you will be directed to post your question to Moodle in order to receive a reply.

Lectures

There are two 90 min lectures each week. Before attending each lecture, you should be familiar with the assigned reading material for that week. Given the volume and complexity of information that will be covered over the course of each term, the lectures will be designed to build on your understanding of concepts learned through reading and self-exploration of topics. While the majority of topics covered in class will overlap with the textbook, there will be cases in which topics will be covered in one but not the other. It is your responsibility to read and be familiar with all of the course material.

Comprehension Quizzes. Over the course of the semester you will be responsible for completing comprehension quizzes designed to test your understanding of concepts covered in both the readings and lectures. In total there are 5 comprehension quizzes (each worth 5%), that will be available for completion on Moodle for **four days** following a major section of the lecture material. Each quiz should take approximately 20 minutes to complete. These quizzes will test your understanding of key theoretical concepts outlined in the lectures and readings, and may include definitions, multiple choice, matching, and T/F.

Laboratories

All labs are held in Humphrey 219 and will begin Tuesday, September 22nd, 2015. Labs will focus on;

- 1. Writing skills
- 2. Practical aspects of statistical analysis using various types of software
- 3. Active learning and critical thinking exercises
- 4. Working on lab assignments

Students are expected to attend their assigned laboratories for the *full three hours* each week. Students are also expected to participate in lab activities and to complete all assigned laboratory activities. Please keep in mind that in order to fully participate in lab activities you will need to bring your copy of the Howitt and Cramer (2014) text to every lab meeting.

Lab Section Teaching Assistants

Section	Day	Time	TA	Email
008	Tues.	8:30am – 11:30am	Abi Muere	abi.muere@alumni.utoronto.ca
006	Wed.	11:30am – 2:30pm	Layla Hall	5lh27@queensu.ca
005	Wed.	2:30pm – 5:30pm	Layla Hall	5lh27@queensu.ca
003	Thurs.	8:30am – 11:30am	Meghan McKay	14mnm4@queensu.ca
002	Fri.	8:30am – 11:30am	Kalee DeFrance	11kd22@queensu.ca
007	Fri.	11:30am – 2:30pm	Kalee DeFrance	11kd22@queensu.ca
004	Fri.	2:30pm – 5:30pm	Vanessa Schell	12vs29@queensu.ca

TA Office Hours and Locations

TA	Day	Time	Location
Jackie Huberman			
Abi Muere			
Layla Hall	Monday	1:00pm - 2:30pm	HUM 107
Meghan McKay			
Kalee DeFrance			
Vanessa Schell			

The TAs will be available for the full three hours of their scheduled lab time. They are not required to hold any formal office hours; however, they may wish to make themselves available at specific times or by appointment. Therefore, you are strongly encouraged to take advantage of their availability during lab times. Your TA is unlikely to monitor the Moodle message board, but the head TA and the instructor will be able to answer questions regarding lab material. The TAs want to help you, but bear in mind that the volume of e-mails generated by even one lab section in this course is enormous, so please use e-mail conscientiously and sparingly.

If you do have questions or need to meet with your TA, please contact him/her well in advance of any due dates. If you wait until the last minute, there is no guarantee that your TA will have the opportunity to read your email and/or be available to meet you in time. Remember to always treat your TAs with respect – rude, unruly, or inappropriate behaviour towards TAs or in labs will not be tolerated (see the section on "Academic Integrity" below).

Laboratory Assignments. Written assignments will become available during scheduled lab sessions and will be due at the <u>beginning of the lab session</u> two weeks from the date they were handed out. All written assignments must be originally and individually written (i.e., students may not work together on the analysis or write up) and will be assessed via an online plagiarism prevention program, Turinitin.com. **Please see the section below entitled** "Academic Integrity" & "Plagiarism". All written assignments must be submitted to Turnitin.com in electronic format (e.g., Word, PDF, etc.) and follow the formatting guidelines of the 6th edition of the Publication Manual of the American Psychological Association. Lab assignments will be marked by the TAs and will each be worth 10% of your final grade (see "Marking Scheme" below for details). Late assignments will be penalized 5% of the assignment grade per day, for each day late.

You will be responsible for completing 2 lab assignments over the course of the term, each covering major components of the course. Each lab assignment will contain two sections; the first section will require you to demonstrate mastery of the practical aspects of statistical analyses (i.e. completing analyses and reporting the results), while the second will require you to demonstrate your critical thinking skills and conceptual understanding of the statistical analyses covered.

Exams

There are two exams scheduled for this course. The midterm exam is scheduled during class time on **Monday, October 26, 2015** and is worth 20% of your final grade. The final exam will be scheduled during the fall final exam period, and is worth 30% of your final grade. Students are expected to write both exams as scheduled, and you must write both of the exams to pass this course (i.e., if you do not write an exam, you will receive a failing mark for the class regardless of your performance on the other components of the course). If you are unable to write either the midterm or final exam during the scheduled time, appropriate documentation of your reasons for not writing the exam must be submitted to and approved by the instructor PRIOR to the exam (specifically, by 5:00pm the day before the scheduled exam). Please read the section below labeled "Psychology Departmental Policies" for more information about the procedure for exam deferral.

Diagnostic Testing

The department of psychology is participating in a university wide initiative to evaluate student critical thinking skills as they progress through their chosen program. To that end, this year we will be participating in the project. You will complete two diagnostic tests; one at the beginning and one at the end of the term. The goal of these tests is twofold; 1) test your understanding of statistical concepts, and 2) test your critical thinking skills — as you progress through PSYC 301. The first test will not be graded but will be worth 2% of your final grade (meaning you get 2% of your final grade for completing it...yay!). While the test is not formally graded it will help me gage your understanding of statistics is as we start the course. The second test will be graded and is worth 3% of your final grade. This test will evaluate your critical thinking ability, in the context of the topics covered in the course.

Evaluation

You are responsible for <u>all</u> lecture and laboratory material and all corresponding material in the texts and on Moodle. You are expected to write all exams as scheduled and submit projects and lab work on the indicated due date. Exceptions will be made only under relevant circumstances, and when appropriate written documentation is provided. Penalties will be applied to late projects and proposals.

Remarking. If you believe that an error was made in grading one of your exams or lab assignments, you must complete the re-marking form available for download from Moodle. All remarking requests should be made to the head TA. On the form, you must specify if there are specific items in dispute, or if you are requesting that the whole assignment be remarked, the nature of the error and, if necessary, supporting documentation to defend you position. Please note that the re-marked grade will stand as the final mark even if it is lower.

Grading Scheme

COMPREHENSION QUIZZES	5 Quizzes (5% each)	25%
LAB ASSIGNMENTS	2 Lab Assignments (10% each)	20%
DIAGNOSTIC TESTS	2 Tests (2% and 3%)	5%
MIDTERM EXAM		20%
FINAL EXAM		30%
TOTAL		100%

Grading Method. In this course, all components will be graded using numerical percentage marks, which will be used to calculate your final course grade. This grade will then be converted into a final letter grade using the Faculty of Arts and Science approved scale based on the Queen's Official Grade Conversion Scale.

Assignment Mark	Numerical Value for	
	Calculation of Final Mark	
A+	93	
A	87	
A-	82	
B+	78	
В	75	
В-	72	
C+	68	
С	65	
C-	62	
D+	58	
D	55	
D-	52	
F48 (F+)	48	
F24 (F)	24	
F0 (0)	0	

Grade	Numerical Course
	Average (Range)
A+	90-100
A	85-89
A-	80-84
B+	77-79
В	73-76
B-	70-72
C+	67-69
C C-	63-66
C-	60-62
D+	57-59
D	53-55
D-	50-52
F	49 and below

Appointments

We strongly recommend that you take advantage of opportunities to set up appointments with both the TAs and the instructor of this course. Questions before, during, or after class are always welcome, and simple questions outside of class time should be posted on Moodle for the benefit of everyone. However, if you have a question that may take some time to answer, we recommend meeting with your lab TA, the head TA, or the instructor. If you are having trouble understanding lecture or lab material, please see someone well in advance of the exam or lab assignment due dates. Waiting until the last minute is not a wise strategy!

Psychology Departmental Policies

Academic Integrity. Academic integrity is constituted by the five core fundamental values of honesty, trust, fairness, respect and responsibility (see www.academicintegrity.org). These values are central to building, nurturing, and sustaining an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas" essential to the

intellectual life of the University (see the Senate Report on Principles and Priorities http://www.queensu.ca/secretariat/policies/senateandtrustees/principlespriorities.html).

Students are responsible for familiarizing themselves with the regulations concerning academic integrity and for ensuring that their assignments conform to the principles of academic integrity. Information on academic integrity is available on the Arts and Science Calendar (see Academic Regulation 1 at http://www.queensu.ca/artsci/academic-calendars/regulations/academic-regulations/regulation-1), on the Arts and Science website (see http://www.queensu.ca/artsci/academics/undergraduate/academic-integrity), and from the instructor of this course. Departures from academic integrity include plagiarism, use of unauthorized materials, facilitation, forgery and falsification, and are antithetical to the development of an academic community at Queen's. Given the seriousness of these matters, actions that contravene the regulation on academic integrity carry sanctions that can range from a warning or the loss of grades on an assignment, to failure of a course, to requirement to withdraw from the university.

Discriminatory, rude, threatening, harassing, disruptive, distracting, and inappropriate behavior or language will not be tolerated in class or in laboratories regardless of the context in which such actions occur (i.e., in person, in email, on Moodle, etc.). Students are responsible for familiarizing themselves with the regulation concerning academic misconduct. Information on misconduct in an academic or non-academic setting is available in the Arts and Science Calendar (see Academic Regulation 17 at http://www.queensu.ca/artsci/academic-calendars/regulations/academic-regulations/regulation-17). Actions that contravene the regulation on misconduct carry sanctions that can range from a statement of apology, loss of grades, failure of a course, or requirement to withdraw from the university.

Accommodation After the Fact. Once a student has written an exam or submitted an assignment, they may not subsequently be granted accommodation such as being offered a second opportunity to write the exam or assignment or have it count for less than originally specified in the course syllabus (reweighted). Students who cannot perform to the best of their abilities due a serious, extenuating circumstance must inform their instructor before attempting an exam or completing an assignment to arrange appropriate accommodation. Appeals to change a grade after the fact must be made to the Associate Dean (Studies) and will only be supported by the department in exceptional circumstances.

Anxiety. If you have previously had problems with anxiety (e.g., math anxiety, test anxiety, etc.), please make an appointment with Queens Health, Counseling, and Disability Services (HCDS) immediately. Do not wait until the week of exams. You can find their office on the second floor of the LaSalle Building, 146 Stuart Street, or call them at 613-533-2506 to set up an appointment. They have councillors trained to assist you with anxiety and stress relief techniques, and they can determine whether or not you require special accommodations.

Disability Accommodations. Queen's University is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a disability and think you may need accommodations, you are strongly encouraged to contact the Disability Services Office (DSO) and register as early as possible. For more information, including important deadlines, please visit the DSO website at: http://www.queensu.ca/hcds/ds/.

Exam Absence. Students who cannot write the final exam during the December exam period due to a serious, extenuating circumstance (illness, death in the family) must follow the steps below to be eligible to write a deferred exam during the PSYC department's make up exam period in January, April, and September.

- 1. Obtain permission from their instructor to write a deferred exam. This requires notifying your instructor in advance or, under extraordinary circumstances, within 72 hours after, the exam, with appropriate documentation. Appropriate documentation includes a signed letter from a registered health professional, Queens HC&DS, or documentation of a death such as a bulletin from a memorial service, obituary (newspaper or online) or funeral home letter. Official documents will be copied and originals returned to the student. *Note* that the PSYC department randomly checks document authenticity and that fraudulent documents will be grounds for a finding of a major departure from academic integrity. Please use the Request for Exam Deferral form and attach your documentation.
- 2. Complete and return the instructor-signed <u>Permission for an Incomplete Grade</u> form available on the Arts and Science website and return to the UG office.
- 3. Be available to write the makeup exam the PSYC department's make up exam period in January, April/May or September or receive '0' on the exam.

NOTE: Students who do not write the makeup exam are advised to drop the course. If a student cannot write the makeup exam due to a serious extenuating circumstance for which they can provide new documentation, they will either be granted a second deferral by their instructor or be supported in their appeal to drop the course after the deadline though this decision rests with the Associate Dean (Studies).

Learning Disabilities. Dyscalculia is relatively rare (estimated to effect between 3 and 6% of the population), but even at this stage in your academic career, you could unknowingly suffer from it, or another learning problem that may affect your performance in this class. If you are uncertain, HCDS can diagnose you. The waiting list can get rather long, so you should make an appointment (see Anxiety above) to be tested as soon as possible.

Plagiarism. It is your responsibility to be aware of what constitutes plagiarism and/or the departure from academic integrity, and what the consequences of this are. Please see Regulation 1.2.1 at http://www.queensu.ca/artsci/academic-calendars/regulations/academic-regulations/regulation-1, the handout provided by the Writing Centre at http://www.queensu.ca/writingcentre/handouts/Style-Plagiarism.pdf, as well as the Stern (2007) book listed under the recommended materials section of this syllabus.

Special Accommodations. If you qualify to receive special accommodations, please notify the Head TA right away. The midterm exam is held during regular class time, so HCDS does not provide accommodations (unlike for exams held during the fall and winter exam period). Therefore, for this exam your instructor will provide the accommodation, and the sooner we are aware of the need, the more able we will be to provide it.

Religious Observances. All religious observances that conflict with an assignment due date, or exam, must be declared by **Wednesday**, **September 30th**, **2015**. Please contact the instructor and include the date and nature of the observance in your correspondence. Failure to

declare your need for accommodation by this deadline means that your absence will not be excused and/or you will not be accommodated with an alternative due date or exam date.

Travel During Exams. According to university regulations, students are expected to be available to write scheduled exams at any time during the official December and April examination periods as well as during any scheduled class times. Requests to write a make-up exam because of conflicting travel plans (e.g., flight bookings) or requests to miss an in class exam due to other plans will NOT be considered except under extraordinary circumstances. Students are advised to wait until the final exam schedules are posted before making any travel arrangements.

PSYC 301 Lecture Schedule: Fall 2015

Week	Date	Topics	Reading	Notes
1	Sept. 14	Introduction	Syllabus	No lab meetings this week.
	17	The Basics, Summarizing	Ch. 1	
		and Describing Data		
2	21	Probability and Statistical	Ch. 2	Lab meetings start this week
		Inference		
	24	Hypothesis Testing,	Ch. 2	Comprehension Quiz 1 Available
		Power, and Effect Size		
3	28	Parametric Tests: Bias and	Ch. 5	
		Assumptions		
	Oct. 1	The T-Test Family	Ch. 9	
4	5	One-Way Analysis of	Ch. 11 (pg. 429 – 445)	
		Variance (ANOVA)		
	8	One-Way ANOVA II	Ch. 11 (pg. 445 – 477)	Comprehension Quiz 2 Available
5	12	Thanksgiving		
	15	Factorial ANOVA I	Ch. 13 (pg. 507 – 520)	
6	19	Academic Advisement		Special Session: Jill Atkinson
		Session		
	22	Factorial ANOVA II	Ch. 13 (pg. 520 – 542)	Guest Lecturer: TBA
7	26	Midterm Exam		No lab meetings this week
	29	RM ANOVA I	Ch. 14 (pg. 543 – 555)	Lab Assignment I due this week
8	Nov. 2	RM ANOVA II	Ch. 14 (pg. 555 – 590)	Comprehension Quiz 3 Available
	5	Reliability and Validity	DeVon et al.*	
9	9	Correlation I	Ch. 7 (pg. 262 – 281)	
	12	Correlation II	Ch. 7 (pg. 281 – 292)	
10	16	Regression I	Ch. 8 (pg. 293 – 320)	
	19	Regression II	Ch. 8 (pg. 321 – 356)	Comprehension Quiz 4 Available
11	23	Regression III		
	26	Proportion Tests and Chi	Ch. 18	
		Square		
12	30	Non-Parametric and	Ch. 6	Comprehension Quiz 5 Available
		Resampling Approaches		
	Dec. 3	Exam Review Session		
EXAM	TBD			Lab Assignment II due this week

^{*}Supplemental reading (full citations below) can be accessed online via the Moodle course page or the Queens Library at http://library.queensu.ca/

DeVon, H.A., Block, M.E., Moyle-Wright, P., Ernst, D.M., Hayden, S.J., Lazzara, D.J., Savoy, S.M., & Kostas-Polston, E. (2007). A psychometric toolbox for testing validity and reliability. *Journal of Nursing Scholarship*, 39(2), 155-164. Doi: 10.1111/j.1547-5069.2007.00161.x

PSYC 301 Lab Schedule: Fall 2015

Week	Date	Topics	Notes
1	Sept. 14 – 18	No Labs – First week of class	
2	Sept. 21 – 25	Diagnostic Test, Introduction to	Diagnostic Test I
		SPSS, and Data Presentation	H&C Ch. 1 - 5
3	Sept 28 – Oct. 2	Probability, Power and Effect Size	Farkle
			G*Power
			H&C Ch. 6,7, 51
4	Oct. 5 – Oct. 9	Writing Skills Workshop,	H&C Ch. 13, 14
		Turnitin.com, and T-Tests	
		CLA and CAT Assessment	
5	Oct. 12 – Oct. 16	One-Way ANOVA	H&C Ch. 20, 21, 24
		Assignment I Work Session	Lab Assignment I Handed Out
6	Oct. 19 – Oct. 23	Factorial ANOVA	H&C Ch. 23, 24
		Midterm Review	
		Assignment I Work Session	
7	Oct. 26 – Oct. 30	No Labs – Midterm Week	
8	Nov. 2 – Nov. 6	RM ANOVA	H&C Ch. 22, 25
9	Nov. 9 – Nov. 13	Reliability and Validity	H&C Ch. 32
10	Nov. 16 – Nov. 20	Correlation	H&C Ch. 10, 30
11	Nov. 23 – Nov 27	Regression	H&C Ch. 11, 33, 34
		Assignment II Work Session	Lab Assignment II Handed Out
12	Nov. 30 – Dec. 4	Proportion Tests, Chi-Square, and	Diagnostic Test II
		Non-Parametric Tests, Diagnostic	H&C Ch. 16 – 19,
		Test	
		Assignment II Work Session	
Exam			

PSYC 301 List of Important Dates: Fall 2015

Date	Time	Event	Location
Sept. 21 – 25	In Lab	Diagnostic Test I	HUM 219
Sept. 28	11:59pm	Comprehension Quiz #1 Closes	Moodle
Oct. 12	11:59pm	Comprehension Quiz # 2 Closes	Moodle
Oct. 19	In Class	Academic Advisement Session	KING 201
Oct. $26 - 30$	Lab Time	Lab Assignment # 1 Due	Turnitin.com
Oct. 26	In Class	Midterm Exam	KING 201
Nov. 6	11:59pm	Comprehension Quiz #3 Closes	Moodle
Nov. 23	11:59pm	Comprehension Quiz #4 Closes	Moodle
Nov. 30 – Dec.	In Lab	Diagnostic Test II	HUM 219
4			
Dec. 4	11:59pm	Comprehension Quiz #5 Closes	Moodle
Dec. 7 - 11	Lab Time	Lab Assignment #2 Due	Turnitin.com
Fall Term Exam	TBD	Final Exam	TBD
Period			