The Information contained in this handbook does NOT take precedence over University documentation, the University Calendar, or announcements made in class or on departmental notice boards.

Department of Psychology

Year 2 Handbook 2014-2015
Year Manager: Dr Richard Roche
Welcome

Congratulations on entering Year 2 of Psychology (we’ll refer to it as Year 2 throughout this handbook, even though for BSc students, we know it’s your 3rd Year). The staff of the Department of Psychology welcome you to Year 2 and hope that you will enjoy this next stage of the degree programme. This booklet provides you with essential information about the year and is therefore an important document. Please keep it safe and refer to it throughout the year. Additional documentation pertaining to various aspects of Year 2 will be made available to you in due course, and will be on display in the Department and on the Departmental website. You should keep all of this documentation for future reference.

Professional recognition of the BA and BSc degrees in Psychology

An undergraduate degree in psychology must address two key concerns. Specifically, modules in the degree must contain adequate coverage of the core areas in psychology and also have substantial training in laboratory and other practical work. These requirements have been made explicit by the Psychological Society of Ireland (PSI) and by the British Psychological Society (BPS). The BA (Psychology) and the BSc (Science) Degrees are currently accredited by the PSI. The Psychological Society of Ireland and BPS signed a memorandum of agreement in October 2006, whereby the two Societies agreed to recognise each other’s undergraduate accreditation procedures.

Bachelor of Arts International

The programme is an option for any student taking Arts who meets the standard required for admission to Second Year in their First Year examinations. This is a four-year programme; Third Year is spent studying at a university abroad. To apply for the programme, contact your Head of Department and the International Office in March of Second Year. Only BA students are eligible for this programme.

Departmental Staff and Consultation

Most staff offices are located in the John Hume building. Ms Caroline Edwards is responsible for the administration of the undergraduate degrees. Students may call to the Departmental Office concerning any matter on Monday to Thursday: 10.00 to 11.30 and 14.30 to 16.00. You may also contact the Office by telephone 01-708 4765. The Office is closed to students all day Friday in order for time to be devoted to administration duties.

- HEAD OF DEPARTMENT  Dr Yvonne Barnes-Holmes: Room SF11
- YEAR 2 MANAGER  Dr Richard Roche: SF15
- COURSE ADMINISTRATOR  Ms Caroline Edwards: SF 12
- TECHNICIAN:  Mr Derek Walsh: SF10
- LECTURERS
  - Prof Dermot Barnes-Holmes: SF09
  - Dr Yvonne Barnes-Holmes: SF11
Consultation with Teaching Staff

If you wish to talk to one of the lecturing staff you can do so during the specified consultation hours posted on each staff member's office door. If you want to see a staff member outside those times, you should e-mail him/her to make an appointment. Lecturers cannot deal with detailed academic matters pertaining to the content of lectures, tutorials, practical assignments, or examinations over e-mail or by telephone. Contact with lecturers by telephone or e-mail should only be made to arrange appointments to meet in person. Under no circumstances should a lecturer or teaching assistant be contacted outside of the university setting. Face-to-face meetings ensure that students are engaging fully with the learning process, which relies heavily on the Socratic method of enquiry and investigation. Remember that you are a full-time student and so should be available on campus during the week to meet in person with your teaching assistants and lecturers during the appointed times.

E-MAIL CONTACT WITH STAFF

It is important that written communication between academic staff and students within the University should be courteous and thoughtfully composed. Your e-mails and other written communication should reflect the high writing standards that we in the Department of Psychology teach and expect of our students. In all communications, please aim to use appropriate grammar and punctuation, and to avoid phone-text shorthand and slang. Finally, you should be as courteous and professional in your communications as you would expect of academic staff in their communications with you. Members of staff will not normally reply to discourteous, unprofessional e-mails, or to e-mails from non-Maynooth University e-mail accounts. Please note that e-mails from non-Maynooth University e-mail accounts are often filtered out of the mail system and therefore may not be received. You should only email staff from an Maynooth University email account.

CONSULTATION WITH TEACHING ASSISTANTS/POSTGRADUATE STUDENTS

You will come in contact with teaching assistants. Please remember that teaching assistants are not full-time members of teaching staff and cannot be available for consultation outside consultation periods or appointments which they have individually set. Outside of these times, teaching assistants are extremely busy with their own academic activities and full-time research. In the interest of fairness to all, please adhere strictly to individually designated consultation times and do not attempt to contact teaching assistants outside of these times or outside the university setting.

THE FOLLOWING RULES APPLY TO ALL UNDERGRADUATE STUDENTS:

- Mobile phones must be turned off upon entering the Department.
- No food or drink is permitted anywhere in the Department or in any labs, lecture halls, or teaching rooms.
- All students are expected to attend all scheduled classes at the specified times; students should not enter a class more than 10 minutes after the hour.
- Students should not leave a class until it is over, except in the case of an emergency.
- Students should not talk inappropriately or make undue noise during lectures or other classes.
General Information

A Second Psychology notice board is situated on the right as you enter the Department on the second floor beside the lift. Notices from teaching staff concerning lectures and other information will be posted there and it is important that you refer frequently to this board. You will also receive e-mails periodically from the Department to your Maynooth University e-mail address.

ON-LINE COURSE NOTES, MOODLE AND THE DEPARTMENTAL WEB SITE
The Departmental web site located at www.maynoothuniversity.ie/academic/psychology contains information on the Department of Psychology, including its courses and facilities, as well as detailed information on all of the research interests and activities of academic members of staff. You can also access course materials for several of your modules via the Moodle web site at http://moodle.maynoothuniversity.ie/. You are reminded, however, that the undergraduate Degree in Psychology is not a distance learning course. On-line course notes are provided by individual lecturers, each of whom will make his/her own judgments regarding the appropriate level of course materials to be provided for a given module, as well as the mode of distribution. Therefore, the use of Moodle services cannot be used as a substitute for lectures. In some cases, class notes may not be provided at all, depending on the pedagogical requirements of the relevant module. You are strongly advised to attend all lectures, take your own course notes and use provided courses notes only as supplemental aids to your learning. This is what will be required if you are to do well in your studies in Psychology.

RECORDING OF LECTURES
Students do not have automatic permission to record lectures. Lectures are not public addresses. Lectures may only be recorded with the permission of the relevant lecturer and this permission must be sought in advance for each recorded lecture. This permission cannot be granted by any third party within or outside the University.

You should remember that a recording made in secrecy compromises not only the privacy of the lecturer, but of any student who speaks or asks a question during the lecture. Furthermore, recordings may be considered inappropriate where sensitive issues are being discussed in class. It might be a serious matter to be in possession of a recording of a private lecture, symposium, or workshop in which participants assumed themselves to be in a private setting.

THE STAFF-STUDENT CONSULTATIVE COMMITTEE
The Staff-Student Consultative Committee provides one of the most effective means of resolving any difficulties that might arise during the course of the academic year. It is important, therefore, that at least three student representatives (one a ‘mature student’ representative, one from the BSc degree and one from the BA degree) are elected by the Year 2 Psychology students to sit on this Committee. The Committee will meet each semester to facilitate and agree changes in a timely manner. The Committee will normally be composed of student representatives from all years and members of the Department's teaching staff. The Year Manager will request the names of the student representatives at the end of the second week of the first semester. The student representatives may also arrange to see the Year Manager at any time during the academic year, should the need arise.

GUEST SPEAKERS
Each year, the Department of Psychology invites a number of noted guest speakers to give a talk at Maynooth University. Speakers are invited because of their widely recognised contribution to the discipline in their specialist areas. They all agree, however, to prepare talks that will be accessible to undergraduate students in psychology and thus it is essential that you attend these talks because they were prepared especially for you. If you are keen to fully grasp the University experience and wish to maximise your intellectual growth during your undergraduate studies, you are strongly advised to attend these talks.
Announcements regarding the year’s guest speakers will be posted in the News section of the Departmental web site and posters will be on display around the Department at least a week before each talk.

CAREERS TALKS
In addition to the tutorial which addresses A Future in Psychology/Careers, there will be a session scheduled outside of timetabled hours which will deal with further issues surrounding applying for positions, CV preparation, interview techniques and other career-related topics. This session will be for Year 2 and Year 3 students to attend.

PSYCHSOC
The Psychology Society (PsychSoc) is run by students of psychology and organises various events throughout the academic year. The Society makes a vital contribution to the ‘psychology experience’ at Maynooth University, and we encourage all students to get involved and support PsychSoc activities. There is a ‘Psychology Undergraduates’ page on Moodle, where announcements are made regarding upcoming events and initiatives.

Second Psychology: Course Details

Please note, in the final year the subject mark will incorporate the Second Psychology year mark weighted at 30%, applied only to the student’s advantage.

MODULES AND CREDITS
In Year 2, students take six compulsory modules that cover the core areas of psychology (see Table 1). All modules carry ten credits. Each of the modules contains a practical component that will involve learning how to conduct research in specific areas of the discipline. The details of practical sessions will be provided to you subsequently. The details of individual modules are available through ‘Coursefinder’ on the University’s web site. Please note that all modules are required and thus cannot be passed by compensation.

Table 1: Year 2 Curriculum BA/BSc Degree in Psychology

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<tr>
<th>Code</th>
<th>Semester 1</th>
<th>Code</th>
<th>Semester 2</th>
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<tr>
<td></td>
<td>Module Title</td>
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<tr>
<td>PS201</td>
<td>Biological Bases of Behaviour</td>
<td>PS204</td>
<td>Thought, Language and Social Cognition</td>
</tr>
<tr>
<td>PS202</td>
<td>Perception and Memory</td>
<td>PS205</td>
<td>Personality and Intelligence</td>
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<tr>
<td>PS203</td>
<td>Learning, Language and Development</td>
<td>PS206</td>
<td>Statistical and Computing Applications for Psychology</td>
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<td>Applications for Psychology</td>
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PSYCHOLOGY 2 MODULES

PS201 Biological Bases of Behaviour

Module Co-ordinator: Dr. S. Commins
Lecturer: Dr. S. Commins

Recommended Texts

PS202 Perception and Memory

Module Co-ordinator: Dr Patricia Gough
Lecturers: Dr Patricia Gough, Ms Francesca Farina

Recommended Texts

PS203 Learning, Language and Development

Module Co-ordinator: Prof. D. Barnes-Holmes
Lecturers: Prof. D. Barnes-Holmes, Dr. C. Murphy

Recommended Texts
PS204 Thought, Language and Social Cognition

Module Co-ordinator: Dr Patricia Gough
Lecturer: Dr Patricia Gough

Recommended Texts

PS205 Personality and Intelligence

Module Co-ordinator: Dr S. McGilloway
Lecturer: Dr S. McGilloway

Recommended Texts

PS206 Statistics and Computing Applications for Psychology

Module Co-ordinator: Dr A. Coogan
Lecturers: Dr A. Coogan, Dr S. McGilloway

Recommended Texts


*Denotes books that are usually available in the University bookshop.

**Practicals**

Five of the Psychology 2 modules (PS201-PS205) are each allocated eight, two-hour sessions for practical work. During most weeks, two hours will be devoted to structured teaching and learning sessions, and two hours will be devoted to small group work or consultation. These practical sessions are used to explore psychological issues through group work, discussion, practical exercises and report writing. The main objectives of the practical sessions are to provide a forum in which students can deepen their understanding of the material presented in the lectures, and develop their writing, practical and research skills. Selected topics from the areas covered in the lectures will be examined.

The details of practical sessions will be provided to you subsequently. The practical sessions are scheduled for Tuesdays and Thursdays from 14.00 to 16.00. Some practical demonstrators will use both sessions, others will use only a Tuesday/Thursday. You will be informed of this for each practical. Sessions run in blocks of four weeks; you will be given precise details of the content of each four-week block from the relevant lecturer.

Please note; the first practical (associated with PS202) will consist of two short (i.e. 2-week) practicals. In order to take account of the steep learning curve/feedback effect across these two practicals, only the better grade of these two practicals will be counted. HOWEVER, BOTH PRACTICALS MUST BE SUBMITTED, OR NO GRADE WILL BE RETURNED.

Unless explicitly stated by an individual lecturer, the MAXIMUM word limit for a Year 2 practical is 5,000 words.
In addition, two, two-hour sessions per week are allocated to the module, Statistical and Computing Applications for Psychology (PS206). The key purpose of this module is to teach computer-based data analysis techniques, to introduce advanced statistical methods, and to explore key issues in designing and executing a research project. Preparation for the final year project will also be covered in this module.

**Attendance at ALL practical sessions for all modules is compulsory.**

### Tutorials

#### CONTENT

Tutorials will be co-ordinated by postgraduate Teaching Assistants (TAs) and will cover important topics relevant to your course work in Year 2. These topics will include: plagiarism, report writing; data management and analysis; ethics (two 2-hour sessions on research ethics in psychology); essay and exam techniques; career options; and selecting a Final Year Thesis Supervisor, amongst others. The topics covered will be crucial for the course work, practicals, essays and exams you will have to complete in Year 2.

#### STRUCTURE

The first three topics will be covered with the entire Year 2 cohort, and will take place in Weeks 1-3. These will cover issues around plagiarism, report writing and essay writing.

You will be allocated to a tutorial group in Week 4; your group allocation will be posted on the relevant notice board, **you may not change group once allocated to it**.

From Week 6 onwards, Tutorials will be run in two-hour sessions every two weeks. In these sessions, some of the topics listed above (and others) will be covered by the TAs through demonstration and discussion with the group. TAs will be available for consultation regarding assessments at other times; they will inform you of their consultation hours. You are strongly advised to avail of this consultation resource.

**Attendance at ALL tutorials is compulsory.**

### Submission of Assignments

#### REQUIREMENTS

You are required to write five essays and six (4 standard, 2 small) practical reports as part of your course assessment. You will be required to complete additional practical work for assessment purposes for the module, Statistical and Computing Applications for Psychology (PS206). Further details pertaining to essay titles, practical reports, practical exercises and the research proposal will be provided within the context of each module.

**Essays for all modules should be approximately 2,200-2,500 words, unless a lecturer specifies otherwise.**

**Practicals for all modules should be no more than 5,000 words, unless a lecturer specifies otherwise.**

#### DEADLINES

You will be given ample notice of deadlines for all assignments. On the day of the deadline, assignments should be submitted before 5pm. The dates given represent the final day on which assignments can be submitted without incurring a lateness penalty. You may submit assignments at any time before the deadline; you should manage your time accordingly.

#### SUBMISSIONS

Essays and other assignments should be submitted in the assignment box located in the Department of Psychology on the second floor of the John Hume Building. Adjacent to the essay submission box you will find cover sheets appropriate to different types of course assignment. Please fully complete the relevant cover sheet, providing information on your identity and the assignment title, and attach to your essay or other assignment before submission. A stapler is normally provided at the essay box for this purpose, but
please come prepared to attach the cover sheet, or alternatively collect and complete it in advance of submission.

The Departmental website and the appropriate Moodle page contain a Departmental checklist for writing essays and practical reports, which you should use carefully while preparing your essay.

The deadline for all assignments is 5.00pm sharp. Your assignment will be noted as received and date-stamped at 5.00pm each day. All submitted assignments will be date-stamped on the day they are submitted or received (e.g. an essay submitted after 5 o’clock will be date stamped with the next day’s date). If you are off-campus, you may submit assignments by post and the date of submission will be the date of the postal mark. Again, it is your responsibility to ensure their safe and timely receipt. You must note that under no circumstances can you submit assignments by email. You should retain a copy of all submitted work and keep it safely through the academic year. You should also retain all returned work for re-submission to the Examination Board at the end of the academic year.

GRADES

The standard of your psychology work will be indicated by a letter grade. A short document outlining the Department’s marking scheme for all assignments is available to download as a .pdf file on the Departmental website. Please note that final percentage grades are awarded in consultation with the External Examiners at the end of the academic year. It is important to understand, therefore, that the letter grades awarded for work submitted during the year merely indicate the percentage range within which the submitted work appears to fall. Ultimately, however, all marks are subject to change under the advice of the External Examiners.

Essay grades will be returned in person when students collect their marked and graded essays from the Departmental Office (Room SF12 on level 2 of the John Hume building). In addition to a grade, you will be given written comments. If you have any questions, make sure that you discuss these comments with your lecturer/Teaching assistant before writing the next essay or practical report, so that you use the feedback to improve your writing. Lecturers’ consultation times are posted on their office doors or are available from the Departmental Office.

Provisional student grades will be posted on the Year 2 notice board. To protect your privacy, student numbers will be used in the place of student names. We strongly advise you not to share your student number if you are interested in protecting your privacy with regard to course grades.

In addition to a grade, you will be given written comments. If you have any questions, make sure that you discuss these comments with your lecturer/TA before writing the next essay or practical report, so that you use the feedback to improve your writing. Lecturers’ consultation times are posted on their office doors or are available from the Departmental Office.

PENALTIES

Work submitted late without supporting documentation will have one sub-grade deducted per day from that awarded (e.g. an essay graded a B-, but submitted two days late, will be awarded a C grade). All essays and other assessments must be re-submitted to the Departmental Office at the end of the academic year. Essays and other assessments are not returned to students after re-submission at the end of the academic year. Photocopying your work is therefore strongly recommended.

REQUESTS FOR EXTENSIONS

Students are notified of coursework deadlines well in advance. A deadline is a deadline. You should aim to submit your assignment well in advance of a deadline in order to protect yourself from unforeseen events in the days immediately before. It is also your responsibility to manage your materials (e.g. computer files) carefully and responsibly. Coursework grades are awarded, in part, for the successful and timely submission of work, and not just the content contained therein. However, students do experience genuine extenuating circumstances that warrant extensions to deadlines from time to time. The Department wishes to support individuals as much as possible in these circumstances. We appreciate that it is difficult for students who are
struggling with issues to discuss these with the Department. We would like to reassure students that the Department will do its best to accommodate such difficulties and would encourage students to engage actively with the various supports that the wider University provides. Naturally, all sensitive information will be treated with the utmost respect and confidentiality.

- Extensions can only be granted by the appropriate Year Manager.
- An extension should be requested prior to the deadline. A student should not take an extension of his/her own accord or assume that its duration can be decided autonomously.
- A student should not expect to meet a Year Manager regarding an extension within 48 hours of that deadline.
- Extensions will not be granted for routine or minor illnesses (e.g. headaches, colds, etc.).
- Requests for extensions based on an illness or situation occurring more than five working days immediately prior to deadline are not normally granted. If such an extension is granted, the number of days extended is proportionate to the number of days covered by the appropriate documentation.
- When a Year Manager approves a request, s/he will set a new deadline that is directly in line with the nature of the situation, illness, or medical instructions.
- Even if previously requested, penalties will only be lifted when appropriate documentation is provided (e.g. a medical certificate or a death notice on R.I.P.ie). Vague medical certificates or documentation not specifying a timeframe that relates directly to the deadline are not acceptable.
- When an assignment is submitted late (even if requested), the relevant documentation must be attached to the assignment.
- Loss of work due to failure of a PC, laptop, or memory stick does not warrant an extension. If this occurs, you may ask your Year Manager if you may bring the malfunctioning hardware to the Departmental Technician Mr. Derek Walsh, who may advise you on your technical situation.

MARKS BREAKDOWN
If you require a breakdown of your marks for the year beyond that provided by the Examinations Office, you should contact the Year Manager. Please note that a university-wide Consultation Day occurs following notification of the Summer examination results and Year Managers are available on that day to provide some general information of this kind. You will be notified of the date of Consultation Day in your examination pack. Post-exam consultation will occur only on this date. In general, academic staff will not be available to consult on modules between this date and the beginning of the new semester. Under no circumstances will such information be sent via e-mail, fax or regular post, and neither will such information be transmitted over the phone or given to a third party, including family members.

REQUESTS FOR ACADEMIC REFERENCES
During your final year in Psychology, you may be applying for jobs, postgraduate courses, or related funding. In these circumstances, an academic reference may be requested from academic staff members. Adequate notice should be given. Reference requests will take at least two weeks to process. Students requesting a reference should provide the staff member with:

(i) the transcript of results up to, and including, their most recent examination sitting; and
(ii) details of the course or post for which they are applying, including 'Instructions for Referees' or equivalent information. Letters are generally forwarded directly to prospective employers or course managers.

A standard reference letter confirming your most recent examination results will be available from the Head of Department. A staff member may opt to pass the request to the Head of Department who will provide the standard letter.

Please also note that if you require an academic reference at the end of your studies you should contact the relevant member(s) of staff directly, rather than approaching the Departmental Office. References are
confidential and it is not appropriate for a third party to mediate between you and the person providing the reference. You should also confirm that the proposed referee is available and/or willing to provide a reference before nominating that person on an application form or other relevant documentation.

**Plagiarism**

The University has a formal policy on plagiarism which is available on the Maynooth University web site. This operates in conjunction with procedures employed at the departmental level. Specifically, you are required to sign a statement on submission of each assignment stating that the work is your own, that the wording of your assignment, unless indicated by quotation marks, is your own, and that you have cited your sources appropriately. Plagiarism-avoidance guidelines are also provided in tutorials throughout each year of the degree. Should you have any questions pertaining to plagiarism or feel that the current information is unclear in any way, you should seek advice from a Teaching Assistant or member of academic staff before submitting an assignment. You should also consider using an electronic system such as Turnitin, which can be accessed via Moodle, if you are in any doubt about your work.

See also the following useful web site for guidelines on how to avoid plagiarism:

http://owl.english.purdue.edu/handouts/research/r_plagiar.html

**Final Words**

The staff wish you the very best of luck with your studies this year, and we hope that you enjoy your time with us. We hope that you find this document helpful and informative. Any suggestions you might have for its improvement may be forwarded to the Second Year Manager, Dr Richard Roche, in writing.