

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

Psychological Studies Final Year Handbook 2018-2019

Year Manager: Dr Seán Commins

Programme Director: Dr Bryan Roche



**Maynooth
University**
National University
of Ireland Maynooth

Welcome

Welcome back! The staff of the Department of Psychology welcome you to final year 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.

The Department of Psychology

As you know by now, the Department is situated on the second floor of the John Hume Building on the North Campus of the University. It contains a dedicated experimental psychology laboratory, a suite of sound attenuated and electrically shielded cubicles for psychological research, a dedicated computer, research and teaching laboratory, as well as developmental and social psychological laboratories with CCTV, one way mirrors and an observation booth. This provides the Department of Psychology at Maynooth University with state of the art teaching and research facilities for undergraduate and postgraduate research students.

THE FOLLOWING RULES APPLY TO ALL UNDERGRADUATE STUDENTS:

- 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.
- Students should not congregate unnecessarily outside staff offices or laboratories.

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 all day Friday.

Staff List and Office Locations

Note: 3.x refers to Third floor, SF Second floor, John Hume building

HEAD OF DEPARTMENT	Professor Andrew Coogan	Room SF19
FINAL YEAR MANAGER	Dr Sean Commins	Room SF20
PSYCH. STUDIES PROGRAMME MANAGER	Dr Bryan Roche	Room SF18
ADMINISTRATIVE STAFF	Ms Caroline Edwards	Room SF12
	Ms Anne Dooley	Room SF12 (Part time)
	Ms Victoria Thompson	Room SF12 (Part-time)
LECTURERS		
Dr Laura Coffey		Room 3.10
Dr Seán Commins		Room SF20
Professor Andrew Coogan		Room SF19
Dr Michael Cooke		Room 3.12
Dr Michael Daly		TBC
Dr Deirdre Desmond		Room SF17
Dr Philip Hyland		Room 1.14 (Education House)
Professor Fiona Lyddy		Room 2.118 (Callan Build)
Dr Rebecca Maguire		Room SF13
Professor Sinéad McGilloway		Room SF16
Professor Malcolm "Mac" MacLachlan		Room SF11
Dr Carol Murphy		Room SF14
Dr Brenda O'Connell		Room SF21
Dr Unai Diaz-Orueta		Room 3.11
Dr Bryan Roche		Room SF18
Dr Richard Roche		Room SF15
TECHNICIAN		
Mr Derek Walsh		Room SF10

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, 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

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 (e.g., Gmail) are very often filtered out of the mail system as spam, and therefore may not be received. Communications from external mail accounts also make your identity difficult to verify and communicating with you via such channels may represent a breach of General Data Protection Regulations (GDPR). You should only email staff from a Maynooth University email account.**

CONSULTATION WITH TEACHING ASSISTANTS/POSTGRADUATE STUDENTS

You may come in contact with teaching assistants either through teaching or your research. 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.

Submission of Assignments

Assignments should be submitted by placing them in the assignment box which is located inside the main entrance to the Department, on the second floor of the John Hume Building. Your assignment will be noted as received and date stamped at 5.00pm each day. If you are off-campus, you may submit assignments by post; it is your responsibility to ensure their safe and timely receipt, as the date on the postmark will be taken as the date of submission. You should retain a copy of all submitted work and keep it safe 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. Psychological Studies students should NOT submit their coursework by email.

General Information

A Final Year Psychology/Psychological Studies 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 <https://www.maynoothuniversity.ie/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 <https://2019.moodle.maynoothuniversity.ie/login/index.php>. You are reminded, however, that your course 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 course 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. **Please note that notices will often be sent to students via Moodle announcements. You should ensure that you keep a close eye on Moodle and ensure that your Moodle settings are such that you get immediate and not digest-form email notifications of any new announcements made by the Department to students.**

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 one volunteer student from Year 3 Psychological studies sits 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 start 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.

DEPARTMENTAL SEMINAR SERIES

Each year, the Department of Psychology invites a number of guest speakers to give a talk at Maynooth. 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 psychological studies 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 this year's guest speakers will be made in lectures and posters will be displayed on departmental notice boards and on the departmental web site.

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.

Final Year: Course Details

MODULES AND CREDITS

Note that your penultimate year accounts for 30% of your final degree result. This final year accounts for 70%. **Students are required to take 30 credits across six modules in Psychological Studies in their final year. The six Five-credit modules offered in year 3 are listed below.**

In order to pass your final year examinations, you must fulfil the university standards for progression in double honours programmes- <https://www.maynoothuniversity.ie/node/414644>. To pass any given module, **all pieces of assessment and coursework must be completed**. Failure to complete required coursework may result in module marks being capped to 35%.

Final Year Psychological Studies

Module code	Module title	Semester	Credits
PS350	Psychology of Language	1	5
PS351	Mental Health	1	5
PS352	Psychology of Learning	1	5
PS353	Applied Behaviour Analysis	2	5
PS354	Neuropsychology	2	5
PS355	Social Psychology	2	5
Year	Total credits required for final year		30

Final Year Modules

PS350 Psychology of Language

Credit Weighting: 5

Semester: 1

Teaching Methods: 20h lectures
 4h tutorials
 26h planned learning activities
 75h independent learning
 Total: 125h

Module Co-ordinator: Prof. Fiona Lyddy

Lecturers:

Prof. Fiona Lyddy

Module Objectives

To consider the study of language from psycholinguistic, neuroscientific and cognitive perspectives.

Module Content

Language and thought; Language in other species; Language and innateness; Semantics; Speech Perception; Speech Production; The Structure of Language; Reading; Language and the Brain; Aphasia.

Learning Outcomes

- Appraise the contribution of neuropsychology and cognitive neuroscience to our understanding of language.
- Evaluate evidence for/against language as a human-specific ability.
- Evaluate the question of the innateness of language.
- Describe the stages of language development.
- Describe the processes of speech production and comprehension.
- Evaluate models of reading and how they relate to dyslexia.

Recommended Texts:

Gilhooly, K., Lyddy, F. & Pollick, F. (2014). *Cognitive Psychology*. London: McGraw Hill.
Harley, T.A. (2010). *Talking the talk: Language, Psychology and Science*. Hove: Psychology press.
Harley, T.A. (2013). *The Psychology of Language: From Data to Theory*. 4th edition. Hove: Psychology Press.
Menn, L. & Dronkers, N.F. (2015). *Psycholinguistics: Introduction and Applications*. 2nd edition. Plural Publishing.
Spivey, M., McRae, K. & Joanisse, M. (2012). *The Cambridge Handbook of Psycholinguistics*. Cambridge University Press.

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 1 grade deducted per day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

PS351 Mental Health

Credit Weighting: 5

Semester: 1

Teaching Methods: 20h lectures
 4h tutorials
 26h planned learning activities
 75h independent learning
 Total: 125h

Module Co-ordinator: Dr Brenda O'Connell.

Lecturers:

Dr Brenda O'Connell.

Module Objectives

To introduce students to the key conceptual approaches to understanding mental health and current evidence regarding the aetiology, diagnosis and treatment of psychological disorders.

Module Content

Conceptualizations of mental health; the concept of 'abnormality' in psychology; key theoretical paradigms in understanding mental health; the social context of mental health and illness; the classification of psychological disorders including psychosis, mood disorders, anxiety disorders and personality disorders; current evidence regarding aetiology, prevention and treatment of common disorders; the lived experience of mental illness.

Learning Outcomes

- Define and critique the concept of 'abnormality' in psychology
- Describe the characteristic features of the main types of psychological disorder;
- Understand how psychological disorders are classified and assessed;
- Critically appraise current evidence regarding the aetiology of mental illness;
- Understand the broader and more complete conceptualization of mental health

Recommended Texts

Barlow, D. H., & Durand, V. M. (2014). *Abnormal Psychology: An Integrative Approach* (7th Ed.). Stamford, CT: Cengage Learning.

Cromby, J., Harper, D., & Reavey, P. (2013). *Psychology, Mental Health and Distress*. Basingstoke, UK: Palgrave MacMillan.

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 1 grade deducted per day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

PS352 Psychology of Learning

Credit Weighting: 5

Semester: 1

Teaching Methods: 20h lectures
 4h tutorials
 26h planned learning activities
 75h independent learning
 Total: 125h

Module Co-ordinator: Dr Bryan Roche.

Lecturers:

Dr Bryan Roche.
Dr Sean Commins

Module Objectives

To consider cognitive and behaviour analytic approaches to learning.

Module Content

Classical Conditioning; Operant Conditioning; The Behavioural Analysis of Language and Cognition; The Cognitive Approach to learning; Core features of the biological bases of learning; Cognitive maps and spatial learning.

Learning Outcomes

- Describe the key features of the behavioural approach to psychology;
- Outline the main technical terms and concepts of behaviour analysis
- Appraise the utility of a modern behavioural approach to language and cognition
- Understand the neural and molecular underpinnings of learning;
- Compare and contrast spatial learning across various species.

Recommended Texts

Catania A. C. (2012). Learning. 5th Edition. Sloan Publishing. ISBN: 978-1-59738-023-2
Commins S. (2018) Behavioural Neuroscience. Cambridge University Press.
Skinner, B. F (1988). About Behaviorism. Random House USA Inc. ISBN: 978-0394716183
Dymond. S. & Roche, B. (2013). Advances in Relational Frame Theory. New Harbinger. ISBN: 978-1608824472

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 1 grade deducted per day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

PS353 Applied Behaviour Analysis

Credit Weighting: 5

Semester: 2

Teaching Methods: 20h lectures
 4h tutorials
 26h planned learning activities
 75h independent learning
 Total: 125h

Module Co-ordinator: Dr Carol Murphy.

Lecturers:

Dr Carol Murphy.

Module Objectives

To introduce the principles and practice of applied behaviour analysis across a number of applied settings.

Module Content

Theoretical and empirical basis of applied behaviour analysis (ABA); The application of behaviour change procedures and tactics; Appropriate targets and outcomes; ethical considerations in ABA; ABA in educational settings; ABA in neurodevelopmental disorders ; ABA in the workplace; ABA for aging.

Learning Outcomes

- Detail the theoretical underpinnings of applied behavioural analysis;
- Assess the evidence bases for applied behavioural analysis in various applied settings;
- Describe ABA approaches for children with neurodevelopmental disorders and older adults;
- Compare ABA approaches with other psychological approaches for behaviour change.

Recommended Texts

Cooper, J. O., Heron, T.E., & Heward, W.L. (2007) Applied Behaviour Analysis, 2nd Edition.

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 1 grade deducted per day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

PS354 Neuropsychology

Credit Weighting: 5

Semester: 2

Teaching Methods: 20h lectures
 4h tutorials
 26h planned learning activities
 75h independent learning
 Total: 125h

Module Co-ordinator: Dr Unai Diaz-Orueta.

Lecturers:

Dr Unai Diaz-Orueta.

Dr. Richard Roche.

Module Objectives

To explore aspects of neuropsychology in relation to specific areas of the brain, and damage and pathologies of these areas, with an emphasis on discussion and critical thinking in relation to classic studies in neuropsychology.

Module Content

Neuroanatomy of cortical and subcortical regions; Neuropsychology of the visual system; Neuropsychology of acquired brain injury; Neuropsychology of disorders of the temporal lobe; Neuropsychology of attentional disorders; Neuropsychology of aging and neurodegenerative disorders; Technological developments in the field of neuropsychological assessment and intervention: computerized tools and virtual reality applications.

Learning Outcomes

- Describe the history and theoretical bases of neuropsychological research;
- Demonstrate knowledge of functional human neuroanatomy;
- Describe key methods used in neuropsychology;
- Differentiate between acquired, congenital and pathological syndromes of brain injury and their neuropsychological features;
- Appreciate the use of neuropsychology principles in clinical practice
- Describe key experiments that have shaped contemporary behavioural and cognitive neuroscience.
- Critically evaluate the methodology and conclusions of seminal papers in neuropsychology.

Recommended Texts

Cicchetti, F., & Robinson, E.S.J. (2017). *Neuroanatomy and Neuroscience at a Glance*. New Jersey: Wiley Blackwell.

Code, C. (1996). *Classic cases in neuropsychology, Volume I (Brain, Behaviour and Cognition)*. Hove, East Sussex: Psychology Press.

Code, C. (2012). *Classic cases in neuropsychology, Volume II (Brain, Behaviour and Cognition)*. Hove, East Sussex: Psychology Press.

Ellis, A.W., & Young, A.W. (1996). *Human Cognitive Neuropsychology: A Textbook with Readings*. London: Routledge.

Kane, R.L., & Parsons, T.D. (2017). *The Role of Technology in Clinical Neuropsychology*. Oxford: Oxford University Press.

Kolb, B., & Whislaw, I.Q. (2015). *Fundamentals of Human Neuropsychology*. London: MacMillan International Higher Education.

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 1 grade deducted per day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

PS355 Social Psychology

Credit Weighting: 5

Semester: 2

Teaching Methods: 20h lectures
 4h tutorials
 26h planned learning activities
 75h independent learning
 Total: 125h

Module Co-ordinator: Dr Bryan Roche.

Lecturers:

Dr. Brenda O’Connell.

Dr Bryan Roche.

Module Objectives

To explore advanced conceptual issues in social psychology and the application of social psychology to real-world problems.

Module Content

Social psychology and the built environment; Social relationships and prosocial behaviour; Theories of intergroup conflict; Group processes and decision making in legal and political contexts; Positive Psychology; Creating social contexts for a happy and healthy society.

Learning Outcomes

- Provide examples of large-scale social problems that can be understood as psychological problems;
- Review prominent theoretical and empirical accounts of how to effect large-scale behaviour change;
- Illustrate the application of social psychological findings in interventions designed to ameliorate social problems
- Articulate the relative roles of several different group processes in group decision making and inter-group conflict.

Recommended Texts

Steg. L., van den Burg & de Groot, J. I. M. (Eds.). (2016). *Environmental Psychology: An Introduction*. Wiley-Blackwell. ISBN: 978-0470976388.

Myers, D.G. (2013). *Social psychology* (11th ed). New York: McGraw Hill.

Montgomery C. (2014). *Happy City: Transforming Our Lives Through Urban Design*. Macmillan USA. ISBN: 978-0374534882.

Donaldson, S. I., Csikszentmihalyi, M., & Nakamura, J. (Eds.). (2011). *Applied positive psychology: Improving everyday life, health, schools, work, and society*. Routledge.

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 1 grade deducted per day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

Essays and Other Assignments

REQUIREMENTS

You will be required to write essays and complete other assessments as part of your final year in Psychological Studies. Further details pertaining to essay titles and other assessments will be provided within the context of each module.

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. 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. It is your responsibility to ensure their safe and timely receipt.

Psychological Studies students should *NOT* submit coursework 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.

All submissions should be checked through Turnitin by you prior to submission. Turnitin can be accessed via Moodle, prior to submission to the department. 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. While Psychological Studies students are *not* required to attach to coursework submissions evidence of having run their assignments through Turnitin, they should be aware that they could be required to supply the Department with the Turnitin report for any assignment at any point.

Plagiarism-avoidance guidelines are 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. **Note that there is no 'correct' or 'ideal' percentage, as it may depend on whether references and other data have been included in the report. However, the percentage and highlighted areas in the report allows you a chance to reflect on your work and make any necessary changes. Note that Turnitin requires at least 24 hours to process the material. To allow for this, your assignment needs to be completed well before the departmental deadline.**

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 or keeping digital copies of your work is therefore strongly recommended.

GRADES

Grades: The standard of your psychology work will be indicated by a letter grade as shown in the Table below. **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.**

FEEDBACK

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 other assignment, so that you use the feedback to improve your writing. Lecturers' consultation times are posted on their office doors and are available on the departmental notice boards.

Grading Guidelines

<i>Letter Grade</i>	<i>Guide Mark</i>	<i>Class</i>
A++	100	I
A+	90	I
A	80	I
A-	75	I
B+	68	II-1
B	65	II-1
B-	60	II-1
C+	58	II-2
C	55	II-2
C-	50	II-2
D+	48	III
D	45	P
D-	40	P
E+	38	F
E	35	F
E-	30	F
F+	20	F
F	10	F
F-	0	F

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 which 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.

Table 1 List of Essay/CA Deadlines for Final Year:**Semester 1**

Code	Module	Assignment (% of overall module)	Deadline
PS350	Psychology of Language	MCQ (20%)	Thurs 6 th Dec
PS351	Mental Health	Essay (20%)	Thurs 15 th Nov
PS352	Psychology of Learning	MCQ (20%)	Thurs 13 th Dec

Semester 2

Code	Module	Assignment (% of overall module)	Deadline
PS353	Applied Behaviour Analysis	MCQ (20%)	Thurs 25 th April
PS354	Neuropsychology	MCQ (20%)	Thurs 2 nd May
PS355	Social Psychology	Design Project (20%)	Thurs 14 th March

Tutorials

Tutorials are connected to modules PS350-PS355, and will be co-ordinated by postgraduate Teaching Assistants (TAs). Tutorials will cover important general topics as well as the content related to modules PS350-PS355. **Every second tutorial will be run online (see Table 2).**

All students must sign up to and attend a tutorial group. Make sure to attend all of your lectures in order to learn how to sign up for the tutorial scheme. The sign-up system will be on-line and accessible via Moodle: (<http://moodle.maynoothuniversity.ie>). This is an important web site for you to be familiar with because a considerable amount of teaching support is provided through the on-line Moodle system. The schedule for your tutorial group is also provided on Moodle. If you have any queries regarding your tutorial group, you can contact the Departmental Office.

Places for particular timetabled tutorial slots will be offered on a first-come-first-served basis, so please do not hesitate in logging on to Moodle and making your tutorial slot choice as soon as the sign-up system goes live (announcements will be made in class). Once assigned, you cannot change

into another tutorial group. It is your responsibility to ensure your tutorial sessions do not clash in the timetable with your modules in either Semester 1 or Semester 2.

Tutorials are used to explore psychological issues through discussion. Although attendance is vitally important for your academic progress, the tutorials also provide you with your main point of contact with the department. Should you encounter any difficulties that impact upon your progress in any of the psychology modules, you should bring these to the attention of your tutor. Tutorials are not designed to mirror lectures or to provide coaching in exam preparation. **Attendance at ALL tutorials is compulsory.**

Table 2: Tutorials Semester 1:

Week	Tutorial Topic	Related Module	Online?
1	Sign up for tutorials		
2	Mental Health 1	PS351	Y
3	Mental Health 2	PS351	-
4	Mental Health 3	PS351	Y
5	Mental Health 4	PS351	-
6	Psychology of Learning 1	PS352	Y
7	Psychology of Learning 2	PS352	-
8	Psychology of Learning 3	PS352	Y
9	Psychology of Learning 4	PS352	-
10	Psychology of Language 1	PS350	Y
11	Psychology of Language 2	PS350	-
12	Psychology of Language 3	PS350	Y

Table 2: Tutorials Semester 2:

Week	Tutorial Topic	Related Module	Online?
1	Applied Behaviour Analysis 1	PS353	Y
2	Applied Behaviour Analysis 2	PS353	-
3	Applied Behaviour Analysis 3	PS353	Y
4	Neuropsychology 1	PS354	-
5	Neuropsychology 2	PS354	Y
6	Neuropsychology 3	PS354	-
7	Neuropsychology 4	PS354	Y
8	Social Psychology 1	PS355	-
9	Social Psychology 2	PS355	Y
10	Social Psychology 3	PS355	-
11	Social Psychology 4	PS355	Y
12	No tutorials		

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. Note, under Data Protection Legislation you must provide permission for the staff member to give a third party a reference. So, if a third party (e.g. potential course director, employer) requests a staff member to provide a reference and the staff member has **not** been contacted by you in advance, he/she will not provide the reference. Please contact the staff member and provide him/her with permission to provide such a reference in advance of applying for any position. 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 academic** reference letter confirming your most recent examination results will be available from the Head of Department/Year Manager. 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 (<https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>).

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. **Psychological Studies students are required to submit their work to Turnitin, which can be accessed via Moodle, prior to submission to the department. The front page of the report sheet from Turnitin (indicating the similarity percentage) should be kept safely but need *NOT* be attached to your assignment upon hand-in. Note that there is no 'correct' or 'ideal' percentage, as it may depend on whether references and other data have been included in the report. However, the percentage and highlighted areas in the report allows you a chance to reflect on your work and make any necessary changes.**

Note that Turnitin requires at least 24 hours to process the material. To allow for this, your assignment needs to be completed well before the departmental deadline.

Library Resources

A collection of several thousand psychology books is held in the University library. Several copies of all of the books listed as recommended reading in this handbook are available in the library. Furthermore, the library currently subscribes to many on-line journals of psychology. You will also find the complete *PsycInfo Database* online at the university library web site. This database contains psychology abstracts from 1887 to the present. Web of Science, which is also available, is a multi-disciplinary database providing extensive indexing and abstracting information on psychology texts and journal articles. It currently incorporates the Science Citation Index Expanded, the Social Science Citation Index and the Arts and Humanities Citation index. The Library also receives ScienceDirect, a web database containing the full text of more than 2,000 Elsevier Science Journals. These databases are accessed under *Additional Resources* within the Electronic Resources section of the Maynooth University Library web page.



MU Library is a popular place to meet, study and research in. We're located in the middle of the campus on the southern side, beside the Kilcock road. Choose from a variety of study spaces; from the open-access area on the ground floor, where food, drink and chat is allowed, with access to over 50 laptops and print facilities, to the quieter areas on levels 1 and 2, with training rooms and meeting rooms. There's a Starbucks located on the ground floor, and even sleep-pods on level 1 if you need to re-charge. Use our [bookable group study rooms](#) for your group project-work. MU Library hosts campus exhibitions and events in the foyer during the year, so there's nearly always something new to view.

MU Library is the portal to a vast collection of Psychology resources that you'll need for your essays and research. Take a look at the MU [library homepage](#); we've excellent information, training, materials, supports and services that will help you in your studies. We also provide a dedicated [insert link to subject guide] space on our webpage that we recommend you bookmark; it's a great source of subject-specific material and news. Check out the "[New2MU](#)" tab in your [insert subject] subject guide containing lots of useful stuff for MU-newbies, whatever your level.

The screenshot shows the Maynooth University Library website. At the top, there is a navigation bar with the following links: Subjects Guides, Training, Services, Research Guides, and a search icon. Below this is the main header for the 'Psychology Subject Guide' page, which includes a share button and social media icons. The page content is organized into several sections:

- Navigation:** A horizontal menu with tabs for 'Introduction', 'Books & eBooks', 'Library Databases', 'Useful Resources', 'Referencing & Avoiding Plagiarism', and 'Help using the Library'. Below this are links for 'Starting your Essay / Assignment', 'LIST Online', and 'Research Support'.
- Need some help?:** A section titled 'Submit a Query' with a dropdown menu for 'I need help with' and a text input field for 'Please briefly describe the issue you are having'.
- Welcome to the Psychology Subject Guide:** A central text block stating: 'Maynooth University Library provides access to a wide range of books, eBooks, journals, databases and other resources related to the study of Psychology. You can search for all of these resources in one place by typing keywords into our LibrarySearch catalogue below.'
- Library Layout & Opening Hours:** A section on the right with a small image of the library interior and a link to 'Library Layout'.

Psychology *subject guide online* at <http://nuim.libguides.com/psychology>

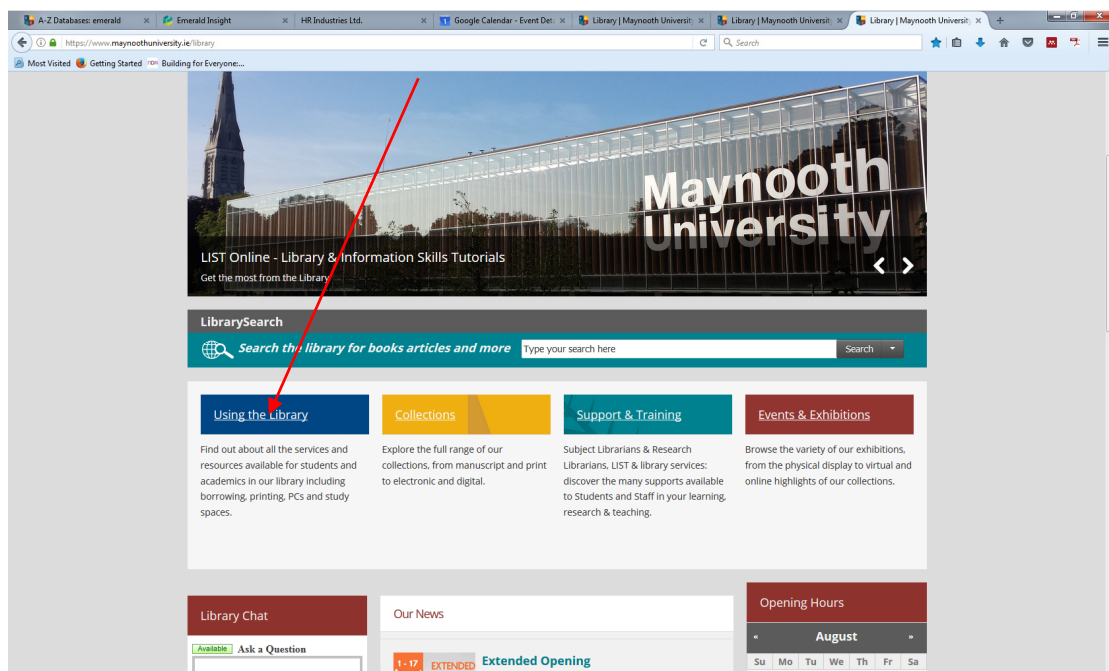


The search-box, LibrarySearch, that searches all the content in MU Library

Use **LibrarySearch** on the library homepage to discover everything MU Library holds on your subject and topics. It gives you the location and details of thousands of e-books and e-journals you can read online on your devices, as well as information on books, journal articles, and databases on your subject. We also have online e-dictionaries, encyclopaedias and e-books; basically, everything you need to write successful assignments. If it seems like a lot of stuff, start with your subject guide here [insert subject guide link] for basic suggestions and help.

You can access the information on LibrarySearch, and e-books, e-journals and databases when you're on or off-campus. You have options for basic and advanced search features to find exactly what you are looking for. Get hacks for running successful searches in our free [LIST Online](#) tutorials, and come to our **LIST training sessions** in the library (later in Semester 1) to learn skills that will help in your essays and assignments. If you've any queries about finding material, whether it's online, or on the shelf, library staff are happy to help you; just ask at the Library desk or live "*Library Chat*" box on our homepage. You'll also see us around campus in Semester 1 as we hold "pop-up" events, where you can find out more about what the library can offer you.

Your **MyCard** (student card) entitles you to borrow material from the Library. If you are not sure how many items you can borrow, click on the [Using the Library](#) blue box (see Fig. 4 below) on the library homepage for information.



Library Homepage with arrow to the "Using the Library" section

Explore the green box **Support and Training** for your subject guide, containing suggestions and lots of subject-support. Take our free, short, **online training sessions** in your own time to upskill in information skills that you'll need in university; see [LIST Online](http://nuim.libguides.com/list-online) (<http://nuim.libguides.com/list-online>). They cover everything from finding items on your reading lists, to using e-books, avoiding plagiarism in your essays, and how to evaluate information – all essential skills for students.

You can borrow a laptop from the laptop-bank, opposite the library desk, to use within the library, or you can log on to one of the library PC's to do your essays. The Library is wireless so you can use your own laptop in the library too. We have a 3D printer available (ask us at the Library desk) as well as a colour photocopier, in addition to numerous black and white photocopiers. You use your MyCard to load it with credit to print. **IT Services** have a dedicated space at the main library desk too where you can go if you need IT help. The **Maths Support Centre** (ground floor) and **Writing Centre** (level 1) are also located in the library.

[Contact us](#) with your **queries** about using the Library, finding information for your studies or how to use any of the online material. There is no such thing as a “stupid question”. We all know it can be a lot to take in when you start in university and we are here to help you!

The Library wishes you every success in your studies and we really look forward to seeing you during your years in MU.

USEFUL LINKS AND CONTACTS:

- Library homepage: <https://www.maynoothuniversity.ie/library>
- Psycholfoy Subject Guide: <http://nuim.libguides.com/psychology>
- LIST online: <http://nuim.libguides.com/list-online>
- Undergraduates contact: Áine Carey/Niall O'Brien: aine.carey@mu.ie / niall.obrien@mu.ie

Other University Resources

The University offers a number of useful services for students, including the Writing Support Centre and the Mathematics Support Centre – details of all of these resources can be found on the Maynooth University website. Two services which may be of particular interest are as follows:

Programme Advisory Office – for Programme choices and options information

The Programme Advisory Office is available to assist and advise undergraduate students with programme related decisions you may be unsure about during your time at Maynooth University. The Programme Advisory Office acts as a guide to students as you navigate your own way through your programme options. The Programme Advisory team can assist first year students with questions about subject combinations, changing subjects and progression options for second year. Continuing students may also avail of the service if you are unsure about your programme options, for example if you have any questions about the flexible degree pathways, or whether or not to choose to take an Elective.

Email: programme.choices@mu.ie

Phone: 01 474 7428

Website: www.maynoothuniversity.ie/programme-advisory-office

Location: Room 1.17, ground floor Rowan House

The Experiential Learning Office

Why not experience more from your degree programme by opting to take an experiential learning module*, such as Professional Development and Employability (involving employer-led sessions) or MU SPUR (paid six week summer research placement) where you will be learning by doing and reflecting, and have the opportunity to connect classroom content with real-world experience.

**The availability of experiential learning modules is limited, timetable dependent and may require an application process.*

Email: Aisling.Flynn@mu.ie

Tel: 01 474 7760

Website: <https://www.maynoothuniversity.ie/experiential-learning-office>

Location: Room1.18, ground floor Rowan House

Student Mental Health and Wellbeing

Looking after your mental health is an important part of University life, and the University offers a number of services for students who are experiencing mental health difficulties or are feeling overwhelmed. These services are listed on the Maynooth University website at this following link:

<https://www.maynoothuniversity.ie/campus-life/student-wellbeing-support>

In addition, a **NiteLine** service also operates on campus. NiteLine is a non-profit service provided free of charge to students, run by a team of dedicated volunteer students who have undergone rigorous training with the intention of supporting their peers. They are open every night of term from 9pm - 2.30am, supporting students through instant messaging and over the phone.



free, anonymous, confidential, non-judgemental listening service
we won't tell you what to do

9pm - 2.30am freephone: 1800 793 793 instant message: [niteline.ie](https://www.niteline.ie) every night of term

Final Words

We hope that you find this document helpful and informative. Any suggestions you might have for its improvement would be most welcome. Please forward these to Dr Seán Commins or Dr Bryan Roche in writing. If you so wish, you may submit your comments anonymously.

Once again, the staff wish you the very best for your studies this year and we hope that you enjoy your time with us.