

# Psychology/SSIS

## PSYC

### 194/197A/197B/294/299/500A/500B

#### Spring 2018 Syllabus

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#### Part 1: Course Information

##### Instructor Information

**Instructor:** Dr. Sharon Furtak, Assistant Professor of Psychology  
- M.S. & Ph.D. in Behavioral Neuroscience from Yale University  
- B.A. in Psychology from the University of Massachusetts, Amherst  
- My research interests focus on the neurobiology of emotional learning & memory.

**Class Location & Time:** Thursdays 9:15-10:15am, AMD 354

**Office:** AMD 357A

**Office Hours:** Wednesdays 2-3pm and Thursdays 1:30-3:30pm

**Office Telephone:** 916-278-6666

**E-mail:** [furtak@csus.edu](mailto:furtak@csus.edu)

##### Course Description

**PSYC 194 (Cooperative Research):** Opportunity for dedicated students interested in graduate school or a career involving research to work cooperatively on a psychological research project under faculty supervision. Note: Requires permission of instructor and the Department Chair. Prerequisite: PSYC 2, PSYC 8, PSYC 101 recommended.

**PSYC 197A (Advanced Research I):** Advanced research opportunity for students who have completed previous research experiences in PSYC 194. Students in the course are expected to develop advanced skills in research methods, data management, data analysis, and the communication of research findings by conducting research on collaborative projects under the guidance of a psychology faculty supervisor. Prerequisite: PSYC 194 and instructor or chair permission.

**PSYC 197B (Advanced Research II):** PSYC 197B Advanced Research II. Advanced research opportunity for students who have completed previous research experiences in PSYC 197A. Students in the course are expected to demonstrate competence in advanced research skills in research methods, data management, data analysis, and the communication of research findings by conducting research on collaborative projects under the guidance of a psychology faculty supervisor. Prerequisite: PSYC 197A and permission of Instructor and Department Chair.

**PSYC 294 (Cooperative Research):** Students work cooperatively on a psychological research project under faculty supervision.

**PSYC 299 (Special Problems):** Individual projects or directed reading. Requires approval of instructor and Department Chair.

**PSYC 500 A/B (Culminating Experience):** Completion or continuation of a thesis or project approved for the Master's degree.

## Textbook & Course Materials

### Required Text

- No required textbook. Other readings will be made available in the Canvas (See Learning Modules).

## Course Requirements

- Internet connection (DSL, LAN, or cable connection desirable)
- Access to Canvas

## Course Structure

This course consists of regularly scheduled lab meetings that will cover the readings and topics listed below. Additionally, for PSYC 194, PSYC 197A, PSYC 197B, PSYC 294, PSYC 299, PSYC 500A/B it is expected that for every 1 unit of course credit, the student will be present in lab either conducting research, reading relevant literature or writing related material for 3 hours per week (i.e. 3 units = 9 hours per week).

## Canvas Access

- This course will have materials posted online through a learning management system named Canvas. You will use your SacLink account to login to the course from the [Canvas login page](https://canvas.csus.edu/) (<https://canvas.csus.edu/>).
- **How can I learn about Canvas?** There are several ways to learn about Canvas including [Student Web Guides](#), a helpful [video series](#), and an [Online Canvas Orientation Course](#).

## Technical Assistance

- **How can I get help with Canvas?** The Canvas Help menu is populated with valuable resources including a link to search the [Canvas Community](#) for answers to your requests. You can contact Academic Technology Center for support at (916)278-7337, [canvas@csus.edu](mailto:canvas@csus.edu), or by visiting AIRC 2005.
- **If you experience technical difficulties** with your computer or network connection to the university please contact the Information Resource and Technology (IRT) Service Desk by e-mail: [servicedesk@csus.edu](mailto:servicedesk@csus.edu), phone (916) 278-7337, or visit them in person at ARC 2005.
- If you **need assistance** navigating or operating Canvas please contact the Student Technology Center in AIRC 3007, 916.278.2364, or [stc@csus.edu](mailto:stc@csus.edu).

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through Canvas email.

# Psychology/SSIS

## Psyc 194/197A/197B/294/299/500A/500B Spring 2018 Syllabus

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### Part 2: Course Objectives

**PSYC 194 (Undergraduate Cooperative Research):** This course will introduce you to skills in research methods, data management, data analysis and the communication of research findings by conducting research on collaborative projects under the guidance of a psychology faculty supervisor. The specific area of research will be determined by the expertise of the instructor and could include, but is not limited to: behavioral neuroscience, cognitive psychology, social psychology, developmental psychology, clinical psychology, quantitative psychology, multicultural psychology, applied behavioral analysis and organizational psychology. Over the course of the semester, you will be expected:

- 1) To learn about ethical guidelines and concerns for the responsible conduct of research.
- 2) To understand the process of a literature search of pertinent research publications on the topic of study.
- 3) To read pertinent previous research on the topic of study.
- 4) To learn how to implement the scientific method, including formulating a hypothesis, using research materials/protocols used to conduct research, and/or entering/analyzing data.
- 5) To gain experience in written communication skills.
- 6) To gain experience in oral presentation skills.
- 7) To prepare professional development materials.

**PSYC 197A (Undergraduate Advanced Research I):** This course will develop your skills in research methods, data management, data analysis and the communication of research findings by conducting research on collaborative projects under the guidance of a psychology faculty supervisor. The specific area of research will be determined by the expertise of the instructor and could include, but is not limited to: behavioral neuroscience, cognitive psychology, social psychology, developmental psychology, clinical psychology, quantitative psychology, multicultural psychology, applied behavioral analysis and organizational psychology. Over the course of the semester, you will be expected:

- 1) To comprehend ethical guidelines and concerns for the responsible conduct of research.
- 2) To conduct a literature search of pertinent research publications on the topic of study.
- 3) To summarize pertinent previous research on the topic of study.
- 4) To demonstrate development in utilizing the scientific method, including formulating a hypothesis, using research materials/protocols to engage in research, and/or entering/analyzing data.
- 5) To develop written communication skills.
- 6) To develop oral presentation skills.
- 7) To prepare professional development materials.

**PSYC 197B (Undergraduate Advanced Research II):** This course will advance your skills in research methods, data management, data analysis and the communication of research findings by conducting research on collaborative projects under the guidance of a psychology faculty supervisor. The specific area of research will be determined by the expertise of the instructor and could include, but is not limited to: behavioral neuroscience, cognitive psychology, social psychology, developmental psychology, clinical psychology, quantitative psychology, multicultural psychology, applied behavioral analysis and organizational psychology. Over the course of the semester, you will be expected:

- 1) To apply ethical guidelines and concerns for the responsible conduct of research.
- 2) To compile pertinent previous research on the topic of study.
- 3) To demonstrate competence in utilizing the scientific method, including formulating a hypothesis, using research materials/protocols to engage in research, and entering/analyzing data.
- 4) To demonstrate competence in written communication skills.
- 5) To demonstrate competence in oral presentation skills.
- 6) To refine professional development materials.

**PSYC 294/299 (Graduate Cooperative Research):** This course will introduce you to skills in research methods, data management, data analysis and the communication of research findings by **planning and conducting research on an independent project** under the guidance of a psychology faculty supervisor. The specific area of research will be determined by the expertise of the instructor and could include, but is not limited to: behavioral neuroscience, cognitive psychology, social psychology, developmental psychology, clinical psychology, quantitative psychology, multicultural psychology, applied behavioral analysis and organizational psychology. Over the course of the semester, you will be expected:

- 1) To apply ethical guidelines and concerns for the responsible conduct of research.
- 2) To complete a literature search of pertinent research publications on the topic of study.
- 3) To critique and compile pertinent previous research on the topic of study.
- 4) To demonstrate independent implementation of the scientific method, including formulating a hypothesis, using research materials/protocols to engage in research, and/or entering/analyzing data.
- 5) To develop written communication skills.
- 6) To develop oral presentation skills.
- 7) To prepare professional development materials.

**PSYC 500 A/B (Culminating Experience):** This course is for you to collect, analyze and communicate your thesis research.

- 1) To master ethical guidelines and concerns for the responsible conduct of research.
- 2) To complete a literature search of pertinent research publications on the topic of study.
- 3) To critique and compile pertinent previous research on the topic of study.
- 4) To master independent implementation of the scientific method, including formulating a hypothesis, using research materials/protocols to engage in research, and/or entering/analyzing data.
- 5) To master written communication skills.
- 6) To master oral presentation skills.
- 7) To prepare professional development materials.

You will meet the objectives listed above through a combination of the following activities in this course:

- Attending weekly **lab meetings on Thursdays from 9:15-10:15am**, reading articles and participating in discussions and activities (see #1 below).
- Completing weekly reading and companion **assignments** by Friday at 11:59pm for the week which they have been assigned (see #2 below).
- PSYC 194/197A/197B/294/500A/500B: Engaging in hands-on **data collection**, including: entering and preparing data. You will write a brief summary on your lab-related activity each week and submit it by Friday at 11:59pm with your weekly assignment (see #3 below).
- Drafting a **research report, poster presentation, thesis proposal or thesis** (see #4 below).
- Giving an **oral presentation** of a relevant article, research report or poster (see # 5 below).
- Beginning to compile a **professional development portfolio**. This includes at least one of the following: drafting a curriculum vitae, drafting a statement of research interests, conducting a mock interview or drafting a personal reflective statement (see # 6 below).

### 1. Lab Meetings

Research assistants (RAs), who are students enrolled in this course, will meet once a week with the instructor in a group setting on **Thursdays 9:15-10:15am**. It is your responsibility to attend all scheduled meetings. The only acceptable reasons to miss a lab meeting are a documented personal emergency (e.g. death of a close family member, car accident) or a documented physical illness (with a doctor's note). Your grade will be dropped by one letter

grade for each unexcused absence. Excessive and unexcused tardiness (e.g., more than 10 minutes late on 3 separate occasions) will be treated as unexcused absence from meetings.

## 2. Assignments

Research assistants (RAs) will be asked to read at least one empirical, theoretical, or review article per week. Readings will vary from week-to-week and may include: an assigned article via Canvas from the instructor or presentation from another lab member on an article relevant to his or her poster that they will present to the group.

For each article:

- First, carefully read the article, highlighting the most important aspects.
- Next, please answer the following questions, paraphrasing from your highlighted text:
  - What are the main arguments in the introduction?
  - What are the hypotheses?
  - How did the authors test their hypotheses?
  - What did the authors find?
  - Were their hypotheses supported? Why or why not?
  - What were the strengths and limitations of the study?
  - How can this article be applied to your project specifically, and the work we are doing in lab more generally?

Preparing responses to these questions and having them available at lab meeting will help you to participate more effectively in our weekly discussions. You will need to submit your writing and/or reading assignment each week by Friday, at 11:59pm on Canvas. When it is your turn to present, you will also submit your article to Canvas on the discussion board at least one week prior to your presentation.

## 3. Data Collection (specific to PSYC 194/197A/197B/294/500A/500B)

A few weeks into the semester, we will begin data collection for our research project. Collecting data is a very important aspect of research. Thus, our first few meetings will focus on training on the data collection procedures. Once we begin data collection, each RA will be responsible for scheduling him/herself for 9 hours of research per week in collaboration with the instructor. At all times, while engaging in research, the RA will conduct him/herself in a professional manner. This includes both the manner of dress and the interaction with research participants/subjects (when applicable), members of the community encountered while engaging in research, and peers. This also means arriving approximately 10 minutes early when collecting data in order to prepare. There will be times when no participants or subjects are scheduled. During these times, the RA is responsible for scoring and entering data into the SPSS file on the lab computer/laptop. RAs will treat all data as strictly confidential; data must remain in lab at all times unless explicit approval of the instructor is given. A weekly written summary of your lab-related work will be submitted on Canvas with your weekly writing/reading assignment.

## 4. Research Reports, Poster Presentation, Thesis Proposal or Thesis

All RAs enrolled in PSYC 194, 197A, 197B, and 294 are expected to draft a research report or poster presentation. All RAs enrolled in PSYC 299, PSYC 500A, or PSYC 500B are expected to complete a thesis proposal that outlines the experiments or complete your thesis for their Master's degree. The first step is to research the background literature and outline the paper, poster or proposal for the project you are working on during the semester. Intermediate assignments, which culminate in writing a full draft of a research paper or poster presentation, that will be due over the course of the semester in the manner outlined below. Your final project will be due the last week of school and will be worth 15% of your grade.

**5. Oral Presentation**

All RAs enrolled in PSYC 194, 197A, 197B, 294, 299 500A, and 500B are expected to give an oral presentation to lab members at one lab meeting on one of the following: a relevant article to their research, his or her research report, or his or her poster presentation. The RA should meet with the instructor early in the semester to determine which would be most appropriate given the time when they are scheduled to present to the lab. Your final grade will be dropped by one letter grade for a Fail or failure to present without a documented reason.

**6. Professional Development Portfolio**

All RAs enrolled in PSYC 194, 197A, 197B, 294, 299, 500A, and 500B are expected to begin developing their professional development portfolio. This includes at least one of the following: drafting a curriculum vitae, drafting a statement of research interests, conducting a mock interview or drafting a personal reflective statement. On the day scheduled for professional development in Part 3, you are to prepare one of the listed items. There will be information posted on how to develop professional documents. Everyone will bring two printed copies of the document to lab meeting for discussion and feedback or prepare for a mock interview with the instructor one-on-one.

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**Part 3: Topic Outline/Schedule**

**Important Note:** Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

- **Week 01: Orientation to Lab Procedures and Ethics in Research**
  - Review of syllabus, lab etiquette, research methods used in lab for data collection, and ethical concerns.
  - **Readings:** no readings this week.
  - Dr. Furtak presents
- **Week 02: The Hippocampal Memory System: Structural Role of Perirhinal Cortex.**
  - The anatomical connectivity of the hippocampal memory system.
  - **Readings:** Furtak, Wei, Agster, & Burwell 2007
  - Dr. Furtak presents
  - **Due PSYC 194:** Literature review of research topic with a list of 14 relevant citations in APA format to read over the semester.
  - **Due PSYC 197A/197B:** Literature review of research topic with a list of 5 relevant citations in APA format to read over the semester.
  - **Due PSYC 294/500A/500B:** Literature review of research topic with a list of 24 relevant citations in APA format to read over the semester.
  - **Due PSYC 299:** Literature review of research topic with a list of 48 relevant citations in APA format to read over the semester.
- **Week 03: The Hippocampal Memory System: Functional Role of Perirhinal Cortex.**
  - The functional role of perirhinal cortex in stimulus processing.
  - **Readings:** Kent & Brown 2012
  - Dr. Furtak presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A/197B:** Summary of 1 articles from citation list.
  - **Due PSYC 294/500A/500B:** Summary of 3 articles from citation list.
  - **Due PSYC 299:** Summary of 6 articles from citation list.
- **Week 04: Perception vs recognition during perirhinal development.**
  - Intact perceptual ability, but impaired familiarity judgement, after neonatal perirhinal...
  - **Readings:** Weiss, Guo, Richardson, Bachevalier, J Neurosci 2017
  - Ashley presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A/197B:** Summary of 1 articles from citation list.
  - **Due PSYC 294/500A/500B:** Summary of 3 articles from citation list.
  - **Due PSYC 299:** Summary of 6 articles from citation list.

- **Week 05: Emotional processing during perirhinal development.**
  - Neonatal perirhinal cortex lesions impair monkey's ability to modulate their emotional responses.
  - **Readings:** Ahlgrim, Beh. Neuro, 2017
  - Trevor presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A/197B:** Summary of 1 articles from citation list.
  - **Due PSYC 294/500A/500B:** Summary of 3 articles from citation list.
  - **Due PSYC 299:** Summary of 6 articles from citation list.
- **Week 06: BDNF in prefrontal cortex during extinction.**
  - Distinct roles of prelimbic and infralimbic proBDNF in extinction of conditioned fear.
  - **Readings:** Sun, Li and An, Neuropharmacology, 2017
  - Nikki presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A/197B:** Summary of 1 articles from citation list.
  - **Due PSYC 294/500A/500B:** Summary of 3 articles from citation list.
  - **Due PSYC 299:** Summary of 6 articles from citation list.
- **Week 07: Medial temporal lobe involvement in spatial processing.**
  - Unfolding the cognitive map: The role of hippocampus and extra-hippocampal substrates...
  - **Readings:** Hunsaker & Kesner, Neurobio Learning and Memory, 2017
  - Stephen presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A/197B:** Summary of 1 articles from citation list.
  - **Due PSYC 294/500A/500B:** Summary of 3 articles from citation list.
  - **Due PSYC 299:** Summary of 6 articles from citation list.
- **Week 08: Objects and space in perception.**
  - Integration of objects and space in perception and memory.
  - **Readings:** Connor and Knierim, Nature Neurosci, 2017
  - Adam presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A:** Outline of your introduction section.
  - **Due PSYC 197B:** Updated version of your introduction section.
  - **Due PSYC 294/500A/500B:** Summary of 3 articles from citation list.
  - **Due PSYC 299:** Summary of 6 articles from citation list.
- **Week 09: Spring Break, no meeting, nothing due**
- **Week 10: How to Prepare your CV and Conference Etiquette.**
  - **Readings:** Several articles on Canvas on how to write a CV and conference etiquette.
  - Dr. Furtak presents
  - **Due PSYC 194/197A/197B/294/299/500A/500B:** 3 copies of your CV should be printed & brought to journal club.
- **Week 11: Mid-Semester Briefings.**
  - Everyone conducting research will prepare a 5 minute summary of what they have been doing this semester, technical problems they have encountered, and any resulting data.
  - **Readings:** No readings for this week.
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A:** First Draft of your introduction section.
  - **Due PSYC 197B:** Updated version of your method section.
  - **Due PSYC 294/500A/500B:** Summary of 3 articles from citation list.
  - **Due PSYC 299:** Summary of 6 articles from citation list.



- **Week 12: Animals, anxiety, and anxiety disorders.**
  - How to measure anxiety in rodents and why.
  - **Readings:** Harro, Behavioural Brain Research, 2017
  - Chelsea presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A:** Outline of your method section.
  - **Due PSYC 197B:** Review of collected data in Excel Summary & SPSS.
  - **Due PSYC 294/500A/500B:** Summary of 3 articles from citation list.
  - **Due PSYC 299:** Summary of 6 articles from citation list.
  
- **Week 13: Object location memory, dementia and the perirhinal cortex.**
  - Continuous measurement of object location memory is sensitive to effects of age...
  - **Readings:** Hampstead, Towler, Stringer, Sathian, Alzheimer's & Dementia, 2017
  - Brittany presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A:** First Draft of method section.
  - **Due PSYC 197B:** Outline a plan of statistics analysis for results section.
  - **Due PSYC 294/299:** Outline of your thesis proposal.
  - **Due PSYC 500A/500B:** Draft or final copy of your thesis introduction.
  
- **Week 14: What is new with Choi et al...**
  - Validating an animal model of stress using a chasing robot.
  - **Readings:** Choi, Lee, Kim, Han, 2017
  - Tyler presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A:** Second Draft of introduction section.
  - **Due PSYC 197B:** Preliminary analysis of current data set.
  - **Due PSYC 294/299:** Draft of introduction section of your thesis proposal.
  - **Due PSYC 500A/500B:** Draft or final copy of your thesis methods.
  
- **Week 15: Jaak Panksepp's contributions to ethological processes in rats.**
  - Tribute to Jaak Panksepp
  - **Readings:** Balcombe, 2017, Animal Sentience: An Interdisciplinary Journal on...
  - TBA presents
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
  - **Due PSYC 197A:** Second Draft of method section.
  - **Due PSYC 197B:** Draft of results section.
  - **Due PSYC 294/299:** Draft of background section of your thesis proposal.
  - **Due PSYC 500A/500B:** Draft or final copy of your thesis results.
  
- **Week 16: Summary of progress on projects for the semester.**
  - **Readings:** No readings.
  - Current lab members present.
  - **Due PSYC 194:** Summary of 2 articles (1 from citation list and 1 lab meeting article).
    - Final Poster of Semester Project, present to class.
  - **Due PSYC 197A:** Written statement of semester lab time.
  - **Due PSYC 197B:** Full paper submission.
  - **Due PSYC 294/299:** Full draft of thesis proposal submission.
  - **Due PSYC 500A/500B:** Full or final draft of your thesis.

**Psychology/SSIS****Psyc 194/197A/197B/294/299  
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Visit the **Assignments** link in Canvas for details about each assignment listed below. (See Part 4 for more information about accessing tools and activities).

<b>Points/Percentage</b>	<b>Description</b>
30 pts total (2.5 pts ea)	1. <b>Assignments:</b> Weekly assignments on reading and/or writing will be submitted and graded each week for 2.5 pts each. These will be due on Friday of each week at 11:59pm and submitted online.
35 pts total (2.5 pts ea)	2. <b>Data collection:</b> If at any time an RA does not appear to a research time for which he/she has been scheduled, and has not adequately notified me and the other RAs to seek coverage, he/she will automatically receive a 2.5 pt deduction. Any lost data will result in an automatic F in this course. Weekly summaries of lab-related work will be submitted in the text box of each assignment on Canvas for 2.5 pts of the weekly grade.
15 pts	3. <b>Research Report/Poster/Thesis Proposal:</b> Full APA style paper due the last week of classes.
20 pts	4. <b>Curriculum Vitae:</b> you will need to submit your CV both online and bring 3 printed copies to lab meeting.
<b>100 pts</b>	<b>Total Points Possible</b>

**Late Work Policy**

Late submissions will be penalized such that three late submissions will count as the equivalent of a failed paper. Your grade will be dropped by one letter grade for each Fail if you are enrolled in 194.

Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

**Viewing Grades in Canvas**

Points you receive for graded activities will be posted to the Canvas Grade Book. Click on the My Grades link on the left navigation to view your points.

Online grades will be updated each time a grading session has been complete—typically 1 week following the completion of an activity. You will see a visual indication of new grades posted on your Canvas home page under the link to this course.

## Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Points/Percentage	Performance
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Mostly Average Work
D+	67-69%	Below Average Work
D	60-66%	Poor Work
F	0-59%	Failing Work

**Important note:** For more information about grading at Sac State, visit the academic policies and grading section of the university catalog.

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## Psychology/SSIS

# Psyc 194/197A/197B/294/299 Spring 2018 Syllabus

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### Part 5: Course Policies

#### Participation

Students are expected to participate in all online activities as listed on the course calendar. Unexcused absence results in a 5 pt deduction.

#### Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

#### Complete Assignments

**All assignments for this course will be submitted electronically through Canvas unless otherwise instructed.** Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student's grade.

#### Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

#### Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if there is a documented medical reason. All incomplete course assignments must be completed within 1 year.

#### Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the [Office of Services to Students with Disabilities](#) (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation *before* classes start.

SSWD is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) (916) 278-7239 (TDD only) or via email at [sswd@csus.edu](mailto:sswd@csus.edu).

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**Commit to Integrity**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

**Sac State's Academic Honesty Policy & Procedures**

"The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades."

Read more about Sac State's [Academic Honesty Policy & Procedures](#)

**Definitions**

At Sac State, "**cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means."

"**Plagiarism** is a form of cheating. At Sac State, "plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution."

**Source:** Sacramento State University Library

**Important Note:** Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.

**Course policies are subject to change.** It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be posted in Canvas.