**PSYC 3334-001 Cognitive Processes**

**T/TH 2:00 – 3:20PM**

**Spring 2015**

**Instructor:** Heekyeong Park, Ph.D.

**Office:** LS 517

**Office hours:** T/TH 11:00 am–12:00 pm or by appointment

**Course Website:** <http://www.uta.edu/blackboard/>

**Class location:** LS 100

Teaching Assistant: Kellen Gandy (email: kellen.gandy@mavs.uta.edu)

 Office: LS 503

Office hours: M 3-4pm & TH 1-2pm or by appointment

**Email: Please email me ONLY via the course BLACKBOARD site**. It will make a more direct and efficient method of communication between the instructor and the students enrolled in this course, in that such email shows the course title as the subject. **I will only reply to emails from that originate from Blackboard.** Once logged into this course, click on “UTA Email” from the left menu, then choose (a) “all Instructor Users” (which will send email to both Instructor and TA) or (b) “Single/Select Users” (then find me in the list of users).

**Course Learning Goals and Objectives:** Instructional goals are directed toward enabling students to understand the mechanisms underlying human cognition such as attention, memory, knowledge, and thinking. This course is intended to provide an overview of theories in human cognition and relevant phenomena. This includes reviews of research on cognition as well as discussions of theoretical applications in real world. Instructional materials will be provided in assigned textbook readings and lecture presentations. In order for students to effectively participate in class, it is highly recommended that assigned readings should be completed before each class. Assessment of instructional goals will be made via exams with questions that focus on the above knowledge and skills.

MATERIALS & COMMUNICATION

**Textbook:** Reisberg D. (2013). *Cognition: Exploring the science of the mind* (5th Edition), Norton.

Students take their own risk in purchasing older editions of the course textbook. The answer keys to the multiple questions and short answer questions are based on the current edition (5th).

**Course Business Communication:**

All course-related announcements and updates of schedule will be communicated via Blackboard. ***The use of Blackboard is required in this course.*** Occasional syllabus updates and course announcements will be communicated via Blackboard. **Course grades will be posted on Blackboard only**. Additional readings and relevant material will be posted on Blackboard as well. All quizzes will be taken on Blackboard. Therefore, it is crucial to get familiarize with Blackboard. Go to http**://www.uta.edu/blackboard/students/index.html** and login with your UTA Net ID and password. If you are unfamiliar with how to work within this system contact the Help Desk in the Central Library. You must bring a photo ID with you. You can also email them for assistance: helpdesk@uta.edu.

**Email:** Once again, email me only via the course BLACKBOARD site, as it provides a more direct and efficient method of communication between the instructor and the students enrolled in this course. Please read the “Additional Course Rules” on the back of the syllabus.

EXAMINATIONS & QUIZZES

**I. Exams (in-class)**: There will be **four (4)** exams. Each exam will be worth 100 points and equally weighted. All four exams will cover textbook chapters, the corresponding lecture material, and all other relevant learning material. Exam will be administered during the scheduled class meeting time including the 4th exam which will be administered on May 07, Thursday, 2:00-3:20pm. **Exam 4 is not a comprehensive exam**. There will be NO FINAL exam during the FINAL WEEK.

* The format for exams will be multiple-choice questions. Exam questions will be drawn from textbook, required books, readings, lecture material, videos, and class activities covered during the semester.
* When you are tardy on the day of the exam, you will not be permitted to take the exam if any class member had completed the exam and left the room (See the course schedule for exam dates).
* Exam requires the use of Scantron Form No. 882. Bring the scantron with you.

**II. Extra-Credit Quizzes (Blackboard):** There will be **9 extra-credit** quizzes (on-line) throughout the semester. These are not required but voluntary. Each quiz will be worth 10 points (1pt for each item; maximum total of 90 points). You will have 20 minutes to complete each 10 question quiz by the due dates (see schedule). Each quiz will be available on Blackboard for a three day period (72 hours). There will be neither the extension of due date nor make-up quiz, given that these quizzes are provided for extra credit and that these tests may be taken on a voluntary basis. It is your responsibility to take a quiz within the time-window for each quiz, if you wish to earn extra-credit.

GRADING POLICY

The final course grade will be based on the **sum of the highest three of the four exam grades plus the sum of all points earned from the quizzes**. Points earned from extra-credit quizzes (up to a maximum of 90 pts) will be added to the sum of exam grades (up to 300 points). If you miss one exam, it will be the grade that is dropped from the final calculation.

**Three exams 300 ≥ 268 A (=89.5%/300 pts)**

**Quizzes 90 238 - 267 B (=79.5%/300 pts)**

**Total possible 390 208 - 237 C (=69.5%/300 pts)**

 **178 - 207 D (=59.5%/300 pts)**

 **≤ 177 F (=59.4% and below)**

ATTENDANCE

There is no mandatory attendance requirement for this course. However, it is *highly* recommended to attend each class. By enrolling in this course you have made a commitment to attend at the scheduled meeting times. Research has shown that students who attend class regularly have higher course grades. Furthermore, students who actively listen and participate in lecture have higher course grades than students who attend class but engage in competing activities such as texting, surfing the internet, reading, sleeping, etc. Students who miss a class for any reason or miss a portion of a class due to tardiness or early departure will still be held accountable for all of the material that is covered during those sessions, including material covered in lecture that is not in the book.

MAKE-UP EXAMS

If you miss an exam, a grade of zero will be given. There is no provision for taking a make-up exam or assignment in this course unless documentation for a University-approved excuse (see Catalog http://www.uta.edu/catalog/general/academicreg) is received within one week of the exam or assignment date. Routine scheduled activities, such as work, doctor’s appointments, vacations, weddings, or other conflicting appointments, will not be considered excused absences. A note from a friend or family member is not acceptable documentation. A request for a makeup exam must be made **in wri**t**ing within one-week** of the missed exam**.** If a student obtains instructor approvalfor a makeup exam, all makeup exams will be taken in classroom on Tuesday May 5 from 2:00-3:20PM.The format of the makeup exam is at the discretion of the instructor**.**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. If you drop by the **census date**, no grade will be posted. If you drop by the **final drop date**, you receive a W. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as a result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

AMERICANS WITH DISABILITIES ACT

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA).* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

ACADEMIC INTEGRITY

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code: *I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

STUDENT SUPPORT SERVICES

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs.

For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at (817) 272-6107 or visit [www.uta.edu/resources](http://www.uta.edu/resources) for more information.

ELECTRONIC COMMUNICATION

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu. Important e-mails will be sent to you via Blackboard so you will need to check your UT Arlington e-mail account regularly.

FEEDBACK SURVEY

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.



**1. Student Support Services**: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to resources@uta.edu, or visiting www.uta.edu/resources.

**2. Study skills/tips:** For students who are interested in doing well in this course (and any other courses), I recommend 1) use of the pedagogical aids located throughout your text and the publisher’s website; 2) the websites listed below for advise to guide reading, studying and note taking; 3) SQ4R method (Survey, Question, Read, Recite, Relate, Review).

a. www.wvup.edu/academics/learning\_center/sq4r\_reading\_method.htm

b. http://www.fastol.com/~renkwitz/sq4r\_study\_method.htm

c. http://www.dartmouth.edu/~acskills/success/notes.html

d. <http://www.studygs.net/marking.htm>

**3. START STRONG Freshman Tutoring Program: UTA program** <http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/start-strong.php>

All first time and returning freshmen can receive six FREE hours of tutoring for some selected subjects for this semester (this course is not listed).

If student need tutoring in a course not listed on the free course list, tutoring is available for payment.

 **Additional Course Rules**

1. Do not email or call about anything that is already explained in the syllabus.

In other words, before you email with a question, please check the syllabus first to make sure your question is not already covered.

2. Do not email or call to let me know that you will be missing class.

If you will be missing class, we do not need to know about it and you do not need permission.

3. Do not email or call to ask what materials will be covered in missed classes.

We provide materials in class and on Blackboard, but not individually to people missing class.

4. Do not e-mail using poor communication form. We consider email to be a formal channel of communication. Therefore, we expect you to identify yourself, to use proper capitalization, spelling, and punctuation. Do not use <text language> or associated abbreviations.

5. Outside of office hours, please do not drop in without an appointment.

This is common courtesy.

6. Do not ask to be bumped up to the next letter grade.

Any emails in violation of these basic rules will be ignored or returned without a reply.

**PSYC 3334 Cognitive Processes Spring 2015**

Tentative Schedule

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| --- | --- | --- | --- |
| DATE | Day | TOPIC\* | Reading chapter/Quiz |
| Jan 20 | T | SYLLABUS/OVERVIEW | 1 |
| Jan 22 | TH | NEURAL BASIS FOR COGNITION | 2  |
| Jan 27 | T | RECOGNIZING OBJECTS | 3  |
| Jan 29 | TH | RECOGNIZING OBJECTS | 3 Quiz1 Jan 29-31 |
| Feb 03 | T | PAYING ATTENTION | 4  |
| Feb 05 | TH | PAYING ATTENTION | 4 Quiz2 Feb 05-07 |
| Feb 10 | T | Review 1 |  |
| Feb 12 | TH | EXAM I |  |
| Feb 17 | T | ACQUISITION OF MEMORIES/WM | 5 |
| Feb 19 | TH | ACQUISITION OF MEMORIES/WM | 5 Quiz3 Feb 19-21 |
| Feb 24 | T | ENCODING & RETRIEVAL | 6  |
| Feb 26 | TH | ENCODING & RETRIEVAL | 6 Quiz4 Feb 26-28 |
| Mar 03 | T | Review 2 |  |
| Mar 05 | TH | EXAM II |  |
| Mar 10-12 | T/TH | Spring break |  |
| Mar 17 | T | REMEMBERING COMPLEX EVENTS | 7 |
| Mar 19 | TH | REMEMBERING COMPLEX EVENTS | 7 Quiz5 Mar 19-21 |
| Mar 24 | T | CONCEPTS & GENERIC KNOWLEDGE | 8 |
| Mar 26 | TH | CONCEPTS & GENERIC KNOWLEDGE | 8 Quiz6 Mar 26-28 |
| Mar 31 | T | Visual Knowledge | 10 |
| Apr 02 | TH | Visual Knowledge | 10 Quiz7 Apr 02-04 |
| Apr 07 | T | Review 3 |  |
| Apr 09 | TH | EXAM III |  |
| Apr 14 | T | REASONING & DECISION | 11 |
| Apr 16 | TH | REASONING & DECISION | 11 Quiz8 Apr 16-18 |
| Apr 21 | T | PROBLEM SOLVING | 12 |
| Apr 23 | TH | PROBLEM SOLVING | 12  |
| Apr 28 | T | CONSCIOUS THOUGHT | 13 Quiz9 Apr 28-30 |
| Apr 30 | TH | Review 4 |  |
| May 05 | T | Makeup Exam |  |
| May 07 | TH | EXAM IV |  |
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\* It is subject to shift according to the needs of an individual class.