

# Cognitive Processes

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## Course Information

PSY 3334 (Section 001) – Cognitive Processes

Summer I 2019

Monday, Tuesday, Wednesday, & Thursday 10:30 – 12:30pm, Life Science (LS) 101

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## Course Description

This course is designed to provide students with an overview of the wide-ranging field of cognitive psychology, with an emphasis on the role that cognitive processes play in our everyday lives. Broadly speaking, these topics include an introduction to the scientific study of the mind and mental processes, including perception, attention, working memory, long-term memory, semantic memory, imagery, reasoning, and decision making. The focus is on the current research and theory in this rapidly evolving field. We will consider not only the behavioral data, but also the relevance of important brain-imaging and brain-injury results.

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## Professor Contact Information

Dr. Shannon Layman

Email: [shlayman@uta.edu](mailto:shlayman@uta.edu)

Office: Life Science (LS) 307

Office Hours: **Tuesday 12:30 pm – 1:30 pm**, or by appointment

Other Information: Email is the fastest and most reliable way to get a hold of me; however, **please put “Cognitive Processes” or “3334-001” in the subject line, and email from your UTA email address** (more information regarding e-mail expectations on page 2-3).

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## Course Pre-requisites, Co-requisites, and/or other restrictions

Students must complete Introduction to Psychology (PSYC 1315) before enrolling in this course.

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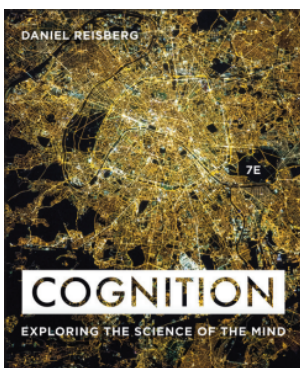
## Student Learning Objectives/Outcomes

After completing this course, students should be able to:

- Describe the primary objectives of scientific psychology (describing, explaining, predicting, and changing behavioral and mental processes).
  - Describe, apply, and analyze selected content areas in psychology (e.g., memory, attention, language, judgment and decision making, and knowledge).
  - Identify and explain different research methods used by psychologists.
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## Required Textbooks and Materials

1. Reisberg, D. (2019) *Cognition: Exploring the science of the mind* (**6<sup>th</sup> ed. OR 7<sup>th</sup> ed**). New York: WW Norton & Co. with accompanying ZAPS 2.0 Online Psychology Labs access code (*the ZAPS labs are for the 7<sup>th</sup> edition only, but it is OK to get the 6<sup>th</sup> edition of the textbook and use the 7<sup>th</sup> edition ZAPS labs!*)



There are purchase options at this website:

<https://digital.wwnorton.com/cognition7>

for students who would like the e-book with ZAPS (\$80), or for students who obtained a used book and the original ZAPS code was used up by the previous owner (\$25).

2. Additional assigned readings provided throughout the semester **via Blackboard: To be announced.**
3. Blackboard will be an important resource throughout the semester. Your grades will be posted through Blackboard and supplemental readings will be provided. Make sure you have access to Blackboard.
  - a. Blackboard support is available 24/7 by calling 1-855-308-5542 or visiting <https://uta.edusupportcenter.com>
4. Pick up a minimum of three scantrons **#4521** (the blue form) for exams, available at the bookstore and at the University Center. You must bring your Scantron forms (and your #2 pencils) to each scheduled exam.
5. No electronic devices are permitted during class (**this includes laptops and cell phones**). We will discuss this requirement on the first day of class.

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### Grading Policy

Final course grade will be based on the following criteria.

Course grade components	Points	% of total
Class Participation and attendance	25	10%
ZAPS Labs (15 @ 5 points each)	75	30%
Exams (3 @ 50 points each)	150	60%
TOTAL	250	100%

Grades will be assigned on the basis of the final distribution of the sums of all students' total points. Criteria for each letter grade will be determined on the basis of this distribution, but sums in the range of 90-100% will always earn A range grades, sums in the range of 80-89% will always earn at least B range grades, sums in the range of 70-79% will always earn at least C range grades. I do not round up to the next letter grade.

**Do not e-mail me to ask for more points so that you can get the grade that you want. If you want a specific grade, then you need to put in the effort necessary to obtain said grade.**

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### Course & Instructor Policy

#### Email:

I believe a key component of your development as a professional is learning to communicate professionally. As such, I will only respond to e-mail messages that are properly identified and composed. If you wish to e-mail me, please do the following:

1. Send the e-mail from your UTA account
2. Include the course name and a brief description of why you are writing me in the subject line
3. Compose your e-mail so that it includes standard sections of a letter (i.e., greeting, body, and a salutation/signature)

Additional e-mail considerations:

- I am more than happy to answer specific questions about material but do not expect an entire class of course material to be covered over e-mail.

- I am generally good at responding to student e-mails but sometimes my inbox gets ahead of me and emails become buried behind subsequent e-mails. Thus, if you do not hear from me within 48 hours of your initial correspondence, please feel free to send me reminder e-mail.

Before you write your e-mail make sure you are not inquiring about the following, as I have answered these questions below in **blue**.

- Questions regarding information that can be found on the syllabus. **My e-mail response: Please see the syllabus for the answer to your question(s).**
- Asking for more points added to your grade or to have your grade bumped to the next letter grade. **My e-mail response: Per the syllabus I do not provide individualized extra credit (see page 4).**
- Asking if you can make up anything. **My e-mail response: No. Please see [respective sections in the syllabus] for more information.**

### Class Participation:

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance.

As the instructor of this section, classroom attendance is required and necessary for success in this course. Lecture material and classroom activities will supplement material covered in the reading. Your Class Participation grade will be based on participation in class discussions, in-class activities, as well as coming to class.

Attendance will be taken randomly during the semester and sometimes at the beginning and end of the same class period. Students can miss up to **three (3)** days attendance with no penalty to their Class Participation grade. **There will be no opportunities to make-up missed Class Participation credit, regardless of the reason**, so use your freebies wisely. I frequently hear from students (frequently enough in fact, that I've added it to this syllabus) after missing the first three classes that they had an excellent reason for the fourth class they missed, such as illness, family emergency, or car trouble. I highly recommend saving up your freebies for unforeseen circumstances that may indeed arise.

Students do not need to submit any documentation for missed days of lectures, the first three missed days will simply be dropped, and all subsequent missed days will result in a deduction, regardless of the reason (this does not apply to Exams; see below).

Students who miss a class meeting(s) for any reason or miss portions of classes due to tardiness or early departure will **still be held accountable for all of the material that is covered** during those sessions, including materials presented in lecture that are not in the book. If you miss a class, find a classmate (or two) with whom you can share resources. **Please do not email or phone the professor to ask what materials you missed in class.** Material covered in class is your responsibility.

While UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

### Optional Quizzes:

Each chapter will include an **optional** quiz to help students practice recalling information from long-term memory, without penalties assessed via points. Quizzes are designed to allow students to gauge retention of chapter material and can help indicate possible concepts or topics that may require additional study prior to the exam. Each quiz will appear in a content folder corresponding to the chapter (and exam) in which the material appears.

All quizzes will be provided through Blackboard. Only the quizzes covering the material before the upcoming exam will be available. Each quiz will contain 24 –26 questions. Since these quizzes are not for points, students have unlimited time and retakes for each quiz.

### ZAPS Labs:

This course will use ZAPS 2.0 Online Psychology Labs accessed via Blackboard. These labs allow you to experience psychological research and discovery through hands-on activities, which will assist in understanding and retention of the material. There are 20 lab opportunities available (1 to 3 per chapter) and the top 15 labs will be counted towards your grade. As I provide you extra opportunities to complete your labs, I do not provide make-ups for these labs regardless of the circumstances.

Every lab has four parts: 1) a brief video introduction to a concept that is presented in the text, 2) a hands-on experience in which students generate data based on their responses, 3) an analysis of the data generated, and 4) an examination of the theory behind the concept.

In order for your ZAPS lab grades to transfer to Blackboard, *you must access the labs through the links provided via Blackboard*. Only the labs for the chapters covered before the next exam will be available via Blackboard (i.e. you will not have the links for the ZAPS labs for the chapters covered in exam 2, until after the date of exam 1). Thus, you can only complete labs for specific chapters at any given time and have those grades transfer for course credit.

If you access the labs through the website and not Blackboard, your grades will not transfer to Blackboard, and they will not count towards your grade. **Do not binge-complete all the labs during the duration of the free trial of the textbook as the labs will not count towards your grade since this strategy does not transfer the grades to Blackboard.**

### Exams:

Exams will assess your understanding of material presented in the lectures, the textbook, supplemental readings, and classroom activities, and will consist of 50 multiple-choice questions. There will be three semi-cumulative exams throughout the semester and one cumulative exam during the final exam time slot. Exams must be taken on the scheduled date. The lowest exam grade out of your four exam grades will be dropped from your final point total. **There will be no makeup exams and no extra credit – if you must miss an exam for any reason that will count as the one you drop.**

See the Professor early if you need help preparing for an exam. It is helpful (but not required) to study first, and then come with a list of specific questions or areas of concern. Also, if you feel that you worked hard studying for an exam, but received a much lower grade than you anticipated, come see me so that we can diagnose where your study strategies went wrong and discuss how you should prepare differently in the future.

It is imperative that you arrive on time to take the exam. Walking in late is disruptive to your classmates. **If you are more than 20 minutes late you will not be allowed to take the exam, so plan ahead.**

If you are concerned about an exam grade, please contact the Professor **within one week** of the grades posting to schedule a time to discuss the issue.

Extra Credit: No individualized extra credit will be given out.

## Course and Academic Calendar

All **ZAPS Labs** are due by **11:59 pm** on their respective due dates.

Date			Topic	Before Class Reading	ZAPS Labs
Week 1	Mon	3-Jun	Syllabus Overview - The Science of the Mind	Chapter 1	
	Tues	4-Jun	The Neural Basis for Cognition	Chapter 2	
	Wed	5-Jun	Finish up Ch. 2/ Visual Perception	Chapter 3	
	Thurs	6-Jun	Finish up Ch. 3/ Recognizing Objects	Chapter 4	
Week 2	Mon	10-Jun	Paying Attention	Chapter 5	ZAPS Labs for Exam 1
	Tues	11-Jun			
	Wed	12-Jun	EXAM 1		
	Thurs	13-Jun	Memory Acquisition and Working-Memory	Chapter 6	
Week 3	Mon	17-Jun	Finish up Ch. 6/ Acquisition and Retrieval	Chapter 7	
	Tues	18-Jun	Finish up Ch. 7/ Memory for Complex Events	Chapter 8	
	Wed	19-Jun	Memory for Complex Events		
	Thurs	20-Jun	Concepts and Generic Knowledge	Chapter 9	
	Sat	22-Jun	ZAPS Labs for Exam 2		
Week 4	Mon	24-Jun	EXAM 2		
	Tues	25-Jun	Visual Knowledge	Ch. 11	
	Wed	26-Jun	Finish up Ch. 11/ Judgment and Reasoning	Ch. 12	
	Thurs	27-Jun	Finish up Ch. 12/ Problem Solving and Intelligence	Ch. 13	
Week 5	Mon	1-Jul	Problem Solving and Intelligence	Ch. 13	
	Tues	2-Jul	Conscious Thought, Unconscious Thought	Ch. 14	
	Wed	3-Jul			
	Thurs	4-Jul	Independence Day – No Classes		
	Sat	6-Jul	ZAPS Labs for Exam 2		
Final Exam	Mon	8-Jul	EXAM 3		

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

## How to build Faculty/Student Relations: Becoming More than Just a Number

Compliments of the UTA Honors College

### Always be prepared for class and ask questions!

- You should read assignments BEFORE class and formulate questions.
- It is YOUR responsibility to keep up with assignments on your syllabus.
- You are expected to read ahead for each class. It is your responsibility to complete the reading for the week before the actual class.
- DO NOT ask questions just to ask questions, but DO ask questions to clarify a topic and to assist in your understanding.
- DO NOT speak out of turn, raise your hand and wait to be addressed.

### You should contact your professors outside of Class—Office Hours

- Professors have **office hours** listed on their syllabi—attend at least ONE office hour. **Making appointments** is always wise instead of just stopping by.
- DO NOT go unprepared or late.
- Before meeting with your professor, write down questions that you would like to ask relating to the course, their research, etc.

### You may also email your professors: The Dos of Faculty (and staff) email communication:

- Approach writing an email as you would write a formal letter. **Think carefully and be polite and succinct.**
- Use a salutation – e.g. Hello, Dear, etc.
- Introduce yourself immediately
- Remind the faculty member of the class you are in, time it meets, etc., unless it is a very small class or you have already established a good relationship with the person.
- Depending on the course, it may be wise to note your year in school, major, etc.
- Use your assigned UTA email address. An email address of [hot4u@hotmail.com](mailto:hot4u@hotmail.com) is not appropriate when interacting with faculty or staff.
- If you are contacting an instructor to explain why you were not in class, NEVER ask, “Did I miss anything?” Of course you did – acknowledge that and apologize for not being there.
- ALWAYS thank the faculty member for his/her time.
- Use a closing – e.g. Thanks,... followed by your name beneath it.
- Reread your emails and consider the tone of the email. You never want to come across as angry or rude. Written words are often misconstrued because the person reading the document does not have the benefit of seeing your body language. This is your professor. Never use language that implies a customer-service relationship.
- Spellcheck your emails before sending them.
- Abstain from using CAPS – it comes across as shouting. Most importantly, remember that you are not sending a text message or communicating with your friends. There is no place for acronyms, emoticons, or non-formal slang in your e-mail with your professor.
- Never ask your professor for more points so that you can get the grade that you want. If you want a certain grade then you need to put in the effort needed to obtain said grade.

### Communicating with faculty members

- Remember, most faculty members have a Doctoral degree, so they should be addressed as “Dr.” and the last name, unless the person specifically asks you to call him/her something else.
- Some faculty members do not actually have a Doctoral degree, but the equivalent of one in their respective fields, such as the JD (law faculty), or an MFA (Master of Fine Arts). In that case, using “Professor” and the last name is appropriate.
- If the instructor is a graduate student or teaching assistant, then the courtesy title is “Ms.” or “Mr.” unless, again, s/he asks you to call him/her something else.



- If you are uncertain, err on the side of caution: “Professor” is always a safe option.
- Do NOT call a faculty member by his/her first name unless directed to do so.
- Do not hesitate to ask what the title is if you are unclear, or better yet, look up their profile through the UTA website to confirm what is their highest degree.

In case of Emergencies: Contacting Faculty Members (Face-to-Face, Email or Phone)

- If an emergency arises – accident, death in the family, etc., contact the Office of Student Affairs, who will contact all your faculty members and explain the situation.
- Do not expect faculty members to acknowledge as excused absences such things as visiting a new niece, a wedding, etc. Those absences are for personal reasons, regardless of how close is your family.
- Do not expect faculty members to excuse absences from being caught in a snowstorm, unable to return to campus. You chose to leave campus, and you have to accept the consequences. Most faculty members are pretty sympathetic, but you should be prepared.
- Don’t be offended if a faculty member asks to see a funeral program – faculty experience students who try to get out of classes illegitimately. Be sure to return to campus with one and be polite if asked for it.

**Drop Policy:** 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. 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 the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Disability Accommodations:** UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD):** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. 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).

**Counseling and Psychological Services, (CAPS):** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.

For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or [titleix@uta.edu](mailto:titleix@uta.edu)

**Academic Integrity:** Students enrolled all UT Arlington courses 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.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Dr. Layman's note regarding academic integrity and the GroupMe app:** The GroupMe app provides an easy method to connect and communicate about the course including but not limited to 1) seeing what you missed in class, 2) reaching out for assistance in clarifying a topic, 3) clarifying syllabus material, 4) forming a study group, and 5) making friends (y'all have a lot more in common than you think!).

GroupMe becomes trouble, however, if you or others in your group provide assistance in the form of cheating such as (but not limited to) asking for answers to assignments/ exams, sharing your own answers on assignments/ exams, or having someone sign you in on the attendance sheet when you did not attend class (I drop missed classes, spend your time worrying about the material instead).

One thing that always impresses me is the integrity of the students here at UTA. Every time someone chooses to break the Honor Code (either intentionally or unintentionally), students always bring this behavior to my attention.

So, here's the deal: If someone on GroupMe violates the honor code, that person and all others in the group will receive consequences to fit the behavior up to the discretion of the professor (which may include being reported to the University office of Student Conduct) EXCEPT the student(s) who brought this behavior to my attention. Why are passive bystanders considered in violation of the Honor Code? By not reporting the student Honor Code violation, bystanders were by definition being complicit with the activity. Complicity is a synonym of collusion, which is a direct Honor Code violation (please see first page of faculty referral form for violations). I highly suggest you keep track of what your classmates share with the group so that they do not bring you down with them.

**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>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>



**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory,” is directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exits, which are located to the right or left upon exiting the classroom. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Active Shooter:** The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by UTA Police regarding the options and strategies we can all use to stay safe during difficult situations. <https://police.uta.edu/activeshooter>

**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: <http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php>
- Major-based learning centers: <http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php>
- Developmental education
- Advising and mentoring: <http://www.uta.edu/universitycollege/resources/advising.php>
- Personal counseling: <https://www.uta.edu/caps/>
- Federally funded programs: <http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php>

For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** (2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

<p><b>Emergency Phone Numbers:</b> In case of an on-campus emergency, call the UT Arlington Police Department at <b>817-272-3003</b> (non-campus phone), <b>2-3003</b> (campus phone). You may also dial 911.</p>
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