PSYCHOLOGY OF LEARNING & MEMORY
Course Syllabus ~ Online
Psychology 260.**501**: Spring 2019 (48329)
UNM Valencia, Vocational/Career Tech Center, Room 103
Mondays/Wednesdays, **3:00 – 4:15 a.m.**

Instructor: Cheryl Bryan, Ph.D.　　　**Office:** Arts & Sciences Bldg., Room 111

Office Phone: 505.925.8643　　　**Social Sciences Division Office:** 505.925.8600

Office Hours: M/W **11:45 AM – 2:45 PM,** or before/after class, or by appointment. If you cannot meet with me in-person, you may also contact me using the following tools in UNM Learn:

Email: Use the *Course Messages* tab in Learn (To start an email, click "Create Message" and then "To" to see a drop-down list in which you will see my name—listed in alphabetical order. *Do Not* send any mass emails from this area. If you want to contact the class as a whole, use General Class Questions—see below.

If you have a question about course material, please go to "**General Class Questions**" (under the "**Discussion**" tab) to submit your question. Using this tool allows all students to view your question & my answer—*students are encouraged to answer each other's questions as well*.

Emergencies *ONLY*: If Learn is down and you are trying to submit an assignment the day it is due, you can email it to me using LoboMail (cbryan@unm.edu).

If you have an issue that needs *immediate* attention (e.g., you can't access an exam), you can **text** me at 505.301.6222 after 7:00 AM and before 7:00 PM.

If you run into any technical problems: Please contact UNM Learn at 277-0857 or toll free (1-877) 688-8817　　**Email**: learn@unm.edu.

Textbook: Rudmann, D. (2018). Learning and Memory, 1st Ed. CA: SAGE Publications, Inc.

Prerequisites: Psy 105, no Co-requisites

COURSE DESCRIPTION
Survey of the variety of laboratory learning situations, with an emphasis on the application of principles to practical situations. Topics range from simple processes, such as conditioning, to complex processes, such as transfer, memory and concept formation. Lectures will be used both for clarifying text material and for discussing material not covered in the text. You are responsible for text material in addition to lecture material, but lecture material will be the primary focus in each of your exams.

COURSE OBJECTIVES:
The following are the student learning objectives for this course. The activities (i.e.: discussions, assignments and assessments) are developed so that you can demonstrate you have met these objectives. ***Upon successful completion of this course, you will be able to:***
1. Explore the basic assumptions of behaviorism
2. Define and distinguish between common approaches to empirical study of learning and memory.
3. Identify the major focuses of learning theories: behavioral, social, cognitive, as well as emotional and motivation influences.
4. Define and distinguish between different types of memory.
5. Identify the neurobiological underpinnings of memory.
6. Apply learning and memory theory and research to real life situations.

TECHNICAL SKILLS AMD REQUIREMENTS

<u>**Technical Skills**</u>: In order to participate and succeed in this class, you will need to be able to perform the following basic technical tasks:

- Use UNM Learn—<u>Have you taken the Bb Learn Orientation through Valencia Campus?</u> If so, you will earn 5 points of extra credit for submitting your completion certificate within the first two weeks of class. Also, to refresh (or learn for the first time), you can use the help documentation located in the "How to Use Learn" link, which is located in the left-hand column/course menu in Learn.
- Use Learn "Course Messages" – including attaching files, opening files, downloading attachments
- Use Zoom (for online meetings with Instructor)
- Copy and paste within applications including Microsoft Office
- Open a hyperlink (click on a hyperlink to get to a website or online resource)
- Use Microsoft Office applications (***If you are working on an Apple devise, you will need to translate all documents to a MS Word format.***)
  - Create, download, update, save and upload MS Word documents
  - Download, change view, as well as print and/or save MS PowerPoint presentations
  - Create, download, update, save and upload PDF files

<u>**Technical Requirements**</u>: For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the "Create a Support Ticket" link in your course.

Computer: A high-speed Internet connection is highly recommended.

- Supported browsers include: Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems: **http://online.unm.edu/help/learn/students/**
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance. Many campus locations offer free high-speed Internet access including UNM-V Learning Center and Library, as well as **UNM Main Computer Pods**.
- For using the Kaltura Media Tools inside Learn, be sure you have downloaded and installed the latest version of **Java**, **Flash**, and **Mozilla Firefox**. They may not come preloaded.
- Microsoft Office products are available free for all UNM students (more information on the UNM IT Software Distribution and Downloads page: **http://it.unm.edu/software/index.html**)

<u>**Tracking Course Activity**</u>: UNM Learn automatically records all students' activities including your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

COURSE STRUCTURE AND REQUIREMENTS

<u>**Instructor Response Time**</u>: *Within Learn*, I routinely check for student correspondence and respond within 24 hours (Mon - Thurs) and 48 hours (Fri - Sun). I will not guarantee a response time if you email me through LoboMail—instead, use Course Messages in Learn. If Learn is unavailable, and you *must* reach me *immediately*, <u>you can **text me** at 505.301.6222 between the hours of 7:00 AM and 7:00 PM</u>. (Be sure to state your name and the course you are texting about in the message.) If you email me through LoboMail, <u>please note that it is UNM policy to *not* accept email from non-UNM accounts</u>. In other words, I will not respond to emails from your gmail or other such accounts. Also, be sure to put something in the subject line; otherwise, I might not read it thinking it is SPAM.

COURSE STRUCTURE AND REQUIREMENTS (cont.)

Procedures for Completing Coursework:

- All assignments/assessments open and close on specific dates at specific times and will NOT reopen after they close—see Course Schedule for assignment dates/times.
- Make-up Exam (not quizzes): Generally speaking, there are NO make-up exams (for missed exams) in this course; however, occasionally there are legitimate reasons for missing an exam. Please let me know, either in advance or within 24 hours of the exam, if you are unable to take an exam. Depending on circumstances, you may be allowed to make up the exam—however, it might be a different exam than originally posted on Learn and could be an essay exam. If you become extremely sick or encounter some other emergency on the day of the exam, you will need to provide some verification (e.g., a note from your physician, an accident report, etc.).
- All work in this course needs to be submitted within Learn. If you have difficulty using a tool to complete work, use the "Create a Support Ticket" link in the Course Menu immediately and notify me (your instructor) as well. If necessary, we'll make other arrangements.

ASSIGNMENTS—Evaluation of your mastering course content

Quizzes: (12 x 5 = 60 points: 26% of your final grade)

There are 12 quizzes (one per chapter), which open at designated times in Learn (see schedule)—*each quiz is open until the night before the respective exam, closing at 11:59 p.m.* You are allowed to take each quiz as often as needed/wanted (while open) with your highest score counting toward your grade. Each quiz has 20 questions and is worth a total of five (5) points each (.25 points per question). ***Quizzes CANNOT be made up if missed (for any reason) and will not be reopened at a later date***, as all quizzes are open for at least 10 days. You will have 30 minutes to complete each 20-question quiz. Within a chapter no two quizzes are the same, and exam questions will *not* be taken from the quiz questions. All quiz questions are taken from the textbook.

Discussions & Journals: (4 x 10 points = 40 points: 19% of your final grade)

Discussion (1): You will complete one discussion at the beginning of class. The discussion is a "get to know your classmates" discussion. This assignment is titled *Introduction Discussion.*

Journals (3): You will relate what you have learned in a particular segment, what needs further explanation/study, and how you can apply learned information to your life. Minimum 500 words.

Exams: 150 points (2 of the first 3 exams + final exam = 150 points: 55% of your final grade)

Four (4) examinations will be given covering material presented in the *lectures, text, and videos*. All of the examinations are noncumulative. Exams will consist of objective questions in a multiple-choice format. You will have 75 minutes to take each exam, although each is designed to require only 50 minutes. Each exam is worth 50 points (50 questions) and worth approximately 18% of your final grade in this class.

Academic Research Paper: (1 = 60 points – 10 points for Reference List and 50 points for final paper: __% of final grade)

This paper will familiarize you with using professional journals in exploring the field of psychology. For each paper, you must first find a topic **within the field of the Psychology of Learning and Memory** that interests you and for which you can find three (3) *peer-reviewed* journal articles. Each article should present *original* research data (not just a discussion, opinion, review, or theoretical paper), and all articles should directly relate to the topic you have chosen.

Academic Research Paper (cont.): When writing the paper, employ the following format:

1) <u>Introduction (5 points)</u>: State the topic you chose and why you were interested in it.

2) <u>Research (15 points)</u>: Summarize in your own words the findings of each of the studies that you read—one paragraph for each of the three studies. What is the purpose of each study? What was learned in each study? Be sure to go beyond what is contained in the abstract alone (i.e., don't just review the abstracts).

3) <u>Evaluation (15 points)</u>: In discussing each study, give your own evaluation—one paragraph for each of the three studies. How good was each study? Why/why not—how would you further it? Do you agree with the conclusions drawn by the authors? Why or why not? Could the findings be explained in another way?

4) <u>Summary (10 points)</u>: After presenting the individual studies, tie them together—at least one paragraph **plus** a closing paragraph. When summarizing, consider: What do they have in common? Do their findings fit together in any way? How? What have you learned about the topic? How can you apply this research to your own life?

Each paper _must_ follow APA formatting (5 points). Here is a reference site for APA formatting (no need to write an abstract): https://owl.english.purdue.edu/owl/resource/560/01/. Your paper must be typewritten, double-spaced, Times New Roman 12 pt. font, and <u>a minimum of nine (9) paragraphs</u>—this limit does NOT include the cover page or the References page, which are also expected to follow APA format. **Please note**: minimum paragraphs usually equal a minimum grade of C.

Submit under the Assignments tab in Learn. Additional to your paper, copy the abstract (summary paragraph at the beginning of each journal article) for each of the three (3) articles and attach these copies with your paper—you can cut-and-paste the abstracts, placing them at the end, _after_ the Reference page.

EXTRA CREDIT OPTION (_Optional_, worth up to 10 points)

You may independently earn **up to a total of 10 extra credit points** that count toward your final point total for the semester—these are simply added to your total points earned from your assignments to determine your final letter grade—an additional research paper. The primary objective for the research paper is to allow you additional exposure to methodological issues relevant to psychology research. **Extra credit is due no later than midnight on the Sunday before the last day of class.** <u>Extra credit will not be accepted after this date.</u> Separately, there may be additional extra credit opportunities in class.

GRADING

Although you are required to take four exams in this class, only **three** will count toward your final grade. **_The final (4th) exam is mandatory_**, and of the _first three exams your lowest grade will be dropped_. Therefore, your final grade will consist of your two (2) best exam scores from the first three (3) exams + your score from the final exam + quizzes + your writing assignments. Make-up essay exams will also be worth 50 points. Grades will not be curved.

Grading Scale:	Your Total Points	Percentage: Total	Letter Grade
	304-310	98-100	A+
	279-303	90-97.9	A
	273-278	88-89.9	B+
	248-272	80-87.9	B
	242-247	78-79.9	C+
	217-241	70-77.9	C
	211-216	68-69.9	D+
	186-210	60-67.9	D
	≤ 185	≤ 59.9	F

Grading Procedures

- Late assignments will <u>NOT</u> be accepted (for any reason), unless noted otherwise below.

- For each assignment/assessment you will be graded on your knowledge of psychological theory and research. Content will depend on learning objectives for the chapter being studied.

- For quizzes and exams, you will have immediate feedback of your score once you submit the assessment—as long as you submit it on-time. If you submit after the designated time allotment, then it goes into my grading section and I will need to submit it—no penalty. Please note that this only relates if you started the quiz or exam before it closed.

- For all written assignments, grades will be posted (with comments) within one week of the due date. For journal entries, the due dates are noted in the Course Schedule—always a Sunday at 11:59 PM—so your grade will be posted by 11:59 PM that following Sunday. While your journal is open throughout the semester, I will only grade journal entries that are submitted on-time.

<u>It is your responsibility</u> to check the "My Grades" page in Learn to ensure your points are posted correctly and to contact me if you have any questions or concerns. You have one week after points have been posted to contact me regarding a grade correction. <u>Grades may not be changed if you fail to contact me within one week from the posting of the score</u> . . . so check your grades often and contact me if something looks wrong. **Please note**: To calculate your course grade, you must do it manually as the *total* points showing in MyGrades ***will not be correct***, as one exam score is dropped.

COURSE POLICIES

Attendance: <u>You are required to attend *all* classes and complete *all* assignments</u>; at the same time, occasionally, there are extenuating circumstances. If, for any reason, you are unable to attend class be sure to notify me through Course Messages in Learn that you will not be in class and why. You may have up to four (4) excused absences* or miss up to four (4) assignments— or any combination of the two—before I reserve the right to drop you from the course (possibly without notice to you). *Please keep in mind that you are responsible to drop this course if you've decided not to complete it*. Experience has shown that students who miss four (4) or more classes/assignments do poorly in the course and often fail to reach a grade of C or better.
* Excused absences can be anything that prevents you from attending class—your choice—and can include any religious or cultural events that are not accounted for in the UNM schedule.
Please note: If you have financial aid that requires you to complete a course (even if you're failing), *you must notify me*. <u>If you do not notify me *the first week of class*, the above policy stands</u>.

In-Class Behavior: It is very important to minimize disruptions and to show respect and consideration for other students. For this reason, **please arrive to class on time**, and once class starts, please refrain from leaving, talking, reading, or sleeping. In class, please be prepared to actively listen/participate and take notes. If you need to leave class early (or arrive late), please sit near an exit and leave quietly. **Please Note:** There are new locks on the classroom door. The door will close at the beginning of class and if you arrive late, you will need to knock on the door to get access to the classroom; therefore, you will not be allowed to exit and re-enter the classroom during class time—unless you have an emergency.

Cell Phones and Technology: As a matter of courtesy, please turn off cell phones, and other communication and entertainment devices prior to the beginning of class. Notify me in advance if you are monitoring an emergency, for which cell phone ringers should be switched to vibrate. If you bring a laptop to class, sit in the back of the room so as not to disturb other students. If you are caught accessing sites that are not related to class content, you will be asked to immediately leave the classroom so as not to disrupt other students' learning.

COURSE POLICIES (cont.)

Copyright Issues: All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this specific course.

Netiquette: Your online participation is expected to be academic and constructive. It is important to recognize that each of us may have a different point of view. It is acceptable to debate a topic using facts and citations to support your stance or viewpoint; however, you should conduct your debate in a professional tone. Here is the link to UNM's Discussion and Blog Netiquette policy (also located in Learn under the Introduction tab): **http://online.unm.edu/help/learn/students/pdf/discussion-netiquette.pdf**.

Accommodation of Learning Disabilities/Special Needs: If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or jmlujan@unm.edu. For Valencia campus the website is: http://valencia.unm.edu/students/advisement-and-counseling/equal-access-services.html.

Withdrawal: In accordance with University regulations, students withdrawing after the deadline to withdraw without an assigned grade, are assigned a grade of "W." (For UNM scheduled deadlines, check with the Office of the Registrar -- http://schedule.unm.edu/)

Incomplete: Under special circumstances, a grade of Incomplete (I) can be granted. Contact me as soon as possible to arrange this and provide me with written documentation of why the course could not be completed. *__Please Note__* "Incomplete grades must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to an "F" (failing) grade. The student is responsible for making arrangements with the instructor for resolving an incomplete grade" (https://dos.unm.edu/resources/general-faq.html#faq-11).

Academic Integrity: Having academic integrity is paramount to your success in any class. Plagiarism or cheating is *not* tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy:

https://policy.unm.edu/regents-policies/section-4/4-8.html. The policy states:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic Dishonesty is defined as: *"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.*

Please Note: In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see p. 15: https://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html.

HOW TO SUCCEED IN PSYCH 260 (aka Expectations for Participation):

➢ Spend 5-7 hours per week on this course (outside of class-time)
  o Read textbook chapter(s) associated with each lecture *before* the class lecture.
  o Access PowerPoint slides on Learn—use to take notes while reading the textbook and during class lecture . . . this is your study guide.

➢ Attend each class, actively listen, take notes, and observe classroom etiquette.

➢ Know how to navigate in Learn; including communication with one another in discussions, check Announcements daily, address technical problems immediately, and observe netiquette at all times.

➢ Trade contact information with one or two students whom you feel comfortable trading this information, so, if you miss class, you can get notes from a classmate.

➢ Come to office hours (or make an appointment to meet with me) if you need to discuss anything pertaining to this course.
  o It is important to keep me (the instructor) informed of class related problems, or problems that may prevent you from full participation.

➢ Take advantage of Extra Credit opportunities!

➢ Participate in a study group! This is a tool that A students consistently employ.

➢ Utilize student support services. If you need assistance finding the support you want, please meet with me—I am here to help you succeed in this course.

  o Also, here is a link: http://valencia.unm.edu/campus-resources/

➢ A few primary student support offices and campus resources on UNM Valencia Campus:
  o **Advisement Services**: 925.8560
    https://valencia.unm.edu/students/advisement-and-counseling/services.html
  o **Bookstore**: 925.8801
    https://valencia.unm.edu/campus-resources/bookstore/index.html
  o **Campus Police**: 925.8570
    ▪ **Parking Permit**: https://valencia.unm.edu/campus-resources/campus-police/parking-permits.html
  o **Cashier's Office**: 925.8520
    https://valencia.unm.edu/campus-resources/business-services/cashiers/index.html
  o **Career Services**: 925.8840
    https://valencia.unm.edu/students/career-services/index.html
  o **Financial Aid**: 925.8590
    https://valencia.unm.edu/students/financial-aid/index.html
  o **The Learning Center**: 925.8907
    https://valencia.unm.edu/campus-resources/the-learning-center/index.html
  o **Library**: 925.8990   https://valencia.unm.edu/library/index.html
    ▪ **Lobo ID Card** (free of charge in the Library):
      https://valencia.unm.edu/students/lobo-id-card/index.html
  o **Technology Support Services**: 925.8911
    https://valencia.unm.edu/campus-resources/technology-support/index.html

➢ **No one succeeds in a vacuum! Act smart . . . ask for help when you need/want it.**

COURSE SCHEDULE: Psy 260-501 -- Spring 2019

The following is a schedule of the information that we will cover in this class, along with assignment due dates. ***THIS SCHEDULE IS SUBJECT TO CHANGE!*** Keep in mind that you are responsible for learning all material covered in class, as well as material assigned as self-study. ***All quizzes*** will be due on the Tuesday before the respective exam. For example, the quiz for Chapters 1, 2 & 3 will close Tuesday, February 5 at 11:59 PM.

Week/Dates	Topic
1. January 14	Review Syllabus, Tutorial on how to use UNM Learn
	Chapter 1: History of Learning and Memory
January 16	Chapter 1 (cont.)
January 20 (SUNDAY)	***Introductory Discussion due Sunday, January 20, by 11:59 PM***
2. **January 21**	******Martin Luther King Jr. Day – No Class******
January 23	Chapter 2: Common Research Methods in Learning and Memory
3. January 28	Chapter 2 (cont.)
January 30	Chapter 3: Neurological Basis of Learning
Feb 3 (SUNDAY)	**Journal Entry 1 Due by 11:59 PM (Chapter 1, 2, *and/or* 3)**
4. February 4	Chapter 3 (cont.) *Quizzes for Chapters 1, 2 & 3 close Feb 5 at 11:59 PM*
February 6	**EXAM 1: CHAPTERS 1, 2, and 3 (open during class-time—9:00 to 10:15 AM)**
5. February 11	Chapter 4: Behavioral Learning
February 13	Chapter 4 (cont.)
6. February 18	Chapter 5: Social Learning
February 20	Chapter 5 (cont.)
7. February 25	*Computer lab—work on Reference List*
February 27	Chapter 6: Affect and Motivation in Learning
March 3 (SUNDAY)	**Journal Entry 2 Due by 11:59 PM (Chapter 4, 5, *and/or* 6)**
8. March 4	Chapter 6 (cont.) *Quizzes for Chapters 4, 5 & 6 close Mar 5 at 11:59 PM*
March 6	**EXAM 2: CHAPTERS 5, 6, and 7 (open during class-time—9:00 to 10:15 AM)**
March 10 (SUNDAY)	**Reference List Due by 11:59 PM**
9. **March 11-15**	******Spring Break – No Class******
10. March 18	Chapter 7: Cognitive Learning
March 20	Chapter 7 (cont.)
11. March 25	Chapter 8: Retrieval
March 27	Chapter 8 (cont.)
12. April 1	Chapter 9: Episodic and Autobiographical Memories
April 3	Chapter 9: (cont.)
April 7 (SUNDAY)	**Journal Entry 3 Due by 11:59 PM (Chapter 7, 8, *and/or* 9)**
13. April 8	*Computer lab-paper* ***Quizzes for Chapters 7, 8, & 9 close Apr 9 at 11:59 PM***
April 10	**EXAM 3: CHAPTERS 8, 9, and 11 (open during class-time—9:00 to 10:15 AM)**
14. April 15	Chapter 10: Semantic Memory
April 17	Chapter 10 (cont.)
15. April 22	Chapter 11: Forgetting
April 24	Chapter 11 (cont.)
April 28 (SUNDAY)	**Research Paper due by 11:59 PM**
16. April 29	Chapter 12: Learning and Memory in the Real World
	Quizzes for Chapters 10, 11 & 12 close Apr 30 at 11:59 PM
May 1	**EXAM 4: CHAPTERS 10, 12 & 13 (open during class-time—9:00 to 10:15 AM)**