

PSYCHOLOGY of LEARNING & MEMORY

Psychology 2270: Fall 2024

Course Syllabus

Table of Contents

INSTRUCTOR CONTACT INFORMATION & STUDENT HOURS	2
HOW TO SUCCEED IN PSYCH 2270 (aka Expectations for Participation):.....	3
COURSE DESCRIPTION	4
COURSE LEARNING OUTCOMES ON ESSENSIAL SKILLS	4
COURSE STRUCTURE AND REQUIREMENTS.....	5
Instructor Response Time.....	5
Procedures for Completing Coursework.....	5
ASSIGNMENTS—Evaluation of your mastering course content.....	5
Plagiarism Tutorial.....	5
ASSIGNMENTS (Cont.)	6
In-class Participation	6
Discussions	6
Quizzes	6
Exams	6
EXTRA CREDIT OPTION (Optional).....	6
GRADING	6
GRADING (cont.)	7
Grading Scale.....	7
Grading Procedures	7
TECHNICAL SKILLS AMD REQUIREMENTS	7
Technical Requirements.....	7
TECHNICAL SKILLS AMD REQUIREMENTS (cont.).....	8
Technical Skills.....	8
Computer.....	8
Phone.....	8
Tracking Course Activity.....	8
COURSE POLICIES	8
Accommodations	8
Attendance	9
Credit-hour statement:.....	9
Netiquette	9
Respectful Conduct Expectations:.....	9
Respectful and Responsible Learning	9
Incomplete.....	10
Withdrawal.....	10
Academic Integrity	10
Copyright Issues.....	10
Title IX	10
Citizenship and/or Immigration Status	10

INSTRUCTOR CONTACT INFORMATION & STUDENT HOURS

Welcome to Psychology of Learning & Memory! I look forward to working with you this semester. Below you will find several different ways to contact me. I am here to support your success, so please contact me if you have questions.

Instructor: Cheryl Bryan, Ph.D. (she/her/hers)

You are welcome to address me by my first name (Cheryl). If you prefer to be more formal, it is Dr. Bryan or Professor Bryan. I will address you by your first name as noted on my roster; however, if you would like to be addressed differently, please let me know and I will respect your wishes.

Social Sciences Division Office: 505.925.8600

Student Hours: Please see me with any questions about this class or college or whatever. Meeting with me one-on-one also helps us to build a relationship. I am a great resource! My office location: Room 142-C in the Academics Bldg.

Wednesdays: ½ hour before & after class (8:30-9:00 AM & 11:30 AM-Noon)
9:00 AM - 7:00 PM via REMIND daily, *except* during class time

By appointment: via Zoom or on campus

Other options to communicate with me: If you cannot meet with me in-person during my Student Hours, that is okay because there are several ways we can communicate.

REMIND: Please access REMIND via the **Join REMIND** link—add yourself to our class now! The link is also in the Start Here Module in Canvas. We will use REMIND for when you need a quick answer. I am available to text every day between 9:00 AM - 7:00 PM, *except* during class. If it is outside of my Student Hours, please be patient if it takes me a few minutes to get back to you.

Zoom.us: We can meet during the times noted above for Student Hours or by appointment—we will schedule a time that works for us both. Regardless of when, use the **Student Hours Zoom** link to connect (**Passcode: UNM-V**), which is also located at the top of the Home page in Canvas. Instructions on how to use Zoom are in the Start Here Module in Canvas. In case you did not know, UNM students have a free account—email *media@unm.edu* to set it up.

Email: Use the ***Inbox*** tab in Canvas for general email correspondence. Please ***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. I do not reply to student emails in LoboMail in a timely fashion, because I do not check LoboMail as often as I check Canvas for student correspondence. (See *Instructor Response Time*, page 5).

General Class Questions” (under the “**Discussion**” tab and at the bottom of each module in Canvas): Go there if you have a question about course material or assignments. 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 Canvas is down, you can contact me using LoboMail (cbryan@unm.edu), but it is better to text me through REMIND. Also, I do not respond to non-UNM email addresses, as per UNM policy.

If you run into any technical problems: Please contact **Technology Support Services (Valencia)** or **UNM Canvas Support** or **Canvas Support**. Help links are also provided in Canvas under the Help tab.

HOW TO SUCCEED IN PSYCH 2270 (aka Expectations for Participation):

- Spend 6-9 hours per week on this course, *outside* of class time.
- Regularly attend class, actively listen, participate, and take notes.
- Review and complete assignments, some are in the START HERE module in Canvas.
- Access PowerPoint slides on Canvas—*this is your study guide*. You can download and print these slides in any format you prefer.
 - Use the PowerPoint slides to take notes when reading the respective textbook chapter associated with each lecture to fill in information not written in your notes from the class lecture or discussions.
 - At a minimum, browse the textbook information before we discuss it in class. This will help you perform well during in-class participation. This also gives you an opportunity to jot down any questions you may have about content.
- Take advantage of the Extra Credit opportunities!
- Communicate, communicate, communicate! Come to student hours or make an appointment to meet with me via Zoom if you need to discuss anything pertaining to this course.
 - It is important to keep me (the instructor) informed of class related problems, or problems that may prevent you from full participation.
- Participate in a study group! *This is a tool that A students consistently employ*.
- Utilize student support services or Student Resources. If you need assistance finding the support you want, please meet with me—I am here to help you succeed in this course.

A few primary student support offices and campus resources on UNM Valencia Campus:

Please note: In many instances, you can make an appointment either via Zoom (or another online format) or on campus.

- Advisement Services: 925.8560
 - Bookstore: 925.8801
 - Campus Police: 925.8570
 - Parking Permit:
 - Career Services: 925.8840
 - Cashier's Office: 925.8520
 - Financial Aid: 925.8590
 - The Learning Commons: 925.8907
 - Form to request a tutoring appointment
 - Library: 925.8990 (This is where you can check-out a laptop)
 - Lobo ID Card (free of charge in the library):
 - Technology Support Services: 925.8911
 - The Writing Center
 - To request a writing appointment for this class, please email the Writing Center.
- **No one succeeds in a vacuum! Act smart . . . ask for help when you need/want it.**

UNM-Valencia Tutoring Services:

Tutoring is available to you in math, science, writing, and other subjects through the Learning Commons: Tutoring Services - Learning Center and Writing Center. In person tutoring and Zoom tutoring are available in these centers in the LRC (the building that also has the library). For writing, tutoring through email is also available. Making use of tutoring is a fantastic way to use your resources and set yourself up to learn deeply and well in your courses.

To schedule an appointment, please go to: [Learning Commons Bookings](#). If you are making an email appointment with the Writing Center, email your draft to tutor@unm.edu after you fill out the form above.

If you have difficulty with the scheduling link above, would like an appointment in a subject not listed at that link, or have a question, email tutor@unm.edu. You will receive a response during business hours Monday through Friday. The webpage, with more details about available hours, is here: [Learning Commons Tutoring webpage](#).

At UNM Albuquerque, you may contact: [Center for Academic Program Support \(CAPS\)](#).

COURSE DESCRIPTION

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

Prerequisites: Psy 105, no Co-requisites

COURSE DESCRIPTION

This course provides an overview of how information is acquired, stored, retrieved, and manifested in the behavior of human and non-human animals. 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. Describe the theories, research methods, procedures, and findings pertaining to classical conditioning, operant/instrumental conditioning, and observational learning.
2. Describe the theories, research methods, procedures, and findings relevant to the study of memory.
3. Analyze everyday situations in terms of psychological explanations of learning and memory.

COURSE LEARNING OUTCOMES ON ESSENCIAL SKILLS

Communication:

- Verbal and written communication with peers and instructor
- Evaluating and presenting, reading and analyzing, and written communication in discussion posts

Critical Thinking:

- Evaluation of a problem
- Evidence acquisition

Personal & Social Responsibility

- Intercultural understanding and competence
- Analyze and explain issues pertaining to human emotion, cognition, and behaviors

COURSE STRUCTURE AND REQUIREMENTS

Instructor Response Time: *Within Canvas*, 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 *Inbox* in Canvas. If Canvas is unavailable, and you *must* reach me *immediately*, you can always send me a REMIND message between the hours of 9:00 AM and 7:00 PM daily. If you email me through LoboMail, please note that it is UNM policy to *not* accept email from non-UNM accounts. 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.

Exception: Should I become ill or have a personal emergency, I will notify you immediately through REMIND. Additionally, depending on how ill I am at the time of your correspondence, my response time may vary from the above promised response time.

Procedures for Completing Coursework:

- All assignments/assessments open and close on specific dates at specific times and will NOT be reopened after they close—see Course Schedule for assignment dates/times.

Exception: Should you become too ill to complete your assignments or have a related issue, *you must notify me immediately and before the assignment is due*. In-class assignments and Quizzes cannot be made-up; however, I will create a journal assignment to replace *one* missed in-class assignment. You may replace the in-class assignment with a journal entry *if* I am notified *before* the discussion is due. Your ability to perform while ill (or the related issue) will determine how long you have to write the journal entry. Quizzes are open for at least one week, so I strongly suggest that you first take the quizzes when they open and not wait until the night before they close. Once closed, quizzes will not reopen for any reason. There is an extra credit assignment that can make up one missed quiz score.

- All work in this course needs to be submitted within Canvas, unless it is classroom participation. 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 via REMIND as well. If necessary, we will make other arrangements.

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 Canvas; it may be an essay exam.

ASSIGNMENTS—Evaluation of your mastering course content

Plagiarism Tutorial: (10 points – 3% of your final grade)

The University of Indiana has developed a tutorial to help students understand plagiarism. This on-line tutorial, which takes approximately 1-2 hours, is *required* for this course. **Online tutorial and assessment**. You will need to submit your unique confirmation certificate to receive credit for taking the tutorial. *Please do not send me only your confirmation number*—this number does not give me access to your certificate. You may have to take a screen shot (or two) of the completion certificate.

If you are having issues passing the test, do not panic! We can meet during Student Hours or schedule an appointment via Zoom to go over it together.

ASSIGNMENTS (Cont.)

In-class Participation: (10 x 5 points = 50 points: 16% of your final grade)

You will participate in a variety of classroom activities, approximately 1 per week, except exam weeks. If there are more than 10 opportunities, the remaining ones will count as extra credit. Total participation points = 50.

Discussions: (1 x 10 points = 10 points: apx. 3% of your final grade)

You will complete this discussion at the beginning of class. It is a “get to know your classmates” discussion in the Start Here Module. This assignment is titled *Introduction Discussion*. You will also respond to two other students’ post—at least three sentences and more than simply an agreement for what they wrote.

Quizzes: (14 x 5 = 70 points: apx. 20% of your final grade)

There are 14 quizzes (one per chapter), which open at designated times in Canvas (see schedule)—*each quiz closes the week showing in the Course Schedule at 11:59 p.m.* You can take each quiz as often as 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). 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.

Exams: 200 points (2 exams + 2 exam projects = 200 points—each worth up to 50 points: apx. 58% of your final grade)

Four (4) examinations: three (3) will be given covering material presented in the *lectures, text, and videos*. Those examinations are noncumulative and consist of objective questions in a multiple-choice or matching format. You will have 60 minutes to take each exam, although each is designed to require only 50 minutes. The fourth examination is a research paper for which you will present to the class. For the research paper, you will conduct a literature review on a topic of your choice related to *learning or memory* and present your findings to the class.

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. Please see the assignment in Canvas for details.

Extra credit is due no later than midnight on the Sunday before the last day of class—see Course Schedule for due date. Extra credit will not be accepted after this date.

Extra Credit Peer-Reviewed Journal Assignment (optional, worth up to 10 points): You will find and summarize a psychological peer-reviewed journal article on the topic of your choice that relates to a concept learned in this course. The primary objective for the research paper is to allow you additional exposure to methodological issues relevant to psychology research.

GRADING

Although you are required to take three exams in this class, only **two** will count toward your final grade because 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 your research presentation + quizzes + your writing assignments. Make-up essay exams will also be worth 50 points. Grades will not be curved.

GRADING (cont.)

Grading Scale:	Your Total Points	Percentage: Total	Letter Grade
	336-343	98-100	A+
	308-335	90-97.9	A
	301-307	88-89.9	B+
	274-300	80-87.9	B
	267-273	78-79.9	C+
	240-266	70-77.9	C
	233-239	68-69.9	D+
	205-232	60-67.9	D
	≤ 204	≤ 59.9	F

Grading Procedures

- Late assignments will NOT be accepted (for any reason), unless noted otherwise below. If you miss an assignment, the consequence is a score of zero. Too many missed assignments can affect your final course grade, which may affect your financial aid among other things.
- 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. You must submit quizzes and exams on-time; otherwise, Canvas will close and submit your document. In other words, start the quiz no later than 30 minutes before it closes (11:29 PM) and exams within 15 minutes of opening (no later than 10:45 AM).
- For all written assignments, grades will be posted (with comments) within one week of the due date. For discussions, the due date is for the complete assignment—usually a Sunday at 11:59 PM—so your grade will be posted by 11:59 PM that following Sunday. Please note that your initial post is due on a Friday and your response posts are due on that respective Sunday.
 - **Exception:** Should I become ill or have a personal emergency, I will notify you immediately through REMIND. Additionally, depending on how ill I am at the time of your correspondence, my response time may vary from the above promised response time.

It is your responsibility to check your “Grades” page in Canvas 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. Grades may not be changed if you fail to contact me within one week from the posting of the score . . . 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 and grade percentage* showing in Canvas **will not be correct**, as one exam score is dropped and other issues.

TECHNICAL SKILLS AND REQUIREMENTS

Technical Requirements: For UNM Canvas Technical Support, including submitting a Support Ticket. For a variety of technical issues, you can also contact UNM Valencia Technical Support Services.

TECHNICAL SKILLS AND REQUIREMENTS (cont.)

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

- Use UNM Canvas—To refresh (or learn for the first time), you can use the help documentation located at [UNM Canvas](#); just click on the *Students* tab.
- Use Inbox in Canvas for email – including attaching files, opening files, downloading attachments
- Use Zoom (for online meetings with Instructor) and REMIND (for texting with me)
- 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 device, 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

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

- If you need a computer or increased Internet connection speed, please contact [Technology Support Services](#). If they cannot help you, they can direct you to the proper person.
- Supported browsers for Canvas include Internet Explorer, Firefox, and Safari. [Detailed Supported Browsers and Operating Systems](#).
- 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 locations offer free highspeed Internet access including UNM-V Learning Center and Library, as well as [UNM's Computer Pods](#).
- For using the Kaltura Media Tools inside Canvas, be sure you have downloaded and installed the latest version of [Java](#), and [Mozilla Firefox](#). They may not come preloaded.
- Microsoft Office products are available free for all UNM students (more information at [UNM IT Software Distribution and Downloads](#)).

Phone: Please note that you need to log onto Canvas *via a computer* to see all information and/or complete some assignments. If you are only using your phone to access Canvas, you will most likely miss important information and/or assignments. See above to get a free laptop.

Tracking Course Activity: UNM Canvas 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 issues.

COURSE POLICIES

Accommodations: Accommodations: UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact Sarah Clawson, the coordinator for [Equal Access Services](#) at 925-8560 or sjclawson@unm.edu.

Course Policies (cont.)

Attendance: You are required to attend class and access Canvas weekly, as well as complete in-class and online assignments; at the same time, there may be extenuating circumstances. If, for any reason, you are unable to attend class or access Canvas and/or complete assignments, be sure to notify me through REMIND, as well as state why. You may miss up to two (2) consecutive classes or assignments or not log into Canvas for two (2) concurrent weeks 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 have decided not to complete it.* Experience has shown that students who miss two (2) or more consecutive classes or assignments do poorly in the course and often fail to reach a grade of C or better. This attendance policy stands, regardless of your financial aid requirements. **UNM's Official Attendance Policy.**

Credit-hour statement: This is a three credit-hour course. Class meets for one day a week for 2 ½ hours of direct instruction for sixteen weeks during the Fall 2024 semester. Please plan for a minimum of six hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week.

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 Valencia Netiquette policy** (also located in Canvas under the Introduction tab).

Respectful Conduct Expectations: I am committed to building with you a positive classroom environment in which everyone can learn. I reserve the right to intervene and enforce standards of respectful behavior when classroom conduct is inconsistent with University expectations. Interventions and enforcement may include but are not limited to required meetings to discuss classroom expectations, written notification of expectations, and/or removal from a class meeting. Removal from a class meeting will result in an unexcused absence. Two or more unexcused absences may result in permanent removal and a drop from the course (see attendance policy). The University of New Mexico ensures freedom of academic inquiry, free expression and open debate, and a respectful campus through adherence to the following policies: D75: Classroom Conduct, Student Code of Conduct, University Policy 2240 – Respectful Campus, University Policy 2210 – Campus Violence.

Respectful and Responsible Learning: Cheating and plagiarism (academic dishonesty) are often driven by lack of time, desperation, or lack of knowledge about how to identify a source. Communicate with me and ask for help, even at the last minute, rather than risking your academic career by committing academic dishonesty. Academic dishonesty involves presenting material as your own that has been generated on a website, in a publication, by an artificial intelligence algorithm (AI), by another person, or by otherwise breaking the rules of an assignment or exam. It is a Student Code of Conduct violation that can lead to a disciplinary procedure. When you use a resource (such as an AI, article, a friend's work, or a website) in work submitted for this class, document how you used it and distinguish between your original work and the material taken from the resource.

Support: Many students have found that time management workshops or work with peer tutors can help them meet their goals. These and are other resources are available through **PASOS** (Pathways to Articulation and Sustainable Opportunities for Students), **TRIO Student Support Services**, and **Student Learning Support** at the Center for Teaching and Learning.

Course Policies (cont.)

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 IF (failing) grade. The student is responsible for making arrangements with the instructor for resolving an incomplete grade.” For more information, go to the [Dean of Students website](#).

Withdrawal: In accordance with University regulations, students withdrawing after the deadline to withdraw without an assigned grade, are assigned a grade of “W.” Check with the [Office of the Registrar](#) for semester deadlines.

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](#).

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 course.

Title IX: The University of New Mexico and its faculty are committed to supporting our students and providing an environment that is free of bias, discrimination, and harassment. The University’s programs and activities, including the classroom, should always provide a space of mutual respect, kindness, and support without fear of harassment, violence, or discrimination. Discrimination on the basis of sex includes discrimination on the basis of assigned sex at birth, sex characteristics, pregnancy and pregnancy related conditions, sexual orientation and gender identity. If you have encountered any form of discrimination on the basis of sex, including sexual harassment, sexual assault, stalking, domestic or dating violence, we encourage you to report this to the University. You can access the confidential resources available on campus at the LoboRESPECT Advocacy Center (<https://loborespect.unm.edu>), the Women’s Resource Center (<https://women.unm.edu>), and the LGBTQ Resource Center (<https://lgbtqrc.unm.edu>). If you speak with an instructor (including a TA or a GA) regarding an incident connected to discrimination on the basis of sex, they must notify UNM’s Title IX Coordinator that you shared an experience relating to Title IX, even if you ask the instructor not to disclose it. My reporting requirement includes, but is not limited to, your disclosure in discussions and papers. The Title IX Coordinator is available to assist you in understanding your options and in connecting you with all possible resources on and off campus. For more information on the campus policy regarding sexual misconduct and reporting, please see <https://policy.unm.edu/university-policies/2000/2740.html> and CEEO’s website.

If you are pregnant or experiencing a pregnancy-related condition, you may contact UNM’s Office of Compliance, Ethics, and Equal Opportunity at ceo@unm.edu. The CEEO staff will provide you with access to available resources and supportive measures and assist you in understanding your rights.

Citizenship and/or Immigration Status: All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. As for all students in the class, family emergency-related absences are normally excused with reasonable notice to the professor, as noted in the attendance guidelines above. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration’s welcome is found on our website: <http://undocumented.unm.edu/>.