SYLLABUS
HUMBEHV 2HB0: PROFESSIONAL DEVELOPMENT
Department of Psychology, Neuroscience, and Behaviour
McMaster University
Fall Term 2020

PROFESSOR
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Office hours: By appointment.

TEACHING ASSISTANTS
TBA

Scheduled Class Time: Mondays 3:30 (virtual classroom).

Class Meetings: We will be using a modified “flipped” classroom this term. Lectures will be pre-recorded and provided to you asynchronously – meaning at a time other than our scheduled class time, for you to watch whenever is convenient (though you are urged to keep up with the lecture offerings on a weekly basis). During our scheduled class time, I will be available on Zoom (or some similar platform TBA) for discussions about the week’s lecture, readings, or any other topic you’d like to discuss with me and your peers.

Please do show up to the discussion periods (Mondays at 3:30) with questions or comments. It is more important than ever, given the restrictions imposed by Covid-19, that we find a way to develop a sense of community. The discussion periods are meant to help us do that. I want to hear your questions (and try to answer them), and I want to discuss with you any concerns you have about university in general and the Human Behaviour program specifically.

Website: http://avenue.mcmaster.ca

Course Description. This course is designed to provide you with the information and skills you will need to optimize your experience in the Honours BASc Human Behaviour program and beyond. We will cover, among other topics, how to communicate with professors and teaching assistants, how to take effective lecture notes, how to study, how to find and learn from readings, how to optimize your test-taking experience, and how to design and get the most out of your degree. By the end of this course, you will have confidence in your ability to navigate your university career.

A Note on Lectures. It has been my habit in this course to begin the term by soliciting questions from you, and to build lecture content based on common questions. Over the years, several of these questions have shown up again and again, and I’ve developed some lectures that are designed to answer those questions. These lectures will form the asynchronous content of this course.


1 NB: This syllabus, including scheduling, topic order, topics themselves, assessments dates and times, and assessment strategy, is subject to change if circumstances warrant (e.g., TA loss, “snow days”, failure to secure testing rooms).
This book is an excellent resource meant to help students succeed at university. Two of your assignments (see below) must be based on this book, so it is not an optional purchase. We will discuss *Make it Stick* during our class discussion periods, and I will often touch on the principles it discusses during the pre-recorded lectures.

**Evaluation**. HUMBEHV 2HB0 is a pass/fail course. Students will be expected to complete and pass a minimum of 6 short written assignments reflecting on lectures, readings, and/or Zoom discussions.

You must hand in **at least one** assignment in each of September, October, and November, on different topics. You cannot hand in more than one assignment per week; each assignment must be based on content discussed on different days or in different book chapters (that is, you cannot hand in two assignments based on the same chapter of *Make It Stick*, or on the same lecture recording). Moreover, you must hand in a minimum of 2 assignments based on lectures (one of these will be on the 23 Nov topic, Academic Integrity) and 2 assignments based on *Make it Stick*; the other 2 assignments can be based on either or both of those sources, or on Zoom discussions. Further details and refinements of this strategy will be available on Avenue to Learn at the start of term.

Assignments will be due to an Avenue to Learn assignments folder on Mondays by 3pm. Late assignments will not be accepted.

Information on assignment expectations and grading will be available on Avenue to Learn at the start of term.

**SCHEDULE**

Because of the nature of this course (lectures are comprised of my answers to common student questions), I cannot give a comprehensive list of lecture topics here. However, below you will find a list of dates for where you are expected to be in your *Make It Stick* readings and related assignments (if you were to write an assignment about Chapter 4, then that assignment will be due on Monday October 19th before 3pm).

14 Sept  Zoom Meeting: Introductory remarks.
21 Sept  Chapter 1: “Learning is Misunderstood”
28 Sept  Chapter 2: “To Learn, Retrieve”
5 Oct  Chapter 3: “Mix Up Your Practice”
12 Oct  FALL BREAK
19 Oct  Chapter 4: “Embrace Difficulties”
26 Oct  Chapter 5: “Avoid Illusions of Knowing”
2 Nov  Chapter 6: “Get Beyond Learning Styles”
9 Nov  Chapter 7: “Increase Your Abilities”
16 Nov  Chapter 8: “Make It Stick”
23 Nov  Academic Integrity (required assignment)
30 Nov  Zoom Meeting: Wrap-Up

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2 NB: The instructor reserves the right to alter the evaluation scheme if circumstances warrant (e.g., TA loss, administrative difficulties associated with the new virtual classroom format).
**Administrative Policies and Procedures**

**Accessibility:** Students who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail sas@mcmaster.ca. For further information, consult McMaster University’s Policy for Academic Accommodation of Students with Disabilities.

If you have SAS accommodations that will impact how you interact with this course, then please get in touch with me so that we can discuss how I can best meet your needs.

**Communication Policy:** E-mail communications must originate from your designated McMaster e-mail account. Should we need to communicate with you about individual matters, the e-mail will be sent to your McMaster account. You should monitor this account regularly. E-mail sent from third-party providers (yahoo, hotmail, cogeco, sympatico, etc.) will not be received.

**Academic Integrity:** You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. It is your responsibility to understand what constitutes academic dishonesty.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences (e.g., the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at [https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/)

The following illustrates only three forms of academic dishonesty:

- Plagiarism (e.g., the submission of work that is not one’s own, or for which credit has already been assigned in another course)
- Improper collaboration in group work
- Copying of using unauthorized aids in tests and examinations

**Authenticity/Plagiarism Detection:** This course will use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g., A2L) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty. Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., online search, other software, etc.). For more details about McMaster’s use of Turnitin.com please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).
Courses with an On-Line Element: Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

Online Proctoring: Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

Conduct Expectations: As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the Code of Student Rights & Responsibilities (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, whether in person or online.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g., use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

Requests for Relief for Missed Academic Term Work: McMaster Student Absence Form (MSAF): In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work”.

Academic Accommodation for Religious, Indigenous or Spiritual Observances (RISO): Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar’s Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Copyright and Recording: Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, including lectures by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a
student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

**Course Modifications**: The instructor reserves the right to modify elements of the course during the term. In the event of such a modification, reasonable notice and communication with students will be given with explanation, a revised course outline will be posted on Avenue, and students will be given the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

**Extreme Circumstances**: The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email

**Final Grade Calculations**: This is a pass/fail course. Students must produce a minimum of 6 high quality assignments in order to earn a pass.

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3 The instructor reserves the right to adjust final marks up or down, depending on overall performance in the course.