

Psychology 409 – Peer Tutoring

Spring 2006 Syllabus

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Office Hours: Thursdays 10am-12pm; Fridays 11am-2pm
EXCEPTION: April 13 (Office Hours Cancelled)

COURSE DESCRIPTION

By becoming a peer tutor, you will have the opportunity to help fellow psychology majors succeed in two of the most challenging major courses. In addition, this experience will give you the chance to sharpen your own statistical and research methods skills—this is especially important if you are planning to attend graduate school.

EVALUATION

In addition to working a specified number of hours over the course of the term, you will also be required to complete the syllabus quiz, submit weekly updates, and complete an end of the term survey OR paper. **FAILURE to fulfill any one of these FOUR requirements will result in your receiving a “NO PASS” for this course.**

Hours Worked – The number of hours that you are required to work over the course of the term is determined by the number of credits that you have registered for. For every 1 credit you register for, you are required to work 3 hours per week (30 hours over the course of the term). These hours are “worked” by holding open office hours in which students can drop-in for assistance with course assignments. You are only required to hold office hours through week 10, as no office hours will be held during finals week.

Syllabus Quiz – The purpose of this quiz is to ensure that you have read and understand the requirements and policies set forth in this syllabus. The quiz can be found on blackboard in the “Assignments” folder. This quiz must be completed before the third week of the term starts, and will be posted on blackboard until Sunday, April 16 (the quiz will be removed at 11:55pm, so make sure that you have time to complete and submit the quiz before this deadline). If you have any questions, please do not hesitate to ask!

Weekly Updates – You are required to submit an update each week that answers a set of specific questions. These questions will also be posted on blackboard in the “Assignments” folder. Updates must be submitted by the Tuesday following the week in which you are writing about (e.g., the week 1 update is due by 11:55pm on Tuesday of week 2—again, this is the time at which the update questions will be removed, so it is your responsibility to ensure that you have time to complete and submit the questions prior to the expiration of the deadline). Answer questions 3 & 4 using complete sentences and be sure to provide sufficient detail when answering question 3 (your answer should be approximately on paragraph in length). Also, be sure to read the instructions that accompany the weekly update on blackboard, as they may provide additional information.

It is expected that weekly updates will be submitted ON TIME according to the deadline indicated above. Late updates WILL NOT be accepted, and failure to submit more than 2 of the weekly updates over the course of the term will mean that this requirement has not been met. If for some reason the deadline does not work well with your schedule, you should plan to submit the weekly update early. If you do not work for some reason during any given week, you must still submit a weekly update (this will serve as an update for me even though you may answer “N/A” to most questions). You are expected to submit 10 weekly updates in total.

End of the Term Survey OR Paper – You are required to select one of the following options to fulfill the end of the term requirement.

- (1) Feedback Survey – The purpose of this survey is to allow you the opportunity to share your tutoring experience with others. By completing the survey, you will be providing valuable information that other students will be able to utilize when deciding whether or not they should apply to become a peer tutor. It is expected that you will take the time to provide detailed and thoughtful responses to the questions asked. While your name will not be attached to your comments, the comments may be reproduced for the purpose of creating a document that would allow students to read about your experiences. The Feedback Survey will be posted June 5, and **must be completed and submitted by 3pm on June 14, 2006** (at which time the survey will no longer be available). It is your responsibility to ensure that you have the time to complete and submit the survey prior to the expiration of the deadline. **NO LATE SURVEYS WILL BE ACCEPTED.** Also, be sure to read the instructions that accompany the survey on blackboard, as they may provide additional information.
- (2) Reflection Paper – If you select this option, you will be required to write a 2-3 page reflection paper that is **due by 3pm on June 14, 2006**. Half of this paper should address your general tutoring experience (which class you tutored for, how many students you worked with over the course of the term, what you personally got out of the experience, etc.) The second half of your paper should provide me with feedback regarding the program (e.g., what things did you like about the way in which the program was structured, what suggestions you have for improvement of the program, etc.). Because the tutoring program is brand new, your feedback is highly valued and extremely important. Please take the time to put together a reflection paper of high quality. Your paper should be double-spaced, typed in Times New Roman size 12 font, and the margins should be 1 inch all the way around. **NO LATE PAPERS WILL BE ACCEPTED.**

POLICY ON EMAIL

Make sure that the email address listed for you on duckweb/blackboard is correct. You will need to check this account frequently because I may communicate with you through email. If the address you have listed on duckweb/blackboard is not the account that you regularly use, you can change your primary email address by going to <duckweb.uoregon.edu>, selecting <personal information>, selecting <change email address> and then following the instructions. **YOU WILL BE RESPONSIBLE FOR ALL INFORMATION THAT IS SENT TO YOU VIA EMAIL.**

POLICY ON CLARIFICATION OF INFORMATION

It is your responsibility as a student in this course to ask questions and clarify any points in this syllabus that you find confusing. “I didn’t know that…” or “I wasn’t sure about…” will not excuse you from completing any of the requirements for this course. If you foresee any difficulties in completing these requirements in the way in which they are presented in this syllabus, you should make arrangements to meet with me no later than April 21, 2006 (by the end of week 3).

OTHER IMPORTANT INFORMATION

Guidelines for Teaching & Learning at the UO, Psychology Department

The Undergraduate Education Committee (UEC) has drafted a set of guidelines that outlines the responsibilities of the program, students and instructors regarding courses offered through the Department of Psychology. This information includes sections on (a) the mission of the undergraduate program in psychology, (b) best practices for students, (c) best practices for instructors, (d) special student concerns, and (e) where to get help and additional information. All of this information is available at <http://psychweb.uoregon.edu/guidelines/>.

Students with Disabilities

If you have a documented disability and need accommodations in this course, please make arrangements to meet with me.

Academic Dishonesty

Students are responsible for reading and understanding the University’s policies on academic dishonesty. This information is available at the following web site: <http://darkwing.uoregon.edu/~conduct/sai.htm>.