Part 1: Course Information

Instructor Information

Instructor: Adrienne Adams, PhD  
Office: 338 Psychology Building  
Office Hours: By appointment. Email to schedule a phone call or Zoom meeting  
Office Telephone: 517-353-4568  
E-mail: adamsadr@d2l.msu.edu

Note: Please email me through the D2L email system. Do NOT send course-related emails to my regular MSU email address (i.e., adamsadr@msu.edu)

Course Description

This course will provide students with the knowledge and skills needed to use various data collection tools commonly used in evaluation. Specifically, the course focuses on the following seven data collection methods: surveys, qualitative interviews, focus groups, structured observation protocols, qualitative observations, agency records, and secondary data.

This course uses a team-based learning approach to give students hands-on experience designing and testing data collection instruments and experience working collaboratively on an evaluation project. At the start of the semester, students are divided into small project teams working for Spartan Evaluation Consulting, a simulated evaluation consulting firm operating out of the university. The team is assigned a client and directed to complete a series of tasks in preparation for data collection. Some tasks are completed independently and others are completed collaboratively.

Course Materials

3. PSY 882 Electronic Course Pack; purchased for $80.87 at: https://caps.itservices.msu.edu/roundabout/c72ea958-cb60-44bd-8f20-387c0bf1688f
Course Requirements

- A high-speed (broadband) internet connection
- Computer manufactured within the last four years
- Minimum screen resolution of 1024x768
- Access to Desire2Learn (D2L)
- Headset for video conferencing
- Audio recorder
- MSU Google Apps (http://googleapps.msu.edu/)

Course Structure

All of the course content and assignments will be delivered entirely online through the course management system Desire2Learn (D2L). You will need your MSU NetID to login to the course from the Desire2Learn home page (http://D2L.msu.edu).

In D2L, new modules open on **Thursdays at 12:00AM Eastern Time**. Each module contains three submodules: 1) Task Assignment, 2) Training Activities, and 3) Deliverables. The Task Assignment module contains a task memo with detailed instructions for completing the assignment. Always read this first so you have a clear understanding of what is required of you and your team. The Training Activities module contains activities to help you prepare to complete the task. The activities, completed independently, include a combination of readings, video lectures, and/or practice exercises. The Deliverables module is where you will submit the products specified in the task memo. Assignments are due on **Wednesdays at 11:59 PM Eastern Time**.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem you can:

- Visit the [Distance Learning Services Support Site](http://distancelearning.msu.edu)
- Visit the [Desire2Learn Help Site](http://d2l.msu.edu)
Part 2: Course Objectives

Learning Objectives

Upon completion of this course, you should be able to:

1. Understand the ethics and interpersonal dynamics of evaluation data collection.
2. Explain the criteria used to judge the quality of quantitative and qualitative data and apply strategies for maximizing data quality when planning and conducting evaluation data collection.
3. Write survey questions for a given evaluation.
4. Find an existing measure of a construct of interest in a given evaluation.
5. Use cognitive interviewing to test survey questions.
6. Design a self-administered questionnaire to collect data for a given evaluation.
7. Design a qualitative interview protocol for a given evaluation.
8. Conduct a qualitative interview to collect data for a given evaluation.
9. Plan a focus group for a given evaluation.
10. Develop a focus group question route for a given evaluation.
11. Write fieldnotes based on direct observations of a setting.
12. Design and test a structured observation protocol for a given evaluation.
13. Assess the usability of agency records as a data source for a given evaluation.
14. Identify potential secondary data sources and assess their appropriateness for a given evaluation.
15. Demonstrate an ability to work effectively with colleagues to complete team-based tasks.

Core Competencies

This course will support the development of the following core competencies for program evaluators:

- Knowledge about quantitative and qualitative methods
- Identify data sources
- Collect data
- Provides rationales for decisions throughout the evaluation
- Serves the information needs of intended users
- Uses negotiation skills
- Uses conflict resolution skills
- Facilities constructive interpersonal interaction
Part 3: Course Schedule

Training Activities

Over the course of the semester, you will complete team task assignments to prepare for data collection for a simulated evaluation project: the Fit Families Evaluation. The training activities are designed to prepare you to complete the project assignments (see “Project Task Assignments” section of the syllabus). The weekly schedule for this course runs Thursday – Wednesday. The schedule below lists the D2L module and associated activities you need to work on each week. Instructions for the activities appear within the corresponding D2L modules. Look at Week 1 below as an example. During Week 1, which runs Thursday, 8/30 – Wednesday, 9/5, you will go to the 0. Spartan Evaluation Consulting Orientation module in D2L and complete the activities in the five submodules—0.1 Project Overview; 0.2 Team Building and Performance Assessment; 0.3 Research & Evaluation Ethics; 0.4 Data Quality Training; and 0.5 Interpersonal Dynamics in Evaluation. Now look at Week 2 on the next page. During Week 2, which is Thursday, 9/6 to Wednesday, 9/12, you’ll go to the 1.0 Surveys module in D2L and complete the activities in the submodule 1.1 Writing Survey Questions. Each week, refer to the list below for guidance on which module or modules to complete. If you have any questions, please contact your instructor.

WEEK 1 (8/30 - 9/5)

0. Spartan Evaluation Consulting Orientation
   0.1 Project Overview
      Read: Our Clients: Fit Families Program
      Read: Fit Families Evaluation Work Plan

   0.2 Team Building and Performance Assessment
      Read: Team Performance Assessment
      Do: Self-Introduction Discussion Forum
      Do: Working Agreement Discussion Forum

   0.3 Research & Evaluation Ethics
      Do: MSU Research Ethics Training
      Read: Morris, Chapter 1 & 4, course pack
      Read: Guiding Principles for Evaluators

   0.4 Data Quality Training
      Read: Singleton & Straights, course pack
      Read: Mertens & Willson, course pack
      Read: Research Methods Knowledge Base – Qualitative Validity
      Watch: Data Quality – Part 1 & Part 2
      Do: Data Quality Quiz

   0.5 Interpersonal Dynamics in Evaluation
      Read: Alkin, Sections D, E, & F, course pack
WEEK 2 (9/6 – 9/12)
1. Surveys
   1.1 Writing Survey Questions
       Watch: Anatomy of a Survey Question Part 1
       Watch: Anatomy of a Survey Question Part 2
       Do: Anatomy of a Survey Question Quiz
       Read: Robinson & Leonard, Chapter 1 – 6
       Do: Writing Good Survey Questions Quiz
       Read: Dillman et al, Chapter 5, course pack
       Do: Participate in team meeting with Dr. Adams (look for email to schedule)

WEEK 3 (9/13 – 9/19)
1. Surveys
   1.2 Finding an Existing Instrument
       Watch: “Using Library Databases to Find Existing Instruments”
       Watch: “Using Google Scholar to Find Existing Instruments”
       Do: Finding an Existing Instrument Practice Exercise
       Watch: Selecting the Right Instrument for the Job
       Do: Handling Difficult Situations Discussion #1

WEEK 4 (9/20 – 9/26)
2. Qualitative Interviews
   2.1 Planning a Qualitative Interview
       Read: Patton, Chapter 7, course pack
       Do: Writing Qualitative Interviews Quiz
       Read (skim): Adams, course pack
       Do: Review sample qualitative interview protocols
       Do: Review MSU HRP Informed Consent Template
       Do: Review sample consent form

WEEK 5 (9/27 – 10/3)
1. Surveys
   1.3 Testing Survey Questions
       Read: Willis Chapter 1, course pack
       Read: Willis How-to Guide, pg. 1 – 36
       Read: Willis Appendix 1 & 2, course pack
       Watch: Cognitive Interview Demonstration

WEEK 6 (10/4 – 10/10)
2. Qualitative Interviews
   2.2 Conducting a Qualitative Interview
       Watch: Five Principles Qualitative Interviewing
       Read: Unplanned Probing
Watch: What Makes a Good Interview
Watch: Qualitative Interview Demonstration with Mistakes
Watch: Demonstration Qualitative Interview- How it Should be Done
Watch: Not so Good Qualitative Interview
Watch: Better Qualitative Interview
Do: Handling Difficult Situations Discussion #2

WEEK 7 (10/11 – 10/17)
3. Focus Groups
   3.1 Planning a Focus Group
       Watch: Overview of Focus Groups
       Read: Kruger and Casey Chapter 2
       Read: Kruger and Casey Chapter 4, course pack
       Do: Planning a Focus Group Quiz

WEEK 8 (10/18 – 10/24)
1. Surveys
   1.4 Designing a Questionnaire
       Read: Robinson & Leonard Chapter 8
       Read: Dillman Chapter 6, course pack
       Read: Dillman Chapter 7 excerpt, course pack
       Do: Review sample questionnaires
       Do: Designing a Questionnaire Quiz

WEEK 9 (10/25 – 10/31)
4. Qualitative Observations
   4.1 Building Observational Skills
       Read: Patton, course pack
       Read (Skim): Emerson, Fretz & Shaw Chapter 1, pp. 1 – 20.

WEEK 10 (11/01 – 11/07)
4. Qualitative Observations
   4.2 Writing Fieldnotes
       Read: Emerson, Fretz & Shaw Chapter 2
       Read: Emerson, Fretz & Shaw Chapter 3
       Read: Emerson, Fretz & Shaw Chapter 4
       Read: Sample fieldnotes
       Read: New Researcher Fieldnotes Excerpts and Feedback

WEEK 11 (11/08 – 11/14)
3. Focus Groups
   3.2 Developing a Questioning Route
       Read: Kruger and Casey Chapter 3, course pack
Do: Review sample focus group questioning routes

WEEK 12 (11/15 – 11/21)
5. Structured Observations
5.1 Designing and Testing a Structured Observation Protocol
  Read: Taylor-Powell & Steele
  Read: Berman, Berman, & Vasquez, course pack
  Do: Review sample instruments (2)
  Watch: Designing an Observation Tool
  Do: Designing a Structured Observation Protocol Quiz

WEEK 13 (11/22 – 11/28)
6. Agency Records
6.1 Assessing the Usability of Agency Records
  Read: Hatry, course pack
  Watch: Demonstration of Potential Problems with Agency Records
  Do: Assessing the Usability of Agency Records Quiz

WEEK 14 (11/29–12/5)
7. Secondary Data
7.1 Locating and Selecting a Secondary Data Source
  Watch: Using Secondary Data
  Read: MSU Library Guide—How to Find Data and Statistics

Project Task Assignments
The task assignments for the simulated evaluation project are listed below.
Assignments are due no later than 11:59 PM Eastern Time on the date listed.
Detailed instructions can be found within the corresponding D2L module. In
combination with the training activities, you can expect to spend an average of nine
hours per week on coursework. If you have any questions, please contact your
instructor.

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>UNIT</th>
<th>TASK ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/05</td>
<td>0. Orientation</td>
<td>0.2 Self-introduction Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.2 Working Agreement Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.3 Research Ethics Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.4 Data Quality Quiz</td>
</tr>
<tr>
<td>9/26</td>
<td>1. Surveys</td>
<td>1.2 Finding Existing Instruments</td>
</tr>
<tr>
<td>10/3</td>
<td>1. Surveys</td>
<td>1.1 Writing Survey Questions</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Subtopic</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10/10</td>
<td>2. Qual. Interview</td>
<td>2.1 Planning a Qualitative Interview – interview protocol</td>
</tr>
<tr>
<td>10/17</td>
<td></td>
<td>2.1 Planning a Qualitative Interview – consent form</td>
</tr>
<tr>
<td>10/24</td>
<td>1. Surveys</td>
<td>1.3 Testing Survey Questions</td>
</tr>
<tr>
<td>10/31</td>
<td>1. Surveys</td>
<td>1.4 Designing a Questionnaire</td>
</tr>
<tr>
<td>11/07</td>
<td>3. Focus Groups</td>
<td>3.1 Planning a Focus Group</td>
</tr>
<tr>
<td>11/14</td>
<td>4. Qual. Observ.</td>
<td>4.1 Building Observational Skills</td>
</tr>
<tr>
<td>11/21</td>
<td>4. Qual. Interview</td>
<td>2.2 Conducting a Qualitative Interview</td>
</tr>
<tr>
<td>11/28</td>
<td>3. Focus Groups</td>
<td>3.2 Developing a Questioning Route</td>
</tr>
<tr>
<td>12/05</td>
<td>4. Qual. Observ.</td>
<td>4.2 Writing Fieldnotes</td>
</tr>
<tr>
<td>12/12</td>
<td>5. Struct. Observ.</td>
<td>5.1 Designing and Testing a Structured Observation Protocol</td>
</tr>
<tr>
<td>12/12</td>
<td>6. Agency Recs.</td>
<td>6.1 Assessing the Usability of Agency Records</td>
</tr>
<tr>
<td>12/12</td>
<td>7. Sec. Data</td>
<td>7.1 Locating and Selecting a Secondary Data Source</td>
</tr>
</tbody>
</table>

**Part 4: Grading Policy**

**Graded Course Activities**

Your grade for this course will be based on your performance on quizzes, discussions, project task assignments, and your contribution to team assignments.

With the exception of the data quality quiz, quizzes are automatically scored upon completion. You will have access to your grade via the D2L gradebook immediately and the correct answers once the quiz closes.

For the project task assignments, a grading rubric is provided detailing the criteria used to assess your performance on the task. Grades for task assignments will be available within one week of the due date, unless otherwise specified by the instructor.

You will receive up to 50 points for your contribution to team tasks. You and each of your team members will rate on a 3-point scale (0 = never, 1 = some of the time; and 2 = all of the time) your performance on the following five criteria: 1) actively participated in team discussions / conversations; 2) helped keep the team on task; 3) contributed useful ideas; 4) did their share of the work; and 5) produced quality work. The average of the ratings will count toward your total score.

The team assessments will be completed via SurveyMonkey. A link to the survey will be sent out via email at the end of Week 3, 6, 9, 12, and 15. You will have until the next Wednesday at 11:59 PM to complete the team assessment. Failure to complete the team performance assessments may result in a score of 0 for your contribution to the team tasks.
The table below shows the maximum number of points you can earn for each unit and the course.

<table>
<thead>
<tr>
<th>UNIT</th>
<th>ASSIGNMENT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0. Orientation</td>
<td>Self-Intro Discussion</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Working Agreement Discussion</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Data Quality Quiz</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Research Ethics - MSU IRB Training</td>
<td>10</td>
</tr>
<tr>
<td>1. Surveys</td>
<td>1.1 Quiz: Anatomy of a Survey Question</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>1.1 Quiz: Writing Good Survey Questions</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>1.1 Task: Writing Survey Questions</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>1.2 Task: Finding and Selecting an Existing Instrument</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>1.3 Task: Testing Survey Questions</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>1.4 Quiz: Designing a Questionnaire</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>1.4 Task: Designing a Questionnaire</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Handling Difficult Situations Discussion</td>
<td>30</td>
</tr>
<tr>
<td>2. Qualitative Interviews</td>
<td>2.1 Quiz: Wording Qualitative Interview Questions</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>2.1 Task: Developing an Interview Protocol</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>2.1 Task: Writing a Consent Form</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>2.2 Task: Interview Protocol Refinement</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>2.2 Task: Principles of Qual Interviewing</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>2.2 Task: Quality of Self- &amp; Peer Ratings (4 @ 10pts)</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Handling Difficult Situations Discussion</td>
<td>30</td>
</tr>
<tr>
<td>3. Focus Groups</td>
<td>3.1 Task: Planning a Focus Group</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>3.1 Quiz: Planning a Focus Group</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>3.2 Task: Developing a Questioning Route</td>
<td>30</td>
</tr>
<tr>
<td>4. Qualitative Observation</td>
<td>4.1 Task: Building Observational Skills</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>4.2 Task: Setting, Topic, and Ethics Discussion</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>4.2 Task: Jottings</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>4.2 Task: Jottings – Self &amp; Peer Rating (2 @ 10pts)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>4.2 Task: Fieldnotes</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>4.2 Task: Fieldnotes – Self &amp; Peer Rating (2 @ 10pts)</td>
<td>20</td>
</tr>
<tr>
<td>5. Structured Observation</td>
<td>5.1 Quiz: Structured Observation Protocol</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>5.1 Task: Designing and Testing an Obs. Protocol</td>
<td>40</td>
</tr>
<tr>
<td>6. Agency</td>
<td>6.1 Quiz: Assessing Usability of Agency Records</td>
<td>10</td>
</tr>
</tbody>
</table>
Records

6.1 Task: Assessing the Usability of Agency Records 30

7. Secondary Data

7.1 Task: Locating and Selecting a Sec. Data Source 30

Team Performance Assessment

Week 3 Assessment 10
Week 6 Assessment 10
Week 9 Assessment 10
Week 12 Assessment 10
Week 15 Assessment 10

Total Points Possible 806

Late Work Policy

Late work will only be accepted if you email the instructor regarding the delay within 24 hours of the due date. An assignment is considered late if it is submitted after 11:59 PM Eastern Time of the due date. Assignments that are turned in late will be marked down 5% for each day late.

Grading Scale

Final grades are determined based on your mastery of the course materials and demonstration of the required skills. All of these components will contribute to the final grade, which will be determined by professional standards at the graduate level. You can view the total points earned at any given point in the semester via the gradebook in D2L.

Grades will be assigned using the following grading scale:

<table>
<thead>
<tr>
<th>PERCENT</th>
<th>POINTS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100%</td>
<td>725 – 806</td>
<td>4.0</td>
</tr>
<tr>
<td>85 – 89%</td>
<td>685 – 724</td>
<td>3.5</td>
</tr>
<tr>
<td>80 – 84%</td>
<td>645 – 684</td>
<td>3.0</td>
</tr>
<tr>
<td>75 – 79%</td>
<td>605 – 644</td>
<td>2.5</td>
</tr>
<tr>
<td>70 – 74%</td>
<td>564 – 604</td>
<td>2.0</td>
</tr>
<tr>
<td>65 – 69%</td>
<td>524 – 563</td>
<td>1.5</td>
</tr>
<tr>
<td>60 – 64%</td>
<td>484 – 523</td>
<td>1.0</td>
</tr>
<tr>
<td>Less than 60%</td>
<td>483 or less</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Part 5: Course Policies

Participate

Students whose names do not appear on the official class list for this course may not participate with this class. Students who fail to log-in during the first week will be dropped from the course.

You are expected to participate in all online activities as listed on the course schedule. If you miss more than two consecutive weeks of class, i.e., do not participate actively in class activities or assignments, and have not communicated with the instructor to be excused from class, you will receive a failing grade of 0.0 in the course.

If you are going to be absent from class for a week (or more) and unable to complete an assignment on time, you must inform the instructor in advance to be formally excused and still receive credit for the assignment. You must provide the instructor with an explanation in writing at least 24 hours before the absence. Emails received later than this will not be honored and your assignment(s) will not be accepted (see Late Work Policy).

If you have an emergency situation, the instructor must be contacted prior to the assignment due date to make alternative arrangements. Otherwise, you will receive a 0.0 for the missed assignment(s).

Complete Assignments

All assignments for this course will be submitted electronically through Desire2Learn unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date (see Late Work Policy).

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect your grade.

Understand When You May Drop This Course

It is your responsibility to understand when you need to consider un-enrolling from a course. Refer to the Michigan State University Office of the Registrar for important dates and deadlines.

Drops and Adds

The last day to add this course is the end of the first week of classes. The last day to drop this course with a 100 percent refund and no grade reported is 9/24/18. The last day to drop this course with no refund and no grade reported is 10/17/18. You should immediately make a copy of your amended schedule to verify you have added or dropped this course. This information is available in the MSU Schedule of Courses.
Inform Your Instructor of Any Accommodations Needed

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. If you have a documented disability and verification from the Resource Center for Persons with Disabilities (RCPD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to RCPD and meet with an RCPD specialist to request special accommodation before classes start.

Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation (“VISA”) form. Please present this form to the instructor at the start of the term and/or two weeks prior to the accommodation date (test, project, etc). Requests received after this date will be honored whenever possible.

RCPD may be contacted by phone at (517) 884-7273 (884-RCPD), or via their website (http://www.rcpd.msu.edu). RCPD is located in 120 Bessey Hall, near the center of the Michigan State University campus, on the southwest corner of Farm Lane and Auditorium Road.

Commit to Integrity

Academic Honesty

Article 2.3.3 of the Academic Freedom Report states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the Psychology Department adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site: www.msu.edu.)

Academic integrity is a minimal expectation of this course. Academic dishonesty in any form will not be tolerated. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, and submitting work of another person. Any student involved in academic dishonesty will be reported to the Office of Academic Affairs and the Office of Student Affairs and a grade of 0.0 may be issued for the course.

Lectures and other course materials must remain the property of the Department of Psychology and must not be copied from the internet for distribution to anyone who is not registered for this course. Online discussions and exercises are confidential and should not be discussed with others who are not enrolled in the class.

It is important for each course participant to express his/her ideas. All ideas need to be respected in discussions and exercises. Any “group projects” that are required, still require individual work as a minimal expectation.

All assignments are to be done on your own, without the assistance of additional
materials, i.e., internet, texts, articles, other people, etc., unless you are instructed to do otherwise. This includes weekly assignments and exams.

**Plagiarism**

Taking credit for someone else’s work or ideas, submitting a piece of work (for example, a paper, assignment, discussion post) which in part or in whole is not entirely your own work without fully and accurately attributing those same portions to their correct source. This includes information taken from the Internet.

Unless authorized by their instructors, you are expected to do your own, original work on each assignment in each class. If you recycle your own course work from one class to another, you may face an allegation of academic dishonesty. If your instructor believes you have committed an act of plagiarism, he/she may take appropriate action, which includes the issuing of a “penalty grade” for academic dishonesty. Article 11 of the Academic Freedom Report for Students at Michigan State University, or the “AFR,” defines a penalty grade as “a grade assigned by an instructor who believes a student to have committed academic dishonesty. . . .” A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course.

For examples of what constitutes plagiarism, see:
- Indiana University Writing Tutorial Services
- Purdue Online Writing Lab
- University of Alberta Guide to Plagiarism

**Use of Course Materials**

Lectures and other course materials must remain the property of the Department of Psychology and must not be copied from D2L for distribution to anyone who is not registered for this course. Online discussions and activities are confidential and should not be discussed with others who are not enrolled in the class.

**Evaluate the Course**

Michigan State University takes seriously the opinion of students in the evaluation of the effectiveness of instruction, and has implemented the SIRS (Student Instructional Rating System) process to gather student feedback. This course utilizes the “online SIRS” system, and you will receive an e-mail sometime during the last two weeks of class asking you to fill out the SIRS at your convenience. As a reminder to be sure to fill out the SIRS evaluation form, the final grade for this course will not be accessible on STUINFO during the week following the submission of grades for this course unless the SIRS online form has been filled out. You have the option on the online SIRS form to decline to participate in the evaluation of the course – we hope, however, that you will be willing to give us your frank and constructive feedback so that we may instruct students even better in the future.”

**Note:** The instructor reserves the right to make changes to the syllabus during the course of the semester. Changes will be announced in D2L email.