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Spring 2-1-2017

PSYX 377.80: Psychology Proctoring/Personalized Student Instruction

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Syllabus: Psychology 377

Meeting Times: Tuesday, 5:00 - 5:50 p.m. (Except Meeting 1, which will go until 6:40)

Monday- Thursday, 2:00 – 2:50 p.m.

Monday- Thursday, 3:00 – 3:50 p.m.

Instructor: Nicole McCray, Ph.D.

Office: Skaggs 203

Office Hours: MWF 11-12

Email: nicole.mccray@umontana.edu

Psychology 377 provides a unique learning opportunity. It may be helpful to think of this class as an internship rather than a traditional class. While we will discuss the ways in which psychological theories intersect with classroom learning, the emphasis will be on applying this knowledge. This is a 300-level honors class, the work and quality expectations are consistent with that designation. Plan on spending 6 - 9 hours per week on this class. You will find that the more effort you put into this experience the more you will take away from it.

Knowledge and skills you will develop during the semester:

- Self-awareness of presentation style
- Ability to provide constructive, specific feedback
- Ability to explain complex concepts clearly and concisely
- How to organize a presentation
- Teaching experience
- Ability to negotiate difficult interpersonal situations

A Few Do's and Don'ts:

- **Do** be attentive and take notes in lecture. Your students may ask you specific questions about lecture material.
- **Do** come to quiz/lab days with your text, prepared to refer students to the text when applicable to help explain concepts.
- **Do** ask your TA questions in the Tuesday meetings if a point is unclear to you. You can also let your TA know *after lecture* if you think students did not understand a concept. That way, it can be addressed in more detail in the next lecture.
- **Don't** contradict your TA in class. You may confuse students more than help them.
- **Don't** engage in power struggles with students in lab sections. If you are having a problem with your section, let your TA know so that she can help you resolve it.
- **Don't** forget to turn in your resource materials (the textbook and IRM are on loan to you) at the end of the semester; failure to do so will result in an incomplete for the course.
- **Do** be as neat and write as legible as possible when grading and recording quizzes. This saves everyone a lot of hassle and confusion in the long run.
- **Do** be creative and have fun in labs! The more that you are enjoying teaching, the more your students will as well.

Materials

- You will need a proctor handbook, which is available at the bookstore under the PSYX 377 course number. We will provide you with a PSYX 100 text book and instructor manual, which you will return at the end of the semester

What to do in a Crisis:

- If you have a crisis that will prevent you from teaching your sections, you need to let us know immediately. You should contact both your TA (ask her/him how s/he wants to be reached) and the 377 Instructor.

Grading Quizzes

- Transcribing quiz scores into the grading record for your TAs will take place following Thursday's make-up quiz in (room 053) of the Skaggs building. This is the ONLY time you are permitted to remove the grading record from the psychology 100 office.

HOW AM I GRADED?

For more specific information on grading, please see Appendix B of the Proctor Handbook. The following is just a brief overview.

1. Class and Lab Attendance (Both are mandatory)
2. Organization of Quizzes, Grades, Files
3. Lab Activity Quality
4. Professionalism in class and in the labs
5. Extra points can be earned by providing students with extra help, study sessions, review sessions, and other unrequired services.

COURSE CALENDAR

Tues., Jan. 24, (5:00-6:40 p.m.)	Large Group Proctor Meeting #1 (room Skaggs 246) Responsibilities & Skills Training, Meet the Instructors
Tues., Jan. 31, (5:00 – 5:50 p.m.)	Large Group Proctor Meeting #2 (room Skaggs 303) Bring your textbook & lecture notes, lab activity practice.
Wed., Feb. 1	First Lab—Good Luck! Meet in your lab room Don't forget your textbook and lecture notes!
Thurs., Feb. 2	Quiz Retakes: Meet in your lecture room.
Tues., Feb. 7, (5:00 – 5:50 p.m.)	Large Group Proctor Meeting #3 (room Skaggs 303)
Wed., Feb. 8, SCREENING DAY Proctors are required to help with screening day for their section.	Room TBD
Wed., Feb. 15	2 nd Lab (in lab room)
Thurs., Feb. 16	2 nd Quiz Retakes (in your lecture room)
Wed., Mar. 1	3 rd Lab (in lab room)
Thurs., Mar. 2	3 rd Quiz Retakes (in your lecture room)
Thurs., Mar. 9	MIDSEMESTER EXAM (CH. 1-7)
Tues., Mar. 14 (5:00 – 5:50 p.m.)	Large Group Proctor Meeting #4 (room Skaggs 303) <i>How to Get into Graduate School, check-in, & address pending problems/challenges.</i>
Wed., Mar. 29	4 th Lab (in lab room)
Thurs., Mar. 30	4 th Quiz Retakes (in lecture room)
Wed., Apr. 12	5 th Lab (in lab room)
Thurs., Apr. 13	5 th Quiz Retakes (in lecture room)
Wed. Apr. 26	6 th Lab (in lab room)
Thurs., Apr. 27	6 th Quiz Retakes (in lecture room)
Tues., May 2 (5:00 – 5:50 p.m.)	Large Group Proctor Meeting #5 (room Skaggs 303) <i>Return Materials: Bring your book to this meeting!</i>
Wed. May 10 (3:30-5:20)	FINAL EXAM CH. 8 – 16 (No Ch. 9 or 13) in the regular classroom