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Spring 1-2016

### PSYX 392.01: Returning Proctors

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**Syllabus: Psychology 377**  
**Returning Proctors: Psychology 392**

Meeting Times: Tuesday, 5:10 - 6:00 p.m. (Except Meeting 1, which will go until 7:00)

Monday- Thursday, 2:10 – 3:00 p.m.

Monday- Thursday, 3:10 – 4:00 p.m.

Monday- Thursday, 4:10 – 5:00 p.m.

Instructor: Shannon C. Houck, Ph.D.

Office: Skaggs 203

Office Hours: TBD

Office Phone: 406-243-6347

Email: shannon.houck@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
- Provide constructive, specific feedback
- Explain complex concepts clearly and concisely
- 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.

### 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 377/392 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.

### **Returning Proctors Only**

Part of your responsibility is to provide insight, guidance and as a model to the new proctors, however please don't be a know-it all; this is counter-productive and you will be avoided.

#### **Returning Proctor Additional Requirements:**

1. One **new** write-up of a lab activity **not** included in the proctor manual. You must also USE your lab activity and give a short write-up of how the lab activity went when you used it (see Appendix D). Start working on these right away so you are not scurrying to finish them right before the due date. There a lot of activities in the manual you will need to think creatively to generate new (good) ones! **Do not turn in a soft copy. I want these activities emailed to me in an attachment (see directions below).** A small subset of these activities *may* be included in the proctor handbook next year, and it is easier for me to cut and paste, edit and modify the activities for the manual from an e-copy. If your activity is included, you will be notified. (There is limited space for new activities – I only include stellar activities for consideration in the handbook). Please see Appendix D for more information about how this process works.

**NOTE: You may (but are not required to) turn in up to one ADDITIONAL lab activity for consideration in the manual. This would be irrelevant to your grade but might increase your odds of getting an activity in to the manual. I will not consider more than 2 activities for any returning proctor for publication in the manual.**

2. You are expected to give one mini-lecture to the class on a subject of your and your instructor's choosing. Prior to delivering the lecture in the class, a copy of your lecture must be provided to instructor and to me (preferably attached in an email). Some topics present unique challenges, especially concerning sensitive subject material (e.g. child or domestic abuse, drugs, sex, etc), caution must be employed when discussing these issues. It is appropriate to seek advice from the 392 Instructor and/or your TA when presenting sensitive material in your lecture.

3. **FORMAT FOR ORIGINAL LAB ACTIVITIES (RETURNING PROCTORS ONLY)**
  - a. See Appendix D in Proctor Handbook for example.

b. Save all files as: "Last Name\_lab1" or (if you turn in an additional activity) "Last Name\_lab2" and email the labs to me ON TIME in an email attachment. (As Appendix D says, you must send me two e-copies of each if you want to be considered for the manual; if you do not want to be considered for that and only want your grade for the course, then the one copy discussed here will suffice). The title of the e-mail message should be "lab activity." I DO NOT WANT HARD COPIES! **If you do not follow ALL the instructions listed here – and/or you do not correctly follow the FORMAT for the activities listed in the attached example – your activity will be returned and your grade may suffer. PLEASE read these directions and follow them EXACTLY!!!!**

#### COURSE CALENDAR

Tues., Jan 26, (5:10-7:00 p.m.)	<b>Large Group Proctor Meeting #1 (room Skaggs 303)</b> Responsibilities & Skills Training, Meet the Instructors
Tues., Feb 2, (5:10 – 6:00 p.m.)	<b>Large Group Proctor Meeting #2 (room Skaggs 303)</b> Bring your textbook & lecture notes, lab activity practice.
Wed., Feb 3	First Lab—Good Luck! Meet in your lab room Don't forget your textbook and lecture notes!
Thurs., Feb 4	Quiz Retakes: Meet in your lecture room.
Tues., Feb 9 (5:10 – 6:00 p.m.)	<b>Large Group Proctor Meeting #3 (room Skaggs 303)</b>
<b>Wed., Feb 10, SCREENING DAY</b> <b>Proctors are required to help with screening day for their section.</b>	<b>Room TBD</b>
Wed., Feb 17	2 <sup>nd</sup> Lab (in lab room)
Thurs., Feb 18	2 <sup>nd</sup> Quiz Retakes (in your lecture room)
Tues., Mar 1	<b>*Returning Proctors *</b> Date and Topic Deadline Please e-mail Shannon at <a href="mailto:shannon.houck@umontana.edu">shannon.houck@umontana.edu</a> what date and topic you are presenting on. You should have discussed this with your TA.
Wed., Mar 2	3 <sup>rd</sup> Lab (in lab room)
Thurs., Mar 3	3 <sup>rd</sup> Quiz Retakes (in your lecture room)
Thurs., Mar 10	<b>MIDSEMESTER EXAM (CH. 1-7)</b>
Tues., Mar 15 (5:10 – 6:00 p.m.)	<b>Large Group Proctor Meeting #4 (room Skaggs 303)</b> <i>How to Get into Graduate School</i> , check-in, & address pending problems/challenges. <b>*Returning Proctors *</b> You may choose to skip this meeting.
Wed., Mar 23	4 <sup>th</sup> Lab (in lab room)
Thurs., Mar 24	4 <sup>th</sup> Quiz Retakes (in lecture room)
Wed., Apr 13	5 <sup>th</sup> Lab (in lab room)
Thurs., Apr 14	5 <sup>th</sup> Quiz Retakes (in lecture room)

Wed. Apr 27	6 <sup>th</sup> Lab (in lab room)
Thurs., Apr 28	6 <sup>th</sup> Quiz Retakes (in lecture room)
<b>Tues., May 3 (5:10 – 6:00 p.m.)</b>	<p><b>Large Group Proctor Meeting #5 (room Skaggs 303)</b>  <i>Return Materials: Bring your book to this meeting!</i>  <b>*Returning Proctors * Original Lab Activity Due!</b>  Format properly as outlined in manual (see Appendix D of Proctor Handbook). Email to Shannon Houck in an attachment...no hard copies.</p>
<b>Tues., May 10 (7:00 – 9:00 p.m.)</b>	<b>FINAL EXAM CH. 8 – 16 (No Ch. 9 or 13) rooms TBA</b>