

**HELP UNIVERSITY
BACHELOR OF PSYCHOLOGY (HONOURS) PROGRAM
JANUARY 2021**

Course Title:	Contextual Intelligence
Course Code:	PSY 100
Course Description:	This course is an introduction to contextual intelligence, its importance and applications in various aspects of life.
Course Objectives:	This course will provide students with the knowledge to observe, adapt, and survive in most settings. Students will understand relevant theories and methods, including transactional analysis and cultural appreciation.
Learning Outcomes:	Upon completion, students will be able to: <ol style="list-style-type: none">1. Identify overarching goals for a given situation (C1, PLO 1).2. Discuss the four different levels of contexts – individual, interpersonal, group, and cultural that influence the demands of any given situation (A2, PLO 9).3. Formulate plans and contingencies that will lead to desired goals upon analysis of the context (A4, PLO 8).4. Apply the strategy and monitor progress towards the goal (C3, PLO 2).
Prerequisite:	Students from Jan 2019 intake onwards
Required Textbook:	None – refer to assigned course readings
Lecturer:	Dr Eugene YJ Tee Email: teeyj@help.edu.my
Graduate Tutor:	Raja Intan Arifah binti Raja Reza Shah Email: r.intan@help.edu.my
Course Assessments:	Quizzes (CLOs 1 & 2) 25% Reflection (CLOs 1, 2, 3, & 4) 15% Group Assignments (CLOs 1, 2, 3, & 4) 60%
Credit Hours:	Jan 2019 intake onwards: 4 credit hours

Course Assessments

Assessment Item	Release Date	Due Date/Time	Week Due	Weightage
Quiz 1	12pm, March 5 th 2021	5pm, March 5 th 2021	Week 8	15%
Reflection	9am, Jan 10 th 2021	12pm, March 26 th 2021	Week 11	15%
Quiz 2	12pm, April 2 nd 2021	5pm, April 2 nd 2021	Week 12	10%
Group Assignment 1	9am, April 5 th 2021	9am, April 9 th 2021	Week 13	30%
Group Assignment 2	9am, April 9 th 2021	9am, April 12 th 2021	Week 14	30%
Total				100%

1. Quizzes (25%)

- **Quiz 1:** 30 multiple-choice questions covering Lectures 1-6. This quiz is worth 15% and must be completed on Week 8 of the semester. **This quiz will be released at 12pm, March 5th, 2021 and must be submitted by 5pm on the same day.**
- **Quiz 2:** 20 multiple-choice questions covering Lectures 7-10. This quiz is worth 10% and must be completed on Week 12 of the semester. **This quiz will be released at 12pm, April 2nd, 2021 and must be submitted by 5pm on the same day.**

Details on where to access the quiz will be made known via LMS.

2. Reflection (15%)

For this assignment, you'll need to write a reflection paper highlighting key understanding, learnings, and takeaways from the course. Please see the PSY100 Reflection Assignment Briefing and Marking Scheme document for how to do this assignment. **This reflection paper needs to be submitted via Turnitin on or before 12pm, Friday, 26th March 2021.**

3. Group Assignment (60%)

Students will be assigned to groups of about 10 members and will be required to work together and use approaches, skills and strategies covered in the course to resolve two real-world problems. Both real-world problems will be presented to you as scenarios on weeks 13 of the semester. Note that there are **two** group assignments, each worth 30% of the total course grade. Please see the PSY100 Group Assignments Briefing document for how to do these assignments. **These group assignments are due on 9am, April 9th, 2021 for Group Assignment 1 and 9am, April 12th, 2021 for Group Assignment 2.**

There is no final exam for this course.

Course Schedule (Semester 1, January 2021)

Week/Dates	Topics/sub-topics	Public Holidays and Notes
Week 1 Jan 11 – Jan 15	Lecture 1 Introduction to Contextual Intelligence and the GUSE Model	-
Week 2 Jan 18 – Jan 22	Lecture 2 Goal Identification and Setting 1: Asking the Right Questions	-
Week 3 Jan 25 – Jan 29	Lecture 3 Goal Identification and Setting 2: Identifying the Right Resources and Allies	Group Assignment 1 and 2 Group Member List Due 12pm, 29 th January Jan 28 - Thaipusam
Week 4 Feb 1 – Feb 5	Lecture 4 Understanding 1: Personal Strengths and Limitations	Feb 1 – Federal Territory Day
Week 5 Feb 8 – Feb 12	Lecture 5 Understanding 2: Interpersonal Contexts	Feb 12-13 – Chinese New Year
Week 6 Feb 15 – Feb 19	Lecture 6 Understanding 3: Group and Intergroup Contexts	-
Week 7 Feb 22 – Feb 26	Lecture 7 Understanding 4: Cross-Cultural Contexts	-
Week 8 March 1 – March 5	Lecture 8 Strategizing 1: Outlining the Plan	Quiz 1 (15%) released 12pm, March 5 th , due 5pm March 5 th
Week 9 March 8 – March 12	Lecture 9 Strategizing 2: Contingencies	-
Week 10 March 15 – March 19	Lecture 10 Execution 1: Execution and Monitoring	-
Week 11 March 22 – March 26	Lecture 11 Execution 2: Adapting and Continuous Improvement	Reflection (15%) due 12pm, March 26 th
Week 12 March 29 – April 2	Lecture 12 Revision and Group Assessment Prep	Quiz 2 (10%) released 12pm, April 2 nd , due 5pm, April 2 nd
Week 13 April 5 – April 9	Lecture 13 Group Assessment Week	Group Assignment 1 (30%) due 9am, April 9 th
Week 14 April 12 – April 16	Lecture 14 Group Assessment Feedback Week and Final Reflections	Group Assignment 2 (30%) due 9am, April 12 th
Weeks 14 – 15 April 17 – April 20	Study Break	-
Week 15 – 16 April 21 – April 30	Assessment	April 29 – Nuzul Al Quran

Department of Psychology Policies

Please note that the policies below apply to all students enrolled for this subject: Psych, BusPsych and ACE students. Students from other departments taking this subject as an elective are bound by all policies except research participation and attendance at colloquium + other compulsory events.

1. Academic Misconduct

Academic misconduct includes but is not limited to cheating, plagiarism, falsifying documents, and general unethical behaviour. Students who have been found engaging in acts of misconduct can be referred to the Board of Inquiry (BI) for further investigation. If found guilty, the following penalties can be meted out at the discretion of the committee:

1. Deductions for assessment (including but not limited to deductions from any referencing / writing / originality sections of the marking scheme, as well as other components, where applicable)
2. 0 for assessment
3. F grade for the subject
4. Suspension from the program
5. Expulsion from the program

2. Plagiarism note

- All students must use the APA citation style – refer to the guide posted on LMS.
- Plagiarism is defined as any unacknowledged use of ideas and material produced by someone other than the writer him/herself.
- Please note that you are NOT to submit any part of an assignment that you have already submitted to any subject, whether in the same or different semester.
- All assignments must be submitted to Turnitin. Failure to do so will result in 0 marks for that particular assignment.
- The following rules apply:
 - 1) Any information taken from any source must be cited.
 - 2) If you copy the words (more than 3 words in the same sequence) from the source, this is called a direct quotation. Quotation marks “...” must be used and this must be cited.
 - 3) If you re-write or summarize the information in your own words, this is called a paraphrase. No quotation marks are necessary, but the source must be cited.

Category	Description	Action
Blatant plagiarism	<ul style="list-style-type: none"> • Complete paragraphs and/or sentences used without in-text acknowledgement • Clear intent to plagiarize 	<p>For cases of blatant plagiarism, students may be called before the Board of Inquiry consisting of the Head of Department and two Senior Lecturers. The following decisions can be made at the discretion of the lecturer and/or the Board of Inquiry:</p> <ol style="list-style-type: none"> 1. Deductions for assessment (including but not limited to deductions from any referencing / writing / originality sections of the marking scheme, as well as other components, where applicable) 2. 0 for assessment 3. F grade for the subject 4. Suspension from the program 5. Expulsion from the program <p>In addition to this, all faculty staff will be made aware of the students who appear before the committee. Reference /recommendation letters will not be provided for these students.</p>

Accidental plagiarism	<ul style="list-style-type: none"> • One or two in-text citations omitted • Quotation marks omitted • Little or no evidence of intent to plagiarize 	<p>Maximum 50% of available points</p> <ul style="list-style-type: none"> ▪ Lecturer discretion <p>Student to be notified of action. This will be accompanied by a discussion on how the mistake can be avoided in future.</p>
Poor paraphrasing	<ul style="list-style-type: none"> • Material is acknowledged but at best, the paraphrasing is only limited to a few words being changed. Quotation marks are also not used. • Little or no evidence of intent to plagiarize 	<p>Maximum 50% of available points</p> <ul style="list-style-type: none"> ▪ Lecturer discretion <p>Student to be notified of action. This will be accompanied by a discussion on how the mistake can be avoided in future.</p>

3. Mid-Term / Class Test Attendance Policy

(not applicable in the Jan 2021 semester as Mid-Terms/Class Tests (if any) will be held online)

- For class tests / mid-terms that are 1 hour or less – students are not allowed to enter after / leave before the first 10 minutes of the test.
- For class tests / mid-terms that more than 1 hour – students are not allowed to enter after / leave before the first 30 minutes of the test.
- For class tests / mid-terms, students are not allowed to leave in the last 10 minutes of the test.

4. Barring from Final Examinations

For all Psychology subjects, students must attempt any assessment within the enrolled subject that is 10% and above, and obtain at least 10% of the total marks for that particular assessment. Failure to do so will result in the student being barred from Final Examinations for that particular subject.

For example, for a subject that has the following assessment:

Quizzes:	5%
Assignment 1:	10%
Assignment 2:	15%
Mid-terms:	30%
Final Exams:	40%

If a student does not submit/attend any of the following: Assignment 1 / Assignment 2 / Mid-terms (and obtain at least 10% of the marks for those assessments), this student will be barred from sitting for the final examinations of this subject. E.g. if a student attempts Assignment 1 and receives only 8 marks out of 100 (or 0.8% out of 10% - i.e. less than 10% of the marks for that assessment), they will be barred from that subject's final examinations.

Please note that students have to submit their assignments within 7 days of the due date (the 7 days include weekends). Assignments submitted after that will not be considered. **(i.e. students who submit assignments later than 7 days after the due date will be barred from final exams)**

5. Assignment Submission and Late Assignment Deductions

All assignments should include a title page. Once an assignment is submitted, no additions or changes can be made, even if this is done before the deadline. Late submission of assignments will incur a penalty of 2% per day (24 hours) **(including Saturdays and Sundays)**. This 2% deduction per day is incurred on the total percentage of the assignment.

Example

Assignment 1, worth 20% of your total grade, is marked upon 100 marks.

The 2% deduction per day is from the 20% and not from the 100 marks.

E.g.: If a student submits the assignment 2 days late, there will be a 4% deduction. If the student scored 14% for the assignment, the student's recorded score will be 14% - 4% = 10%.

In addition to this, late submission of assignments within the first 12 hours incur a penalty of 1% and not 2%. For any late submissions after the first 12 hours, penalties are counted on a daily basis (2% per day).

For example, in the example above where the student's original score was 14/20%:

1. Submission = 10 hours late. This student will receive a deduction of 1% = 13%.
2. Submission = 13 hours late. This counts as 1 day late = a deduction of 2% = 12%
3. Submission = 1 day and 2 hours late. This counts as 2 days late = a deduction of 4% = 10%

6. TurnItIn Information

TurnItIn instructions may change every semester, depending on the online / face-to-face mode of undergraduate subjects. The instructions below apply for the January 2021 semester.

All assignments have to be submitted to TurnItIn. Instructions:

1. Failure to submit your assignment to TurnItIn will result in ZERO marks for the assignment.
2. When uploading your assignment to TurnItIn, make sure you use your registered name (i.e. what is in the attendance list) & not a nickname.
3. Sections of assignment to be uploaded – the full assignment, **inclusive of** cover page, main assignment, references, appendices, etc. Please do not exclude any sections, unless otherwise specified by your lecturer / tutor.
4. Please keep a copy of your Turnitin submission digital receipt (sent to your email; the receipt is also downloadable on Turnitin). If you do not receive this, it could mean that your upload was not successful. Non-submissions can lead to barring and failure of subjects, so please do ensure that you keep the digital receipt for each assignment / test / final that is submitted via Turnitin. Please do not delete yourself from any Turnitin class, as your submitted assignment will be deleted.

7. Policy on Extra Credit

The Department of Psychology offers extra credit to students who wish to participate in research and attend Counselling sessions. **Students are reminded that the link to the extra credit form and deadlines are already stated below – no further reminders will be sent on LMS.**

Please note the following important information about extra credit for **Jan 2021**:

1. The maximum extra credit for each psychology subject is 3% and can only be applied to current semester subjects (i.e. not for subjects with RA / AA / AE / SX grades).
2. Certain subjects (e.g. Career Modules, MPU, PSY 200, Thesis) will not be eligible for extra credit.
3. Students may obtain extra credit from participating in research advertised on ipsy.help.edu.my/experiments (30 minutes = 0.25%, 1 hour = 0.5%) or from signing up for counselling sessions (1 session = 0.5%, each session is expected to last an hour but there may be slight deviations e.g., if a session ends slightly earlier or later. In these cases, it will still be recorded as 1 session)
4. Further information on how to sign up for counselling sessions will be posted on the Psychology General Matters LMS page by the end of Week 1.
5. Individual subjects may also choose to offer other extra credit options (e.g. attending in-house seminars, helping out during Colloquium) – these options, if available, will be explained by the lecturer in class.
6. The total extra credit earned through research participation + counselling participation + total extra credit earned through individual subject's opportunities cannot exceed 3%.
 - For example:
 - Extra credit offered by PSY 105 lecturer:
 1. In-house seminar = 1%
 2. Acting as colloquium assistant = 1%

3. If you have already obtained extra credit for the two items above, the maximum extra credit that you can allocate from your research participation and counselling participation for PSY 105 is 1%.
Total = 3% (maximum extra credit for PSY 105 reached).
7. Students may choose to allocate any extra credit earned in any combination (minimum 0.25%) to the current subjects that they are enrolled for, provided that the extra credit per subject does not exceed 3%.
 - For example:
Total extra credit earned = 6%. Students can choose to allocate the 6% as follows:
 1. PSY 201 = 2%
 2. PSY 205 = 1.5%
 3. PSY 209 = 2.5%
 - * Following the example above, the 6% extra credit cannot be allocated multiple times for each subject (i.e. it cannot be 3% for PSY 201, 3% for PSY 205 and 3% for PSY 209 -- this would total up to 9%, which the student above has not obtained.)
8. Students are expected to monitor the extra credit obtained through individual subjects and ensure that this does not exceed 3% when totalled with extra credit obtained through research participation and counselling participation.
9. **To allocate extra credit obtained through research participation and counselling participation, please fill in the google form at the following link: <https://forms.gle/4wMqfMLwazXjUffE8> by Monday, Week 14 (12 April 2021), 5pm.**
 - You must have a google account to fill in and submit the form (if you do not have a google account, click on the link above and you will see an option to create a google account).
 - Your responses to this form can be edited up to Monday 12 April 5pm, so please ensure that you are logged in to your original google account so that you can edit your responses. Do not log in to a different google account to fill in this form as that will be logged as two different entries in your name and will affect the extra credit that you receive. Do not enter your extra credit with your friend's computer (unless you are very sure that you have logged out of your friend's google account), because there is a chance you may delete and edit over your friend's entry in the form.
 - Changes made after Monday 12 April 5pm will not be entertained.
 - If you only wish to apply for extra credit for 1 subject, only fill in the information under "Subject 1" (leave the rest empty). If a subject does not appear in the options given, this means that the subject is not eligible for extra credit.
 - Business Psychology / ADP/ Flinders students – please choose subjects according to the PSY subject code that corresponds to your subject.
 - Please ensure that the amount of extra credit that you are allocating tallies with your total research participation (experimental hours attended – experimental hours missed) + counselling participation.
10. **Important:** the google form is **only** for extra credit earned through research participation (advertised on ipsy.help.edu.my/experiments) and counselling participation. Extra credit offered by individual subjects will be monitored by the lecturer/tutor. **Do not** include extra credit from individual subjects in the google form. For example, helping out at colloquium or attending in-house seminars = extra credit from individual subjects and **SHOULD NOT** be included in the google form.
11. The Department of Psychology does not guarantee that there will be sufficient extra credit opportunities for students to obtain the maximum amount of extra credit for every psychology subject that they are enrolled for.
12. Important Timelines for Jan 2021:
 - i. **Monday 12 April, 5pm** – Deadline to fill in google form
 - ii. **Friday 16 April** – Allocated extra credit (filled in via google form) and actual extra credit (tallied from research participation on ipsy experiments and counselling participation) will be posted on Psych General Matters on LMS. Any discrepancies will be highlighted and students will have to contact the department to clarify / rectify their allocations.
 - iii. **Wednesday 21 April, 5pm** – Deadline to clarify / rectify allocations. If students have allocated more extra credit than they have earned and do not contact the department by this deadline, deductions will be made accordingly from their extra credit allocations (subjects selected at random). If students have

allocated less extra credit than they have earned and do not contact the department by this deadline, their existing allocations will be maintained.

8. Research Participation

Students may sign up for all experiments eligible for extra credit at <http://ipsy.help.edu.my/experiments>. There are instructions on the main page for all experimenters and participants, so please refer to the instructions there.

30 minutes of participation = 0.25% extra credit. 1 hour of research participation = 0.5% extra credit.

Important Note: Total Hours eligible for Extra Credit = Attended Hours – Absent Hours (clarify with the department if you are unsure). Students must ensure that they attend every experiment that they sign up for. Failure to attend an experiment will result in the number of hours of that experiment being deducted from the total hours you have completed.

Example 1: If one signs up for a 2-hour experiment but fails to attend this experiment, the total research hours eligible for extra credit = “-2 hours”. When a student has negative research participation hours, this will then be tallied with other extra credit hours (if any – e.g. counselling sessions or colloquium), and will reduce the amount of extra credit earned. Using this example, if a student has -2 research participation hours and has attended 4 sessions of counselling: 4 hours (4 counselling sessions) - 2 hours (negative research participation hours) = 2 hours eligible for extra credit = 1% extra credit.

Example 2: If one attended 2 hours of experiments and was absent from 0.5 hours, their total hours eligible for extra credit = 1.5 hours. 1.5 hours = 0.75% extra credit.

Please refer to the Department of Psychology admin staff if you have any questions about this.

Attention: All Experimenters

Kindly update your participants' attendance on ipsy latest by **Friday, Week 13, 12pm (9 April)**. It is the experimenter's responsibility to ensure that all students who have signed up and attended the experiment receive a confirmation of attendance.

Attention: All Participants

Please double-check your research participation hours on ipsy for accuracy. If there are discrepancies, kindly notify your experimenters to update your attendance. The last day to do this is **Friday, Week 13, 12pm (9 April)**. No changes will be entertained after this.

9. Departmental Events

There will be no departmental events in the Jan 2021 semester.

10. Policy on Participation for Group Assessment

1. It is the policy of this department that when group assessments are assigned, each individual in that group holds the following responsibilities:

- 1.1 in the case of written assessment, to contribute to the finished product, be it presentation notes, a research report or a project report. This contribution may include archival research, drafting, editing or formatting.
- 1.2 in the case of an oral presentation, to verbally present part of the presentation. No individual should be exempt from speaking during the oral presentation.
- 1.3 to be clear on what your specific roles and contributions are to the group effort, as well as the expectations your group members have in terms of your contributions.
- 1.4 attend group meetings unless there are legitimate documented reasons for missing them.
- 1.5 attend group meetings with supervisors unless there are legitimate and documented reasons for missing them

2. Group members have a right to report fellow members for negligence if there are deemed to have failed in any of the responsibilities listed above.
- 2.1 Group members are encouraged to raise these complaints with their lecturers and attempts made to resolve differences before a formal complaint is lodged.
- 2.2 Negligence (social loafing) reports can be filled in by one or several members of the group using a form that can be downloaded from Psychology General Matters on LMS.
- 2.3 Negligence reports should be submitted to the course lecturer who will then make a decision having investigated the issues raised. The group member accused will have an opportunity to defend themselves against the allegations made.
- 2.4 If a student is found to be negligent in this matter, a lecturer can penalize them by deducting any amount of marks from their group assessment marks and/or their individual assignment marks.

11. Evaluations

Every semester, there will be 2 evaluation processes for each subject:

1. Mid-semester evaluations: These evaluations are conducted online and consist of 2 subjective questions. This is so that lecturers and tutors can receive feedback mid-semester, in order to address student concerns and make improvements within the same semester.
2. Compulsory end of semester evaluations: These evaluations are conducted online and consist of Likert-scale questions as well as 2 subjective questions. The purpose of this is to obtain feedback that will be beneficial for future semesters.

Students are strongly encouraged to fill in BOTH evaluation forms as feedback is important and can help the faculty make important decisions about the curriculum and the direction of the course.

12. Attendance

Lecturers/tutors reserve the right to mark a student as absent if they are late or if they leave classes early. If attempts to falsify attendance (e.g. signing for prior / future weeks; signing on behalf of others, etc.) are detected, students will be reported for academic misconduct, and will be subject to different consequences at the discretion of the Head of Department/Academic Board. International students should also take note that it is an immigration requirement to attend a minimum of 80% of classes. Failure to do so can affect visa renewal and the department's support of any appeals.

For online lectures, attendance will be marked based on whether students have completed each subject's weekly quiz. Where this differs, lecturers will include more details in the course outline, LMS page or in-class announcements. For tutorials, there may be different requirements for different subjects, please refer to the detailed information included in the course outline or LMS page.