

Crew Reference Manual

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Background

Actions and Effects	<p>We say that "Actions produce effects." Or "Causes produce results." Or "Behavior produces consequences."</p> <p>Sometimes the effect occurs immediately. Sometimes the effect occurs only after a long delay. Sometimes the effect occurs the first time the action occurs. Sometimes the effect occurs only after many repetitions of the action.</p>
Example of action and effect	<ul style="list-style-type: none"> • You practice a Course Task over and over (action) and later perform it well in the classroom (effect). • You perform a Course Task well in the classroom (action) and receive a grade of outstanding as a result (effect).
Prime Principle	<p>The process of actions followed by effects seems to be one of the important principles involved in understanding actions.</p>
Definition: Precession	<p>Precession refers to side effects from an action. Many times the side effect will be unanticipated or go unnoticed, even though this side effect may turn out to be a more important result than the direct effect of the action.</p>
Prime Principle	<p>Precession seems to be one of the important principles involved in understanding actions.</p>
Goal	<p>I 'd like each of you to work to receive an 'A' grade in the Course.</p>
Sub-goals	<p>I'd like you to perform well under pressure. I'd like you to implement daily practice procedures. I'd like you to realize how capable a learner you can be. I'd like you to realize how useful monitoring your own behavior can be I'd like you to experience how much practice it takes to become "fluent". I'd like you to see how we've applied psychology to the way the course runs.</p>
Questions	<p>You should answer these questions and be ready to respond to them in class.</p> <ol style="list-style-type: none"> 1. What's the effect described above as a goal? 2. What's the stated action that presumably will produce this effect? 3. How might the subgoals relate to the stated goal? What principle may be involved? 4. Which of the sub-goals seem more important to you than the goal. Why?

Grading Policy

Policy	<p>You earn three Ratings: two on Events and one on Participation. Your grade in the course will consist of the lowest of the three Ratings</p> <ul style="list-style-type: none"> • You should therefore attempt to remediate (try again) any low Ratings <p>Your Event Ratings are <u>not averaged</u>.</p> <ul style="list-style-type: none"> • Your final Event Rating consists of: <ul style="list-style-type: none"> • the best of your attempts on that Task. • the worst of your Ratings <u>among</u> Tasks.
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Rationale	<p>Here's why I don't "average" your Event Ratings to produce your grade.</p> <p>"Averaging" tends to:</p> <ul style="list-style-type: none"> • discourage some individuals after initial failures. • make some individuals comfortable with mediocrity;
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	<p>Example 1 An individual earns a failure on a first attempt at an Event. Since the Ratings are not averaged, the individual may succeed on the next attempt with an 'A' Rating and the result equals an 'A' Rating. If averaged, the result of the two attempts would have been a 'C'.</p>
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	<p>Example 2 An individual earns an 'A' Rating on one Event. Since the Ratings are not averaged, the individual can't "ease up" on the other Event, thinking "The worst I can get now is a 'C'." Such thinking would be incorrect. The individual would get the worst of any of the three Ratings in the course.</p>
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Tasks	<p>Four tasks require your attention:</p> <ul style="list-style-type: none"> • SAFMEDS, Prime Principles, Participation, and Monitorings • Monitorings occur as a subtask within the Participation task
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Ratings	<p>Each Crew Member earns three Ratings:</p> <ul style="list-style-type: none"> • SAFMEDS, Prime Principles, and Participation • The three Ratings produce your Grade—lowest Rating becomes Grade
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Events	<p>SAFMEDS and Prime Principles refer to EVENTS</p> <ul style="list-style-type: none"> • An Event represents a timed task done for the Captain with speed and accuracy standards which produce a Rating. • Event Ratings, once achieved, can't decrease. They can only stay the same or increase.

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Grading Policy, continued

Participation Participation refers to points summed over five different activities

- This sum changes each day a Crew Workout occurs
- The sum is divided by the number of Crew Workouts through that day
- The result produces a frequency—the Points per Day Rating—which we refer to as the Participation Task

Note: Participation is averaged over days, unlike the Event Ratings

Workouts Crew Workouts involve questions and answers on the text assignment

- Some questions will come from boxed questions in the text
- Some questions will come from Examples and Non-examples
- Some questions will come from the text itself

No Final Exam There will be no Final Exam in this course. You are expected to achieve the highest Ratings you can as soon as you can. Too many people use a Final Exam to procrastinate, saying in effect: "I don't need to worry about it now. I can always do it on the Final." We want to avoid such thinking. We want to get the job done without waiting until a Final.

Cleanup Tries Cleanup tries refer to three opportunities you have to remediate your Ratings. Whether you need to use a Cleanup Try depends on your performance and goals.

- Cleanup Tries will be unnecessary for all Crew Members attaining "A" Grades with regular tries.
- Cleanup Tries can be skipped for any Crew Member satisfied with Grade achieved on regular tries.
- Three remediation attempts will be available as Cleanup Tries if a Crew Member needs them—split or combined any way needed—but limited to three tries total.
- These Cleanup Tries can be used any time during the quarter but no later than noon of the first day of Finals Week.

Attendance Policy

When Present Some of your Participation Points derive from your attendance each day.

- You earn Crew Workout points if present (1/20th of Crew Workout points)
- You lose five Crew Workout points if you arrive after the Daily Timings start
- You lose ten Crew Workout points if you arrive after the Daily Timings end

When Absent Missing a day has the following consequences:

- You earn no Crew Workout points for the day
- Your Participation (Points Per Day) frequency will decrease because your Participation Rating results from:
 - accumulated points and penalties, divided by
 - the number of days Crew Workouts occurred

Be Aware The Attendance Policy has been set up with the realization that occasional absences by Crew Members will necessarily occur.

- a cushion built into the Points Per Day frequency anticipates absences
- you shouldn't allow yourself unnecessary absences because:
 - you probably won't be able to anticipate events causing necessary ones
 - you don't want to throw away those that you can control
 - the remediation for the Participation Rating on the Cleanup Tries—is very difficult

Prime Principles

The Content	Prime Principles represent a collection of 22 concepts, principles, or processes which form a foundation for describing, understanding, and forecasting behavior.
The Task	Think-Write all 22 correctly within five minute timing session with Captain, or— Think-Say all 22 correctly within one minute timing session with Captain. <ul style="list-style-type: none">• This Think-Say constitutes the oral option
Oral Option	To exercise your oral option on the Prime Principles: <ul style="list-style-type: none">• Crew member must sign up for an oral Event instead of written Event• Request must be made before written Event occurs• Request sheet can be found on stage in "Oral Event" folder• Replaces a written try (not an additional chance)• Crew member must complete the oral Event before occurrence of next written Event or lose the opportunity
The Chances	Five opportunities to succeed occur No makeups for missed opportunities—take the next one If unsuccessful, can use one or more of three Cleanup remediations to try again

SAFMEDS

The Content	Collection of cards printed front and back with information crucial to an introduction to psychology.
The Task	See-Say to fluency criteria in 30-second timing with Captain. You see the front of the card and say what's on the back before going to the next card.
The Rules	<p>Each Crew Member should be aware of the following SAFMEDS rules:</p> <ul style="list-style-type: none"> • No writing, no underlining, no highlighting allowed on fronts of cards • Captain's deck is used for Event with Captain • No need to say words that are in parentheses • No need to say first name of person—only last name • Mispronounced word from Pronunciation list counts as a miss • Turn cards so Captain can see to score accuracy • Say answer before turning card • Don't hold card away from deck (to try and see answer through card)
The Chances	Six opportunities to succeed within prescribed deadlines. If unsuccessful, can use one of more of three Cleanup remediations to try again.
Frequency	<p>Hit frequencies (correct cards x2 in 30-second timing) produce speed Rating</p> <ul style="list-style-type: none"> • 60 or more hits per minute = A (regardless of miss frequency) • 50 hits per minute=A, 40 per minute=B, 30 per min=C, 20 per min=D
Accuracy	<p>Hit frequency divided by miss frequency produces Accuracy</p> <ul style="list-style-type: none"> • 5 hits for every miss=minimum accuracy for a Rating • Less than 5 hits for every miss=no Rating =F • Exception: 60 or more hits—no penalty for misses

Participation (Points Per Day)

Participation Points

Rewards and penalties occur for various actions and consist of:

- one-twentieth of the points earned by the entire Crew each day during the Crew Workout for you being present
 - points you earn individually each day during the Crew Workout by answering questions directed to you
 - points you earn for finishing one of the Events based on how many Crew meetings left on the quarter's Voyage
 - points you lose from your Crew Workout total for specific inappropriate behaviors (arriving late, not answering when called on, reading an answer, speaking too softly or indistinctly)
 - points you lose for inadequate performance on the Monitoring Task (which has six parts, each of which could cost you up to 200 points)
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Calculation

Each day, divide your Participation Points by the number of Crew Workouts which have occurred to get the Participation Points per Day. This number will be found in a column on the Daily Scoresheet each day.

The Ratings

Ratings on Participation Points can increase and decrease.

Ratings occur based on the following frequencies (points per day):

- 18 per day = A
 - 15 per day = B
 - 12 per day = C
 - 9 per day = D
 - < 9 per day = F
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Monitorings

The Content	The Monitoring tasks consist of learning how to chart, learning your way around a chart, and keeping records up-to-date.
Importance	The Captain believes this to be a most crucial learning opportunity for each Crew Member.
The Tasks	<p>Monitor and record your behavior daily</p> <p>Six different tasks constitute the Monitorings:</p> <ul style="list-style-type: none"> • Keeping Participation Points, Points Per Day, & timing results on Daily Scoresheet • Practicing and reaching fluency on See-Say PracticeSheet frequencies • Practicing and reaching fluency on See-Say PracticeSheet celerations • Charting frequencies, floors, and celerations of Prime Principles on SCC • Charting frequencies, floors, and celerations of SAFMEDS on SCC • Charting frequencies, floors, & celerations of your behavior project on SCC
The Chances	<p>Monitorings occur virtually every day we're together</p> <ul style="list-style-type: none"> • The Captain will randomly inspect your Daily Scoresheet about three times during the Voyage • Crew Members will be involved in checking your PracticeSheets and your three Celeration Charts • Attendance Officers will check Daily Scoresheets as they take attendance.
The Ratings	<p>Monitorings affect your Participation Points:</p> <ul style="list-style-type: none"> • 200 points get subtracted for <u>each</u> of the six found deficient. • Those 200 points get added back only if you remediate the deficiency. • One or more of your Cleanup Tries may be used to remediate a Monitoring. • Each different Monitoring remediation attempt on Cleanup counts as one Try.

Crew Workouts

The Procedure Crew Workout refers to the timings and question - answer parts of a Voyage Session

- Officers of the Day, randomly chosen, help keep score
 - All Crew Members do timings under the Captain's direction
 - Officers of the Day do timings which count for Participation Points
 - Captain directs questions from text assignment to Crew Members
 - Captain provides point scores for answers
 - Points are summed, divided by 20 and recorded on Scoresheets
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Reward Points Crew Workout point scores that add to the total

- 8 points: a "in the bulls-eye", loudly spoken and clearly understood
 - 6 points: "almost"; loudly spoken and clearly understood
 - 4 points: a "in the bulls-eye"; about as correct as conditions permit
 - 3 points: "almost"; nearly correct but something else needed
 - 2 points: "a try"; loudly spoken and clearly understood
 - 1 point: "a try"; answer acceptable for effort even though judged incorrect
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Penalty Points Crew Workout actions that subtract from the Crew total and the Crew Member's total for that day

- Minus 1 point: "repeat"; Crew Member asks Captain to repeat question
 - Minus 5 points: a "tilt"; Crew Member looks down or gets help for answer
 - Minus 5 points: "too soft" or "unclear" to be heard or understood
 - Minus 5 points: 10 second time limit runs out to start response
 - Minus 50 points: an "out"; answer not connected to the question; sounds as if assignment was not prepared
 - Minus 50 points: a "skip"; "I don't know"
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Terms and Definitions

Term	Definition, Explanation, or Reference
Absent	Crew Member misses Voyage session, or <ul style="list-style-type: none"> • comes but doesn't pick up folder, or • comes but doesn't turn in folder
Attendance Policy	See Page 5
Background Sheet	An information sheet you fill in and leave in your folder
Captain	Professor in his role of providing rules, cues, feedback, and assessing results
Chair	3-digit number on Folder that identifies your seat and deck on board our ship
Cleanup Tries	See Grading Policy, Page 4
Course Calendar	Assignments and deadlines sheet to take with you
Crew	The entire group of students enrolled in the course
Crew Member	You as a student enrolled in the course
Crew Workouts	See Page 4; Page 10 for details
Daily Scoresheet	You keep track of Participation Points, Points Per Day, and timing results on this sheet which remains in your folder
Daily Timings	Practice done in class paired with partner, taking turns performing an Event or Monitoring Task
Events	See Events under Grading Policy, Page 3
Folder	Passed out each day at start of session; passed in at end of session
Grade	Summary of three Ratings, lowest of which = Grade
Grading Policy	See Page 3-4
Monitorings	A Course Task, subtask of Participation Points; See Page 9
Officer	Individuals from the Crew who help the Captain during Crew Workout days. Each of them gets an extra oral Prime Principles try, and an extra SAFMEDS try if they need them.
Officer, Attendance	Marks absences on Attendance Sheet, marks red 0, -5, or -10 on absent or late Crew Member's Daily Scoresheet, briefs Captain on absences
Officer, Collection	Collects piles of folders after class, orders by Deck rows, making sure all rows accounted for, puts pile in Captain's trunk
Officer, Communication	Plugs in microphones; carries hand microphone to spots on board where needed during Crew Workout, stretching cable where necessary
Officer, Distribution	Pulls pile of Deck folders from Captain's trunk, passes out folders by rows to Crew Members, sees that unclaimed folders reach Attendance Officer

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Terms and Definitions, continued

Term	Definition, Explanation, or Reference
Official Task Results Scoresheet	You keep track of your Event performances on this sheet. Have it with you on Prime Principles Orals, and SAFMEDS tries. Write down your score as soon as the Captain announces it to you. The sheet should help clarify where you stand and what opportunities you have left.
Participation Points	See Participation Points under Grading Policy, Page 4, and under Participation (Points Per Day), Page 8
Penalty Points	See Page 10
Prime Principles	Course Task, Event, Rating: See Page 6
Ratings	See Ratings under Grading Policy, Page 3
Reward Points	See Page 10
SAFMEDS	Course Task, Event, Rating: See Page 3, Page 7
Tasks	See Tasks under Grading Policy, Page 3
Text	<i>Monitoring Behavior: An Introduction to Psychology (Graf)</i>
Timing	20 second, 30 second, 1 or 5 minute amount of time during which you attempt to demonstrate your performance frequencies for a crewmate or the Captain
Try	<ul style="list-style-type: none"> • An Event timed by Captain on which you try to demonstrate your fluency • Feedback on Prime Principles indicating an attempt but not a success • Feedback on Crew Workout indicating a legitimate attempt to answer question