Psychology 100A

UVic Ψ

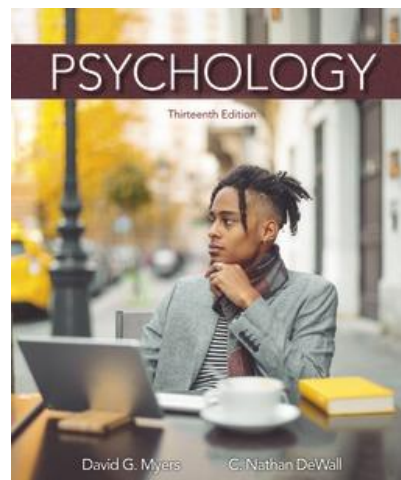## Introductory Psychology I
A01 *(CRN 13000)*, A02 *(CRN 13001)*, A03 *(CRN 13002)*

Biological and Cognitive Emphasis
Fall (Sep-Dec) 2022

Psychology 100A – Introductory Psychology I
Biological and Cognitive Emphasis
Fall (Sep-Dec) 2022
MAC A144
TWF 10:30 (A01) /11:30 (A02) /12:30 (A03)

Note: PSYC 100A A04 uses a different course outline

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WELCOME TO PSYCHOLOGY 100A

We acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands, and the Songhees, Esquimalt, and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day. We feel extremely privileged to learn, work, teach, and play on this beautiful territory.

Hello!

On behalf of the Department of Psychology, and as the instructors of this course, we welcome you to Psychology 100A! We've put a lot of thought into how to deliver this course in a way that helps you understand and apply important theories and concepts. Introductory Psychology is a course we are passionate about, and we hope to engage those of you interested in majoring in psychology, as well as those of you who are non-psychology majors, in reflecting on how psychology can be used to tackle important issues in our communities, and more broadly, in the world.

We hope this course will interest and challenge you. Did you know that world-wide, *Introductory Psychology* is one of the most popular classes in post-secondary institutions? Psychology as a field of study has obvious intrinsic appeal: exploring the nature and causes of human behaviour is exciting! Yet the very accessibility and familiarity of psychology can pose a problem. Although we believe we have good, common-sense views of psychology, our perspectives are fundamentally shaped by our personal experiences, our contexts, and our folk wisdom. Our perspectives might not all be wrong, but they can sometimes interfere with our approaching the study of behaviour from other points of view. We are here to help you explore this issue both in this course and in the future, if you advance in further psychology courses.

This semester, we have almost 1000 UVic students taking Introductory Psychology in sections A01, A02, and A03. Although it may not be possible for us to meet with all of you personally, we really like to engage in conversations with as many of you as we can. We encourage you to take the initiative and connect with us during our various office hours, before/after class, or by e-mailing us with a question about psychology.

We wish you the best for a successful and productive learning experience in Psychology 100A!

Dr. Jessica Rourke
PSYC 100 course coordinator
Instructor of sections A02 (11:30am) and A03 (12:30pm)

Dr. Jhotisha Mugon
Instructor of section A01 (10:30am)

MEET THE PSYCHOLOGY 100A TEAM

Recordkeeper/Exam TA: Erin Lowey	p100off@uvic.ca
Section TA's (for critical thinking topics/quizzes/general inquiries):	p100off@uvic.ca
A01 (10:30am): Carolyn Helps	PLEASE include **section & name of TA** in subject heading of your e-mails
A02 (11:30am): Rachel Krahn	
A03 (12:30pm): Emma Hill	
Course coordinator: Dr. Jessica Rourke	p100co@uvic.ca
Section Instructors:	
Section A01: Dr. Jhotisha Mugon	p100co@uvic.ca
Sections A02 and A03: Dr. Jessica Rourke	p100co@uvic.ca

Note: TA stands for Teaching Assistant

WHOM SHOULD I CONTACT IF I HAVE A QUESTION?

Because we have almost 1000 students in this course, it can take us a little while to respond to your email – we thank you in advance for your patience and understanding. Often, the questions we receive could have been immediately answered because the answer is in this course syllabus. Please, before you send us a question, check if the answer is in this course syllabus or other documents in Brightspace. Another good option is to check if your peers know the answer to your question (e.g., post your question in the relevant discussion forum section on Brightspace).

If the above ideas don't yield you an answer, use the list below to determine whom to contact with your question/comment. **In your subject heading, please include "PSYC 100A" and your section number (A01, A02, A03) and the name of your TA (if you are emailing your TA).**

If you have questions/comments regarding:	Contact:
• Exam scoring, make-up exams, exam accommodations	Course recordkeeper: p100off@uvic.ca
• Online quizzes, critical thinking topics, general inquiries	Section TA (remember to put their name in the email!): p100off@uvic.ca
• Research participation bonus points	Research participation coordinator Dr. Fred Grouzet: p100res@uvic.ca
• Course accommodations	Section instructor
• Posted lecture material	Section instructor
• Textbook material	Section TA or instructor
• Technical issues with computer, e-mail, Brightspace, NetLink, login, password problems	Computer help desk (helpdesk@uvic.ca; 250-721-7687)

MATERIALS: WHAT WILL I NEED FOR THIS COURSE?

Required Text
Myers, D. M. and DeWall, C. N. (2021). *Psychology* (*13th ed.).* Worth Publishers.

You can purchase the textbook through the UVic Bookstore. **Order it as soon as possible** because it may take some time for you to receive it (even the ebook!). Throughout the course, you should have continuing access to it in order to master the material. You have the option to purchase a new text in one of two ways:

● as an ebook ($66) **OR** as looseleaf pages that go into a binder ($136)

Both options include access to online study resources via the Achieve platform, including an online version of the text and 2-years of access to the iClicker Student App (if you're not purchasing a textbook, you can purchase access to just iClicker – contact the bookstore for information on how to do this).

To purchase your textbook (and the Achieve platform) go to the UVic bookstore website then search for Psyc 100A (and whichever section you're registered in: A01, A02, A03): https://www.uvicbookstore.ca/text/

Accessing your textbook
To access the textbook online ("Achieve") go to: https://achieve.macmillanlearning.com/courses/udgbx7

● To make it easy to return to, please bookmark the page.

● For further guidance on accessing and utilizing Achieve, see:
https://macmillan.force.com/macmillanlearning/s/article/Achieve-Getting-Started-Guide-for-Students

● You can reach a virtual representative 24 hours a day, 7 days a week through the online form:
https://macmillan.force.com/macmillanlearning/s/chat-with-us

Access to Technology
As a UVic student, you get **free access** to Microsoft 365, including access to OneDrive storage and Microsoft Office applications. Information about Microsoft 365 and instructions to access it can be found on UVic's Microsoft 365 site (https://onlineacademiccommunity.uvic.ca/O365/). If you have questions, contact UVic's computer help desk – see their website for various contact options and hours of operation for any technology questions/issues: https://www.uvic.ca/systems/services/helpsupport/computerhelpdesk/

PSYC 100A Course Website (available as of September 6th)
The PSYC 100A A01 – A03x website is accessible through UVic's Brightspace system https://bright.uvic.ca. This site includes all course material, including lecture slides, chapter summaries, quizzes, assignments, and critical thinking topics. **At first, you'll only see the section "Getting Started."** This section contains a territorial acknowledgment, welcome messages, office hours schedule, the course syllabus, studying tips, information on how to access your textbook, as well as links to useful campus resources. **Complete the syllabus quiz in that section to unlock the rest of the available course material.**

NetLink ID: To access the PSYC 100A Brightspace you need a valid UVic Netlink ID. To register, go to the NetLink website (http://netlink.uvic.ca/) and follow the directions there. If you cannot access our Brightspace site after receiving your NetLink ID, please contact the computer helpdesk (helpdesk@uvic.ca; 250-721-7687).

WHAT IS THIS COURSE ABOUT?

Psychology is an exciting and complex scientific discipline and is an essential part of the helping professions. We have designed PSYC 100A (and PSYC 100B) to provide an overview of:

- the main areas, findings, and methods of modern psychology

- various theoretical perspectives and professional orientations within psychology

- scientific methods of gathering information and forming conclusions from the study of human behaviour and functioning

- psychological principles that serve as a foundation for taking more advanced courses in psychology and related disciplines

- how psychological principles have been used to help people lead better, healthier lives, and to solve real world problems

- how to locate and utilize psychological research information

PSYC 100A focuses on the historical, methodological, biological, learning, and cognitive aspects of psychology. **PSYC 100B** focuses on human intelligence, personality, lifespan development, psychological disorders, and psychological treatment. You do not have to continue on to PSYC 100B after you have completed PSYC 100A, but you should be aware that if you wish to take further courses in Psychology at the University of Victoria you must complete both PSYC 100A and B. You may take Psyc 100B before you take Psyc 100A.

What is the Format of the Class?

Our course is divided into Modules which correspond to a chapter in the textbook. Modules will be released weekly (just after midnight on Saturdays), according to our class topic schedule. For each Module there will be:

- one assigned textbook chapter for you to read

- a chapter summary that highlights important course concepts

- lecture slides that correspond to the weekly class content

- a short online quiz related to the chapter material (prior to exams, there will also be a pre-exam quiz)

- online discussion critical thinking topics

- recordings of the Tuesday and Wednesday class sessions (note…we can't guarantee the recording – technology sometimes has a mind of its own and lets us down!)

- at times, there may be some additional learning material (e.g., a short video, podcast, interactive activity)

How is the class delivered?
Each week, you have 3 in-person class sessions in MAC A144 (MAC is the MacLaurin building). We will do our best to record Tuesday and Wednesday sessions using Echo360 for the rare times you cannot attend, however, we cannot guarantee the technology will work or will be of good quality, so please do your best to make it to class. Friday classes will not be recorded, but Friday class material will be posted on Brightspace by the following Tuesday. **Please do not attend class if you are ill.**

In class we will cover material related to the chapter in various forms – through lecture, demonstrations, discussion, and videos with guided questions. Tuesday and Wednesday classes are mostly lecture based and Friday classes provide a somewhat different learning experience and may involve a video/lecture with guided questions, a guest lecture, or a research demonstration/discussion.
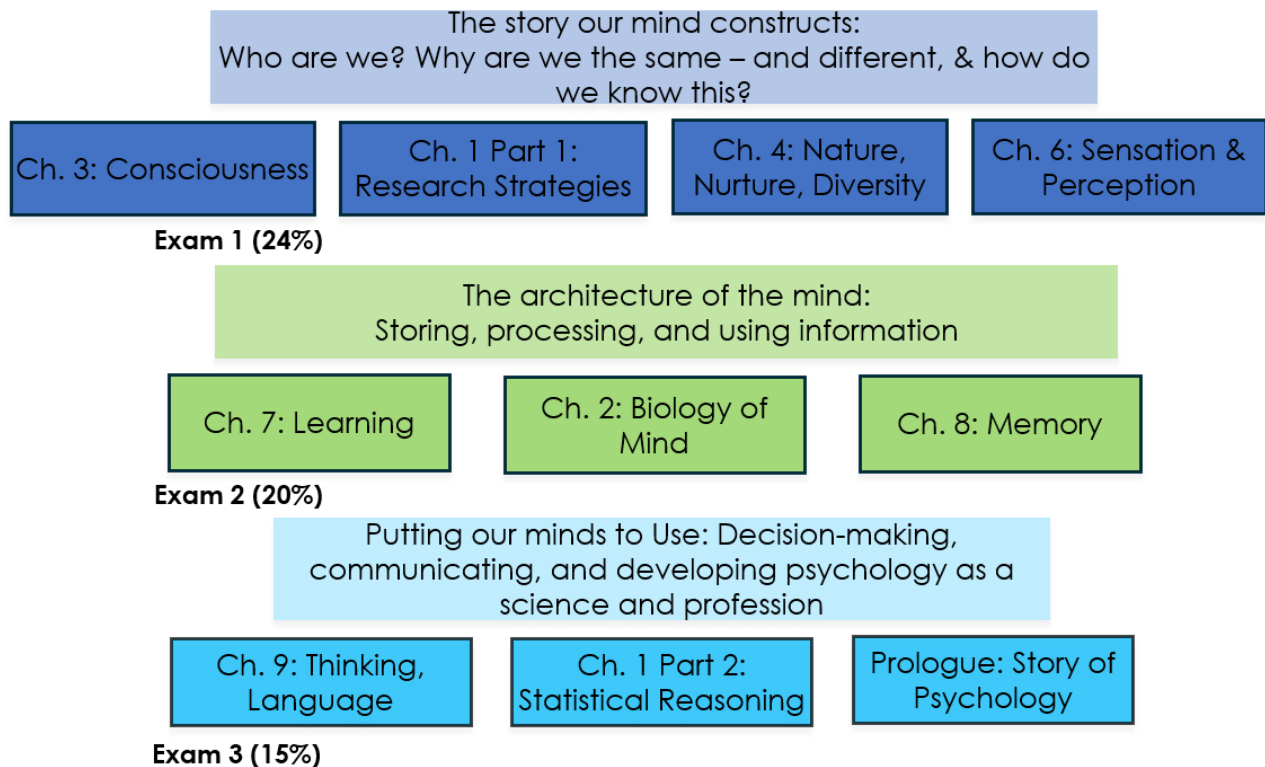
Materials (e.g., answers to the video questions) for Friday classes will be posted by the following Tuesday. Material from Friday classes is testable on exams, as is other class material.

We cover the text chapters out of order…why?
We think the most interesting way to start the course is with psychological content – in this case, the study of human consciousness (Chapter 3 in your textbook), which includes topics such as attention, sleeping and dreaming, and altering consciousness through things such as drugs, hypnosis, and meditation.

The "nonlinear" ordering of our coverage of the chapters is based on the following "conceptual map" of the ideas in the text, and we think it constitutes a more compelling sequence of topics that we hope will better help you become engaged in the excitement of psychological science:

UVIC PSYC 100A   Graphic Syllabus

The story our mind constructs:
Who are we? Why are we the same – and different, & how do we know this?

| Ch. 3: Consciousness | Ch. 1 Part 1: Research Strategies | Ch. 4: Nature, Nurture, Diversity | Ch. 6: Sensation & Perception |

Exam 1 (24%)

The architecture of the mind:
Storing, processing, and using information

| Ch. 7: Learning | Ch. 2: Biology of Mind | Ch. 8: Memory |

Exam 2 (20%)

Putting our minds to Use: Decision-making, communicating, and developing psychology as a science and profession

| Ch. 9: Thinking, Language | Ch. 1 Part 2: Statistical Reasoning | Prologue: Story of Psychology |

Exam 3 (15%)

			Tentative Course Schedule			
Module	**Class Dates**	**Reading**	**Topic(s)**	**Exams/Notes**	**Critical Thinking Topics & Assignments** Due 11 PM	**Web Surveys & Quizzes** Due 11 PM
Intro	**Sep 07, 09**	Familiarize yourself with our Brightspace page; do syllabus quiz; get your textbook	Intro to course Intro to Achieve, iClicker, SONA; Critical Thinking Topics	**Suggestion:** Submit things well before deadlines, to avoid technical issues – late submissions **will not** be accepted		Complete syllabus quiz to unlock available course material
Ch 3	**Sep 13, 14, 16**	Ch 3 APA video (on Brightspace)	Consciousness Intro to library resources			WS1 Thurs Sep 15
Ch 1	**Sep 20, 21, 23**	Wrap-up Ch 3 Ch. 1 – Part 1 *only p. 22-38*	Research Strategies	**Sep 20:** *last day to drop courses & receive 100% of tuition fees.* **Sep 23:** *last day to add courses*	APA assignment Mon Sep 19	Q1(Ch 3) Wed Sep 21
Ch 4	**Sep 27, 28**	Wrap-up Ch. 1 – Part 1 Ch. 4 *Stop at p. 150 (don't read "Gender Development" which spans p. 150-163:* more up-to-date information will be provided in class) *Fri Sep 30 is a holiday – no class*	Nature, Nurture, and Diversity		CT1 (Ch 3) Mon Sep 26	Q2 (Ch 1 – p. 22-38) Wed Sep 28
Ch 6	**Oct 04, 05, 07**	Wrap-up Ch 4 Ch. 6	Nature, Nurture, and Diversity Sensation and Perception		Research Methods assignment Mon Oct 3	Q3 (Ch. 4) Wed Oct 5
Ch 7 & Exam 1 Prep	**Oct 11, 12, 14**	Wrap-up Ch 6 No new readings…study for Exam 1	Sensation and Perception Learning (not on Exam 1)	**Oct 11:** *last day to drop courses & be reimbursed 50% of tuition fees* **Exam 1** (Fri Oct 14) Ch 3, 1 (p. 22-38), 4, 6 *Exams are held during regular class time and are 50-minutes in length*	CT2 (Ch 4 & 6) *Tues Oct 11	Q4 (Ch 6) Wed Oct 12 Q5 (Pre-exam quiz Ch. 3, 1 (p. 22-38), 4, 6) Thurs Oct 13

Ch 7	**Oct 18, 19, 21**	Ch. 7	Learning Biology of Mind	**Oct 18:** Final day to submit request for alternative to research participation credit	WS2 Thurs Oct 20	
Ch 2	**Oct 25, 26, 28**	Ch. 2	Biology of Mind		CT3 (Ch 7) Mon Oct 24	Q6 (Ch 7) Wed Oct 26
					WS3 Thurs Oct 27	
Ch 8	**Nov 01, 02, 04**	Ch. 8	Memory	**Oct 31:** *last day to drop courses without penalty of failure*	CT4 (Ch 2) Mon Oct 31	Q7 (Ch 2) Wed Nov 2
					WS4 Thurs Nov 3	
Careers	**Nov 08 *online class**	Careers in Psyc Videos (videos found online; no in-person class Nov 08) ***Nov 09-11 is reading break, no class**	Careers in Psychology	Reading Break Nov 9-11	CT5 (Ch 8) Mon Nov 7	Q8 (Ch 8) TUES Nov 8
Ch 9 & Exam 2 Prep	**Nov 15, 16, 18**	Ch. 9 (not on Exam 2)	Thinking and Language	**Exam 2** (Nov 18) Ch. 7, 2, 8 *Exams are held during regular class time and are 50-minutes in length*		Q9 (Pre-exam quiz Ch 7, 2, 8) Thu Nov 17
Ch. 1	**Nov 22, 23, 25**	Ch 1 – Part 2 (p. 38-49)	Ethics and Statistical Reasoning		CT6 (Ch 9) Mon Nov 21	Q10 (Ch 9) Wed Nov 23
Prologue + Exam 3 Prep	**Nov 29, 30 Dec 02**	Prologue	Story of Psyc Course Wrap-up	**Exam 3** (Fri Dec 2) Ch 9, 1 (p. 38-49), Prologue *Exams are held during regular class time and are 50-minutes in length*	CT7 (Ch 1) Mon Nov 28	Q11 (Ch. 1 (p. 38-49), Prologue) Wed Nov 30
						Q12 (Pre-exam quiz Ch 9, 1 (p. 38-49), Prologue) Thurs Dec 1
Course wrap-up	**Dec 06**	***Note, Dec 06 is a Tuesday but follows your Friday class schedule** (content found online; no in-person class Dec 06)	Course Wrap-up	Last day for Research Bonus Points: Tues Dec 6 by 5pm	WS5 *Tues Dec 06	

WHAT ARE YOU EXPECTING FROM ME?

Psychology is a scientific discipline, and considerable thought and time is required to develop an understanding of psychological research and principles. We expect you to complete the assigned weekly materials, to attend and engage in class sessions, to attend office hours when needed, and to spend several hours a week (between 4 - 7 hours outside of class) toward mastering the course material.

Attend class sessions and office hours
Although not mandatory, attending our class sessions 3 times a week will help increase your understanding of the material and provide you with opportunities to engage with and discuss the material with the instructor and your classmates. We encourage you to bring your questions and ask for clarification, or to bring examples you found useful in illustrating some of the concepts (this could be a video, article, or your own knowledge). If you need some support outside of class time, please drop in to one of our office hours! See our Brightspace page for office hour times and locations.

Manage your time
Courses can be tricky to complete if you don't stick to a schedule. Be prepared for exams by completing the assigned readings, chapter quizzes, and other assignments/activities in accordance with the schedule provided above. Set aside blocks of time each week to work on the course material, and engage with your classmates (e.g., set up a study group – we have a discussion forum to help you do that!).

Check the Brightspace website often
All course materials (e.g., course schedule, assignment information) will be available through Brightspace: https://bright.uvic.ca
Although we will do our best to also post class recordings to Brightspace, the best way to learn and engage with the material is to attend your scheduled class whenever possible.

Conduct yourself appropriately, be open-minded, & respect diversity
Please listen to and interact with others in a respectful manner. We are all very diverse and have different values, beliefs, and opinions – maintain an open mind to these differences. You may debate with others who hold opinions different from your own, but you must always remain respectful.

Provide constructive feedback
We always welcome ideas to improve this course and to facilitate learning. We encourage you to provide constructive feedback about your experiences in the course. Please send us an email or see us in office hours to discuss your suggestions. At the end of the semester, we will provide time in class for you to complete UVic's Course Evaluation Survey.

Let us know if there are any special circumstances
We all in different ways and with varying degrees of success. If you know of any factors in your life that might impact your ability to learn up to your potential, please contact the Centre for Accessible Learning (CAL: https://www.uvic.ca/services/cal/index.php). The CAL staff are available by appointment to assess specific needs, provide referrals, and arrange for appropriate accommodations. We will automatically be notified if you receive any CAL accommodations.

Be discriminate in sending e-mails to the PSYC 100 team
We really do want to hear from you! However, in a very large course like Psyc 100A, email "overload" can cause problems. Unrestricted or indiscriminate use of email to pose questions and ask for information can overwhelm the limited resources that TAs and instructors have to answer emailed requests. To help us manage our email load, please follow these guidelines:

- For e-mail, please include "Psyc 100A:" and your section number in your subject headline. If you're emailing your TA, please also make sure to include their name. Before you compose your e-mail, check the course syllabus, your notes, with your classmates, and on Brightspace to see if you can locate the answer to your question.

When to email us:

✓ To notify the *Course Recordkeeper* that you will have to miss an exam due to a medical or family emergency.

✓ To ask a simple, short question, *e.g.*, "*What is the date, time, and location of the make-up exam*?"

✓ To comment about course material, *e.g.*, "*I was thinking about that case of dissociative identity disorder that you described in class, and I wondered if* …" We are very happy to receive and respond to such comments. We also recommend that instead of emailing us a comment like that, you **see us before/after class or pop into one of our office hours!**

✓ To make a comment about something you liked or something you think could improve the course. Please be aware that specific, constructive comments are more useful than general ones.

When *not* to email us:

x When the answer to your question can be found in this course syllabus – please make sure you look through the syllabus before emailing us!

x To request information about a specific mark (assignment, exam, final grade, or bonus points). We post this information on the course website and expect you to access your marks there.

x To request information about *why* you received a particular mark. Please see your TA during office hours with such questions. These kinds of questions usually require direct interaction that is not effectively carried out via email.

x To ask for advice on improving your study techniques. This also requires a more direct interpersonal interaction. See the section "Getting Started" on Brightspace for some study tips and/or drop in to one of our office hours.

What can I Expect from the Psyc 100 Team?

We are available to help
We are available to help via e-mail and office hours. See section "Whom should I contact if I have a question" on page 4 to find the correct person to e-mail.

Please attend office hours for your more detailed or complicated questions. We will be available during office hours to discuss your grades, understanding of the material, or your general interest in Psychology. Office hour times and locations are posted on Brightspace. We offer office hours most days of the week, at various times (one is in the evening), and some are in-person while others are on-line.

We will upload class lecture slides and chapter summaries on Brightspace
We will post lecture slides and chapter summaries each week. Supplementary material, which is designed to provide more in-depth examples and information related to core concepts may also be uploaded. When possible, Tuesday and Wednesday lecture-based classes will be recorded and uploaded. More details on how to access these recordings (which are copyrighted and for your personal use in this course only) will be provided in class and on Brightspace.

We will give and receive feedback
We will be available in office hours to give feedback on assignments and exams. We are also open to receiving constructive feedback about your experiences within the course.

HOW WILL MY PROGRESS BE EVALUATED?

We've devised many ways to obtain grades in this course. Your final grade will be based on the following:

Percent of grade	Evaluation tool	Date(s)
24%	Exam 1 (Chapters 3, 1 (p. 22-38), 4, 6)	Fri Oct 14
20%	Exam 2 (Chapters 7, 2, 8)	Fri Nov 18
15%	Exam 3 (Chapters 9, 1 (p. 38-49), Prologue)	Fri Dec 02
12%	Online Quizzes	Sep 21, 28; Oct 5, 12, 13, 26; Nov 2, 8, 17, 23, 30; Dec 1 You must complete **8 of the 12** quizzes; it is in your best interest to complete all 12 (only your top 8 will count)
3%	iClicker	Attend at least 14 of the 18 iClicker classes. iClicker points will be based on participation in class on: Sep 27, 28; Oct 4, 5, 11, 12, 18, 19, 25, 26; Nov 1, 2, 15, 16, 22, 23, 29, 30
2%	Web Surveys	Sep 15; Oct 20, 27; Nov 3; Dec 6 There are 5 web surveys that will be posted to Brightspace and you will receive approximately 0.4% (of your final mark) for each survey you complete
3%	APA Assignment	Sep 19 This assignment will help you understand information crucial to the successful completion of your critical thinking topics
5%	Research Methodology Assignment	Oct 03 This assignment will help you understand how we gather data in psychology and provide you with information crucial to the successful completion of your critical thinking topics
16%	Critical Thinking Topics	Sep 26; Oct 11, 24, 31; Nov 7, 21, 28 You must complete **3 of the 7** critical thinking topics (you may complete 4 and only your best 3 grades will count)

*In addition, there are **bonus points for research participation**, up to a maximum of 4% added to your final course grade (See "Extra Credit for Research Participation" section on page 18 for details).

**We expect you to complete all course requirements, however, please note <mark>you must complete all 3 exams</mark> to receive credit for this course. Students who do not complete all 3 exams will receive an "N" (failing) grade.

In accordance with the University's policy on academic concessions, "A student who completes all course requirements is not eligible for an academic concession". Consequently, students can only request deferrals for the completion of required course components and not for non-essential course components.

Cutoff Points for Marks

A+	A	A-	B+	B	B-	C+	C	D	F
90-100	85-89	80-84	77-79	73-76	70-72	65-69	60-64	50-59	0-49

Exams (59%)

You will write **three in-class exams**. Exams are non-cumulative which means they will only cover material since the previous exam. All course material is testable (lectures, textbook chapters, supplementary materials). The format of all 3 exams will be multiple choice and will take place during your regularly scheduled class time, meaning you will have 50-minutes in which to complete each exam. You are responsible for attending exams as scheduled, writing your own exam, and for respecting the academic integrity expectations of the university.

What to do if I miss an exam due to illness:
Contact the **Course Recordkeeper** by email p100off@uvic.ca as soon as possible and explain that you missed the exam and why (you do *not* have to submit the *Request for Academic Concession* form as it only applies to exams that are written in the final exam period). The Course Recordkeeper will inform you when your make-up exam will be held.

If you miss an exam and fail to contact the Course Recordkeeper within five days of the exam date, we will consider you to have not completed a major course requirement and will assign an N mark (failure due to not completing a course requirement) for the course.

What to do if I require special arrangements for exams due to an accessibility need:
1. You must be officially registered with the Centre for Accessible Learning (CAL) – please see https://www.uvic.ca/services/cal/onlineservices/register/index.php for more information. We will automatically be informed of your registration with them. It can take a little while for all the necessary forms to be processed by CAL, so we recommend reaching out to them as soon as possible.

2. Prior to your exam, if you have any questions about your accommodation, please contact the Course Recordkeeper (p100off@uvic.ca).

Quizzes (12%)

Why do we assign online quizzes?
We have designed the Online Chapter Quizzes on Brightspace to give you an added incentive to keep up with your reading in the course and to give you some practice in utilizing and applying the concepts and studies discussed in the textbook:

● Because it is much easier to start learning the course material well in advance of the night before the exam, we have arranged for you to complete online quizzes on a regular basis.

● If your experience matches that of students in previous years, you'll find the quizzes beneficial because they help to motivate and structure your studying.

● The quizzes consist of 9 chapter quizzes designed to encourage you to complete the necessary pre-class readings and 3 pre-exam quizzes designed to encourage you to study in advance of each exam.

Although you're only required to complete 8 out of 12 quizzes, we strongly encourage you to complete all 12 (only your top 8 marks will count toward your grade!) so as to allow the best chance for high marks (added bonus: they will help you to absorb the material for the exams!).

You are strongly advised to complete the quiz at least one day before the due date of the quiz. That way, you will have time to seek help if you have technical issues, or if you get sick the day the quiz is due. Late submissions will not be accepted.

What if I miss an online quiz?
You will have 12 quiz opportunities during the semester but only your best 8 of the 12 will count toward your grade. If you miss one, it can simply be dropped as one of your 4 "freebies." The 8-out-of-12 system is designed to give you flexibility in case you have a week where personal or other circumstances keep you from completing the quiz on time.

If you choose to discard your flexibility early in the semester and then something comes up later, you will unfortunately have no other option than to accept a low (or zero) mark on a quiz. **Because you can miss 4 quizzes and still obtain full marks for the quiz component, there are no additional opportunities to complete make-up quizzes for any reason (including illness).** The "extra" four quizzes are considered as make-up quizzes.

What if I have technical issues logging on or completing the quiz?
Brightspace will close the quizzes automatically at the designated due dates and times on the course schedule. Please make sure you have completed the quiz by this time – due date extensions will not be permitted. We strongly suggest you attempt the quizzes at least one day prior to the due date, to allow you time to reach out for assistance if you encounter any issues.

- **If you have a technical problem completing a quiz**: check with the Computer Help Desk (helpdesk@uvic.ca; 250-721-7687). Please indicate whether you are having a NetLink or Brightspace problem.

- If you are still stumped, contact the PSYC 100 office at p100off@uvic.ca but please follow the step above before you do, as the Computer Helpdesk is more likely to be able to provide immediate assistance.

iClicker (3%)

We will base 3% of your final grade on your in-class participation using the iClicker Personal Response System. Please note, the iClicker Student (formerly iClicker Reef) app/program is included for free when you purchase your textbook through the UVic bookstore. If you want a physical iClicker remote, you may of course purchase that, but it is not necessary.

Why do we use iClickers in class?
iClickers are used to work together through questions posed in class. When used effectively, iClickers can increase your ongoing engagement and involvement, promote a safe environment to communicate your answers, and create lively discussions in class. iClickers can also provide immediate feedback about your understanding of the class material and help us figure out how to improve your understanding of a concept.

How do I receive points for using my iClicker in class (follow the 3 steps outlined below)?

Step 1:
1a. If you have the iClicker Student app (free if you purchase the textbook from UVic bookstore)

- Create an account (https://student.iclicker.com/#/login) with your campus email address: make sure you add your correct student ID number (e.g., "V00123456") to your profile section. If you're using the app, **you must register this way to receive participation marks** in the course.

- Download the iClicker Student app iOS or Android app from your iTunes or Play store.

- Enter your access code (received when you purchased a new textbook from the UVic bookstore. If you did not purchase your textbook from the bookstore, you can purchase an iClicker Student app subscription from the bookstore). Follow these steps to enter your access code in your account:
  - Log in to your iClicker account using a web browser (access codes *cannot* be entered via the smartphone or tablet apps). If you are using a smartphone or tablet, simply use the web browser on your device to follow the steps below.
    - Click the "Menu" icon in the upper left corner and select "Subscriptions"
    - Click "Polling"
    - Click "Enter Access Code" and enter the code
    - Click "Submit" (clicking submit more than once can give you an error message, so click the back arrow to see when your subscription expires if you get an error message)

1b. If you have an iClicker 2 Remote (looks like a TV remote)
- If you prefer not to use the iClicker student app with your own device, you can instead purchase an iClicker remote from the UVic bookstore (https://www.uvicbookstore.ca/) for a price of approximately $60.00.

- If you're using the iClicker remote, **you must register your remote this way to receive participation marks** in the course:

  - Once you have your remote, go to http://ww.uvic.ca/iclickerreg and sign in with your UVic Netlink ID – you should be taken directly to the iClicker registration page; or, log into the UVic portal (http://www.uvic.ca/mypage) and click on **Student Services** (left-hand menu) and click on the **iClicker tab** (top menu bar).

  - Enter your iClicker's serial number and click "submit". Note that iClicker serial numbers do not contain letter O's, only number 0's.

  - For answers to frequently asked questions about the iClicker see: http://www.uvic.ca/systems/support/learningteaching/iclicker/

Step 2:
Bring your own iClicker remote or personal device with the iClicker app to class on Tuesdays and Wednesdays

- If you have an iClicker2 remote: Bring your own iClicker2 remote to class and participate.

- If you have the iClicker Student App: You will need to add the course to your course list by selecting the "+" button, typing in your institution ("University of Victoria") and then searching for the course ("PSYC 100A Fall 2022").
  - Make sure you select the right section (A01 is the 10:30am section, A02 is the 11:30am section, and A03 is the 12:30pm section). Once you confirm you've found the right course, click, "Add this Course" and it will show up on your list.

Step 3:
Attend at least 14 of the 18 iClicker classes. IClicker points will be based on participation in PSYC 100A classes on the following 18 dates: Sep 27, 28; Oct 4, 5, 11, 12, 18, 19, 25, 26; Nov 1, 2, 15, 16, 22, 23, 29, 30

If you participate in clicker questions in 80% or more of the above 18 classes (i.e., in 14 or more classes), you will receive the maximum 3% toward your final grade. If you complete fewer than 14, you will receive the following percentages:

13 classes: 2.79%	9 classes: 1.93%	5 classes: 1.07%
12 classes: 2.57%	8 classes: 1.71%	4 classes: 0.86%
11 classes: 2.36%	7 classes: 1.5%	3 classes: 0.64%
10 classes: 2.14%	6 classes: 1.29%	2 classes: 0.43%
		1 class: 0.21%

What if I miss an iClicker class?
Because you only need to participate in 14 of the 18 iClicker classes, the additional iClicker classes serve as "make-up" classes for missed ones (e.g., because of illness, sporting events, low batteries, forgotten iClicker, technical malfunction, etc.) and thus we do not offer any additional opportunities, nor will we prorate your grade.

It is an <u>academic infraction to use or bring another student's iClicker to class, or to lend your iClicker</u> to another student. This will be treated similarly to other academic infractions (such as cheating on an exam) and will be subject to university disciplinary procedures. Please remember that iClickers provide you with an opportunity to enhance your in-class learning, and it is expected you will cooperate in making the system work to help you and your colleagues learn.

What if I attend a PSYC 100A class section different than the one in which I'm registered?
Because of the way the system is set up, you can only receive iClicker points by using your iClicker in the PSYC 100A section in which you are officially registered. For example, if you are registered in the A01 section, but attend the A02 section, although your iClicker will still work in the A02 section, you will not receive iClicker points for that session (they will not register in the system) and we will not be able to transfer iClicker points to your proper section.

When will I see my iClicker participation grades?
Updated iClicker records will be posted to our Brightspace page (under "Grades") within one week <u>after</u> Exam 1 and Exam 2. Final iClicker totals will be posted shortly after Exam 3. If you have a question about your iClicker points, please address it within 2 business days of Exam 3 as final grades are calculated shortly after Exam 3, and your iClicker totals, as posted, will be used to calculate your final grade.

It is important that you check your clicker record by October 28 to make sure you have at least one clicker point posted, and you are receiving correct credit for your clicker participation. This will ensure that any iClicker registration issues are rectified early in the term, and to encourage students to begin their iClicker participation as early as possible. **If you come to us after Oct 28 to report having no points, we will not be able to retroactively award you any points.**

If you have questions about your iClicker points, please contact the Course Recordkeeper at p100off@uvic.ca, or drop by during their office hours (posted on Brightspace).

Web Surveys (2%)

We will base 2% of your final grade on your web survey submission via Brightspace. There are 5 such surveys and you will receive 0.40% (of your final mark) for each survey you complete. We have designed these surveys to obtain information that helps us in designing a course that best suits your needs and to help support your learning. Web surveys will take between 15 – 45 minutes to complete.

APA Assignment (3%)

We will base 3% of your final grade on an assignment that relates to APA formatting. The assignment will be formatted as a quiz, but it will not be timed. Feel free to use the posted APA video and notes you've made to support your answering of the questions.

To properly complete your critical thinking topics (see below), you will need to have a firm grasp of APA formatting (rules regarding the writing style of psychology assignments). This assignment will be completed prior to you completing your first critical thinking topic, to help support your performance on your critical thinking topics throughout the semester.

Research Methods Assignment (5%)

We will base 5% of your final grade on an assignment that relates to research methods (how we gather data in psychology). The assignment will be formatted as a quiz, but it will not be timed. Feel free to use your textbook and notes you've made to support your answering of the questions.

Understanding research methodology will allow you to better comprehend the research studies you read about in your textbook and for your critical thinking topics.

Critical Thinking Topics (16%)

Sixteen percent of your grade in PSYC 100A is derived from your regular contributions to the critical thinking topics that you submit on Brightspace.

- You are required to submit **3 of the 7** possible critical thinking topics (each one will be worth approximately 5.3% of your final course grade)

- To give you flexibility you can **submit a maximum of 4 of the 7** scheduled critical thinking topics, and only your best 3 will count.

- If you submit 5 or more, those above your 4th submission will not be graded.

Your critical thinking topics will be completed on Brightspace and involve answering a posted discussion question that may include one or more sub-questions. Your response should address all the sub-questions, integrate scientific research, demonstrate accurate knowledge of the material, and should not be an unsupported opinion. In other words, you need to do some academic research to support your response!

The critical thinking topics are completed within Brightspace and are not expected to be long (200-1000 words). More information about the format of the critical thinking topics is provided on Brightspace (In the "Assessment Information" section).

Why do we assign critical thinking topics?
Exams and quizzes assess your learning of material covered in class, the textbook, and a bit of supplementary material. Critical thinking topics are designed with the following goals in mind:

- Curiosity and research are critical components to success in university. Critical thinking topics give you an opportunity to ask and answer relevant questions that go beyond what you learned in lectures and the textbook.

- Learning from your peers and contributing to their learning experience are core aspects of the university experience. Critical thinking topics give you an opportunity to share information and ideas with your classmates and to learn from the ideas and reasoning of your classmates.

- Effective research and writing are foundational to succeeding in university. Critical thinking topics help you learn how to search for, read, and summarize psychology research articles and use the articles to support your reasoning.

- Work written in psychology must be formatted using the American Psychological Association (APA) style (currently, the 7th edition of that style). Critical thinking topics give you the opportunity to learn how to engage in scholarly writing by correctly using APA 7th edition style in your writing, in-text citations, and references.

What do I do if I miss a critical thinking topic?
Because you only need to complete 3 of the 7 critical thinking topics, the additional critical thinking topics serve as "make-up" critical thinking topics and thus we do not offer any additional make-up critical thinking topics.

- It is in your best interest to complete the critical thinking topics scheduled earlier in the term and use the later ones in the term as "supplementary" ones to be used if you wish to improve your mark or if you missed one of the earlier ones because of illness or a personal emergency.

Extra Credit for Research Participation (+4%)

You can earn up to 4% bonus credit (added to your final grade in the course) by participating in research projects. An important component of this course is for you to learn about research in psychology. Faculty and advanced students in the Department of Psychology will be conducting research throughout the year, performing studies exploring processes such as social interaction, perception, memory, problem solving, and communication. We encourage you to participate in this research, and as part of this encouragement, we have arranged for you to earn extra credit toward your course mark by participating in approved research.

By participating in such research projects, you will experience first-hand how psychological research is done. Once your participation in a study is complete, you will receive a full description of the purpose of the research.

- In most projects, your participation involves having your responses recorded or measured as you perform a task or complete a questionnaire. A departmental committee has reviewed and approved all the projects available to you for bonus points, and the projects have also been approved by the university's Human Research Ethics Board.

- The aim of these research projects is not to evaluate your personal abilities, but to explore various features of human behaviour and discover how they change under different conditions. Researchers will protect your confidentiality. Your performance (i.e., the responses you make) will have no effect on your marks.

- You will receive 0.25 points for each 15 minutes (or part thereof) of participation, up to a maximum of 4 points. You may participate in as many projects as you wish, but you will receive no more than 4

points per term, and you may not carry over points from one term to another. *Although we have set 4 points to be a maximum, the opportunity to earn all 4 points may not be available, as this depends on the number of research projects requiring participants.*

- You may participate in any given project only once. The last day for participation in experiments for extra credit is Monday Dec 6 (5pm).

If you do not wish to, or cannot, participate in research studies for any reason, but still wish to have the opportunity to earn an equivalent amount of extra credit, you may contact Dr. Rourke (course coordinator) via email (p100co@uvic.ca) no later than Oct 18 to arrange for an alternative option involving written assignments. **Information about how to sign up for research participation is available on Brightspace.**

HOW CAN I DO WELL IN THIS COURSE?

Check that you have completed all the work. Keep up with the readings, lectures, quizzes, iClicker participation, assignments, and critical thinking topics.

Because extra "make-up" quizzes, iClicker opportunities, and critical thinking topics (beyond those necessary to receive full marks) are already scheduled, additional make-up quizzes, iClicker opportunities, and critical thinking topics are not arranged. We recommend submitting things well before the deadlines (to avoid technical problems or illness) and completing required course components by the due dates.

Check your performance early in the course. Make sure you check your grades for the various components ahead of time so any discrepancies can be resolved early in the semester.

It is also important to check your marks on the exams. If you are not getting the marks you want, come to office hours to ask for help improving the way you study the material. At the end of the term, if you are short of your target (pass, C+, A+), **there are no extra opportunities to improve your grade**.

Create study groups. You can regularly meet in-person or online in groups of 2-6 people (you can of course be more, but we've found that range to be ideal for study groups) to work through the material together. Not only can it be helpful to have others explain concepts to you, but it can also be helpful to have to explain concepts to others – in fact, that's one of the best ways to learn!

SUPPORTING AN EFFECTIVE LEARNING ENVIRONMENT

Respect for Diversity
Our intent is that:

- students from diverse backgrounds, perspectives, and life experiences be well-served by this course

- students' diverse learning needs be addressed

- the diversity that students bring to this class be viewed as a resource, strength, and benefit

We aim to present materials and activities that are respectful of diversity, including such things as: gender, sexuality, ability, age, socio-economic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. In a constructive way, please let us know how we might improve the effectiveness of the course for you personally or for other students or student groups.

Below is information from UVic about various resources for student wellness, and important academic dates and policies

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Sexualized Violence Prevention and Response at UVic
UVic takes sexualized violence seriously, and has raised the bar for what is considered acceptable behaviour. We encourage students to learn more about how the university defines sexualized violence and its overall approach by visiting www.uvic.ca/svp.

If you or someone you know has been impacted by sexualized violence and needs information, advice, and/or support please contact the sexualized violence resource office in Equity and Human Rights (EQHR). Whether or not you have been directly impacted, if you want to take part in the important prevention work taking place on campus, you can also reach out:
Where: Office of Equity and Human Rights, Sedgewick Building, Room C115
Phone: 250 721 8021   Email: svpcoordinator@uvic.ca   Web: https://www.uvic.ca/sexualizedviolence/

BE WELL – Taking Care of Myself

A note to remind you to take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone.

Social Life, Friends, & Community at UVic:
Having a social network is an extremely important foundation for positive mental health. There are lots of benefits to joining clubs, course unions, intramurals and teams on campus. https://www.uvic.ca/undergraduate/housing-student-life/student-life/index.php

Counselling Services:
The Student Wellness Centre can help you make the most of your university experience. They offer free professional, confidential, inclusive support to currently registered UVic students.
https://www.uvic.ca/student-wellness/contacts/student-wellness-team/index.php#ipn-counsellors

Health Services:
The Student Wellness Centre also provides a full service primary health clinic for students.
https://www.uvic.ca/student-wellness/contacts/student-wellness-team/index.php#ipn-physicians

Centre for Accessible Learning:
The CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations www.uvic.ca/services/cal/. The sooner you let us know your needs, the quicker we can assist you in achieving your learning goals in this course.

Elders' Voices:
The Office of Indigenous Academic and Community Engagement (IACE) has the privilege of assembling a group of Elders from local communities to guide students, staff, faculty and administration in Indigenous ways of knowing and being. www.uvic.ca/services/indigenous/students/programming/elders/

Mental Health Supports and Services:
Mental health supports and services are available to students from all areas of the UVic community:
https://www.uvic.ca/student-wellness/wellness-resources/mental-health/

UNIVERSITY OF VICTORIA
Department of Psychology
Important Course Policy Information: Winter Session 2022

Accessible Learning

The University of Victoria is committed to creating a learning experience that is as accessible as possible. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me. If you have a disability or chronic health condition, or think you may have a disability, you may also want to meet with an advisor at the **Centre for Accessible Learning** (CAL).

Attendance and Absences

Attendance is important. Students are expected to attend all classes in which they are enrolled. Students may be assigned a final grade of N or debarred from writing final examinations if they fail to satisfy a minimum attendance requirement set by the instructor for lectures, laboratories, online course discussions or learning activities, tutorials, or other learning activities set out in the course outline.

Medical documentation for short-term absences is **not required** (approved by Senate). Students who cannot attend due to illness are asked to notify their instructors immediately. If illness, accident, or family affliction causes a student to miss the final exam or to fail to complete any required assignment/assessment by the end of the term students are required to submit a request for academic concession (see below).

Children and Pets

If you need to bring your children or pet to class, please do not hesitate to do so. It is understood that sometimes this is necessary due to care circumstances. However, please aim to have minimal class disturbance so that student learning is not impacted.

Class Recording and Auto-Captioning Statement

The instructor may record class sessions and those recordings may be made available to all students in the class via Brightspace. If you have questions or concerns regarding class recording and privacy please contact **privacyinfo@uvic.ca**

Auto-generated captioning may be enabled in this course. Auto-captioning is highly error-prone, especially for specialized terminology and proper names. Students are asked to refer to the audio feed for clarification of any errors. If you find captioning errors that are offensive, please contact your instructor and/or teaching assistant so that they are aware. If you require captions as part of an academic accommodation, please contact **CAL**.

Commitment to Inclusivity, Diversity, and Respectful Environments in the Classroom and Online

The University of Victoria is committed to providing a positive and supportive and safe learning and working environment for all its members. All members of the university community have the right to this experience and the responsibility to help *create* such an environment. The University will not tolerate racism, sexualized violence, or any form of discrimination, bullying, or harassment.

Please be advised that, by logging into UVic's learning systems or interacting with online resources and course-related communication platforms, you are engaging in a University activity.
All interactions within this environment are subject to the university expectations and policies. Any concerns about student conduct may be reviewed and responded to in accordance with the appropriate university policy. To report concerns about online student conduct: **onlineconduct@uvic.ca**

Copyright

All course content and materials are made available by instructors for educational purposes and for the exclusive use of students registered in their class[1]. The material is protected under copyright law, even if not marked with ©. Any further use or distribution of materials to others requires the written permission of the instructor, except under fair dealing or another exception in the Copyright Act. Violations may result in

[1] Syllabi belong to the department through which the course is administered.

disciplinary action under the **Resolution of Non-Academic Misconduct Allegations policy (AC1300)** or the **Academic Integrity Policy**, whichever is more appropriate for the situation.

Course Experience Survey (CES)
Instructors value your feedback on this course. Toward the end of term, you will have the opportunity to complete a confidential course experience survey (CES) regarding your learning experience. The survey is vital to providing feedback to the instructor regarding the course and their teaching, as well as to help the department improve the overall program for students in the future. When it is time for you to complete the survey, you will receive an email inviting you to do so. If you do not receive an email invitation, you can go directly to **http://ces.uvic.ca**. You will need to use your UVic NetLink ID to access the survey, which can be done on your laptop, tablet or mobile device. You will be reminded nearer the time, but please be thinking about this important activity, especially the following three questions, during the course.

1. What strengths did your instructor demonstrate that helped you learn in this course?
2. Please provide specific suggestions as to how the instructor could have helped you learn more effectively.
3. Please provide specific suggestions as to how this course could be improved.

Disclaimer
The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances.

Grading
In classes based on a percentage grading scheme, the following **Undergraduate Grading Scale** is used

Grade	A+	A	A-	B+	B	B-	C+	C	D	F
Percentage	90-100	85-89	80-84	77-79	73-76	70-72	65-69	60-64	51-59	< 50
GP Value	9	8	7	6	5	4	3	2	1	0

Rounding is only applied to the final grade and is rounded up at the 0.5% level (e.g., 84.49% is round to 84% and 84.50% is rounded to 85%).

Medical Documentation for absences
No medical documentation for short-term absences is required (Approved by Senate). If you are seeking a Withdrawal Extenuating Circumstances or an Aegrotat grade, medical documentation may be required if relevant.

Ombudsperson and Academic Concerns
From the course calendar…
Depending on the nature of the academic matter of concern to the student, the order in which the student should normally try to resolve the matter is: first, the course instructor; second, the Chair of the department; third, the Dean of the faculty; and finally, the Senate.

If you are having an academic concern or problem that cannot be resolved with your instructor or the Department Associate Chair, you may wish to consult with the Office of the Ombudsperson (**https://uvicombudsperson.ca**). Current contact information for the office can be found here **https://uvicombudsperson.ca/contact/**.

Policy on Academic Integrity including Plagiarism and Cheating
The Department of Psychology fully endorses and intends to enforce rigorously the **Senate Policy on Academic Integrity**. It is of utmost importance that students who do their work honestly be protected from those who do not. Because this policy is in place to ensure that students carry out and benefit from the learning activities assigned in each course, it is expected that students will cooperate in its implementation. The offences defined by the policy can be summarized briefly as follows:

1. **Plagiarism**. You must make sure that the work you submit is your work and not someone else's. There are proper procedures for citing the works of others. The student is responsible for being aware of and using these procedures.

2. **Unauthorized Use of an Editor**. The use of an editor is prohibited unless the instructor grants explicit written authorization.

3. **Multiple Submission**. Only under exceptional circumstances may a work submitted to fulfill an academic requirement be used to satisfy another similar requirement. The student is responsible for clarifying this with the instructor(s) involved.

4. **Falsifying Materials Subject to Academic Evaluation**. This includes falsification of data, use of commercially prepared essays, using information from the Internet without proper citation, citing sources from which material is not actually obtained, etc.

5. **Cheating on Assignments, Tests, and Examinations**. You may not copy the work of others in or out of class; you may not give your work to others for the purpose of copying; you may not use unauthorized material or equipment during examinations or tests; and you may not impersonate or allow yourself to be impersonated by another at an examination. The Department of Psychology has a policy of not making old examinations available for study purposes. Therefore, use of old exams without the express written permission of the instructor constitutes cheating by the user, and abetting of cheating by the person who provided the exam.

6. **Aiding Others to Cheat**. It is a violation to help others or attempt to help others to engage in any of the conduct described above.

Instructors are expected to make every effort to prevent cheating and plagiarism. This may include the assignment of seating for examinations, asking students to move during examinations, requests to see student identification cards, and other measures as appropriate. Instructors also have available to them a variety of tools and procedures to check for Internet and electronic media-based cheating. In instances of suspected or actual plagiarism or cheating, instructors, following prescribed procedures, are authorized to take steps consistent with the degree of the offence. These measures will range from a zero on the test or assignment or a failing grade for the course, probation within a program to temporary or even permanent suspension from the University.

Rights of Appeal are described in the Policy on Academic Integrity in the University calendar September 2022.

The definitive source for information on Academic Integrity is the University Calendar
Other useful resources on Plagiarism and Cheating include:
1. The Ombudsperson's office: **https://uvicombudsperson.ca/academic-integrity/**
    The **Office of the Ombudsperson** is an independent and impartial resource to assist with the fair resolution of student issues. A confidential consultation can help you understand your rights and responsibilities. The Ombudsperson can also clarify information, help navigate procedures, assist with problem-solving, facilitate communication, provide feedback on an appeal, investigate and make recommendations. Phone: 250-721-8357; Email: **ombuddy@uvic.ca**; Web: **uvicombudsperson.ca**.
2. UVic Library Resources: **http://www.uvic.ca/library/research/citation/plagiarism/**
3. UVic Library Document on **Avoiding Plagiarism**

Prerequisites
Students who remain in courses for which they do not have the prerequisites do so at their own risk. Students who complete courses without prerequisites ARE NOT exempt from having to complete the prerequisite course(s) if such courses are required for the degree program.

Program Requirements
For more information see the **UVic Calendar**.

Registration Status
Students are responsible for verifying their registration status. Registration status may be verified using My Page, View Schedule. Course adds and drops will not be processed after the **deadlines** set out in the current UVic Calendar.

Students who do not attend classes must not assume that they have been dropped from a course by an academic unit or an instructor. Courses that are not formally dropped will be given a failing grade, students may be required to withdraw and will be required to pay the tuition fee for the course.

Request for Academic Concessions: In the Event of Illness, Accident or Family Affliction
Request for Academic Concession form: **http://www.uvic.ca/registrar/assets/docs/record-forms/rac.pdf**
   • **What to do if you miss the final exam scheduled during the formal exam period**
      Apply at Records Services for a "Request for Academic Concession", normally within 10 working days of the date of the exam. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student's academic record.

   • **What to do if you miss an exam other than one scheduled during the formal exam period**
      Do not apply at Records Services for a "Request for Academic Concession". Instead, contact your course instructor (or designated teaching assistant) to let them know why you missed the exam. Medical documentation is not required.

   • **What to do if you require additional time to complete course requirements**
      Apply at Records Services for a "Request for Academic Concession", normally within 10 working days of the end of the course. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation. Where a concession is not applied for or where such application is denied, an N grade will be entered on the student's academic record if the missing work has been deemed required. Note, only required course components may be deferred.

Research Participation Opportunities with the Department of Psychology
The Department of Psychology offers multiple opportunities to participate in research studies over the year. Students are encouraged to learn more about the field of psychology by volunteering in these studies. Information about studies can often be found posted on notice boards around the Department as well as through our Participant Pool webpage at
https://www.uvic.ca/socialsciences/psychology/research/participants/.

Student Support Services
Learn Anywhere is the student support portal for a full range of student academic and support services. Services include: **Centre for Academic Communication**, **Math & Stats Assistance Centre**, **Counselling Services**, **Health Services**, **Library**, **Ombudsperson**, and **Computer Help Desk**

This classroom is a trans-inclusive space
Please indicate if you have a preferred name and pronoun that you'd like to be used in the classroom. Please e-mail your instructor or your TA if you would like to discuss the climate of this classroom for trans students. Gender neutral bathrooms are available at UVic.

University of Victoria Students' Society (UVSS)
The **UVSS** is a social justice based non-profit run by students, for students and is entirely separate from UVic. As an undergrad student, you are already a member! We work on issues affecting students such as affordability, public transit, sexualized violence, sustainability, student employment, and much more. We fund clubs and course unions, and have several advocacy groups. We also have a Food Bank and Free Store, a Peer Support Centre, and run your health and dental plan. We are here to support you, so please reach out to us at uvss.ca!

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Academic Important Dates

Winter session - first term (September – December)

Wednesday, Sept 7th	First term classes begin for all faculties
Monday, Sept 19th	Day of Mourning - Queen Elizabeth II (No Classes)
Tuesday, Sept 20th	Last day for 100% reduction of tuition fees for standard first term and full year courses 50% of tuition fees will be assessed for courses dropped after this date.
Friday, Sept 23rd	Last day for adding courses that begin in the first term
Friday, Sept 30th	National Day for Truth and Reconciliation (No Classes)
Monday, Oct 10th	Thanksgiving Day (No Classes)
Tuesday, Oct 11th	Last day for 50% reduction of tuition fees for standard courses 100% of tuition fees will be assessed for courses dropped after this date.
Monday, Oct 31st	Last day for withdrawing from first term courses without penalty of failure
Nov 9th - Nov 11th	Reading Break for all faculties
Tuesday, Dec 6th	National Day of Remembrance and Action on Violence Against Women Classes and exams cancelled from 11:30 am - 12:30 pm
Tuesday, Dec 6th	(Friday course schedule) Last day of classes in first term for all faculties
Dec 8th - Dec 21st	First-term formal examination period

Winter session - second term (January – April)

Monday, Jan 9th	Second term classes begin for all faculties
Sunday, Jan 22nd	Last day for 100% reduction of second term fees for standard courses 50% of tuition fees will be assessed for courses dropped after this date.
Wednesday, Jan 25th	Last day for adding courses that begin in the second term
Sunday, Feb 12th	Last day for 50% reduction of tuition fees for standard courses 100% of tuition fees will be assessed for courses dropped after this date.
Feb 20th - Feb 24th	Reading Break for all faculties
Tuesday, Feb 28th	Last day for withdrawing from full year and second term courses without penalty of failure
Thursday, Apr 6th	Last day of classes in second term for all faculties
Apr 11th - Apr 26th	Second-term formal examination period