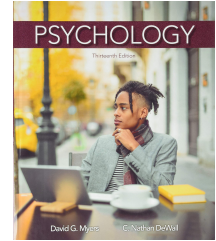




**University  
of Victoria**  
Psychology

# PSYCHOLOGY 100A – Section A01 CRN 31327

**Introductory Psychology I  
Biological and Cognitive Emphasis  
Summer: May 15 — June 7, 2023**



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## Psychology 100A — Introductory Psychology I (Biological & Cognitive Emphasis)

### *Section A01, Summer 2023*

Welcome to Introductory Psychology! Psychology is an exciting and complex scientific discipline, and it is an essential part of the helping professions as well. The main goal of PSYC 100A and PSYC 100B is 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, child and adult 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 any further courses in Psychology at the University of Victoria you will have to complete PSYC 100B and well as PSYC 100A.

Psychology is a scientific discipline, and as such, it requires considerable thought and time to develop an understanding of psychological research and principles. We expect students to complete the assigned reading before each lecture, to attend the lectures and take detailed notes from them, and to spend several hours a week towards mastering the course material.

### ***Course Contact Information***

<b>Time:</b> MTWRF 10:30 am – 12:20 pm	<b>Room:</b> Human & Social Development A240
<b>Instructor:</b> David Medler (he/him) <b>Office:</b> COR A270 <b>Office Hours:</b> By Appointment <b>Phone:</b> 250-721-6108 (email is preferable) <b>Email:</b> <a href="mailto:dmedler@uvic.ca">dmedler@uvic.ca</a>	<b>Teaching Assistant:</b> Jie Li (she/her) <b>Office:</b> TBD <b>Office Hours:</b> By Appointment <b>Email:</b> <a href="mailto:zoejieli@uvic.ca">zoejieli@uvic.ca</a>

***An Important Note on Email Usage.*** Please refer to the email protocol on page [16](#) on how and when to use email to contact your course instructor or TA.

### **Territory Acknowledgement**

We acknowledge and respect the ləkʷəŋən 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.

## LECTURE SCHEDULE

*(Please note that topics & dates are approximate and subject to change. Changes will be posted on the course website on Brightspace.)*

Date	Topic	Required Readings
May 15 (Mon)	Course Introduction / Consciousness	Chapter 3
May 16 (Tue)	Consciousness	Chapter 3
May 17 (Wed)	Nature, Nurture, and Human Diversity	Chapter 4
May 18 (Thu)	The Biology of Mind	Chapter 2
May 19 (Fri)	The Biology of Mind	Chapter 2
May 22 (Mon)	<b>No Class — Victoria Day</b>	
<b>May 23 (Tue)</b>	<b>Exam #1: Chapters 2, 3, &amp; 4, Plus Lecture Material</b>	
May 24 (Wed)	Sensation & Perception	Chapter 6
May 25 (Thu)	Sensation & Perception	Chapter 6
May 26 (Fri)	Learning	Chapter 7
May 29 (Mon)	Memory	Chapter 8
<b>May 30 (Tue)</b>	<b>Exam #2: Chapters 6, 7, &amp; 8, Plus Lecture Material</b>	
May 31 (Wed)	Thinking & Language	Chapter 9
Jun 1 (Thu)	Thinking Critically with Psychological Science	Chapter 1
Jun 2 (Fri)	Thinking Critically with Psychological Science	Chapter 1
Jun 5 (Mon)	The Story of Psychology	Prologue
Jun 6 (Tue)	Subfields of Psychology	Appendix B
<b>Jun 7 (Wed)</b>	<b>Exam #3: Chapters 1 &amp; 9, Prologue, Appendix B, Plus Lecture Material</b>	

You are expected to bring your iClicker to all lectures beginning May 16.

### ***Other Important Dates:***

Date	Event
May 18	Last day for 100% reduction of tuition fees for course drop
May 18	Last day to add classes
May 23	Last day for 50% reduction of tuition fees. 100% of tuition fees will be assessed for courses dropped after this date
May 30	Last day for withdrawing from courses without penalty of failure

### ***Weekly Activities***

For each week of the course, you should engage in the following activities:

- Complete the assigned reading from the textbook.
- Complete and submit the Online Quizzes.
- Attend all lectures, and take notes for study purposes.
- Bring your own iClicker to class, and use it to submit responses to surveys and problems.
- (Optional but recommended): Complete the Achieve Activities

Why do we cover the text chapters “out of order”?

- The Prologue and the first chapters in the textbook deal with the history and organization of the discipline of psychology (Prologue) and research methods in psychology (Chapter 1).
- Although these are important topics (and we do cover them at the end of PSYC 100A – the final week), they do not deal with the “content” of psychology – with human thoughts, consciousness, memories, perceptions, and so on.
- We feel it is more interesting to start the course with “real” psychology – in this case, the study of human consciousness, which includes topics such as attention, sleeping and dreaming, and altering consciousness through things such as drugs, hypnosis and meditation.
- The “non-linear” ordering of 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.

## COURSE REQUIREMENTS AND MARKING

Your performance in the course will be evaluated based on exams, online quizzes, and class participation as assessed by iClicker responses. The breakdown for each component is as follows:

Grading Component	Marks
Exam 1	20%
Exam 2	20%
Exam 3	20%
Critical Thinking Pieces (CTP)	20%
Online Quizzes	16%
iClicker Participation	4%
TOTAL	100%

In addition, there are bonus points for research participation, up to a maximum of 4%. (See later sections of this outline for details.) **Students must write all three required exams.** Failure to complete one or more of these elements will result in a grade of “N” regardless of the cumulative percentage of all other elements of the course. N is a failing grade and factors into GPA as a value of 0. 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 (the three exams) and not for non-essential course components.

### ***Grading (% of total marks)***

Effective May 1, 2014, the letter grading system previously used at UVic was discontinued. Your final grade will be a straight percentage. Your final grade will be rounded at the 0.5% level (e.g., 84.50 will be rounded to 85; 84.49 will be rounded to 84)

### ***Extra Credit Opportunity***

Students in this course may earn up to 4% extra credit toward their final grade by participating in research studies conducted in the Department of Psychology. Each 30 minutes of participation will earn 0.5 point and up to 4 points may be credited toward this course, with 1 point required for a 1% increase in the student's final grade. Thus, four hours of participation would earn the full 4% extra credit. For details on participating in research studies, go to the Department of Psychology web site’s page on the Participant Pool (<http://www.uvic.ca/socialsciences/psychology/research/participants/index.php>).

***Students not wishing to participate in research studies may complete a paper option to earn extra credit. Details are on the course website on Brightspace.***

## REQUIRED RESOURCE MATERIALS

### *Textbook*

Myers, D. M., and DeWall, C. N. (2021). Psychology (13<sup>th</sup> ed.) New York: Worth Publishers. You can purchase this required edition of the textbook at the UVIC bookstore, and you should have continuing access to it in order to master the course material. You do not, however, have to bring the textbook to lectures.

- You have the option to purchase the text in one of two different ways: as a soft cover text, or as an ebook.
- In addition, there is an online companion website for the textbook, through Achieve. Access should be included with your textbook purchase. Further details will be on Brightspace website.

### *Student Personal Response System: iClicker 2 (not the original iClicker).*

The iClicker 2 personal response system is necessary in order for you to participate in PSYC 100 classes, and 4% of your final mark is based on that participation. You can purchase the iClicker 2 at the UVIC bookstore, and it will be usable in other courses that use iClicker. Note that iClicker 2 can be sold back to the UVIC bookstore just as with textbooks. You will need to have iClicker 2 in PSYC 100, not the original iClicker. Note: Do not register your clicker at the iclicker.com web site, as UVic instructors will only synchronize their iClicker rosters with the university's own registration system at [uvic.ca/iclickerreg](http://uvic.ca/iclickerreg) (See the “iClicker registration” section of this course outline for details on registering your iClicker.)

### *Student Personal Response System: iClicker.*

Textbook, iClicker Purchase, Buyback Inquiries: Please contact the UVIC Bookstore: <http://www.uvicbookstore.ca/>; phone 250 721-8313; email [textbook@uvic.ca](mailto:textbook@uvic.ca)

### *Course Website*

- **Course Website:** The PSYC 100 Website will be accessible through the UVIC Brightspace system. This site includes links for emailing course instructors, as well as an online copy of the course outline, posted lecture notes, and other course information and links.
- **Netlink ID:** You will require a valid UVIC Netlink ID to access both the Brightspace system and the PSYC 100 Brightspace WebPage. To register, go to the Netlink Website at <http://netlink.uvic.ca/> and follow the directions there. If you cannot access the PSYC 100 website after receiving your NetLink ID, please contact the Computer Help Desk in Clearihue A004 ([helpdesk@uvic.ca](mailto:helpdesk@uvic.ca); <http://helpdesk.uvic.ca>, or at their desks in the Library and Residence, or by phone: (250) 721-7687.
- **Brightspace Online Learning System:** To find out how to log into the Brightspace online learning system, please go to [bright.uvic.ca](http://bright.uvic.ca). If you need assistance in using Brightspace, please view the Brightspace Student Orientation Video on the Brightspace student site
  - If you contact the Computer Help Desk with problems accessing the PSYC 100 Brightspace Website, please indicate that you are having a NetLink or Brightspace problem, as almost all problems relating to accessing the PSYC 100 Website are related to issues or instructions involving NetLink or Brightspace.

## PSYC 100 EXAM GUIDELINES

Exams are a necessity of University life, particularly in large courses such as PSYC 100. We have designed the following guidelines to make writing the exams as smooth, hassle-free and comfortable as possible, and to ensure that appropriate conditions are maintained during the exam.

- You will write three in-class Exams. You will have to be present to write the exams during the scheduled class period. Be sure not to schedule any trips that overlap with exam dates, and please notify your family not to schedule any trips for you that overlap with the exam dates.
- 20 - 30% of the exam questions will be based on lecture material; the remainder will be drawn from information in the textbook. Exams will cover only material since the previous exam (i.e., they are not cumulative).
- The format of all three exams will be multiple-choice, fill in the blank, and possible diagrams; be sure to bring your valid student photo ID. You may use either a pencil or pen for the exams.
- The exams are held in the same classroom as the lectures. We expect your cooperation in sitting in assigned seating and in adhering to exam rules.
- Please do not sit in the seats designed for those who are left-handed, unless, of course, you are left-handed.
- After you enter the examination room, examination conditions are in effect. We do not permit talking or glancing at other papers. If you wear a hat with a brim, please turn it around.
- We expect you to comply with all the requests of exam monitors and to follow exam seating instructions. If you fail to do so, you will not be allowed to complete the exam and may be referred for disciplinary action. ***Cheating and disruptive behaviour during exams are serious academic offences, and if we find you to be cheating or disruptive, we will refer you for disciplinary action.***
- We will post the Exam marks on the PSYC 100A (A01) Brightspace site approximately one week after the exam; an announcement will be posted through the Brightspace site when marks are available. It is you who is responsible for checking their accuracy. Please check your exam mark within 3 days of the exam marks being posted. If you do not have an exam mark listed, or you have not been excused, you may receive an 'N' mark.
- Exam marks are final. There are no re-writes or make-up exams. If you feel too ill to write an exam, you should excuse yourself before writing the exam. Please file an in-course extension as soon as possible. All make-up exams will be written the Friday following the missed exam.
- If you miss an exam due to illness, take the following three steps:
  1. Contact the Course Instructor by email [dmedler@uvic.ca](mailto:dmedler@uvic.ca) as soon as possible.
  2. When you return from your illness, submit the in course extension form. You do not need to supply any medical documentation to the instructor. Note that you do not have to submit the Request for Academic Concession form if you miss the first or second exam in PSYC 100 since that form applies only to exams that are written as the last exam.
  3. Upon receipt of proper documentation, the instructor will inform you if your documentation is accepted, and you will be scheduled to write the make-up exam the Friday following the missed exam. If you miss the make-up exam, you will be assigned a grade of N for the class.
- If you miss an exam and fail to contact the instructor within seven days of the exam date or if you fail to submit medical documentation within ten 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.

### ***Preparing for PSYC 100 Exams***

We suggest that you consider the following in preparing for PSYC 100 exams:

- Do all required readings as scheduled in this course outline.
- Attend all lectures and take notes from them.
- Think about the course material in a focused and analytic manner. Try to relate the course material to your life and to other subjects with which you are already familiar.
- Use the study guides and extra web material.
- Arrange a study schedule for preparing for the exams, and follow it.
- Develop a variety of study skills, and consciously apply the techniques that you believe to be most appropriate for you in studying for PSYC 100 exams.

### ***What if you do poorly on a PSYC 100 exam?***

Many students do extremely well on PSYC 100 exams – on most exams there are at least some students who achieve 100%, and there are many who demonstrate knowledge in the “A” range. The PSYC 100 instructors and TA’s would be delighted if all PSYC 100 students achieved their goals in this course, and we want to help you to do this.

If you do less well on a PSYC 100 exam than you would have liked or expected, our advice is:

- Visit the Teaching Assistant and review the exam answer key as soon as possible (to see exactly where you lost marks).
- Change your study techniques or upgrade your study skills (see Counselling Centre for advice and workshops).
- Take advantage of opportunities to earn bonus points for research participation in order to improve your final mark.

If you arrange to consult with a PSYC 100 TA or instructor regarding how to improve your exam mark on the next exam, please be prepared to provide the following information to ensure a successful consultation:

- How did you prepare for the last exam? What was your study schedule? What study techniques did you use? (It is useful to provide samples of your study notes and materials).
- Did you attend all lectures and take good notes? (It is useful to provide a sample of your lecture notes).
- Did you do the Online Quizzes? (This is recommended for all students). If not, why not?
- What advice on improving your study techniques did you receive when you consulted with the Counselling Centre? (If you have not consulted with them, you should do so).
- What did you find out when you reviewed the pattern of your exam answers? Can you use this information to help you change your study techniques?
- What specific changes are you planning in your exam preparation for the next exam?
- Have you maximized your research bonus points? If not, why not?

## **ONLINE QUIZZES**

### ***Rationale for the Online Quizzes***

You will complete the online Chapter quizzes within Brightspace. We have designed the Online Chapter Quizzes 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 discussed in the textbook. Because it is much easier to start learning the course material well in advance than on 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 will be pleased that the quizzes helped to motivate and structure your studying.

### ***Completing the Online Quizzes***

- Brightspace will close the quizzes automatically one week after the first lecture on a specific topic, except the last quizzes which will close just before the last exam. Specific closing times will be listed on the Brightspace website under “Upcoming Events”. Please make sure you can COMPLETE the quiz by the due time (**But try to do them before the exams!**)
- Problems with the Brightspace quiz function should immediately be reported to the instructor.
- There will be multiple quiz opportunities during the semester. Quizzes will consist of 10 multiple choice questions; there is no time limit on the quizzes, but it is recommended that you complete the quiz within 10 minutes. The quizzes are meant to help you prepare for your in class exams, and timing is important.. You may consult your textbook during the quiz (although it is not recommended). You will receive marks for the best 8 of 9 quizzes that you complete. Your best bet is, of course, to do them all. This will allow the best chance for high marks on eight of the nine, and will help you to absorb the material for the exams. The worst strategy is to skip the first one and plan on doing the last eight. The eight-out-of-nine system is designed to give students flexibility in case they have some weeks where personal or other circumstances keep them from completing the quizzes on time. If you discard your flexibility early in the semester and then something comes up later, you find yourself with no other option than to accept a low (or zero) mark on a quiz.
- You have the opportunity to miss one quiz and still obtain full marks for the Quiz component. This is in place to provide you with an “extra” Quiz that you can miss in case of illness or personal emergency. Because the “extra” quiz is there for this reason, there is no opportunity to do make-up quizzes for illness or other reasons, as the “extra” quiz is the make-up quiz.

### **iClicker RATIONALE AND GUIDELINES**

We will base a small percentage of your final mark (4%) on your in-class participation and performance with the iClicker Personal Response System. PSYC 100 utilizes the iClicker Personal Response System as a means of encouraging you to attend lectures and to participate in problem solving exercises, to participate in surveys and mini-tests that serve to increase your ongoing engagement and involvement with the course, and to provide you with immediate feedback regarding your understanding of the class material.

Many recent studies have shown that such personal response systems generally increase students’ engagement and participation in university classes, and thereby provide an incentive for students to keep up with the course material and to attend the lectures.

- You should bring your iClicker to every lecture starting on May 10 as that is when we will start recording responses for grades.
- You will receive 0.1% for each correct answer you provide. Therefore, to earn full marks you will need to answer 40 iClicker questions correctly. It is anticipated that there will be approximately 50 questions overall [~4-5 questions per day], but only the top 40 questions will count toward your mark.
- As there will be more questions than maximum points, this allows you to not participate for up to three classes (due to illness, sports competitions, low batteries or missing clickers, technical malfunction, etc.) and still receive your maximum clicker points. For this reason, there is not an opportunity to “make up” or prorate clicker points if you do not participate in class.
- **It is an academic infraction to use or bring another student’s clicker to class, or to lend your clicker 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 the clickers 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.



Updated iClicker records will generally be posted to the Brightspace Website (Grade link) within two days of a lecture. We hope to have your final clicker totals posted on the Brightspace Grade link shortly before Exam 3. If you have a question about your clicker points, you should deal with it prior to Exam 3 as the final grades are calculated after Exam 3, and your clicker totals as posted will be used to calculate your final grades.

It is important that you check your clicker record by May 16<sup>th</sup> to make sure that you have at least one clicker point posted, and you are receiving correct credit for your clicker participation. Please note, only students who have a posted record on Brightspace of at least one clicker point by Friday, May 19 will be eligible to receive any clicker points for the term. Students who do not have any posted clicker points by Friday, May 19 will receive 0 on their final clicker total (out of 4%) regardless of clicker activity after that date. This deadline is in place to ensure that any clicker registration issues are rectified early in the term, and to encourage student to begin their clicker participation as early as possible.

If you have questions about your clicker points, please contact the Course Instructor

### ***iClicker Registration***

**Note:** More detailed information on iClicker registration and other issues is provided at <https://www.uvic.ca/systems/support/learningteaching/iclicker/index.php>

iClickers are a relatively new technology and technical problems do sometimes arise. However, YOU are responsible for resolving these issues in order to receive course points. The resources to solve your clicker problems are available at the above link.

#### **Notes:**

- iClicker serial numbers do not contain letter O's, only number 0's.
- Do not register your clicker at the iclicker.com web site, as UVic instructors will only synchronize their iclicker rosters with the university's own registration system at [uvic.ca/iclickerreg](http://uvic.ca/iclickerreg).

#### **Additional Information:**

- iClicker Purchase/Byback Inquiries: Please contact the UVIC Bookstore: <http://www.uvicbookstore.ca/>; phone 250 721-8313; email [textbook@uvic.ca](mailto:textbook@uvic.ca)
- iClicker Usage and Troubleshooting Inquiries: Please view the link <http://elearning.uvic.ca/iclicker/students>. For additional questions, contact the UVIC Computer Helpdesk: [helpdesk@uvic.ca](mailto:helpdesk@uvic.ca) Telephone: 250-721-7687. In Person: Clearihue A004 or McPherson Library

### ***iClicker Frequently Asked Questions***

- I use my iClicker remote for multiple classes with different professors. Do I have to register online for each individual class?
  - *No. You only need to register once online for your registration information to apply to all of the classes in which you are using iClicker*
- I registered my iClicker remote last year (or last term). Do I have to register it again?
  - *Yes. The registration database is cleared automatically at the end of each semester, so you should register your clicker at the beginning of each semester. If you cannot remember if you have registered or not, just go ahead and register. Re-registration will just overwrite the existing registration information is associated with your clicker.*
- Should I purchase iClicker 1 or iClicker 2? Can I use either in PSYC 100?
  - *You can use either iClicker 1 or iClicker 2 in PSYC 100, although we recommend that you purchase iClicker 2 if you are purchasing a new iClicker. iClicker 2 (but not iClicker 1) can be sold back to the UVIC bookstore just as with textbooks.*

- What is the cost of registering my iClicker?
  - *There is no cost. After purchasing your iClicker, it is yours to use in as many classes as required without any additional costs or recurring registration fees*
- Can I use a used iClicker? How do I register a used iClicker?
  - *You can use either a used iClicker 1 or iClicker 2. You register a used iClicker remote in the exact same manner as a new iClicker remote (instructions above). You need not do anything special or different in order to register a used remote.*
- How do I un-register my remote?
  - *There is no need to un-register your remote, even if you will no longer be using it. Registration does not alter the iClicker remote in any way, and the registration database is cleared automatically at the end of each semester*
- I lost my iClicker and had to buy a new one. What do I do?
  - *Email your old serial number to the instructor. Let them know who you are and that you will be registering a new iClicker serial number on a certain date. Then, register your new iClicker just like you did your old one.*
- I can't read the serial number on the back of my iClicker. What do I do?
  - *Take your clicker to the Help Desk (Clearihue Building, room A004) and they can run a program which will display your serial number.*
- Are there zeroes or the letter "O" on my serial number?
  - *Those are zeroes.*
- I registered online but my professor says I have not registered yet?
  - *This could be caused by two possible factors.*
    1. *Have you voted in class with your remote yet? If you have not voted with your iClicker remote, then your professor's gradebook will not recognize your registration.*
    2. *You may have entered the incorrect iClicker remote ID. Re-register online using the correct information and the incorrect registration will simply be ignored.*

## **PSYCHOLOGY 100A — BONUS POINTS/EXTRA CREDIT FOR RESEARCH PARTICIPATION**

### ***I. Introduction***

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 of the projects that are available to you for bonus points. 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 0.5 point for each 30 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. Note that while 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 June 7, 2023.

### ***II. How to Create an Account***

If you already created an account for the Psychology Research Participation System at the Sona web site at any time since September 2007, please do not create another account. Use your existing account. As a reminder, your User ID is simply the first part of your UVic email address, and you can go to the Sona site (see web address below) to request that your password be sent to you if you have forgotten it.

If you do not yet have an account, then follow these steps:

1. To use the system, you must have a UVic email address (i.e., one ending in “@uvic.ca”). For help on this, go to the Computer Help Desk in Clearihue A004 (located in the section of that building nearest the Library).
2. Test your UVic email address by emailing yourself to make sure it works. If it does not work, go to Clearihue A004 for help.
3. Go to the Sign-Up Home page (<http://uvic.sona-systems.com/>) and look for “New Participant?” on the left side of the screen. Click on “Request an account here.” Complete the form and then click “Register Account.” It is essential that you enter a valid UVic email address (ending in @uvic.ca): Do not use other email accounts provided by other sources (e.g., hotmail) when registering your account.
4. You will receive an email at your UVic email address with your User ID and password for the Sona sign-up system (note that your Sona system password will be different from your e-mail password). Now you have an account and can use the system. Your User ID will be the first part of your UVic email address (the part before “@uvic.ca”), and your password will be a long string of digits that will not be easy to remember. Write down this password and see option 3 (My Profile) in the next section for information on how to change your password to one that will be easier to remember.

### ***III. How to Use the System***

Go to the Sign-Up Home page (<http://uvic.sona-systems.com/>). Enter your User ID and password and click “Log In.” Be sure to use your User ID and password for the web-based experiment sign-up system and not your password for your UVic email account.

When you use your account for the first time at the beginning of the term, you will be asked to select the course or courses to which your bonus points should be assigned. Select PSYC 100A or PSYC 100B (or, if you are taking both PSYC 100A and 100B concurrently, then select both courses) as the course(s) to which bonus points are to be applied.

The first time you use the system you will have to complete a brief questionnaire (pre-test) that all students must complete before participating in any experiments. You will have to complete this questionnaire only once. If you already completed the questionnaire last term, you will not have to complete it again. The questionnaire will prompt you to provide basic demographic data (e.g., age, gender) that are used in some studies to describe individual differences among participants. After completing the questionnaire, you can proceed as follows.

You now have 3 options:

1. *Experiment Sign-Up*  
Use this option to view available experiments and to sign up for participation. Details are provided in section IV.
2. *My Schedule and Credits*  
Use this option to view information about appointments you have already made to participate in experiments, to cancel appointments, and to review your credit points.
3. *My Profile*  
Use this option to change your password or your contact information, or to add a secondary email address to which reminders, etc. will be sent. It is advisable to include your telephone number as part of your profile in case an experimenter has to cancel a session for which you have signed up. The experimenter can then attempt to contact you by telephone as well as by email to inform you of the cancellation.

### ***IV. How to Sign Up to Participate in Research Studies***

Click *Experiment Sign-Up* and a list of available experiments will appear. To find out more about a particular experiment click on the title of that experiment. Most experiments will involve a single session at a specific time and place. To sign up for such an experiment, click on “Time Slots Available” and choose a time.

Other experiments might involve two or more sessions (appointments) at different specific times, perhaps separated by specified time intervals (e.g., two days or one week). An experiment of this kind will appear in the system with a different, but related, experiment name for each of the sessions (e.g., Banjo1, Banjo2). You can earn full credit for these multiple-session experiments by completing all sessions. Participation in the first session of a multiple-session experiment is a prerequisite for signing up for the subsequent sessions of that experiment.

Finally, some available experiments may be web-based, and for these, you can complete them on line by visiting a specified web site at your convenience. In such cases, the web address for the experiment will be listed. Note, however, that you will not receive bonus points for completing online studies, though you may find them worthwhile anyway. Some studies that offer credit include a web-based activity component and participation in these studies will generate the stated amount of credit for you.

#### **Notes:**

- Some studies have more than one page of sign-up times.
- Only studies that have available time slots are displayed. Early in the semester, when many students are already seeking opportunities to participate, it is common for there to be no studies

displayed (because all time slots have already been filled). Keep checking the web site frequently to find available time slots.

- Some studies have restrictions on who may participate. You will not get points if you sign up for a study for which you do not meet these restricted criteria.
- Some studies entail more than a single session (even though for such studies you may be able to register only for the first session).
- When you make an appointment, make sure that you record the time, place, project name, and project telephone number as a reminder. Since the course TA's and instructors do not have the specific information as to where and when the research studies are scheduled, you have to keep track of your own appointments.
- Please do *not* sign up unless you are confident that you can and will keep the appointment.
- You may not sign up for a project that you have already done (even in a previous term).
- If you used the Sona system in a previous semester, your Sona account will have been reset to zero (even though you may have residual bonus points left from the previous semester).
- If you are taking PSYC 100A and 100B concurrently, you may earn up to 4 bonus points for each course. If you earn fewer than the full 4 points in each course, you have the option of reallocating bonus points earned from 100B to 100A or vice versa (up until the last day for participation, specified above). You can assign credits earned in an experiment to one or the other course (not both) and you can change these assignments across courses up until the end of the term (December 2). Go to the Frequently Asked Questions section after you log on for details. Credits earned during a particular term must be applied to a course being taken in that term.

### ***V. Rules for Using the System and Participating in Experiments***

**Under no circumstances may you sign up someone else to participate in a study.**

**Be Patient! Do not click more than once when you are signing up.** Students sometimes click, sign up, get impatient waiting for the system to confirm the appointment, sign-up again, and then receive a message saying they may not sign up (because the system registered that they had signed up moments earlier). The point is that they have indeed already signed up for the experiment, but they think they have not and therefore miss their appointment and get penalized as a no-show. Be careful about this.

**What to do before going to your session.** Check your email before going to the session (i.e., up to 24 hours in advance) to find out whether there have been any changes, such as a change of place or, in rare cases, cancellation of the study by the researcher. Just as students may cancel 24 hours in advance, so also may researchers (although in fact they rarely do). You are allowed to sign up for a session up to 24 hours in advance of the session's scheduled start time. If you wish to cancel a session, you must do so at least 24 hours before its scheduled start time.

**Show Up On Time.** Do not be late for your appointment! If you fail to show up on time, your bonus points will be reduced by the number of points for the session for which you had signed up. If you are late even by just a few minutes, the experimenter might no longer have sufficient time for you to participate (e.g., when doing so would conflict with other sessions in a very tight schedule); in such a case not only will you not receive credit but you will actually lose points as per the no-show policy. Also, note that **if you are penalized three times for failure to show up on time, we will terminate your participation privileges for the remainder of the term.** Out of respect for researchers who are expecting you and for other students who are seeking participation opportunities, it is very important to be responsible about showing up on time.

**You can make up deducted points.** Simply participate in more studies. However, if because of deducted points you do end up with a final negative balance of bonus points, this will not affect your mark. (i.e., the points will not be deducted from your exam marks).

**Suppose you have to cancel your appointment.** Return to the sign-in website, find the session for which you scheduled yourself, and then select "cancel." Note that this procedure has to be carried out at least 24

hours before your appointment; otherwise you will be treated as a "no-show", and points will be deducted — except in the case of a documented emergency. In the case of such an emergency you should contact the research contact person listed on the website for the study for which you had signed up. If that is not possible, contact the Research Participation Coordinator ([p100res@uvic.ca](mailto:p100res@uvic.ca)). Be sure to specify the project name, your name, and the date and time of the appointment.

**Suppose you change your mind about participating once the experiment has started.** If you begin a project and decide part way through it that you do not wish to complete it (e.g., you feel ill or you find the study disagreeable in some way), you are free to terminate your participation. If this occurs, simply inform the researcher that you do not wish to continue participating (you do not even have to specify why you want to stop). In such a case, you will receive credit for the amount of time you actually participated.

**Suppose you show up for your appointment and no one is there.** Use the telephone number associated with the experiment in question (the telephone number is on the web site page for that experiment), and report what happened. If you cannot contact anyone at the telephone number, send an email message to the Research Participation Coordinator ([p100res@uvic.ca](mailto:p100res@uvic.ca)) explaining what happened. Be sure to include the name of the experiment in this message. If the researcher was at fault, you will receive credit for the session and you will still be able to sign up for that experiment at a later time.

**Save your receipt.** When the experiment is completed, the researcher will enter your credited bonus points electronically. The researcher will also complete and sign a receipt specifying the number of bonus points you have earned. Save this receipt in case questions arise as to the amount of credit you have accumulated.

**Post-Experiment Questionnaire.** Attached to your receipt will be an optional, anonymous questionnaire that invites you to evaluate your experience in the project. Do not put your name on the questionnaire. If you wish to turn it in, detach it from your receipt and turn it in anonymously to the mailbox beside the Psychology 100 office (Cornett A250). We very much look forward to and appreciate receiving these questionnaires to help us improve the research experience for you.

**Debriefing.** At the end of each experiment, the experimenter will provide you with an explanation of the purpose of the research in which you have just taken part (a debriefing). This debriefing serves an opportunity for you to learn more about research in the discipline of psychology. Take full advantage of it: ask questions, satisfy your curiosity, and try to come away with a better understanding of the process of studying human behavior.

**Check the credit balance of your bonus points at any time.** Visit the sign-in web site (<http://uvic.sona-systems.com/>). Type in your User ID and password, click on “My Schedule & Credits”, and your balance will appear. For some experiments, it might take a day or two for the credit points to be entered into the system. If you have any questions about your credit balance, please bring these to the attention of the Research Participation Coordinator ([p100res@uvic.ca](mailto:p100res@uvic.ca)). Do this prior to Exam 4, because we submit the final marks very soon after Exam 4 and require time to process your research bonus points in preparing to calculate your final mark.

**Availability of experiments.** This will vary over the course of the term. Typically, more experiments become available for your participation as the term progresses and researchers complete the preparations for their studies. If at times you are unable to find an available time slot, be patient and check the system frequently for new opportunities.

**Sona Smart Phone App.** You can now check and sign up for Research Participation studies using your smart phone. Search for “Sona” in iTunes or Google App stores.

**Additional concerns about the Research Participation System.** Please contact the Research Participation Coordinator, Dr. Tanaka ([p100res@uvic.ca](mailto:p100res@uvic.ca)).

More information about the Experiment Sign-up system is available on the web. In particular, once you sign into your account, you can go to the Frequently Asked Questions section, which has the answers to many commonly asked questions.

## GUIDELINES FOR THE CLASSROOM ENVIRONMENT

Learning involves a commitment on the part of both instructors and students to create the best possible conditions for a creative and productive educational environment. University classes — even large ones — can be absorbing and challenging when lecturers are knowledgeable and stimulating and when students are interested and attentive. In PSYC 100, we try to make our lectures as interesting as we can. To make the lecture experience as effective as possible, however, we need the cooperation of students to help create the best possible learning environment. We provide the following guidelines to facilitate this process and to allow you to use class time to your greatest learning advantage.

### ***Guidelines on Behaviour during Class***

Please turn off cell phones, pagers or other electronic communications devices during university classes. You should not be operating cell phones, answering email, texting, web surfing, facebooking, etc., during lectures.

You should not be talking or engaging in any other disruptive activity in class while the instructor is speaking. When, at the beginning of the class, the instructor starts speaking, please stop talking rather than continuing your conversations.

Students who talk, move about and engage in other extraneous activities detract from the learning environment for other students. We expect students to be quiet and attentive during lectures. Please do not engage in activities such as talking, newspaper reading, texting, checking email or other distracting activities not focused on processing the lecture material.

Most students realize the importance of not talking while the instructor is conducting the class, or while other students are making comments in class. Indeed, some students have complained about such disruptive behaviour interfering with their learning environment.

Students who are talking, emailing, websurfing, etc. during the class are engaging in disruptive, rude or inappropriate behaviour. If an instructor (your classroom instructor or any other) asks you to leave the classroom during a lecture (either verbally or non-verbally), please do so. If you do not comply with these requests, such lack of cooperation in complying with an instructor's request may be subject to disciplinary procedures. You will be given an opportunity to discuss your behaviour with respect to the class environment guidelines after the class.

**PSYC 100 students have traditionally been very helpful in contributing to a respectful and productive environment in PSYC 100 classes, and we appreciate your cooperation in continuing this tradition.**

- We expect you to be on time for classes, and to remain for the entire class. If you are late for a class, please enter by the rear door and quietly find a seat in the rear half of the classroom.
- Attending classes and taking useful notes from them are skills that we expect you to master as part of your university education. If you have trouble taking notes or getting all the information from lectures that you would like to get, please consider one (or all) of the following options:
  - Prior to the lecture, download and print the lecture notes that are provided by the instructor, and bring those with you to class to provide an outline for your note-taking
  - Tape-record the lecture and augment your notes from the recording later.
  - Form partnerships with other students to share notes after the lecture.
  - If you do not know anyone else in the course, contact your section Instructor for help in forming lecture partnerships with other students.
- Lecture notes will be posted to the Brightspace website shortly before class. If you wish to receive copies of the lecture notes, please download them from Brightspace.
- PSYC 100 instructors try to accommodate a range of learning styles and situations. Please realize, however, that the lecturer cannot slow down the lecture, or keep slides on the projector, to suit

everyone's note-taking speed. Slower note-takers should institute the procedures suggested above and review the lecture notes posted to the course web site.

- Please note that those of us involved in teaching the course are trying to make this course as interesting, productive and pleasant as possible. We have designed the guidelines listed here to make your learning environment as comfortable and professional as possible, and to make best use of limited classroom time.

## **GUIDELINES REGARDING THE USE OF EMAIL TO CONTACT PSYC 100 INSTRUCTORS AND TA'S**

The PSYC 100 instructors and TA's really do want to hear from you! In a very large course like PSYC 100, however, email "overload" can cause problems. Although email can be a very useful mode of communication for certain specific purposes, it can be problematic in large classes

Whenever you email the instructor or the TA, **please start your subject line with "PSYC 100A:"** followed by a relevant topic line. With hundreds of emails from multiple classes, your instructor and TA will not always be aware of which class you are in, so please let us know.

Unrestricted or indiscriminate use of email to pose questions and ask for information can overwhelm the limited resources that TA's and instructors have to answer such emailed requests. In order to deal with such problems, please follow these guidelines:

### ***When not to use email:***

- ✗ To request information about a specific mark (assignment, exam, final mark or bonus points). We post this information on the course web site and expect you to access your marks there.
- ✗ To ask instructors to send information via email about material in missed classes. (Summary lecture notes are posted to the Web).
- ✗ To request information about why you received a particular mark. Please go to the TA office during office hours with such questions. These kinds of questions usually require a direct interpersonal interaction that is not effectively carried out via email.
- ✗ To ask for advice on improving your study techniques. This also requires a direct interpersonal interaction. See the section on "Preparing for Exams" in this course outline.

### ***When to feel free to use email:***

- ✓ To notify the Instructor that you will have to miss an exam for documented medical or family emergency reasons.
- ✓ To ask a simple, short question e.g. "When is the time and place of the make-up exam?"
- ✓ To make a comment about course material that you might think of after class, 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.
- ✓ To make a comment about something that you liked or about something that you think could improve the course. In the latter case, please be aware that specific, constructive comments are much more useful to us than general ones.

These guidelines are based on the understanding that PSYC 100 at UVIC is not a distance education course. We expect you to be present, to attend classes, to ask questions or make comments both during and after classes, and to visit the TA's and instructors during their office hours if you have additional questions. (Coming to see us in office hours is a friendlier, more humane way to learn, anyway — we would much rather see you in person than electronically!)



## **ADDITIONAL COURSE INFORMATION**

### **Checking the Total of Your Research Bonus Points Prior to the Last Exam (Exam 3)**

- Please make sure that you have been correctly credited with all your research participation bonus points (as well as from your Web Assignments, if you had submitted them) before writing Exam 4. We cannot change bonus point totals after we have submitted the final marks.

### **Checking That You Have Completed All Work**

- You have to have written all three exams to receive a passing mark in the course. If you have not completed all three exams, or have a valid excuse for missing an exam, you will receive an N mark in the course (failure due to non-completion of course requirements.) Note, however, that because the research participation and the Web Assignments are not required components of the course, you will not receive an N mark based on non-participation in the research pool or the Web Assignments.

### **Checking Your Performance Early in the Course**

- If you do poorly on the first exam, treat this result as an early warning signal that you might not be prepared to make the ongoing commitment that success in this course requires. In this case you should consider the possibility that you might be better off taking the course on another occasion.

### **University of Victoria's Policy**

- The University of Victoria is committed to promoting, providing and protecting a positive and supportive and safe learning and working environment for all its members.

## 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](http://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: Sexualized violence resource office in EQHR, Sedgewick C119

Phone: 250.721.8021

Email: [svpcoordinator@uvic.ca](mailto:svpcoordinator@uvic.ca)

Web: [www.uvic.ca/svp](http://www.uvic.ca/svp)

# UNIVERSITY OF VICTORIA

## Department of Psychology Important Course Policy Information Summer Session 2023

### **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](mailto: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](mailto: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<sup>1</sup>. 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 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)

I 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 that are 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/>.

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<sup>1</sup> Syllabi belong to the department through which the course is administered.

## 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.

**The use of a generative artificial intelligence (AI) is strictly prohibited** in any submitted work (unless expressly endorsed by the instructor as part of an assignment). The Department reserves the right to use AI detectors.

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 Summer 2023.

**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](mailto:ombuddy@uvic.ca); Web: [uvicombudsperson.ca](http://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](http://uvss.ca)!

### Academic Important Dates

#### Summer session

Monday, May 15 <sup>th</sup>	May and May-June courses begin
Monday, May 22 <sup>nd</sup>	University closed (Victoria Day)
Wednesday, May 31 <sup>st</sup>	Fees deadlines for summer
Wednesday, June 7 <sup>th</sup>	May courses end
Thursday, June 8 <sup>th</sup>	June courses begin
Friday, June 30 <sup>th</sup>	May-June and June courses end
Monday, July 3 <sup>rd</sup>	University closed (Canada Day, July 1 <sup>st</sup> )
Wednesday, July 5 <sup>th</sup>	July and July-August courses begin
Saturday, July 15 <sup>th</sup>	Deadline to apply to graduate for Fall Convocation
Thursday, July 27 <sup>th</sup>	July courses end
Friday, July 28 <sup>th</sup>	August courses begin
Monday, August 7 <sup>th</sup>	University closed (British Columbia Day)
Monday, August 21 <sup>st</sup>	July-August and August courses end

### Add and drop dates for standard 2023 Summer Session courses

Term	Start Date	End Date	100% Fee Reduction	Add Deadline	50% Fee Reduction	Academic Drop no Fee Reduction
2	May 15	Jun 30	May 21	May 22	Jun 1	Jun 14
3	Jul 5	Aug 21	Jul 11	Jul 12	Jul 22	Aug 5
4	May 15	Jun 7	May 18	May 18	May 23	May 30
5	Jun 8	Jun 30	Jun 10	Jun 10	Jun 16	Jun 22
6	Jul 5	July 27	Jul 7	Jul 7	Jul 13	Jul 19
7	Jul 28	Aug 21	Jul 31	Jul 31	Aug 6	Aug 13

# BE WELL



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/](http://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/](http://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/>