



**PSYC 251 (A01) – Introduction to Mind and Brain**  
**Spring 2025 | T,W,F 10:30am – 11:20am in DTB A120**  
**CRN: 22727**

**Instructor:** Dr. Jhotisha Mugon  
**Office:** TBA see Brightspace  
**Email (preferred):** [jmugon@uvic.ca](mailto:jmugon@uvic.ca)  
**Office hours:** TBA see Brightspace

**Teaching Assistant:** Brandon Justus  
**Office:** TBA see Brightspace  
**Email:** [bjustus@uvic.ca](mailto:bjustus@uvic.ca)  
**Office hours:** TBA see Brightspace

## Course Description:

Welcome to Psychology 251: Introduction to mind and Brain! This course offers a broad overview of the interplay between cognitive processes and brain systems. Throughout this course we will also examine key concepts and methods used to investigate cognition and the brain. Some of the key topics that we will explore include key structures of the nervous system, perception, action, attention, long-term memory, language, and decision-making. Through class discussions and lectures, you will learn how to scientifically approach questions about mind and brain and increase your appreciation of how cognitive and neural sciences influence our everyday lives.

## What's in this syllabus?

Course description & learning outcome	1
About your instructor	2
Learning resources	3
Tips for success/ expectations	4
How will I be evaluated?	5
Course schedule & descriptions	6
Important course policies	9
Be well	10
Dept. of Psyc Course policies	11

**Prerequisites:** The pre-requisites for this course are PSYC 100A and 1 of PSYC 100B, BIOL 184 or BIOL 186. *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. Information about meeting course prerequisites can be found at [Psychology Undergraduate Calendar](#) (hyperlinked). If your questions are not answered there, I recommend contacting The Associate Chair of Psychology – Dr. David Medler.

*Note: This course is worth 1.5 units and is an in-person course. Students are responsible for checking their registration status and adhering to the add (Jan. 22, 2025) and drop (Feb. 28, 2025) deadlines.*



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## Course learning outcomes:

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By the end of this course, you will:

- Outline the basic components of neurons and their role in the nervous system.
- Use key terminology to describe key brain systems, their location, and their organization.
- Explain the neural basis for cognitive processes involved in sensation, perception, action, memory, attention, and decision making.
- Describe the functional organization of key brain areas including sensory and motor cortices, prefrontal cortex, hippocampus, thalamus, cerebellum, basal ganglia, and amygdala.
- Evaluate the strengths, limitations and ethical considerations of various cognitive neuroscience and behavioural research methods such as fMRI, ERPs, lesion studies and reaction time studies in explaining cognitive processes.
- Discuss fundamental concepts such as neuroplasticity, neural representation, hierarchical processing in the brain and the constructive nature of our perceptions.
- Review how different cognitive theories contribute to our understanding of individual differences and neurodiversity.
- Apply insights from cognitive neuroscience to everyday contexts, ethical considerations, and interdisciplinary connections.

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## About Me:

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I am an Assistant Teaching Professor in the department of Psychology at UVic and I am really passionate about the Cognitive Neuroscience and Social Psychology subfields of Psychology. I completed my PhD in Cognitive neuroscience at the University of Waterloo in 2020. My research focused on the role of emotions – specifically of boredom – to act as self-regulatory signals to keep us on track with our goals. During my undergrad, this type of courses was my favourite, and I hope to share my passion for neuroscience and psychology with you. I am open to suggestions and constructive feedback so feel free to reach out if you want to chat. I intend on providing engaging lectures and embedded in-class polls to gauge our learning and understanding of content. The Lab assignments are also a neat way to test your understanding of the course content prior to exams. Through this course, I hope to increase your appreciation of how our nervous system works and adapts to our environment. I am excited to embark on this adventure with you.

**Email etiquette:** When emailing me, please add **PSYC 251 A01** in the subject line so that I can help you more efficiently. I have over 600 students this term and it'll be good for me to have all necessary information prior to emailing you back. Also, at some point in the term, things can get a little hectic for me. *If you do not hear back from me within 72 business hours, then feel free to send me a reminder email – I appreciate your kindness and patience.*



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## Learning resources:

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- a. **Required text:** Eagleman, D., & Downar, J. (2023). *Brain and Behavior: A Cognitive Neuroscience Perspective* (Second Edition). Oxford University Press.  
For sale at UVic Bookstore bundled with Sylvius (Digital: \$95.95, Physical: \$221). **Note:** only the digital copy of the textbook comes with additional study resources (website link below). The physical textbook does not support additional study resources!  
Companion website: <https://learninglink.oup.com/access/eagleman2e-student-resources>
- b. **Web App:** Williams, S. M., & White, L. E. (2013). Sylvius 4 Online: An Interactive Atlas and Visual Glossary of Human Neuroanatomy. Sinauer Associates, Inc.  
**Included w/purchase** of digital/physical textbook at UVic Bookstore! Also, for sale stand-alone at bookstore (\$34.95). Website: <https://learninglink.oup.com/access/sylvius-4-online-access>
- c. **Required Technology:**
- a. **iClicker App subscription/ Hardware.** 5% of your final grade is based on your participation in in-class poll via the iClicker system. You can either purchase an app subscription or the standalone remote via the UVic bookstore.
    - 1) **iClicker Student Mobile App.** This application can be used on a personal device (laptop, smartphone, or tablet). In order to receive your participation points, you must create an account (<https://student.iclicker.com/#/login>) with your UVic 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.
      - i. **After making an iClicker account, you will need to click on this link to add our course to your iClicker course list:** TBA see Brightspace
    - 2) **iClicker 2** physical remote can be purchased at the bookstore and it is usable in other courses that use iClickers. Only the second-generation *iClickers* can be used for this class. In order to receive your 5% participation points, you must create an iClicker account through (<https://student.iclicker.com/#/login>) and **register your iClicker remote ID** in your profile section of the website.
- Regardless of whether you use the Student app, or purchase an iClicker 2 remote, you must bring your device/remote to classes (points start counting Jan 22 but we'll begin using them sooner than that, to practice).*
- c. **Brightspace Course Website (available as of Jan. 3):** The PSYC 251 course site is accessible through the UVic Brightspace system. This site includes all course material, including lecture slides, labs, course announcements, contact information and your grades. **Lecture slides will be posted 2-3 hours before each day’s lecture.**



- d. The University of Victoria has established [minimum technical requirements](#) for students to participate in online learning environments. Contact [UVic's computer help desk](#) - see their website for various contact options and hours of operation for any technology questions/issues.

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## Tips for success

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To develop a good understanding of the terminologies, cognitive processes, theories and neuroanatomical systems that we will cover in this class, I recommend that you **spend between 8-10 hours** each week (including class time) towards mastering the course materials. See Brightspace for a list of student's resources on campus.

**To increase your success in the course, for each week of the term, consider:**

1. Completing the assigned reading prior to class.
2. Attending classes, participating and taking notes.
3. Using lecture slides to review content and self-test.
4. Using your iClickers in class to participate in in-class polls.
5. Taking the time to complete assigned Lab (if any) – be sure to understand how you arrived at your answers/ conclusions – these labs are meant to help you solidify your learning.

**Tips for exam preparation:**

1. Take care of your physical and mental wellbeing. Without your health, it is hard to succeed. This means ensuring you get enough sleep, nutrition, exercise, rest and social interactions.
2. When studying, do not re-read your notes. Consider summarizing the material, creating acronyms or mnemonics, and self-testing.
3. Focus on the relationship between brain structures and cognitive processes. Exam questions are likely to ask you to identify, differentiate, contrast such relationships.
4. Space out your studying to increase information retention instead of cramming at the last minute.
5. Attend office hours to get answers to your questions or form a study group to teach each other course concepts (you find out if you really know something, try teaching it to someone else).

**If you have a question, here is where/ how to get an answer:**

- For technical help, please contact the computer help desk ([helpdesk@uvic.ca](mailto:helpdesk@uvic.ca) ; 250-721-7687).
- For questions regarding the textbook, lectures, or course accommodations, please contact me at [jmugon@uvic.ca](mailto:jmugon@uvic.ca). Kindly consult the syllabus for assessment timelines prior to emailing me.
- To review your exams, please contact our class TA
- For content related questions OR if you have an example to share, please:
  - Bring them up during our scheduled **class times**.
  - Visit **my office hours**
  - Post them in the **discussion board** in Brightspace for anyone to answer.
  - Email me – BUT this should really be the last resort. It is to everyone's advantage to give all learners a chance to hear and answer material related questions.



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## What is expected of me (the instructor)?

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- I am available to help with student accommodations and content/ course questions.
- I will do my best to answer your ‘curiosity questions’ that are related to the content. Attend my office hours if you have complicated questions. If my office hour does not work for you, email me to request an alternative time to meet.
- I will upload all course materials and announcements on Brightspace.
- I will be ready for our classes, and I will aim to make it interactive and engaging.
- I am open to receiving and giving constructive feedback and creating a positive inclusive environment for learning.

**\*\*If anything on our website (including documents) present any accessibility issues, please let me (Dr. Mugon) know, and I will send you the information in plain PDF format.**

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## How will you be evaluated?

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Your final grade in this course will be based on the following criteria:

Assessment	Worth	Date(s)/ Notes
Exam 1	15%	Friday Jan 31 in DTB A120
Exam 2	26%	Friday Mar. 14 in DTB A120
Exam 3	26%	During final exam period. Date TBD
Participation (Clickers)	5%	Starts Jan. 22; 27 classes total (best 20 out of 27 @ 0.25% per class)
Labs	28%	On Brightspace. Spread throughout the term. Best 7 out of 8 labs @4% each
Bonus SONA research credit	+2%	Friday Apr. 4

***\*This is a content heavy course, and you are encouraged to complete all course assessments and requirements set out in the course schedule. Note that you must complete all 3 exams to receive credit for this course. Failure to complete one or more exams will receive 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 and not for non-essential course components. Students have the responsibility to proactively seek advice when facing unexpected and unavoidable circumstances and conflicting responsibilities interfere with their academic obligations.***



## Tentative course schedule\*

\*Note that topics and dates are approximate and subject to change. If changes occur, I will make a course announcement on Brightspace.

Wk.	Class	Date	Topic	Reading	Notes/ LAB
1	1	T Jan. 7	Course intro and overview		
	2	W Jan 8	<b>1. Foundation: Neurons</b>	Ch. 3	LAB 1 start
	3	F Jan. 10	“		
2	4	T Jan. 14	“		
	5	W Jan 15	“		
	6	F Jan. 17	<b>2. Foundations: Brain</b>	Ch. 2	<b>LAB 1 due;</b> LAB 2 start
3	7	T Jan. 21	“		
	8	W Jan 22	“		<b>iClicker starts</b>
	9	F Jan. 24	“		
4	10	T Jan. 28	<b>3. Perception</b>	Ch. 5 & 6 (p 163 – 180)	<b>LAB 2 due;</b> LAB 3 start
	11	W Jan 29	“		
	<b>12</b>	<b>F Jan. 31</b>	<b>Exam 1: Foundations: Neurons (Ch. 3) &amp; Foundations: Brains (Ch. 2)</b>		
5	13	T Feb. 4	“		
	14	W Feb. 5	“		
	15	F Feb. 7	“		
6	16	T Feb. 11	<b>4. Action</b>	Ch. 7	<b>LAB 3 due;</b> LAB 4 start
	17	W Feb. 12	“		
	18	F Feb. 14	“		
7	(Class 19 – 21): M Feb. 17 – F Feb. 21 <b>Reading break – No class</b>				
8	22	T Feb. 25	“		
	23	W Feb. 26	“		
	24	F Feb. 28	<b>5. Attention</b>	Ch. 8	<b>LAB 4 due;</b> LAB 5 start
9	25	T Mar. 4	“		
	26	W Mar. 5	“		
	27	F Mar. 7	“		
10	28	T Mar. 11	<b>6. Long-Term Memory</b>	Ch. 9	<b>LAB 5 due;</b> LAB 6 start
	29	W Mar. 12	“		
	<b>30</b>	<b>F Mar. 14</b>	<b>Exam 2: Perception (Ch. 5 &amp; 6), Action (Ch. 7) and Attention (Ch. 8)</b>		
11	31	T Mar. 18	“		
	32	W Mar. 19	“		
	33	F Mar. 21	<b>7. Language</b>	Ch. 11	<b>LAB 6 due;</b> LAB 7 start
12	34	T Mar. 25	“		
	35	W Mar. 26	“		
	36	F Mar. 28	<b>8. Decision Making</b>	Ch. 12 & 14	<b>LAB 7 due;</b> LAB 8 start
13	37	T Apr 1	“		
	38	W Apr. 2	“		
	39	F Apr. 4	“		<b>LAB 8 due</b>
	<b>Exam period (TBA)</b>		<b>Exam 3: Long-Term Memory (Ch. 9), Language (Ch. 11), and Decision Making (12 &amp; 14)</b>		





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**Exams (67%)**

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There will be **three non-cumulative exams** (see schedule above). All course materials (lectures, textbook chapters) are testable. All three exams will have multiple choice (MC) questions. The first two exams will take place during the scheduled class period with the final exam taking place during the exam period. *Be sure not to schedule any trips that overlap with exam dates* and notify your family not to schedule any trips for you that overlap with the exam dates. You are responsible for attending exams as scheduled, writing your own exam, and for respecting the academic integrity expectations of the university.

**Missed exam policy:** If you miss an in-class exam for a valid reason (e.g., emergency, illness, accident, family affliction), **please email me as soon as possible – within 2 days of a missed exam and include the completed [Request for In-Course Extension form](#)**. **If you do not contact me within 2 days, a grade of 0 will be assigned to you for the missed exam.** Make-up exam requests will only be granted in extenuating circumstances such as significant illness or accident **and it will be your responsibility to make it to the make-up session with the TA regardless of your schedule or other commitments.** Failure to do so will mean that you'll have to take your exam at the next make-up session (which means that you'll be writing two exams within a week of each other). You must write all 3 exams for this course and failure to do so will result in an N (Failure) grade. **Travel plans and personal inconveniences (e.g., having more than one assignment due at the same time, having friend/ family visiting, work scheduling conflicts, being hungover, plans for concert/ festivals) will not be accommodated.**

**Missed final exam policy:** If you are not able to attend the final exam, you can submit a [Request for Deferral](#) through the Office of the Registrar. If a deferral is granted for the final exam (not all of them are granted), an alternative date to write the make-up exam **must** be arranged with the instructor.

**If you require special arrangements for exams due to a disability** – you must be officially registered with the Centre for Accessible Learning – please see <https://www.uvic.ca/services/cal/online-services/register/index.php> for more information. I will automatically be informed of your registration with them and the accommodations you need.

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**Labs (28%)**

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There are a total of 8 labs on Brightspace spread throughout the course and **your highest 7 grades will count towards your final course grade. Each lab is worth 4%.** Labs are intended to get you to actively engage with course content, apply learnt knowledge to different scenarios and help you solidify your learning. You are to complete each Lab Activity by yourself. Copying answers from other students is not allowed and doing so is a violation of the UVic policy on Academic integrity. Furthermore, you'll be doing a disservice to yourself and your own learning. I highly recommend that you complete these Lab activities on your own. Kindly consult the above course schedule for Lab deadlines. Each Lab will be available for at least 7 days and is made up of MC, short answer, matching or arithmetic questions. **No extensions or make-ups will be given for Lab activities. Please plan accordingly.**



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**Participation (iClickers; 5%)**

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Throughout the term, I will present iClicker questions during lectures. My hope is that these will a) encourage your active participation in class and, b) help me to see which concepts the class understands well, and which need a little more attention. **Answer 75% of the questions presented in a lecture to get your iClicker point for that day – your grade is based on your participation** rather than whether you got the correct answer or not. It's ok if you get the answer wrong or if you miss *one* question in a single lecture; you'll still get a mark for that day. iClicker questions start counting for grades on Wednesday, Jan 22 but we will have some practice sessions beforehand to ensure everything is working. There will be approximately 27 classes (excluding exams days) in total. You will need to participate in at least 20 classes to receive full marks. This gives you several classes of leeway to overcome technical challenges/find lost clickers/make up for missed classes/etc. Thus, there will be no opportunity to make up iClicker responses for the above reasons. Please note, I consider providing iClicker responses for another student to be an academic infraction and will treat it as such (according to the UVic Policy on Academic Integrity).

**When will I see my iClicker participation grades?** Updated iClicker records will be posted to Brightspace (under "Grades") within one week after Exam 1 and Exam 2. Final iClicker totals will be posted within 1 week after the end of classes. If you have a question about your iClicker points, please address it **before** 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.

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**Bonus SONA research credits (+2%)**

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Students in this course may earn up to 2% extra credit toward their final grade by participating in research studies conducted in the Department of Psychology through the SONA system. 1 hour of participation earns students 1 SONA credit and credits are given in .5 increments, with 1 credit required for a 1% increase in the student's final grade. For details, go to the Psychology Research Participation System web page (<https://www.uvic.ca/socialsciences/psychology/research/participants>) and follow the instructions for students. You are encouraged, but not required, to participate in studies pertaining to this class. The last day for earning and assigning credits towards this course is April, 4

You must be sure to assign your credits to this course (and this section of the course) no later than the last day of class, otherwise you will not receive extra credit in this course. If you do not wish to participate in research studies for some reason, but still wish to have the opportunity to earn an equivalent amount of extra credit, you may contact your course instructor by March 17 to arrange for an alternative option involving written assignments.

*Please note that your course instructor does not have access to the SONA system. At the end of the term, I receive an excel file detailing the number of bonus credit each student receives. If you have questions about receiving, assigning, confirming SONA credits, please contact the research participation coordinator Dr. Fred Grouzet: [psycresearch@uvic.ca](mailto:psycresearch@uvic.ca)*





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**Important course policies and considerations:**

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**Respect for Diversity:** It is my intent that students from all diverse backgrounds be well-served by this course, that students' learning needs be addressed, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials that are respectful of diversity: gender, sexuality, disability, age, socio-economic status, ethnicity, race, and culture. Your feedback and suggestions are encouraged and appreciated – not only at the end of the semester through the Course Evaluation Survey, but also throughout the term. **Please do not hesitate to talk to me regarding effective learning and respectful conduct.**

**Respectful Class Behaviour:** Throughout the term, we will have opportunities to discuss course questions and poll questions during class lectures. Please limit side conversations to those times. By design, our classroom allows sound to travel well and as such side or hushed conversations can be easily heard in all areas of the classroom which in turn disrupts attention and learning. I ask that you kindly respect your fellow peers and engage in meaningful class discussions during the appropriate/ allocated times. Furthermore, if you are using your personal device during class, please be aware that students behind you can often see your screen and that can be distracting – especially if you are browsing a website that is unrelated to the course.

**Attendance:** It is expected that you will attend all classes. If, due to unforeseen circumstances, you must miss a class, please obtain the missed material from a classmate. No class recordings are available but I am available to provide information on specific questions, but a make-up class or class notes will not be provided. Teaching assistants are also able to answer content-related questions.

**Academic Integrity:** You are responsible for familiarizing yourself with the University of Victoria's [Policy on Academic Integrity](#). Violations of this policy include plagiarism, unauthorized collaboration, and other forms of cheating. At minimum, the penalty for any instance of these behaviours will be a grade of 0% on the assignment or exam in question. The course penalty for more extensive violations of this policy will be a failing grade for the class.

- The use of a generative artificial intelligence (AI) is strictly prohibited in any submitted work – including lab assignments (I would really like you to go through the material and learn something cool rather than stress over grades).

**Copyright Statement:** All course content and materials are made available by instructors for educational purposes and for the exclusive use of students registered in their class. 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.

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





*We acknowledge and respect the lək'wəḡən (Songhees and Esquimalt) Peoples on whose territory the university stands and the lək'wəḡən, and W̱SANEĆ Peoples whose historical relationships with the land continue to this day. I feel very fortunate to learn, live and work on this beautiful territory*

## 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/>

### **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:** Office of Equity and Human Rights, Sedgewick Building, Room C115

**Phone:** 250 721 8021 | Email: [svpcoordinator@uvic.ca](mailto:svpcoordinator@uvic.ca)

**Web:** <https://www.uvic.ca/sexualizedviolence/>



**UNIVERSITY OF VICTORIA**

Department of Psychology  
Important Course Policy Information  
Spring Session 2025

**Accessible Learning**

The University of Victoria is committed to creating a learning experience that is as accessible as possible. If you are registered with the [Centre for Accessible Learning](#) and anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me. If you are a student with a disability or chronic health condition, you can meet with a CAL advisor to discuss access and accommodations.

**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 rounded 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/>.

<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).

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 Spring 2025.

**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**

Students can apply for [academic concessions](#) if their course requirements are affected by (i) unexpected and/or unavoidable circumstances (e.g., illness, family affliction, etc.), or (ii) conflicting responsibilities (e.g., service in the armed forces or first responder, representing the university).

- **Request an in-course extension**

If you require more time to complete a course requirement or miss a test or midterm exam, then you will need to complete the [“In-Course Extension Form”](#) and submit it directly to your course instructor. All course requirements must be completed prior to the submission of final grades.

- **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 require additional time to complete course requirements beyond the normal term.**

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](https://uvss.ca/) 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](https://uvss.ca/)!

**Academic Important Dates**
**[Spring session – second term \(January – April\)](#)**

Wednesday, January 1 <sup>st</sup>	University Closed (Winter Break)
Monday, January 6 <sup>th</sup>	Second term classes begin for all faculties
Sunday, January 19 <sup>th</sup>	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, January 22 <sup>nd</sup>	Last day for adding courses that begin in the second term
Friday, January 31 <sup>st</sup>	Last day for paying second term fees without penalty
Sunday, February 9 <sup>th</sup>	Last day for 50% reduction of tuition fees for standard courses
Monday, February 17 <sup>th</sup>	University Closed (Family Day)
February 17 <sup>th</sup> – 21 <sup>st</sup>	Reading Break for all faculties
Friday, February 28 <sup>th</sup>	Last day for withdrawing from second term courses without penalty of failure
Monday, March 10 <sup>th</sup>	First registration date for Summer Session 2025
Friday, April 4 <sup>th</sup>	Last day of classes for all faculties
Monday, April 7 <sup>th</sup>	Second term examinations begin for all faculties
Friday, April 18 <sup>th</sup>	University Closed (Good Friday)
Monday, April 21 <sup>st</sup>	University Closed (Easter Monday)
Friday, April 25 <sup>th</sup>	Second term examinations end for all faculties

**Add and drop dates for standard 2024-2025 Winter Session courses**

Term	Start Date	End Date	100% Fee Reduction	Add Deadline	50% Fee Reduction	Academic Drop no Fee Reduction
<b>Second term</b>	Jan 6	Apr 4	Jan 19	Jan 22	Feb 9	Feb 28