Course Content
“The science of human development seeks to understand how and why people – all groups of people, all over the world, of every age – change over time. The goal is to help all 7 billion people on earth to fulfill their potential. Growth over the life span is multidirectional, multicontextual, multicultural, multidisciplinary and plastic. Developmental study is a science. Scientists seek to progress from opinion to truth, from subjective to objective, from wishes to evidence.”


This course provides an overview of our contemporary scientific understanding of human continuity and change across the lifespan, with a particular focus on developmental periods such as prenatal, infancy, early and late childhood, adolescence, adulthood and late adulthood, and domains of development such as physical, cognitive and socioemotional.

Course Objectives

This course is designed to provide students with an understanding of:

• The lifespan perspective
• Human development as multidirectional
• Human development as multicontextual
• Human development as multicultural
• Human development as multidisciplinary
• The plasticity of human development
• Major theories and perspectives on human development
• Overview of our current understanding of major developmental physical, cognitive and socioemotional events and changes in the following phases of human development: prenatal, infancy, early and late childhood, adolescence, adulthood and late adulthood
REQUIRED RESOURCE MATERIAL

• **Textbook:** Berger, K. S, & Chuang, S. S. (2014). Invitation to the Life Span (2nd Canadian Edition). New York: Worth. The textbook can be purchased in the UVIC bookstore, and students must have access to it in order to master the course material.

• **Student Personal Response System:** *iClicker.* iClicker 2 (not the original iClicker). The iClicker 2 personal response system is necessary in order for you to participate in PSYC 330 classes, and 3% 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 this course, 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.)

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

### COURSE REQUIREMENTS AND GRADING

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>25%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>30%</td>
</tr>
<tr>
<td>Exam 3</td>
<td>30%</td>
</tr>
<tr>
<td>Online chapter quizzes</td>
<td>12%</td>
</tr>
<tr>
<td>Clicker participation</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

[Optional Research Participation Bonus Points: Additional 3%. See section at end of Course Outline]

Although you are expected to complete all course requirements (Exams, Quizzes, Assignment, Clickers), you must complete all three exams to receive credit for the course. Students who do not complete all three exams will receive an “N” grade. An “N” is a failing grade, and it factors into a student’s GPA as O.

Cutoff Points for Final Grades

The following is the grading policy of the University of Victoria effective May 1st, 2012.

<table>
<thead>
<tr>
<th>Mark</th>
<th>Percent</th>
<th>UVIC Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90 - 100</td>
<td>9</td>
</tr>
<tr>
<td>A</td>
<td>85 - 89</td>
<td>8</td>
</tr>
<tr>
<td>A-</td>
<td>80 - 84</td>
<td>7</td>
</tr>
<tr>
<td>B+</td>
<td>77 - 79</td>
<td>6</td>
</tr>
<tr>
<td>B</td>
<td>73 - 76</td>
<td>5</td>
</tr>
<tr>
<td>B-</td>
<td>70 - 72</td>
<td>4</td>
</tr>
<tr>
<td>C+</td>
<td>65 - 69</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>60 - 64</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>50 - 59</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0 - 49</td>
<td>0</td>
</tr>
</tbody>
</table>
## PSYC 243 (A01) 2018 Summer SCHEDULE

<table>
<thead>
<tr>
<th>CN</th>
<th>Class/Date</th>
<th>Reading</th>
<th>Topic</th>
<th>Quizzes Due 10 PM</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>July 4(W)</td>
<td>Ch. 1</td>
<td>Science of Development Conception to Birth</td>
<td>Q1,2 Weds July 4 * (see note re quizzes below)</td>
<td>July 6 is last day to add courses July 6 is last day to drop courses and receive 100% of tuition fees</td>
</tr>
<tr>
<td>2</td>
<td>July 5 (R)</td>
<td>Ch. 3</td>
<td>First Two Years: Body and Mind</td>
<td>Q3 Weds July 4</td>
<td>July 12 is last day to drop courses and receive 50% of tuition fees</td>
</tr>
<tr>
<td>3</td>
<td>July 6 (F)</td>
<td>Ch. 4</td>
<td>First Two Years: Psychosocial</td>
<td>Q4 Thurs July 5</td>
<td>July 18 is last day to drop courses without penalty of failure.</td>
</tr>
<tr>
<td>4</td>
<td>July 9 (M)</td>
<td>Ch. 5</td>
<td>Early Childhood: Body and Mind</td>
<td>Q5 Sun July 8</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>July 10 (T)</td>
<td>Ch. 6</td>
<td>Early Childhood: Psychosocial</td>
<td>Q6 Mon July 9</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>July 11 (W)</td>
<td>Exam 1: Chapters 2 - 6</td>
<td></td>
<td>Q7 Tues July 10</td>
<td>Exams can be missed for documented afflictions only. In these cases, the make-up exam must be written at the assigned makeup time.</td>
</tr>
<tr>
<td>7</td>
<td>July 12 (R)</td>
<td>Ch. 7</td>
<td>Middle Childhood: Body and Mind</td>
<td>You must have at least one clicker point by July 13 to receive any clicker points for the course.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>July 13 (F)</td>
<td>Ch. 8</td>
<td>Middle Childhood: Psychosocial</td>
<td>Q8 Thurs July 12</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>July 16 (M)</td>
<td>Ch. 9</td>
<td>Adolescence: Body and Mind</td>
<td>Q9 Sun July 15</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>July 17 (T)</td>
<td>Ch. 10</td>
<td>Adolescence: Psychosocial</td>
<td>Q10 Mon July 16</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>July 18 (W)</td>
<td>Ch. 11</td>
<td>Emerging Adulthood: Body, Mind and Social World</td>
<td>Q11 Tues July 17</td>
<td>You must have at least one clicker point showing on your CourseSpaces record by July 13 to receive any clicker points for the term. This is so any clicker issues are cleared up by July 13, not later in the term.</td>
</tr>
<tr>
<td>12</td>
<td>July 19 (R)</td>
<td>Exam 2: Chapters 7 - 11</td>
<td></td>
<td></td>
<td>Last day to receive Bonus points for Research Participation is July 26 (last day of class).</td>
</tr>
<tr>
<td>13</td>
<td>July 20 (F)</td>
<td>Ch. 12</td>
<td>Adulthood: Body and Mind</td>
<td>Q12 Thurs July 19</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>July 23 (M)</td>
<td>Ch. 13</td>
<td>Adulthood: Psychosocial</td>
<td>Q13 Sun July 22</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>July 24 (T)</td>
<td>Ch. 14</td>
<td>Late Adulthood: Body and Mind</td>
<td>Q14 Mon July 23</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>July 25 (W)</td>
<td>Ch. 15</td>
<td>Late Adulthood: Psychosocial</td>
<td>Q15 Tues July 24</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>July 26 (R)</td>
<td>Exam 3 Chapters 12 - 15</td>
<td></td>
<td></td>
<td>Students must be present to write the exams during the scheduled class period. Do not schedule any trips that overlap with exam dates, and please notify your family not to schedule any trips for you that overlap with the exams.</td>
</tr>
</tbody>
</table>

*Note: Because extra “make-up” quizzes (beyond those necessary to receive full marks) are already scheduled, additional make-up quizzes are not available. It is therefore important to submit quizzes well before the deadlines (to avoid technical problems) and complete all the quizzes by the due dates until you have reached the required number (12). See the “online Chapter Quizzes” sections below for details.*
Exams

Exams are a formal and scheduled part of almost all university courses.

Constructing, administering, grading and providing feedback on exams is a difficult and time-consuming activity that requires many hours of instructor and Teaching Assistant time. Your cooperation is required in order to make the examination system work.

Being present to write exams at the scheduled and assigned time is a requirement of students who enroll in a course.

Each exam in this course will consist of both short answer (e.g., multiple-choice, fill in the blanks, definitions), and questions requiring longer answers. Exams are closed-book, based on the textbook and lecture material and will take a class period.

If you are not able to write the course exams in this course at the scheduled times, or are underprepared to write university exams at the third year level for any other reasons, you should not enroll in or continue in this course (with the exception of documented medical or other emergencies – see the section on Make-up exams below.)

Make-up Exams

Exams can be missed for serious documented medical or personal afflictions only. If you must miss the regular exam for such a reason, you must provide documentation specifying that you were too ill to write the exam on the scheduled date, and you are required to write the make-up exam at the scheduled make-up time.

Students who miss an exam should contact the Teaching Assistant as soon as they know that they will miss the exam, and to arrange to write a make-up exam. Students missing exams are required to provide medical/professional documentation as to why they had to miss the exam.

Students missing exams are also required to respond to T.A. email inquiries regarding their absence within 24 hours of the exam. Students who do not respond to such messages may receive an “N” grade in the course. (Failure due to not completing course requirements.)

Please be aware that by not writing an exam at the scheduled exam, you risk falling behind in the course, and this may contribute to making the rest of your term more stressful. Among other issues, you will not get feedback on your knowledge of the course material until much later than you would otherwise, making it difficult to make decisions on issues like dropping the course or modifying your study strategies.

Your best strategy almost always to write the exam at the scheduled time – delaying it unless you must for reasons of illness is usually a mistake.

The make-up exam must be written at the assigned makeup time. Students who miss the assigned make-up time must provide additional documentation (besides the documentation for missing the regular exam) testifying that they were too ill to write the make-up exam at the assigned make-up date.

Students who miss more than one exam will be required to provide documentation as to the medical reason for repeatedly missing exams.

If you find that your life circumstances are such that you are repeatedly unable to write the course exams at the regularly scheduled time, you should take the course at a time when you are able to fulfill this aspect of the course requirements.
Online Chapter Quizzes

Rationale for the Online Quizzes

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 and studies 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’ll find that the quizzes help to structure your coverage and familiarity with the course material.

Completing the Online Quizzes

• CourseSpaces will close the quizzes automatically at the time designed on the schedule. Please make sure you can COMPLETE the quiz by the due time.

• You will have 15 quiz opportunities during the semester - one for each text chapter. You will only receive marks for the best 12 out of 15 quizzes that you complete. Your best bet is, of course, to do them all. This will allow the best chance to process the material for the exams. The worst strategy is for you to skip one of the first quizzes and plan on doing all of the last remaining quizzes. The 12 out of 15 system is designed to give you flexibility in case you have a quiz where personal or other circumstances keep you 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 a quiz and still obtain full marks for the Quiz component in order to provide you with “extra” Quizzes that you can miss in case of illness or personal emergency. Because the “extra” quizzes are there for this reason, there is not an additional opportunity to do make-up quizzes for illness or other reasons, as the “extra” quizzes are the make-up quizzes.
iClicker RATIONALE AND GUIDELINES

• We will base a small percentage of your final mark (3%) on your in-class participation and performance with the iClicker Personal Response System. This course 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.

• Clicker points will be based on participation in classes on the following 13 dates:
  July 5,6,9,10,12,13,16,17,18,20,23,24,25

• Clicker points will be displayed in CourseSpaces Grades referring to the Clicker Class number (CC1; CC2, etc.), not the date, i.e.:
  July 5(CC1), July 6(CC2), July 9(CC3), July 10(CC4), July 12(CC5), July 13(CC6), July 16(CC7), July 17(CC8),
  July 18(CC9), July 20(CC10), July 23(CC11), July 24(CC12), July 25(CC13)

• If you participate in clicker questions in 80% or more of the above 13 classes (i.e. in 10 or more classes), you will receive the maximum 3% of your final grade.

• If you participate in fewer than 10 classes, you will receive the following percentages:

<table>
<thead>
<tr>
<th>Classes</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>2.7</td>
</tr>
<tr>
<td>8</td>
<td>2.4</td>
</tr>
<tr>
<td>7</td>
<td>2.1</td>
</tr>
<tr>
<td>6</td>
<td>1.8</td>
</tr>
<tr>
<td>5</td>
<td>1.5</td>
</tr>
</tbody>
</table>

• The level of participation required to receive maximum points is set at 80% of all classes to allow 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 clicker records will generally be posted to the Course CourseSpaces Website (Grade link) within two weeks after Exam 1 and Exam 2. We hope to have your final clicker totals posted on the CourseSpaces 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 July 13 to make sure that you have at least one clicker point posted, and you are receiving correct credit for your clicker participation. Only students who have a posted record on CourseSpaces of at least one clicker point by July 13 will be eligible to receive any clicker points for the term. Students who do not have any posted clicker points by July 13 will receive 0 on their final clicker total (out of 3%) 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 students to begin their clicker participation as early as possible.

• If you have questions about your clicker points, please contact the Instructor via email msmith@uvic.ca.
iClicker Registration

Note: More detailed information on iClicker registration and other issues is provided at http://elearning.uvic.ca/iclicker/students

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! Start by following these steps:

1. Go to uvic.ca/iclickerreg – sign in with your NetLink credentials and you should be taken directly to the iclicker registration page; OR

2. Log into the UVic portal (http://www.uvic.ca/) and click on: My page > Student Services > iClicker

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.

Additional Information:
• iClicker Purchase/Buyback Inquiries: Please contact the UVIC Bookstore: http://www.uvicbookstore.ca/; phone 250 721-8313; email 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 Telephone: 250-721-7687. In Person: Clearihue A004 or McPherson Library

iClicker Frequently Asked Questions

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

• 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?
  No. iClicker registrations do not expire. If you registered your iClicker 2 to your Netlink ID at uvic.ca/iclickerreg previously, you need not register again. If you cannot remember if you have registered or not, just go ahead and register. Re-registration will just overwrite the existing registration information that is associated with your student ID.

• Should I purchase iClicker 1 or iClicker 2? Can I use either in this class?
  You will need iClicker 2 in this course. We use it because it allows some cool things (polling broken down by age and gender, for instance) that the outdated iClicker 1s did not allow. iClicker 2s can be sold back to the UVIC bookstore just as with textbooks, whereas the Bookstore does not accept the original iClicker for resale.

• 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 a used iClicker 2 (but not iClicker 1). You register a used iClicker 2 remote in the exact same manner as a new iClicker 2 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 2 remote in any way.

• I lost my iClicker and had to buy a new one. What do I do?
  Email your old serial number to the instructor at msmith@uvic.ca. Let me know who you are and that you’ll be registering a new iClicker 2 serial number on a certain date. Then, register your new iClicker 2 just like you did your old one.

• I can’t read the serial number on the back of my iClicker. What do I do?
  This is not an issue on iClicker 2s (2nd-generation iClicker remote) as you’ll see the serial number on the device’s LCD each time you turn it on. (This was not the case on the original iClicker).

• 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 three possible factors.
  • 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.
  • Double-check that you’ve registered at uvic.ca/iclickerreg, not iclicker.com.
  • If at any point in the past you used a different iClicker remote which you also registered to your name, your previous registration will have been deactivated. In other words, you’ll need to register the iClicker remote that you’re currently using again.

COURSE WEBSITE

• Course Website: The Course Website will be accessible through the UVIC CourseSpaces 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 CourseSpaces system and the PSYC 243 CourseSpaces WebPage. To register, go to the Netlink Website at http://netlink.uvic.ca/ and follow the directions there. If you cannot access the PSYC 243 website after receiving your NetLink ID, please contact the Computer Help Desk in Clearihue A004 (helpdesk@uvic.ca; http://helpdesk.uvic.ca, or at their desks in the Library and Residence, or by phone: (250) 721-7687.

• CourseSpaces Online Learning System: To find out how to log into the CourseSpaces online learning system, please go to CourseSpaces.

• If you need assistance in using CourseSpaces, please view the CourseSpaces Student Orientation Video on the CourseSpaces student site or email CourseSpacesStudentHelp.

If you contact the Computer Help Desk with problems accessing the CourseSpaces Website, please indicate that you are having a NetLink or CourseSpaces problem, as almost all problems relating to accessing the CourseSpaces Website are related to issues or instructions involving NetLink or CourseSpaces.
Course Experience Survey
I value your feedback on this course. Near the end of term, you will have an opportunity to complete an anonymous survey regarding your learning experience in this class. The CES provides vital information that I will use to improve future courses. The survey will also be used by the Department of Psychology to evaluate my performance as an instructor. I will not receive the results until after I have submitted marks for this course. Responses are anonymous unless you choose to say things in optional open-ended comments that identify you (which I do not recommend).

The more students complete the survey, the more meaningful and informative the results. Please ensure that your current email address is listed on MyPage (http://uvic.ca/mypage). When the class is 5/6 over, an email will be sent inviting you to complete the CES online. Please complete the survey when you receive that email message.

Keys to Success in this Course

Success in university courses generally requires consistent, sustained attention to the course material. If you wish to be successful in mastering the material in this course, you should spend several hours engaged in the following activities each week:

Before class:
- Complete the assigned reading from the textbook.
- Complete and submit the Online Chapter Quizzes.
- (Optional but recommended): Complete the Chapter Study Questions.
- (Optional but recommended): Think about the course material. Look for examples, illustrations and questions relating to the course material in the things you read, the media you view, and the people you interact with.

During class:
- Attend all lectures, and make notes that elaborate, expand, question or provide examples for the material discussed.
- Stay focused on the class activities.
- Participate in class discussions and activities.
- Be respectful of your class colleagues, and make an effort to know them.
Optional Extra Credit for Research Participation

Students in this course may earn up to 3% extra credit toward their final grade by participating in research studies conducted in the Department of Psychology. Each 15 minutes of participation will earn 0.5 credit with 2 credits required for a 1% increase in the student's final grade.

For details on participating in research studies, go to the Department of Psychology website (web.uvic.ca/psych), click on the Research link near the top of the page, then click on the Participant Pool link at the left of the new page to see instructions for participating in the system.

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 to arrange for an alternative option involving written assignments. If you wish to submit this alternative written work, you must contact the course instructor by July 13 if you wish to submit the extra written work.

Please note that this Research Participation option is for extra credit in addition to the course requirements, and you are not required to participate in this option if you wish not to.
UNIVERSITY OF VICTORIA
Department of Psychology

Important Course Policy Information
Summer 2018

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 pages 310-313 of the UVic Calendar, May 2018.

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.

Commitment to Inclusivity and Diversity

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.

In the Event of Illness, Accident or Family Affliction (See UVic Calendar, May 2018, p. 50)

• What to do if you miss the final exam scheduled during the last day of classes

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.

OR, you can download the Request for Academic Concession form here:
http://www.uvic.ca/registrar/assets/docs/record-forms/rac.pdf

• What to do if you miss an exam other than one scheduled during the last day of classes

Do not apply at Records Services for a “Request for Academic Concession”. Instead submit documentation of the illness, accident or family affliction directly to your course instructor (or designated teaching assistant).

• 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 (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.

OR, you can download the Request for Academic Concession form here:
http://www.uvic.ca/registrar/assets/docs/record-forms/rac.pdf
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 [https://web.uvic.ca/calendar2018-05/undergrad/info/regulations/academic-integrity.html](https://web.uvic.ca/calendar2018-05/undergrad/info/regulations/academic-integrity.html), p. 45-47, UVic Calendar May 2018). 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. **Being an Accessory to Offences.** This means that helping another student to cheat (for instance, by showing or communicating to them answers to an assignment, or by allowing them to view answers on an exam) is an academic offence.

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 (on p. 45-47, May 2018).

**The definitive source** for information on Academic Integrity is the University Calendar (p. 45-47, May 2018) [https://web.uvic.ca/calendar2018-05/undergrad/info/regulations/academic-integrity.html](https://web.uvic.ca/calendar2018-05/undergrad/info/regulations/academic-integrity.html)

**Other useful resources on Plagiarism and Cheating include:**

1. The Study Solutions Office: [https://www.uvic.ca/services/counselling/success/study/index.php](https://www.uvic.ca/services/counselling/success/study/index.php)
2. The Ombudsperson’s office: [http://www.uvss.uvic.ca/ombudsperson/pubsguides/plagiarism.pdf](http://www.uvss.uvic.ca/ombudsperson/pubsguides/plagiarism.pdf)