Meeting Times: Monday & Thursday, 11:30 AM - 1:00 PM
Place: COR A069A
Instructor: Dr. Clay Holroyd
Email: holroyd@uvic.ca
Phone: 853-3910
Office: COR A272
Office Hours: By appointment
T. A.: Sepideh Heydari

Required Text: Steven Luck, *An Introduction to the Event-related Potential Technique SECOND EDITION*; and PDFs to be emailed.

Course description: PSYCH 574a will provide an introduction to the event-related brain potential (ERP) technique for investigating the neural mechanisms of cognition. Topics to be discussed include theories of ERP components and methods of ERP data acquisition and analysis. This is a laboratory class; students will conduct an actual ERP experiment in the laboratory. *Students are advised that class attendance and participation are crucial and indispensable parts of the course.*

Evaluation: Grades will be determined according to the following criteria:

<table>
<thead>
<tr>
<th>Class Attendance</th>
<th>65%</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>15%</td>
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<tr>
<td>Class Participation</td>
<td>10%</td>
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<tr>
<td>Lab Experiment Write-up</td>
<td>10%</td>
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Class attendance: Attendance will be taken at each class and will account for 65% of the final grade. In addition to the lectures and lab sessions listed on the class schedule, THREE LAB SESSIONS must be scheduled independently with the T. A. or with another experimenter outside of class hours. Attendance includes participating in data acquisition and analysis on lab session days. Students who attend all classes will receive the maximum 65 percentage points; students are allowed to miss two class days without penalty. If more than two classes are missed, students must supply evidence documenting a valid reason for the absence (e.g., a note from a doctor). If more than two classes are missed and no such evidence is provided, the student will be penalized 5 percentage points for each additional absence.

Quizzes: For discussion sessions, a short quiz will be given on the reading materials for the day’s discussion. Quizzes account for 15% of the final grade. Each student’s lowest scoring quiz will be dropped from their overall quiz average. Students who miss a quiz must supply evidence documenting a valid reason for the absence (e.g., a note from a doctor); they will then be assigned a score based on their average for the remaining quizzes taken. If a quiz is missed without a documented reason, a score of zero will be assigned.
Class Participation: Students are required to participate in class discussions. Class participation will account for a maximum of 10% of the final grade, and will be determined according to the following criteria:

- Exceptional: 10%
- Average: 5%
- Poor or None: 0%

Please note that I am not expecting students to have fully understood the readings before coming to class, but I will be looking for evidence of having read and being engaged with the material.

Lab Write-up: A written report presenting the results of the lab experiment must be submitted within one week following the last day of class (by December 10, 2018), which will account for 10% of the course grade. The format should be as follows (page estimates assume double-spaced lining): 1) Introduction (1-2 pages): summarize the purpose of the experiment. 2) Methods (1-2 pages): summarize the data acquisition and analysis methods. 3) Results (2-5 pages, including figures): present the results of the experiment; 4) Discussion (1-2 pages): interpret the results. Papers that are submitted late without a documented, valid reason will be assessed a 10% penalty (of the paper grade, not the course grade) for each day late.

Examinations: There will be no midterm or final exams.

Grades: Grades will be determined according to the Faculty of Graduate Studies Grading Scale – please see the attached table.

Location: Please note that lectures will take place in COR A069a (the CABS meeting room), data collection in COR A071 and A072 (the ERP labs), and data analysis in COR A067 (the LCCL data analysis room).
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.

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/calendar2018-09/grad/academic-regulations/academic-integrity.html#](https://web.uvic.ca/calendar2018-09/grad/academic-regulations/academic-integrity.html#), p.39-41 UVic Calendar September 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. 40 in September 2018).

The definitive source for information on Academic Integrity is the University Calendar (p. 39-41 in September 2018) (https://web.uvic.ca/calendar2018-09/grad/academic-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
2. The Ombudsperson’s office: http://www.uvss.uvic.ca/ombudsperson/pubsguides/plagiarism.pdf
3. UVic Library Resources: http://www.uvic.ca/library/research/citation/plagiarism/
4. Dr. Mitchell of the UVic English Department:
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.

**Discovering Victoria, UVic and your Community:**
Grad school can involve a lot of time studying and researching on your own – but it does not have to be an isolating experience. There are a lot of other grad students out there like you who are looking to connect outside of academics.

[www.uvic.ca/mentalhealth/graduate/connect/index.php](http://www.uvic.ca/mentalhealth/graduate/connect/index.php)

**Counselling Services:**
Counselling Services can help you make the most of your university experience. They offer free professional, confidential, inclusive support to currently registered UVic students.

[www.uvic.ca/services/counselling/](http://www.uvic.ca/services/counselling/)

**Health Services:**
University Health Services (UHS) provides a full service primary health clinic for students, and coordinates healthy student and campus initiatives.

[www.uvic.ca/services/health/](http://www.uvic.ca/services/health/)

**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: [www.uvic.ca/mentalhealth/graduate/](http://www.uvic.ca/mentalhealth/graduate/)