PSYCHOLOGY 300A – Section A01
Statistical Methods in Psychology I
Fall (Sept. - Dec.) 2023 : CRN 12969

Time: MWTh 2:30 pm – 3:20 pm
Room: Human & Social Development (HSD) A240
Instructor: David Medler (he/him)
Email: dmedler@uvic.ca
Office: COR A270
Office Hours: Tuesday 10:00 - 11:00
                Thursday 3:30 - 4:20
Teaching Assistant: Sabrina Francescangeli (she/her)
Email: sfrancescangeli@uvic.ca
Office: COR B308
Office Hours: By Appointment

TERRITORY ACKNOWLEDGMENT
We acknowledge and respect the lsḵwx̱ł̓ pl̓a̱en 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.

COURSE DESCRIPTION AND OBJECTIVES
To provide a conceptual and practical understanding of descriptive and inferential statistical analysis as applied to experimental research in Psychology. Because I believe that learning and teaching is a bi-directional process between student and instructor, I anticipate that we will both prepare for each class.

REQUIRED TEXTBOOK
There is no required textbook for this class. I will make all slides available prior to lectures. Over the years, I have found that students do just as well from studying from the lecture slides as they do from additional notes.

PREREQUISITES AND REGISTRATION
The prerequisites for Ψ300A include:

1. PSYC 201 and the Academic Writing Requirement (AWR) fulfilled.
2. It is **highly recommended** that you have completed the MATH requirement for the PSYC degree, or that you have Math 12 (Pre-Calculus) or equivalent (e.g, Math 120 at UVic) **before attempting this course**.

TOPICS COVERED
Visual & numerical description of univariate & bivariate data, including correlation and regression; probability theory as it relates to inferential analysis; hypothesis testing; application of z-test and t-tests to single sample designs; communication of statistical findings.

GENERAL FORMAT
Course material will be presented in 4 sections through lectures, quizzes, graded labs, and homework assignments. Please do your best to keep up with each topic as they build upon each other.

BRIGHTSPACE
All course material, including detailed lecture notes, is available through Brightspace, which you can access by logging in through MyPage or directly through bright.uvic.ca. This site will have all course lecture material with the accompanying overheads that are presented in class, as well as the recorded lectures. It will also have blank copies of homework assignments and their respective answer keys. Most files are in pdf format.

IMPORTANT UVic DATES
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 19, 2023</td>
<td>Last day for 100% reduction of tuition fees for standard first term and full year courses</td>
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<tr>
<td>Sept. 22, 2023</td>
<td>Last day for adding courses that begin in the first term</td>
</tr>
<tr>
<td>Oct 10, 2023</td>
<td>Last day for 50% reduction of tuition fees for standard courses</td>
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<tr>
<td>Oct 31, 2023</td>
<td>Last day for withdrawing from first term courses without penalty of failure</td>
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**Course Evaluation**

Comprehension of course material will be assessed through:

(a) performance on 3 midterm exams (worth 15% each, 45% total)
(b) performance on a cumulative final exam (worth 30%)
(c) Labs (worth 10%)
(d) online Brightspace quizzes (worth 10%)
(e) Homework (worth 5%)
(f) In-class participation via iClickers (worth up to 3% in bonus marks)

Students who have completed the following required course elements will be considered to have completed the course:

- At least two midterms
- The final exam

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 and not for non-essential course components.

Please note, labs in PSYC 300A are mandatory, and you must get a passing grade (50% or higher) in the lab portion of the course. If you do not get a passing grade in the labs, you will be ineligible to write the final exam and will receive a failing grade (F) in the course regardless of your performance on the rest of the material.

**Grading (% of Total Marks)**

Your final grade will be a straight percentage rounded at the 0.5% level to provide a whole number for your grade (e.g., 84.50 will be rounded to 85; 84.49 will be rounded to 84)

**NOTE:** All deadlines & grades submitted for exams & class exercises are final. There are no make-up labs, no exam alternatives, no bonus or extra assignments that you can do post hoc to alter your grades.

The time to invest in achieving the best possible grade is during the course, not afterward.

**Exams:** There are a total of three midterm exams, each worth 15%, and one cumulative final exam worth 30%. All midterms are scheduled to be written in person during regularly scheduled class time. All grades will be posted on Brightspace following each exam. It is your responsibility to check this posting to ensure the grade is correct. The final exam will be scheduled during the December formal exam period.

**Dates of Exams:**

- Exam 1: Oct 4 (Wednesday)
- Exam 2: Oct 23 (Monday)
- Exam 3: Nov 9 (Thursday)
- Exam 4: T.B.A. (During Formal Final Exam Period)

**Exam Format:** Short answer and computational with emphasis on conceptual mastery of statistical material. Each exam will cover material from the notes, class lectures, labs, and relevant homework.

**Policy on missed midterms:**

请您记住，在考试中作弊是不被允许的。No make-up exams will be scheduled. If you miss a midterm due to illness, accident, or family affliction, you must send me an email as soon as possible indicating that you have missed the midterm, and the reason for it. Students are not required to provide documentation to support their request for academic concession, unless it is for conflicting responsibilities. A grade for the missing midterm will be generated by weighting the performance on the remaining exams. Students who miss two midterms will receive a grade of “N” in the course.

**Final Exam:** If you are unable to attend the final exam you must apply to Records Services for a "Request for Academic Concession", typically within 10 working days of the exam date. If an academic concession is granted for the final exam, an alternative date to write the make up exam MUST be arranged with the instructor. Any student who does not take the final exam will receive an “N” in this course. Link for RAC – [https://www.uvic.ca/registrar/students/appeals/acad-concession/index.php](https://www.uvic.ca/registrar/students/appeals/acad-concession/index.php)
**ACADEMIC INTEGRITY**

I have a zero tolerance policy towards academic integrity violations. I reserve the right to use cheating detection software or other platforms to assess the integrity of student work. **Do not cheat in this class!**

**APPLICATIONS OF COURSE MATERIAL**

**Homework Assignments:** You will be given 11 graded homework assignments worth a total of 5% of your final grade. The homework will provide you with opportunities to test your mastery of the material. There is simply NO substitute for wrestling a statistics problem to the ground yourself in order to understand the material. You will be required to enter your answers to the homework questions on Brightspace. Answer keys will be provided once the homework closes. Please pay attention to closing dates and times, especially around exams. The lowest two homework grades will be dropped.

**Labs:** To further facilitate your integration of the course material, you will participate in GRADED lab exercises worth 10% of your final grade. There will be a total of 11 labs (7 regular labs and 4 R labs), with the lowest regular lab mark and lowest computer lab mark being dropped. Further information is provided in the Lab Document provided on Brightspace. Please note, labs in PSYC 300A are mandatory, and you must get a passing grade (50% or higher) in the lab portion of the course. If you do not get a passing grade in the labs, you will be ineligible to write the final exam and will receive a failing grade (F) in the course regardless of your performance on the rest of the material. As we drop the two lowest labs, there are no make-up labs, etc.

**iClicker Responses:** In order to assess concept attainment in class, iClickers will be used during the lectures. You will be graded on your correct responses. Each correct iClicker response will be worth 0.1% of your total grade, to a maximum of 3%. It is expected that there will be approximately 40+ iClicker questions distributed throughout the term, which means that you should bring your iClicker to every class. As only the top 30 iClicker points count towards your final mark, there are no make-up questions, etc.

**STUDY GROUPS?**

Working together in groups of 2 to 4 people on a regular basis (not just the day before the exam!) is helpful for some people. It is perfectly acceptable for a study group to come for assistance “en masse” during pre-arranged office hours.

**COMPUTER SOFTWARE FOR STATISTICAL ANALYSIS (R)**

We will be introducing the R software package (and R studio) during the labs in PSYC 300A and will use it more extensively in PSYC 300B.

**GENERAL STATEMENT OF BEHAVIOURAL EXPECTATIONS**

The University of Victoria is committed to promoting, providing & protecting a positive, supportive, and safe learning and working environment for all its members and so am I. If you have any concerns regarding the activities that are intrinsic to PSYC 300A, please see me in the first week of the term.

**Respect for Diversity:** It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, 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 and activities that are respectful of diversity: gender, sexuality, disability, age, socio-economic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

**STATEMENT OF COPYRIGHT NOTICE**

All lecture notes and course materials provided to you including all exams and quizzes are my intellectual property, and are made available to students for instructional purposes only. You do not have my permission to distribute my lecture notes or any exams or quizzes from the course,. Such distribution, through note-sharing sites or other means, violates the Policy on Academic Integrity.
## TENTATIVE SCHEDULE: PSYC 300A (A01)

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Lab</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>PART 1 — UNIVARIATE DESCRIPTION</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>06-Sep</td>
<td>Course Introduction</td>
<td>No Labs this week</td>
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<tr>
<td></td>
<td>07-Sep</td>
<td>Lecture 1: Scales of Measurement</td>
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<tr>
<td>2</td>
<td>11-Sep</td>
<td>Lecture 1: Scales of Measurement</td>
<td>Orientation / Scales of Measurement</td>
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<td></td>
<td>13-Sep</td>
<td>Lecture 2: Frequency Distributions</td>
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<tr>
<td></td>
<td>14-Sep</td>
<td>Lecture 2: Frequency Distributions</td>
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<tr>
<td>3</td>
<td>18-Sep</td>
<td>Lecture 2: Frequency Distributions</td>
<td>Frequency Distributions</td>
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<td></td>
<td>20-Sep</td>
<td>Lecture 3: Central Tendency &amp; Variability</td>
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<td></td>
<td>21-Sep</td>
<td>Lecture 3: Central Tendency &amp; Variability</td>
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<tr>
<td>4</td>
<td>25-Sep</td>
<td>Lecture 3: Central Tendency &amp; Variability</td>
<td>R Lab - Downloading &amp; Installing</td>
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<td></td>
<td>27-Sep</td>
<td>Lecture 3: Central Tendency &amp; Variability</td>
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<td></td>
<td><strong>PART 2 — BIVARIATE DESCRIPTION</strong></td>
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<tr>
<td>5</td>
<td>02-Oct</td>
<td>National Day for Truth and Reconciliation - No Class</td>
<td>R Lab - Getting Started with R</td>
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<td></td>
<td>04-Oct</td>
<td>Lecture 1: Lectures 1 - 3, plus labs and homework</td>
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<td>05-Oct</td>
<td>Lecture 4: Correlation</td>
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<td>6</td>
<td>09-Oct</td>
<td>Thanksgiving - No Class</td>
<td>Correlation</td>
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<td></td>
<td>11-Oct</td>
<td>Lecture 4: Correlation</td>
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<td></td>
<td>12-Oct</td>
<td>Lecture 5: Regression</td>
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<tr>
<td>7</td>
<td>16-Oct</td>
<td>Lecture 5: Regression</td>
<td>Regression</td>
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<tr>
<td></td>
<td>18-Oct</td>
<td>Lecture 5: Regression</td>
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<tr>
<td></td>
<td>19-Oct</td>
<td>Lecture 5: Regression</td>
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<tr>
<td>8</td>
<td>23-Oct</td>
<td>Lecture 5: Regression</td>
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<td><strong>Exam 2 : Lectures 4 - 5, plus labs and homework</strong></td>
<td>R Lab - Descriptive Statistics</td>
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<td><strong>PART 3 — PROBABILITY AND INFERENTIAL ANALYSIS</strong></td>
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<tr>
<td>9</td>
<td>25-Oct</td>
<td>Lecture 6: Empirical Distributions</td>
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<td></td>
<td>26-Oct</td>
<td>Lecture 6: Empirical Distributions</td>
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<td>01-Nov</td>
<td>Lecture 7: Probabilities</td>
<td>Distributions</td>
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<td>02-Nov</td>
<td>Lecture 8: Hypothesis Testing</td>
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<td>10</td>
<td>06-Nov</td>
<td>Lecture 8: Hypothesis Testing</td>
<td>R Lab - Correlation / Regression</td>
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<td></td>
<td>08-Nov</td>
<td>Review/Catch-Up</td>
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<td></td>
<td>09-Nov</td>
<td><strong>Exam 3 : Lectures 6 - 8, plus labs and homework</strong></td>
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<tr>
<td>11</td>
<td>13/15-Nov</td>
<td>Reading Week - No classes</td>
<td>No Labs this week</td>
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<td></td>
<td><strong>PART 4 — INFERENTIAL ANALYSIS WITH GROUP DATA</strong></td>
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<tr>
<td>12</td>
<td>16-Nov</td>
<td>Lecture 9: Sampling Distribution of the Mean</td>
<td>Error Detection</td>
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<tr>
<td></td>
<td>20-Nov</td>
<td>Lecture 9: Sampling Distribution of the Mean</td>
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<td></td>
<td>22-Nov</td>
<td>Lecture 10: Single Sample Hypothesis Testing: z-test</td>
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<tr>
<td></td>
<td>23-Nov</td>
<td>Lecture 10: Single Sample Hypothesis Testing: z-test</td>
<td></td>
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<tr>
<td></td>
<td>29-Nov</td>
<td>Lecture 11: Single Sample Hypothesis Testing: t-test</td>
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<tr>
<td></td>
<td>30-Nov</td>
<td>Lecture 11: Single Sample Hypothesis Testing: t-test</td>
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<td></td>
<td>04-Dec</td>
<td>No Class</td>
<td>No Labs this week</td>
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<tr>
<td></td>
<td>TBA</td>
<td><strong>FINAL EXAM : Cumulative with heavier emphasis on Lectures 9 - 11</strong></td>
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Sexualized Violence Prevention and Response at UVic

UVic takes sexualized violence seriously, and has raised the bar for what is considered acceptable behaviour. We encourage students to learn more about how the university defines sexualized violence and its overall approach by visiting www.uvic.ca/svp. If you or someone you know has been impacted by sexualized violence and needs information, advice, and/or support please contact the sexualized violence resource office in Equity and Human Rights (EQHR). Whether or not you have been directly impacted, if you want to take part in the important prevention work taking place on campus, you can also reach out:

Where: Sexualized violence resource office in EQHR, Sedgewick C119

Phone: 250.721.8021

Email: sypcoordinator@uvic.ca

Web: www.uvic.ca/svp
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. 

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

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

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

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

Mental Health Supports and Services:
Mental health supports and services are available to students from all areas of the UVic community: https://www.uvic.ca/student-wellness/wellness-resources/mental-health/
UNIVERSITY OF VICTORIA
Department of Psychology
Important Course Policy Information
Fall Session 2023

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

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

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

Please be advised that, by logging into UVic’s learning systems or interacting with online resources and course-related communication platforms, you are engaging in a University activity.

All interactions within this environment are subject to the university expectations and policies. Any concerns about student conduct may be reviewed and responded to in accordance with the appropriate university policy.

To report concerns about online student conduct: onlineconduct@uvic.ca
Copyright
All course content and materials are made available by instructors for educational purposes and for the exclusive use of students registered in their class. 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:

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<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>D</th>
<th>F</th>
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<tr>
<td>Percentage</td>
<td>90-100</td>
<td>85-89</td>
<td>80-84</td>
<td>77-79</td>
<td>73-76</td>
<td>70-72</td>
<td>65-69</td>
<td>60-64</td>
<td>51-59</td>
<td>&lt; 50</td>
</tr>
<tr>
<td>GP Value</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
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</tbody>
</table>

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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1 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 Fall 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/](https://uvicombudsperson.ca/academic-integrity/)

   The [Office of the Ombudsperson](https://uvicombudsperson.ca/) 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/).


3. UVic Library Document on [Avoiding Plagiarism](http://www.uvic.ca/library/research/citation/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 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!

Academic Important Dates
Fall session – first term (September – December)
Wednesday, September 6th  First term classes begin for all faculties
Tuesday, September 19th  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.
Friday, September 22nd  Last day for adding courses that begin in the first term
Saturday, September 30th  Last day for paying first term fees without penalty
Monday, October 2nd  University Closed (National Day for Truth and Reconciliation, September 30th)
Monday, October 9th  University Closed (Thanksgiving Day)
Tuesday, October 10th  Last day for 50% reduction of tuition fees for standard courses
Tuesday, October 31st  Last day for withdrawing from first term courses without penalty of failure
Monday, November 13th  University Closed (Remembrance Day, Nov 11th)
November 13th - 15th  Reading Break for all faculties
Monday, December 4th  Last day of classes in first term for all faculties
Monday, December 4th  National Day of Remembrance and Action on Violence Against Women - (Classes and exams cancelled from 11:30am - 12:30pm)
Thursday, December 7th  First-term examinations begin for all faculties
Wednesday, December 20th  First term examinations end for all faculties
December 25th - 31st  University Closed (Winter Break)

Add and drop dates for standard 2023-2024 Winter Session courses

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>100% Fee Reduction</th>
<th>Add Deadline</th>
<th>50% Fee Reduction</th>
<th>Academic Drop no Fee Reduction</th>
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</thead>
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<tr>
<td>First term</td>
<td>Sep 6</td>
<td>Dec 4</td>
<td>Sep 19</td>
<td>Sep 22</td>
<td>Oct 10</td>
<td>Oct 31</td>
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<tr>
<td>Second term</td>
<td>Jan 8</td>
<td>Apr 8</td>
<td>Jan 21</td>
<td>Jan 24</td>
<td>Feb 11</td>
<td>Feb 29</td>
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