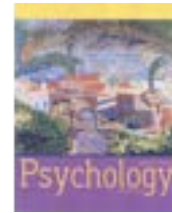




PSYCHOLOGY 100A



**Introductory Psychology I (Biological and Cognitive Emphasis)
 Fall (Sept. - Dec.) 2016 (Sections A01, A02, A03)**

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To students in Psychology 100:

On behalf of the Department of Psychology and as the instructors in this course, we welcome you to Psychology 100.

We hope that the course will both interest you and challenge you. Psychology as a field of study has obvious intrinsic appeal: what can be more engaging than exploring the nature and causes of human behaviour? Yet the very accessibility and familiarity of psychology can also pose a problem. We all grow up with fairly well established, common-sense views of psychology that arise from our own personal experience and from folk wisdom. These views might not all be wrong, but they can sometimes interfere with approaching the study of behaviour from other perspectives. Part of our job will be to help you to deal with these issues and also to prepare you for other courses in psychology.

With almost a thousand students in this course, it will likely not be possible for us to meet with all of you personally, although we encourage you to take the initiative to make contact with us during the year.

Best wishes for a successful and productive learning experience in PSYC 100!

Dr. Martin Smith
Teaching Professor
Course Coordinator
Section Instructor:
Sections A02, A02, A03



PSYCHOLOGY 100A - Fall (Sept. - Dec.) 2016 [201609]
Introductory Psychology I (Biological and Cognitive Emphasis)
Sections: A01 [CN 12770], A02 [CN 12771], A03 [CN 12772]

** Note: When they are offered, the A04 and A05 (evening) sections of PSYC 100A use course outlines that are different than this one.*

Welcome to Introductory Psychology! Psychology is an exciting and complex scientific discipline, and it is an essential part of the helping professions as well. The main goal of PSYC 100A and PSYC 100B is to provide an overview of:

- the main areas, findings and methods of modern psychology
- various theoretical perspectives and professional orientations within psychology
- scientific methods of gathering information and forming conclusions from the study of human behaviour and functioning
- psychological principles that serve as a foundation for taking more advanced courses in psychology and related disciplines
- how psychological principles have been used to help people lead better, healthier lives and to solve real world problems
- how to locate and utilize psychological research information

PSYC 100A focuses on the historical, methodological, biological, learning, and cognitive aspects of psychology. PSYC 100B focuses on human intelligence, personality, child and adult development, psychological disorders and psychological treatment. You do not have to continue on to PSYC 100B after you have completed PSYC 100A, but you should be aware that if you wish to take any further courses in Psychology at the University of Victoria you will have to complete PSYC 100B and well as PSYC 100A.

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

Recordkeeper/Exam TA: Abigail Graves	COR A250, (250) 721-8646, p100off@uvic.ca
Section TA's - Forums/Quizzes/General Inquiries: Taylor Gibson, Myles Maillet, Morgan Teskey	COR A250, (250) 721-8646, p100off@uvic.ca
Research Participation Coordinator: Dr. Robert Gifford	COR A239, (250) 721-7532, p100res@uvic.ca
Course Coordinator: Dr. Martin Smith	COR A270, (250) 721-8597, p100co@uvic.ca
Section Instructors: Section A01 (T, W, F 10:30): Dr. Martin Smith	COR A270, (250) 721-8597, p100co@uvic.ca
Section A02 (T, W, F 11:30): Dr. Martin Smith	COR A270, (250) 721-8597, p100co@uvic.ca
Section A03 (T, W, F 12:30): Dr. Martin Smith	COR A270, (250) 721-8597, p100co@uvic.ca

<i>If You Have Questions or Comments About:</i>	<i>Contact:</i>
• Exam scoring, make-up exams, exam accommodations, iClicker points:	Recordkeeper
• Research participation bonus points:	Research Participation Coordinator
• Online Quizzes, Forums:	Teaching Assistants - Sections
• Lecture accommodations due to disabilities:	Your Section Instructor (see above)
• Tuesday/Wednesday lecture material:	Your Section Instructor
• Textbook material:	Teaching Assistants or Section Instructor
• iClicker technical, Computer, email, web, NetLink, CourseSpaces, logon or password problems:	Computer Help Desk

PSYC 100A (A01, A02, A03) 2016 SCHEDULE **Revised August 26**

Wk	Date	Reading	Topic	Exams/ Notes	Quizzes Due 10:00 PM	Forums/ Surveys Due 10:00 PM
1	Sep. 7-11	Course Outline/ Ch. 3	Intro To course/ Consciousness See explanation of "non-linear" chapter order in online version	Note: Because extra "make-up" quizzes and forums (beyond those necessary to receive full marks) are already scheduled, <u>additional make-up quizzes, forums and surveys are not arranged</u> . It is therefore important to submit assignments well before the deadlines (to avoid technical problems) and complete all the quizzes, forums and assignments in the course by the due dates until you have reached the required number (8 quizzes, 4 forums, 6 surveys) . See complete Outline on CourseSpaces for details.		
2	Sep. 12-18	Ch. 3	Consciousness	<i>Clicker points start counting on Tues Sep. 20 (next week)</i>	Q1 (PLQ Ch 3) Due Mon Sep. 12	Survey 1 Due Fri Sep 16
3	Sep. 19-25	Ch. 3.4	Consciousness Nature, Nurture and Diversity	Sep 20 is last day to drop courses and receive 100% of tuition fees. Sep. 23 is last day to add courses	Q2 (PLQ Ch 4) Due Mon Sep. 19	Forum 1 (Ch 3) Due Sun Sep 18 Survey 2 Due Fri Sep 23
4	Sep. 26–Oct. 2	Ch. 4 Ch. 6	N,N,D Sensation Perception		Q3 (PLQ Ch 6) Due Mon Sep. 26	Forum 2 (Ch 4) Due Sun Oct 2
5	Oct. 3–Oct. 9	Ch. 6	Sensation Perception	Exam 1 (Fri. Oct. 7) Ch 3,4,6 <i>Exams are held in the same room as the classes (MAC A144)</i>		Forum 3 (Ch 6) Due Sun Oct. 9
6	Oct. 10–16	Ch. 7	Learning	Oct. 11 is last day to drop courses and receive 50% of tuition fees	Q4 (PLQ Ch 7) Due Mon Oct.10	Forum 4 (Ch 7) Due Sun Oct 16
7	Oct. 17-23	Ch. 7 Ch. 8	Learning Memory	<i>You must have at least one clicker point showing on your CourseSpaces record by Friday Oct. 14 to receive <u>any</u> CourseSpaces points for the term. This is so any clicker issues are cleared up by Oct. 14, not later in the term. Contact the Recordkeeper T.A.) at p100off@uwic.ca if you have questions.</i>		Forum 5 (Ch 8) Due Sun Oct 23
8	Oct. 24–Oct. 30	Ch. 8	Memory		Q5 (PLQ Ch 8) Due Mon Oct. 24	Survey 3 Due Fri Oct 28
9	Oct. 31–Nov. 6	Ch. 9	Thinking, Language	Oct 31 is last day to drop courses without penalty of failure	Q6 (PLQ Ch 9) Mon Oct. 31	Forum 6 (Ch 9) Due Sun Nov 6
10	Nov. 7– 13	Ch. 2	Biology of Mind		Q7 (PLQ Ch 2) Mon Nov. 7	Survey 4 Due Fri Nov 11 Forum 7 (Ch 2) Due Sun Nov13
Nov 9 , 10, 11		Reading Break: Nov. 9, 10, 11 No classes on Wednesday, Thursday, Friday				
11	Nov. 14–20	Ch. 2	Biology of Mind	Exam 2 (Fri. Nov. 18) Ch. 7, 8, 9, 2		Survey 5 Fri Nov 18
12	Nov. 21-27	Prologue App B	Story of Psych Subfields and Careers in Psychology		Q8 (PLQ Prologue) Mon Nov. 21	Forum 8 (Prolg, App B, Ch 1) Sun Nov 27 Survey 6 Fri Nov 25
13	Nov. 28– Nov. 30	Ch. 1	Research Methods	Exam 3 (Weds Nov 30) Prlg, App B, Ch 1	Q9 (PLQ Ch 1) Mon Nov. 28 Natl Day Remembrance ceremony is Fri Dec. 2	So Exam 3 is Weds Nov 30, not Fri Dec 2

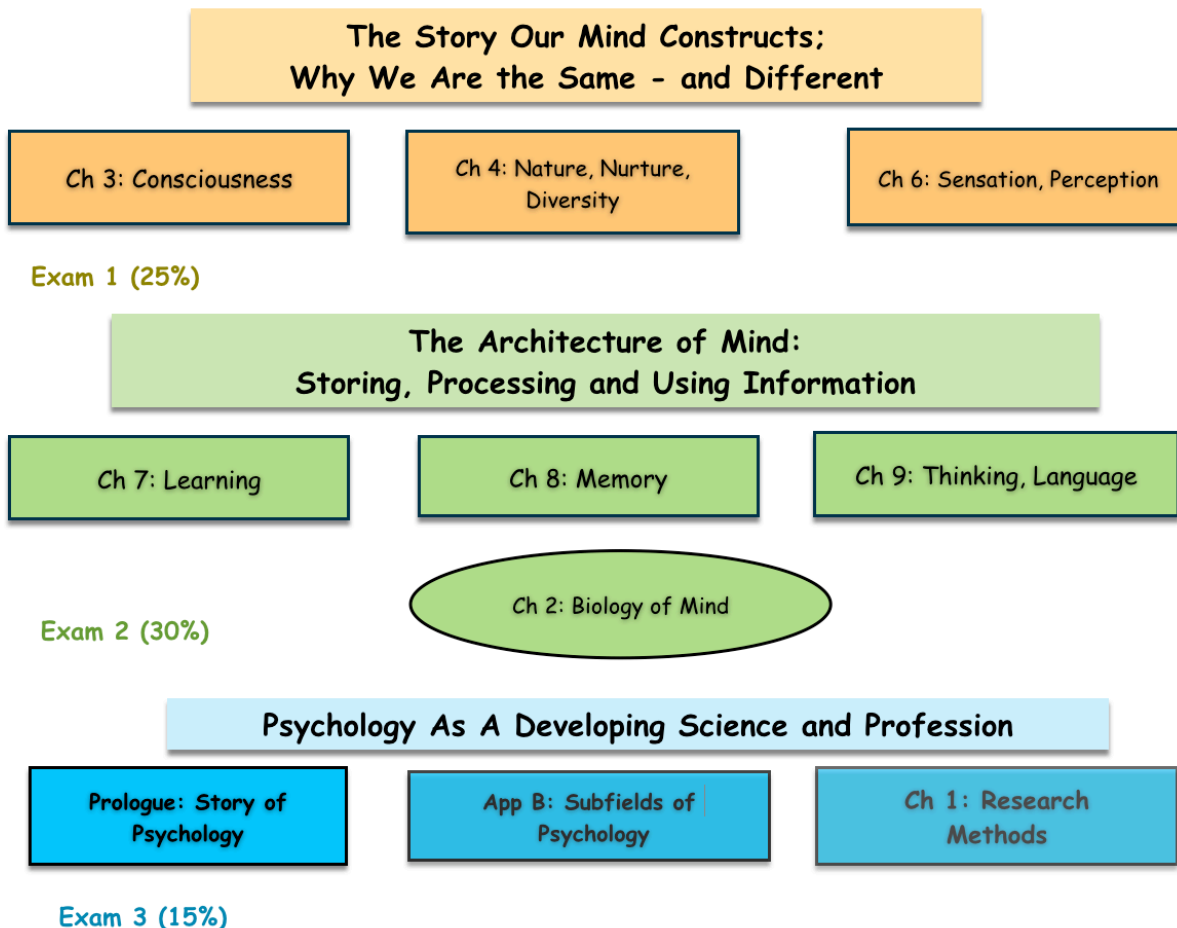
For each week of the course, you should engage in the following activities:

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

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

- The Prologue and the first chapters in the textbook deal with the history and organization of the discipline of psychology (Prologue) and research methods in psychology (Chapter 1).
- Although these are important topics (and we do cover them at the end of PSYC 100A – Weeks 12 and 13), they do not deal with the “content” of psychology –with human thoughts, consciousness, memories, perceptions, and so on.
- We feel it is more interesting to start the course with “real” psychology – in this case, the study of human consciousness, which includes topics such as attention, sleeping and dreaming, and altering consciousness through things such as drugs, hypnosis and meditation.
- The “non-linear” ordering of chapters is based on the following “conceptual map” of the ideas in the text, and we think it constitutes a more compelling sequence of topics that we hope will better help you become engaged in the excitement of psychological science.

UVIC PSYC 100A Graphic Syllabus



COURSE COMPONENTS AND GRADING

Exam 1	25%
Exam 2	30%
Exam 3	15%
Online Quizzes	16%
Online Discussion Forums	8%
Clicker Participation	3%
Web surveys	3%

TOTAL	100%

In addition, there are bonus points for research participation, up to a maximum of 5%. (See later sections of this outline for details.)

Although you are expected to complete all course components (Exams, Quizzes, Forums, Clickers, Surveys), 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 Marks

The following is the grading policy of the University of Victoria effective May 1st, 2014.

Mark	Percent	UVIC Scale
A+	90 - 100	9
A	85 - 89	8
A-	80 - 84	7
B+	77 - 79	6
B	73 - 76	5
B-	70 - 72	4
C+	65 - 69	3
C	60 - 64	2
D	50 - 59	1
F	0 - 49	0

REQUIRED RESOURCE MATERIAL

- **Textbook:** Myers, D. M., and DeWall, C. N. (2015). *Psychology (11th ed.)* New York: Worth Publishers. You can purchase this required edition of the textbook at the UVIC bookstore, and you should have continuing access to it in order to master the course material. You do not, however, have to bring the textbook to lectures.
 - The study guide is included with the text at no extra charge when you purchase it through the UVIC bookstore.
 - You have the option to purchase the text in one of three different ways: as a hard cover text, as looseleaf pages to go into a binder, or as an ebook. All three options include the study guide.
- **Student Personal Response System: iClicker 2** (not the original iClicker). The iClicker 2 personal response system is necessary in order for you to participate in PSYC 100 classes (in the A01/A02/A03 sections), 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 PSYC 100, not the original iClicker. Note: Do not register your clicker at the iclicker.com web site, as UVic instructors will only synchronize their iclicker rosters with the university's own registration system at uvic.ca/iclickerreg (See the “iClicker registration “section of this course outline for details on registering your iClicker.)

Textbook, iClicker 2 Purchase, Buyback Inquiries: Please contact the UVIC

Bookstore: <http://www.uvicbookstore.ca/>; phone 250 721-8313; email textbook@uvic.ca

COURSE WEBSITE

- **Course Website:** The PSYC 100 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 100 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 100 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 are still stumped, contact the PSYC 100 office at p100off@uvic.ca. But please follow the steps above before you do.

If you contact the Computer Help Desk with problems accessing the PSYC 100 CourseSpaces Website, please indicate that you are having a NetLink or CourseSpaces problem, as almost all problems relating to accessing the PSYC 100 Website are related to issues or instructions involving NetLink or CourseSpaces.

PSYC 100 EXAM GUIDELINES

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

- You will write three in-class Exams. **You will have to be present to write the exams during the scheduled class period. Be sure not to schedule any trips that overlap with exam dates, and please notify your family not to schedule any trips for you that overlap with the exam dates.**
- 20 - 30% of the exam questions will be based on lecture material (including material covered in the Friday classes); the remainder will be drawn from information in the textbook. Exams will cover only material since the previous exam (*i.e.*, they are *not* cumulative).
- The format of all three exams will be multiple-choice; be sure to bring a soft pencil, an eraser and your valid student photo ID.
- The exam for each lecture section (A01, A02, A03) is different. Be sure to attend and write the exam only with your section. It is your responsibility to make sure that you write the exam for your section.
- The exams are held in MAC A144 (same classroom as the lectures). We expect your cooperation in sitting in assigned seating and in adhering to exam rules.
- Please exit at the *front* door of the classroom (near where the instructor stands). Do *not* exit at the rear doors (the ones that you came in) for any reason, without the permission of an exam monitor.
- Upon entering the room from the *rear* doors, please proceed towards the front of the classroom and fill in the rows all the way to the walls if in the side sections or right to the middle of the row if in the center section. Please do not sit in the back or middle of the classroom until all of the seats in the front are filled.
- **Please do not sit in**
 - a. **the last two rows of seats**, as these rows are reserved until the monitors determine that all other seats in the classroom are filled, and
 - b. **the first row of seats**, as this row is reserved for students from other sections who have permission to write out-of-section.
- Please do not sit in the side sections unless you are prepared to stay through at least the first 30 minutes of the exam. If you think that you might leave before then, please sit in the middle section.
- Please do not sit in the seats designed for those who are left-handed (there are two columns of these seats, one on each aisle) unless, of course, you are left-handed.
- Bringing a valid UVIC photo ID to the exams is a course requirement. If you do not present your ID at the exam, you may lose marks, and you also will have to then present your ID for verification to the PSYC office (COR A236) by 4 PM of the next business day following the exam. If you fail to do this, you may be deregistered from the course, or receive an 'N' mark (failure due to not completing a course requirement). Also, if you do not fill in the requested information on your computer answer sheet, you may have marks deducted.

- After you enter the examination room, examination conditions are in effect. We do not permit talking or glancing at other papers. If you wear a hat with a brim, please turn it around to face backwards.
- We expect you to comply with all the requests of exam monitors and to follow exam seating instructions. If you fail to do so, you will not be allowed to complete the exam and may be referred for disciplinary action. Cheating and disruptive behaviour during exams are serious academic offenses, and if we find you to be cheating or disruptive, we will refer you for disciplinary action.
- We will post the Exam marks on the PSYC 100 Web Page approximately one week after the exam. It is *you* who is responsible for checking their accuracy. Please check your exam mark within two weeks of writing the exam or writing the make-up exam. If you do not have an exam mark listed, you may receive an *N* mark.
- **Exam marks are final. Make-up exams are available only for students who do not write the regular exam.** If you feel too ill to write an exam, or have other documentable personal exigencies that interfere with your exam performance, you should excuse yourself *before* writing the exam and submit proper medical documentation as soon as you can in order to be considered eligible to write a make-up exam (as described in the sections below).
- **If you miss an exam due to illness, take the following three steps:**
 1. Contact the **Course Recordkeeper** by telephone (250 721-8646) or email p100off@uvic.ca as soon as possible.
 2. When you return from your illness, submit medical documentation to the Course Recordkeeper. Note that you do *not* have to submit the *Request for Academic Concession* form if you miss an exam in PSYC 100 since that form applies only to exams that are written in the final exam period, which is not relevant to PSYC 100.
 3. Upon receipt of proper documentation, the Course Recordkeeper will inform you when the make-up exam will be held. You will have to write the make-up exam at the designated time.
- If you miss an exam for medical reasons and have submitted proper documentation, you will have to write the make-up exam on the date scheduled by the Recordkeeper. We schedule make-up exams normally on the Friday afternoon immediately following the day of the missed exam. If you then miss the scheduled make-up exam, you will have to present additional documentation to account for why you missed the make-up exam. For information concerning make-up exams, contact the Course Recordkeeper in COR A250, call (250) 721-8646, or email p100off@uvic.ca.
- If you miss an exam and fail to contact the Course Recordkeeper within seven days of the exam date or if you fail to submit medical documentation within ten days of the exam date, we will consider you to have not completed a major course requirement and will assign an *N* mark (failure due to not completing a course requirement) for the course.
- Following an exam, we carefully analyze student responses to the questions, and for any question that we judge to be ambiguous or unclear we may allow more than one alternative answer to be credited as correct.

If you are a student who requires special arrangements for exams (due to a disability) take the following three steps:

1. Complete the Exam Accommodation Request form (available from the Resource Centre for Students with Disabilities ([RCSD](#))).
2. Take that form to the Recordkeeper in the PSYC 100 office (COR A250) for processing *well in advance of Exam 1*.
3. Please submit your Exam Accommodation request form *for all three exams* at the same time.

Note: A referral from the RCSD is required in order to receive exam accommodations. See http://rcsd.uvic.ca/academic_accom.ihtml for more information.

Concerning Multiple Choice Exams

We base PSYC 100 evaluation largely on multiple-choice exams because of the limited resources available for marking written exam answers from approximately 1000 students. Since PSYC 100 receives only a fraction of the TA and Instructor resources necessary to mark written exam answers, we find it necessary to use a multiple-choice format for exams, which can be accurately marked with fewer resources.

Much research in this area indicates that well constructed multiple-choice exams generally correlate highly with assessments based on other exam formats (such as essay or short-answer questions). This means that we can attain relatively reliable and valid measures of student learning in many large-enrolment courses, including PSYC 100, using multiple-choice formats.

There are several advantages to multiple-choice exams, from your viewpoint. One is that it removes fluency in *written* language production as a variable in our assessment, so that if you are a non-native speaker, multiple-choice exams might be less difficult for you to display your mastery of the subject matter than essay exams. Another advantage of multiple-choice exams (for you, not the instructors!) is the possibility of guessing the right answer. For example, with multiple-choice items having four alternatives, simple guessing would on average yield 25% of the items being correct! Obviously this would not be the case for essay exams.

A final advantage for students of writing multiple-choice exams relates to career preparation. Standardized exams for entry into graduate or professional schools, such as the Graduate Record Exam [[GRE](#)] or the Law School Admission Test [[LSAT](#)] are almost always multiple-choice exams, as are the exams to enter a profession such as the Examination for Professional Practice in Psychology [[EPPP](#)]. So it is a good idea to get lots of practice in writing and studying for multiple-choice exams if you plan on having a professional career of any kind. PSYC 100 provides one such opportunity.

Preparing for PSYC 100 Exams

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

- Do all required readings as scheduled in this course outline.
- Attend all lectures and take notes from them.
- Think about the course material in a focused and analytic manner. Try to relate the course material to your life and to other subjects with which you are already familiar.
- Do the optional assignments.
- Arrange a study schedule for preparing for the exams, and follow it.
- Develop a variety of study skills, and consciously apply the techniques that you believe to be most appropriate for you in studying for PSYC 100 exams.
- If you have any concerns about the effectiveness of your study skills or the degree of your academic preparedness for this course, arrange to take a Learning Skills course at the Counseling Centre early in the Term. They start in mid-September - see <http://www.coun.uvic.ca/index.html> , and click on Learning Skills.

What if you do poorly on a PSYC 100 exam?

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

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

- Look first at the exam answer key as soon as possible (to see exactly where you lost marks) (COR A250).
- Change your study techniques or upgrade your study skills (see [Counselling Centre](#) for advice and workshops).
- Take advantage of opportunities to earn bonus points for research participation in order to improve your final mark.

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

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

It is our experience that students who carry out the steps outlined above usually improve their marks on subsequent exams. We urge you to be proactive in completing the steps above and in consulting with us as soon as you realize that you are not achieving your academic goals in this course.

ONLINE QUIZZES

Rationale for the Online Quizzes

- You will complete the online Chapter quizzes within PsychPortal. 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 be pleased that the quizzes helped to motivate and structure your studying

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.
- **If you have a problem completing a quiz**, please go to [CourseSpaces](#) and read the section on CourseSpaces quizzes and issues there.
- If you have a problem completing a quiz: check with the Computer Help Desk in Clearihue A004 (helpdesk@uvic.ca; <http://helpdesk.uvic.ca>, or at Computer Help Desks in the Library and Residence, or by phone: (250) 721-7687. **It is best if you physically go to the desks with your portable device and show them the problem.**
- If you are still stumped, contact the PSYC 100 office at p100off@uvic.ca. But please follow the steps above before you do, as the Computer Helpdesk and CourseSpaceshelp are more likely to be able to provide immediate assistance.

If you contact the Computer Help Desk with problems accessing the PSYC 100 CourseSpaces Website, please indicate that you are having a NetLink or CourseSpaces problem, as almost all problems relating to accessing the PSYC 100 Website are related to issues or instructions involving NetLink or CourseSpaces.

- You will have nine quiz opportunities during the semester: These consist of nine Pre-Lecture Quizzes (PLQs) designed to encourage you to complete the necessary pre-lecture readings. You will only receive marks for the best EIGHT OUT OF NINE Quizzes that you complete. Your best bet is, of course, to do them all. This will allow the best chance for high marks on eight of the nine, and will help you to absorb the material for the exams. The worst strategy is to skip the first quiz and plan on doing the last eight.
- The eight-out-of-nine system is designed to give students flexibility in case they have a week where personal or other circumstances keep them from completing the quizzes on time. If you choose to discard your flexibility early in the semester and then something comes up later, you find yourself with no other option than to accept a low (or zero) mark on a quiz.
- You have the opportunity to miss one quiz and still obtain full marks for the Quiz component in order to provide you with an “extra” Quiz that you can miss in case of illness or personal emergency. **Because the “extra” quiz is there for this reason, there is not an additional opportunity to do make-up quizzes for illness or other reasons, as the “extra” quiz is the make-up quiz.**
- Quizzes are unlike exams in that they are completed online, from anywhere. This means that even if you are not feeling well and are at home, you can likely still complete the quiz.
- **You are strongly advised to complete the quiz at least one day before the due date of the quiz.** That way, you will have time to consult with the Computer Help Desk if you have technical problems with the quiz, or if you get sick the day before the quiz.

ONLINE DISCUSSION FORUMS

- Eight percent of your grade in PSYC 100 is derived from your regular contributions to the Online Forums. This aspect of the course is designed with the following goals in mind.
 - To keep you involved in the course outside of the classes and exams.
 - To give you an incentive to read and think about the chapters prior to the class where we will discuss that chapter.
 - To provide you with an opportunity to ask questions that you did not think of in class and to follow up on issues that we began to discuss in class.
 - To learn from and respond to the ideas and reasoning of your classmates, as well as the instructor.
 - To have the kind of ongoing dialogue about exciting ideas that should be part of the university experience.
- Please note that you can submit a maximum of six of the eight scheduled forums, and only your best four forums will count. This means you do not have to do all eight forums – you only have to do four. If you do more than four, then only your best four will count.
- You are expected to complete the forums scheduled earlier in the term, and to use the ones later in the term as “supplementary” ones, to be used if you wish to improve your mark or if you missed one earlier because of illness. In this sense the later forums ARE the “make-up” forums. You can submit up to six forums during the term, but only your best four will count towards your grade.
- The Online Forums are completed within [CourseSpaces](#).

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. PSYC 100 utilizes the *iClicker* Personal Response System as a means of encouraging you to attend lectures and to participate in problem solving exercises, to participate in surveys and mini-tests that serve to increase your ongoing engagement and involvement with the course, and to provide you with immediate feedback regarding your understanding of the class material.
- Many recent studies have shown that such personal response systems generally increase students' engagement and participation in university classes, and thereby provide an incentive for students to keep up with the course material and to attend the lectures.
- To receive clicker participation points, students must bring their own clickers to the Tuesday and Wednesday classes. Clickers are generally not used in the Friday classes.
- Clicker points will be based on participation in PSYC 100 classes on the following 20 dates:
Sep 20, 21, 27, 28, Oct 4, 5, 11, 12, 18, 19, 25, 26, Nov 1, 2, 15, 16, 22, 23, 25 (Friday), Nov 29
- If you participate in clicker questions in 80% or more of the above 20 classes (i.e. in 16 or more classes), you will receive the maximum 3% of your final grade.
- If you participate in fewer than 16 classes, you will receive the following percentages:

<i>15 classes: 2.8</i>	<i>11 classes: 2.1</i>	<i>7 classes: 1.3</i>	<i>3 classes: 0.6</i>
<i>14 classes: 2.6</i>	<i>10 classes: 1.9</i>	<i>6 classes: 1.1</i>	<i>2 classes: 0.4</i>
<i>13 classes: 2.4</i>	<i>9 classes: 1.7</i>	<i>5 classes: 0.9</i>	<i>1 class: 0.2</i>
<i>12 classes: 2.3</i>	<i>8 classes: 1.5</i>	<i>4 classes: 0.8</i>	<i>0 classes: 0</i>

- 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 four 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.
- You can only receive clicker points by using your clicker in the PSYC 100 section that you are registered in. If you are registered in the A01 section, but attend the A02 section, for instance, your clicker will still work in the A02 section, but you will not receive clicker points for that session. We do not encourage students to attend “out of section” and these situations create recordkeeping problems.
- 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 Friday Oct. 14 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 Friday Oct. 14 will be eligible to receive any clicker points for the term. **Students who do not have any posted clicker points by Friday Oct. 14 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 Course Recordkeeper at p100off@uvic.ca; phone (250) 721-8646; or drop by during his/her office hours (posted on the Course Website).

***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: Clearhiue 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 PSYC 100?**
You will need *iClicker 2* in PSYC 100. 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* remote in any way.

- **I lost my iClicker 2 and had to buy a new one. What do I do?**

Email your old serial number to the PSYC 100 office. Let them know who you are and that you'll be registering a new *iClicker* serial number on a certain date. Then, register your new *iClicker* just like you did your old one.

- **I can't read the serial number on the back of my iClicker. What do I do?**

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 two 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.

GUIDELINES AND RATIONALE FOR THE WEB SURVEYS

- We will base a percentage of your final mark (3%) on your participation in Internet-based surveys. There are six such surveys, each worth 0.5 % of your final grade. We have designed these activities to provide you with an opportunity to interact and engage with the course and course material using a different "channel" from the classes, quizzes, and forums. One of the most important functions of the Web Surveys is to provide the instructors with feedback from you regarding aspects of the course such as clicker use and T.A. performance. We will provide you with more information on the Web Surveys during the first week of classes. The Web Surveys are completed within [CourseSpaces](#).

GUIDELINES FOR THE CLASSROOM ENVIRONMENT: “LET’S MAKE THE BIG ROOM WORK!”

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

Guidelines on Behaviour during Class

Please turn off cell phones, pagers or other electronic communications devices during university classes. You should not be operating cell phones, answering email, checking your Facebook page (or other non-course internet sites) etc. during lectures.

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

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

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

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

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

- We expect you to be on time for classes, and to remain for the entire class. If you are late for a class, please enter by the rear door and *quietly* find a seat in the rear half of the classroom.
- Attending classes and taking useful notes from them are skills that we expect you to master as part of your university education. *If you have trouble taking notes or getting all the information from lectures that you would like to get*, please consider one (or all) of the following options:
 - Prior to the lecture, download and print the lecture “pre-notes” that are provided by instructors in most sections of the course, and bring those with you to class to provide an outline for your note-taking

- Tape-record the lecture and augment your notes from the recording later.
 - Form partnerships with other students to share notes after the lecture.
 - If you do not know anyone else in the course, contact your section Instructor for help in forming lecture partnerships with other students.
 - Go to the **Learning Skills Program** (<http://www.coun.uvic.ca/learn/index.html>) (**Counselling Services, Campus Services Bldg. Room 135**) for help in developing note-taking skills.
 - If you are a non-native English speaker and you are having language-related difficulties with lecture material, please contact the **English Language Centre** (<http://www.uvcs.uvic.ca/elc/>) for advice.
- In most sections of the course, instructors post their lecture notes to the PSYC 100 Website. If you wish to receive copies of the lecture notes, please download them from the Website after the class.
 - PSYC 100 instructors try to accommodate a range of learning styles and situations. However, please realize that the lecturer cannot slow down the lecture, or keep overheads on the projector, to suit everyone's note-taking speed. Slower note-takers should institute the procedures suggested above and review the lecture notes posted to the course web site.
 - Please note that those of us involved in teaching the course are trying to make this course as interesting, productive and pleasant as possible. We have designed the guidelines listed here to make your learning environment as comfortable and professional as possible, and to make best use of limited classroom time.

FRIDAY CLASSES

- We have designed the classes on Friday to provide a somewhat different learning experience from that of the Tuesday and Wednesday lectures. The Friday classes often involve a video/lecture with guided questions, a guest lecture or a research demonstration/discussion. Material from Friday classes is testable on the exams, as with other lecture material.
- Guided video questions that form the basis of most Friday classes are available on the course Website. We expect you to bring the week's questions with you to your Friday classes.
- Please note that we may not post the Friday class video **questions** until as late as *2 PM of the Thursday before the Friday class* in which they are used (although often they are available before that time). We may not post the **answers** to the video questions discussed in the Friday class until the *Monday afternoon following the Friday lecture* in which they were discussed.

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

I. Introduction

An important component of this course is for you to learn about research in psychology. Faculty and advanced students in the Department of Psychology will be conducting research throughout the year, performing studies exploring processes such as social interaction, perception, memory, problem solving, and communication. We encourage you to participate in this research, and as part of this encouragement, we have arranged for you to earn extra credit toward your course mark by participating in approved research. By participating in such research projects you will experience first-hand how psychological research is done. Once your participation in a study is complete, you will receive a full description of the purpose of the research. In most projects, your participation involves having your responses recorded or measured as you perform a task or complete a questionnaire. A Departmental committee has reviewed and approved all of the projects that are available to you for bonus points, and the projects have also been approved by the University's Human Research Ethics Board. The aim of these research projects is not to evaluate your personal abilities, but to explore various features of human behaviour and discover how they change under different conditions. Researchers will protect your confidentiality. Your performance (*i.e.*, the responses you make) will have no effect on your marks.

You will receive 0.5 point for each 15 minutes (or part thereof) of participation, up to a maximum of 10 points. You may participate in as many projects as you wish, but you will receive no more than 10 points per term, and you may not carry over points from one term to another. *Note that while we have set 10 points to be a maximum, the opportunity to earn all 10 points may not be available, as this depends on the number of research projects requiring participants.* You may participate in any given project only once. The last day for participation in experiments is December 2, 2016.

II. How to Create an Account

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

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

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

III. How to Use the System

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

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

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

You now have 3 options:

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

IV. How to Sign Up to Participate in Research Studies

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

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

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

Notes:

- Some studies have more than one page of sign-up times.
- Only studies that have available time slots are displayed. Early in the semester, when many students are already seeking opportunities to participate, it is common for there to be no studies displayed (because all time slots have already been filled). Keep checking the web site frequently to find available time slots.
- Some studies have restrictions on who may participate. You will not get points if you sign up for a study for which you do not meet these restricted criteria.
- Some studies entail more than a single session (even though for such studies you may be able to register only for the first session).
- When you make an appointment, make sure that you record the time, place, project name, and project telephone number as a reminder. Since the course TA's and instructors do **not** have the specific information as to where and when the research studies are scheduled, you have to keep track of your own appointments.
- Please do *not* sign up unless you are confident that you can and will keep the appointment.
- You may not sign up for a project that you have already done (even in a previous term).
- If you used the Sona system in a previous semester, your Sona account will have been reset to zero (even though you may have residual bonus points left from the previous semester).
- If you are taking PSYC 100A and 100B concurrently, you may earn up to 10 bonus points for *each* course. If you earn fewer than the full 10 points in each course, you have the option of reallocating bonus points earned from 100A to 100B or *vice versa* (up until the last day for participation, specified above). You can assign credits earned in an

experiment to one or the other course (not both) and you can change these assignments across courses up until the end of the term (**December 2**). Go to the Frequently Asked Questions section after you log on for details. Credits earned during a particular term must be applied to a course being taken in that term.

V. Rules for Using the System and Participating in Experiments

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

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

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

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

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

Suppose you have to cancel your appointment. Return to the sign-in web site, find the session for which you scheduled yourself, and then select "cancel." Note that this procedure has to be carried out at least 24 hours before your appointment; otherwise you will be treated as a "no-show", and points will be deducted — except in the case of a documented emergency. In the case of such an emergency you should contact the research contact person listed on the web site for the study for which you had signed up. If that is not possible, contact the Research Participation Coordinator (p100res@uvic.ca). Be sure to specify the project name, your name, and the date and time of the appointment.

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

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

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

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

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

Check the credit balance of your bonus points at any time. Visit the sign-in web site (<http://uvic.sona-systems.com>). Type in your User ID and password, click on “My Schedule & Credits”, and your balance will appear. For some experiments, it might take a day or two for the credit points to be entered into the system. If you have any questions about your credit balance, please bring these to the attention of the Research Participation Coordinator (p100res@uvic.ca). Do this *prior to* Exam 3, because we submit the final marks very soon after Exam 3 and require time to process your research bonus points in preparing to calculate your final mark.

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

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

VI. Alternative option

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 no later than September 30 to arrange for an alternative option involving written assignments.

VII. More information, questions or comments?

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

If you have additional questions or comments, please contact the Research Participation Coordinator, Dr. Gifford (p100res@uvic.ca).

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

The PSYC 100 instructors and TA's really do want to hear from you! However, in a very large course like PSYC 100, email "overload" can cause problems. Although email can be a very useful mode of communication for certain specific purposes, it can be problematic in a course with upwards of 1000 students. Unrestricted or indiscriminate use of email to pose questions and ask for information can overwhelm the limited resources that TA's and instructors have to answer such emailed requests. In order to deal with such problems, please follow these guidelines:

When *not* to use email:

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

When to feel free to use email:

- ✓ To notify the Course Recordkeeper that you will have to miss an exam for documented medical or family emergency reasons.
- ✓ To ask a simple, short question *e.g.* "*When is the time and place of the make-up exam?*"
- ✓ To make a comment about course material that you might think of after class, *e.g.*, "*I was thinking about that case of dissociative identity disorder that you described in class, and I wondered if ...*" We are very happy to receive and respond to such comments.
- ✓ To make a comment about something that you liked or about something that you think could improve the course. In the latter case, please be aware that specific, constructive comments are much more useful to us than general ones.

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

ADDITIONAL COURSE INFORMATION

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

Please make sure that you have been correctly credited with all your research participation bonus points (as well as from your Web Assignments, if you had submitted them) *before* writing Exam 3. We cannot change bonus point totals after we have submitted the final marks.

• Checking That You Have Completed All Work

You have to have written all three exams to receive a passing mark in the course. If you have not completed all three exams, you will receive an *N* mark in the course (failure due to non-completion of course requirements.) Note, however, that because the research participation and the Web

Assignments are not required components of the course, you will not receive an N mark based on non-participation in the research pool or the Web Assignments.

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

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

- **University of Victoria's Policy:** the University of Victoria is committed to promoting, providing and protecting a positive and supportive and safe learning and working environment for all its members.

PSYC 100 RESPONSES TO STUDENT FEEDBACK: A BRIEF HISTORY

Over the years, the structure of PSYC 100 has changed considerably, often in response to student requests and suggestions. A brief summary:

1992 (and before): PSYC 100 was all one course with no separate A and B components. Final exams were three hours long and were cumulative (based on all the material in the term). The final mark was completely based on multiple-choice exams (plus research bonus points).

1997: PSYC 100 was split into A and B component courses. Exams were no longer cumulative, and there were only two exams: a midterm worth 40% and a final worth 60%. Students expressed concern about each exam being worth so much.

1998: A course web site was introduced. Students could now check their marks online. (Previously, students had to go to PSYC 100 office). A web-based system was introduced for signing up for Research Bonus points. Students could now sign up online. (Previously students had to go to the PSYC 100 office bulletin board).

2000: Web Assignments were introduced. Marks were no longer determined entirely by exams: 20% of the final mark was now based on Web Assignments.

2001: All material from the Friday class lectures was now posted to the Web. Three exams were scheduled, instead of just two, so that each exam covered less material and was worth less towards the final mark.

2002: The last exam was no longer scheduled during the formal Final Exam period. (PSYC 100 had previously been assigned one of the last final exam dates (*e.g.*, Dec. 21) in that period, which often interfered with student travel and work plans.) All course requirements could now be completed earlier.

2003: The PSYC 100 classroom (Lam Auditorium) was completely refurbished and updated with more comfortable seating (including left-handed seats) and better audio-visual equipment.

2003: Students were provided with the opportunity to submit information to a web-based system (InfoPhoto) that aids instructors in learning about individual students and their interests. This was useful in increasing the "personalized" aspects of PSYC 100.

2005: Most of the video material in the course was transferred to DVD to increase the quality and flexibility of the in-class delivery of the media.

2005: All lecture material from most sections of the course was now posted to the course web site.

2006: The microphone system was replaced and upgraded to facilitate better sound quality during classes.

2007: The *iClicker* personal response system was introduced to increase student engagement and participation and to provide ongoing feedback of student mastery of course material.

2007: Additional credit for Web-based surveys was introduced.

2007: The course website was moved to the *Blackboard* online learning system in order to provide more confidentiality in the distribution of marks and to provide more resources for the distribution of course information.

2007: Lecture “pre-notes” were posted online prior to lectures to provide students with a framework to facilitate active written engagement with the class material.

2008: UVIC PSYC100 Facebook group formed to provide you with a way to find out about and connect with other students in the course.

2009: The course website was moved to the *CourseSpaces* online learning system in order to provide more confidentiality in the distribution of marks, and greater resources for “social networking” online forums and assignments, and media distribution.

2009: Regular online quizzes were introduced to provide more frequent and early exposure to the course material, and more timely and convenient feedback.

2009: The projection system in the PSYC 100 classroom (Lam Auditorium) was updated and expanded to include a three projector system, which provides more flexibility and scope for presenting mixed media interactive classes.

2010: Regular online discussion forums replaced the previous “two-assignments-a-term” system. This change was meant to provide an opportunity for you to think about and comment on discussion topics relevant to the week’s material.

2011: PSYC 100 Connections Program was introduced to provide feedback and assistance early in the term to students missing classes, or doing poorly on assignments.

2014: PSYC 100 Community Project was introduced to help create a greater sense of community and social engagement within the course.

2014: The *iClicker* Personal Response system was upgraded to the *iClicker 2*, which allows you to see your clicker responses analyzed by sex, age and other demographic characteristics.

2014: The course website was moved to the *CourseSpaces* online learning system in order to provide a more current, accessible and responsive Course Website, and to allow a greater range of learning activities.

2014: The multiple choice scanning system was upgraded, which will allow you to get your exam scores faster – a much requested feature.

2014: Videos shown in class were made available on the internet in streaming format via CourseSpaces. This made it much easier for you to view a video that you might have missed, or to review one for an exam.

2015: Arrangements were made with the textbook publisher to offer an online version of the textbook at a price far less than the printed copy of the text, in order to give students a more cost-effective option for accessing the textbook.

2016: Optional tutorials were offered to interested students as a way of providing a small group learning environment to complement the standard large classes.

2016: Student were offered the opportunity to be matched with a senior psychology student mentor to enrich their university experience and provide advice and support .

As described above, we have over time responded to students' concerns with a variety of changes that generally make PSYC 100 more flexible, accessible and responsive than it was in the past. We hope to continue making such changes in response to student feedback in the future.

UNIVERSITY OF VICTORIA
Department of Psychology

Important Course Policy Information
Winter 2016-2017

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 383-386 of the UVic Calendar 2016-17.

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, 2016-17, p. 59-60)

Refer to the Course Outline

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 (<http://web.uvic.ca/calendar2016-09/undergrad/info/regulations/academic-integrity.html> , p. 55-58, UVic Calendar 2016-17). 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. **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.
3. **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.

4. **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.
5. **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. 55-58 in 2016-17).

The definitive source for information on Academic Integrity is the University Calendar (p. 55-58 in 2016-17) (<http://web.uvic.ca/calendar2016-09/undergrad/info/regulations/academic-integrity.html>)

Other useful resources on Plagiarism and Cheating include:

1. The Learning Skills program: <http://www.coun.uvic.ca/learning/index.html>
2. The Ombudsperson's office: <http://www.uvss.uvic.ca/ombudsperson/pubsguides/plagiarism.pdf>