Instructor: Dr. Robert Gifford  
Cornett A239  Phone: 721-7532  Email: rgifford@uvic.ca

Office Hours: Tuesday, Wednesday, Friday 1:30, or by appointment

Lab Instructor: Breanna McCreary bmccreary@uvic.ca


Course Website: Coursespaces  CRNs: Lecture = 12757  Labs = 12758, 12759, 12760

Course Overview: This course is about how individuals and small groups think and feel about, interact and behave in, influence and are influenced by, and use and misuse their built settings (e.g., streets, parks, home, school, and work), and the natural world (nature, resources). The course includes three lectures each week, six labs (one every second week or so), three midterm exams, one paper, and three lab reports. The lectures are in Cornett B129 from 10:30-11:20. The labs are on Thursdays, in Elliot 161 at 10:00, HSD A250 at 1:00, and DSB C114 at 3:30. They happen approximately every two weeks; see the schedule below.

N.B. Keep this course outline handy because it contains all the scheduling information for the whole semester.

**CHAPTER NUMBERS, TOPICS, AND SCHEDULE**

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<tr>
<th>Week of</th>
<th>Tu</th>
<th>W</th>
<th>Th</th>
<th>F</th>
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<tbody>
<tr>
<td>Sept. 2-6</td>
<td>No class</td>
<td>1</td>
<td>Lab</td>
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<tr>
<td>Sept. 9-13</td>
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<td>Sept. 16-20</td>
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<td>Sept. 23-27</td>
<td>4</td>
<td>4</td>
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<td>Exam 1</td>
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<td>Sept. 30=Oct. 4</td>
<td>5</td>
<td>5</td>
<td>Lab</td>
<td>6</td>
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<td>Oct. 7-11</td>
<td>X</td>
<td>6P</td>
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<td>7</td>
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<td>Oct. 14-18</td>
<td>7</td>
<td>8</td>
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<tr>
<td>Oct. 21-25</td>
<td>Exam 2</td>
<td>9</td>
<td>Lab</td>
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<td>Oct. 28-Nov. 1</td>
<td>10</td>
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<td>Nov. 4-8</td>
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<td>Nov. 25-29</td>
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<td>14</td>
<td>Lab</td>
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<td>Dec. 2-6</td>
<td>15</td>
<td>E</td>
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<td>No class</td>
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The final exam will be between Dec 7 and 21. Date set by the University—not by Dr. Gifford—later in the term. Plan your December holiday only *after* the University announces the confirmed dates for the December exams, usually in mid-October.

P = The paper proposal due October 9 and the main paper is due November 19

***See the other side for more information***
EXAMS*

Each of the 3 midterms will have 40 multiple-choice and 2 short-answer questions worth 5 points each. Each midterm is worth 15% of the course mark. Each midterm covers only the lectures and readings covered since the previous midterm. All exams include considerable material from lectures that is not included in the textbook. The December (final) exam is worth 20% and will have 60 multiple-choice and 3 short answer questions worth 5 points each. On this exam, 40 multiple-choice and two short-answer questions will cover material back to the 3rd midterm, and 20 multiple-choice questions and 1 short-answer question will cover material tested on the earlier midterms. As a whole, the exams are worth 65% of your final mark. The written portions of exams will be retained for 10 days after each exam is returned. Thus, any concerns about exam grading must be resolved within 10 days after each exam is returned.

LABORATORY

The labs are meant to provide small-group experience with research and methods in environmental psychology. They are based on the idea that we learn by doing. They meet for 80 minutes about every other Thursday (see the dates in the schedule overleaf). Three short lab reports, worth a total of 20% of your course mark, that describe the studies that you help conduct will be the basis of your lab grade.* Missed labs will reduce the lab portion of the final grade. Other details about the labs are forthcoming, usually in the lecture just before each lab.

PAPER

One paper is required. The proposal is due on Wednesday, October 9 and the main paper is due Tuesday, November 19. Further details will be presented in class. The paper is worth 15% of the final mark (3% for the proposal and 12% for the main paper).*

GRADING

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<tr>
<td>90%</td>
<td>A+</td>
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<tr>
<td>85%</td>
<td>A</td>
</tr>
<tr>
<td>80%</td>
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<tr>
<td>65%</td>
<td>C+</td>
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<tr>
<td>60%</td>
<td>C</td>
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<tr>
<td>50%</td>
<td>D</td>
</tr>
<tr>
<td>&lt;50%</td>
<td>F</td>
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Fractional percents for exams and papers will be carried through the term, but in December, grades that end with a decimal point of 0.5 or above will be rounded to the next higher whole number, and grades that end with a decimal point below 0.5 will be rounded to the next lower whole number to determine your final grade.

* Missed exams and labs are excused only with a medical certificate or a documented family emergency. Those missed without a valid reason are scored zero. If you miss an exam or lab with these causes, you must contact me, normally within 10 working days of the missed event. If you miss the final exam, apply at Record Services for a “Request for Academic Concession.” If you are excused, a make-up exam will be set. Papers and lab reports lose 1% each day that they are late (e.g., from 5% to 4%), and will be graded zero if they are late enough for the 1% penalty to cause their value to drop to zero.

Students are responsible for checking their registration status before the end of the add period (Sept. 20). Students will not be added to the course after that date.

Do ask if anything is not clear!
Sexualized Violence Prevention and Response at UVic

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

Where: Sexualized violence resource office in EQHR, Sedgewick C119

Phone: 250.721.8021

Email: svpcoordinator@uvic.ca

Web: [www.uvic.ca/svp](http://www.uvic.ca/svp)
BE WELL

A note to remind you to take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone.

Social Life, Friends, & Community at UVic:
Having a social network is an extremely important foundation for positive mental health. There are lots of benefits to joining clubs, course unions, intramurals and teams on campus.
https://www.uvic.ca/mentalhealth/undergraduate/connecting/index.php

Counselling Services:
Counselling Services can help you make the most of your university experience. They offer free professional, confidential, inclusive support to currently registered UVic students. www.uvic.ca/services/counselling/

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

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: www.uvic.ca/mentalhealth/undergraduate/
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 311-314 of the UVic Calendar September 2019.

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, September 2019, p. 49-51)

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

Apply at Records Services for a “Request for Academic Concession”, normally within 10 working days of the date of the exam. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student’s academic record.

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

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

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

• What to do if you require additional time to complete course requirements

Apply at Records Services for a “Request for Academic Concession”, normally within 10 working days of the end of the course. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student’s academic record.

OR, you can download the Request for Academic Concession form here:
http://www.uvic.ca/registrar/assets/docs/record-forms/rac.pdf
Policy on Academic Integrity including Plagiarism and Cheating

The Department of Psychology fully endorses and intends to enforce rigorously the Senate Policy on Academic integrity https://web.uvic.ca/calendar2019-09/pdfs/undergraduate-201909_Part4.pdf, (p.45-47, UVic Calendar September 2019). It is of utmost importance that students who do their work honestly be protected from those who do not. Because this policy is in place to ensure that students carry out and benefit from the learning activities assigned in each course, it is expected that students will cooperate in its implementation.

The offences defined by the policy can be summarized briefly as follows:

1. **Plagiarism.** You must make sure that the work you submit is your work and not someone else’s. There are proper procedures for citing the works of others. The student is responsible for being aware of and using these procedures.

2. **Unauthorized Use of an Editor.** The use of an editor is prohibited unless the instructor grants explicit written authorization.

3. **Multiple Submission.** Only under exceptional circumstances may a work submitted to fulfill an academic requirement be used to satisfy another similar requirement. The student is responsible for clarifying this with the instructor(s) involved.

4. **Falsifying Materials Subject to Academic Evaluation.** This includes falsification of data, use of commercially prepared essays, using information from the Internet without proper citation, citing sources from which material is not actually obtained, etc.

5. **Cheating on Assignments, Tests, and Examinations.** You may not copy the work of others in or out of class; you may not give your work to others for the purpose of copying; you may not use unauthorized material or equipment during examinations or tests; and you may not impersonate or allow yourself to be impersonated by another at an examination. The Department of Psychology has a policy of not making old examinations available for study purposes. Therefore, use of old exams without the express written permission of the instructor constitutes cheating by the user, and abetting of cheating by the person who provided the exam.

6. **Being an Accessory to Offences.** This means that helping another student to cheat (for instance, by showing or communicating to them answers to an assignment, or by allowing them to view answers on an exam) is an academic offence.

Instructors are expected to make every effort to prevent cheating and plagiarism. This may include the assignment of seating for examinations, asking students to move during examinations, requests to see student identification cards, and other measures as appropriate. Instructors also have available to them a variety of tools and procedures to check for Internet and electronic media-based cheating. In instances of suspected or actual plagiarism or cheating, instructors, following prescribed procedures, are authorized to take steps consistent with the degree of the offence. These measures will range from a zero on the test or assignment or a failing grade for the course, probation within a program to temporary or even permanent suspension from the University.

Rights of Appeal are described in the Policy on Academic Integrity in the University calendar (on p. 46 in September 2019).

The definitive source for information on Academic Integrity is the University Calendar (p. 45-47 in September 2019) (https://web.uvic.ca/calendar2019-09/pdfs/undergraduate-201909_Part4.pdf)

Other useful resources on Plagiarism and Cheating include:

1. The Study Solutions Office: https://www.uvic.ca/services/counselling/success/study/index.php
2. The Ombudsperson’s office: https://uvicombudsperson.ca/tips/plagiarism/
3. UVic Library Resources: http://www.uvic.ca/library/research/citation/plagiarism/The Office of the Ombudsperson is an independent and impartial resource to assist with the fair resolution of student issues. A confidential consultation can help you understand your rights and responsibilities. The Ombudsperson can also clarify information, help navigate procedures, assist with problem-solving, facilitate communication, provide feedback on an appeal, investigate and make recommendations. Phone: 250-721-8357; Email: ombuddy@uvic.ca; Web: uvicombudsperson.ca.