

# Personality

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*Psychology 330 (A01), CRN 22866, Spring 2023*

*Bob Wright Centre, A104*

*Tuesdays, Wednesdays and Fridays, 10:30am to 11:20am*

**Instructor:** Kelci Harris

**E-mail:** [kelciharris@uvic.ca](mailto:kelciharris@uvic.ca)

**Office:** Cornett Building A275

**Office Hours:** Wednesdays, 12pm-1pm

**Teaching Assistant:** Maria Stepanyan

**E-mail:** [mstepanyan@uvic.ca](mailto:mstepanyan@uvic.ca)

**Office:** TBA

**Office Hours:** TBA

## Course Overview:

An introduction to personality theory and its applications. A survey of several major strategies followed in conceptualizing personality, e.g., psychoanalytic, dispositional plus emphasis on measurement of personality, current research, and approaches to personality change.

## Intended Course Learning Outcomes:

By the end of the course, you will be able to:

- Describe what personality psychology is and how it is studied.
- Explain and evaluate major personality theories and approaches (e.g. traits, psychodynamics, social-cognitive, humanistic, biological).
- Differentiate personality assessment techniques, and discuss their reliability and validity.
- Discuss personality stability and change, situational influences on personality, and the impact of personality on important life outcomes.
- Examine of the importance of culture and diversity for all research, including personality psychology.
- Apply insights from personality psychology towards better understand yourself and others.

## What to expect from this course:

**Our class time will be used for lecture, small group discussions, and small group activities** that facilitate critical thinking and enhance your understanding of the material covered in the textbook and videos. **Outside of class, you will be expected to read the textbook and articles, complete writing assignments, and complete online activities** that will facilitate in-class activities. To help keep you

on track with your readings, there are quizzes each week. I encourage you to find a study buddy in the class to go over the course readings and your notes with! Not only will this help keep you accountable with completing the readings and watching the videos; it will also make things more fun. You should expect to spend about 9 hours a week (3 hours of class time + 6 hours of asynchronous activities) on this course.

### Prerequisites:

The pre-requisites for this course are PSYC 201 AND either PSYC 231 or PSYC 260. 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) at some later time if such courses are required for the degree program. Students are responsible for checking their registration status by the add/drop deadline.

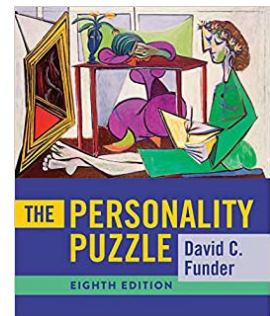
### Course Drop Deadline:

The last day for dropping a course with a 100% fee reduction is **January 22<sup>nd</sup>**. It is your responsibility to check your **registration status** by the drop deadline to ensure that you are registered only in courses that you have been attending.

### Text:

Funder, D. C. (2019). *The Personality Puzzle*. W.W. Norton & Company (**8<sup>th</sup> edition**)

- **Beware:** The 7<sup>th</sup> edition has a different chapter order, and is missing some chapters included in the 8<sup>th</sup> edition. Get the 8<sup>th</sup> edition, pictured to the right.



### Technology:

Brightspace

### Respect for Diversity:

It is my intent that students from all kinds of diverse backgrounds and perspectives will be well-served by this course, that students' learning needs will be addressed both in and out of class, and that the diversity that students bring to this class will be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, body size, socio-economic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition,

if any of our class meetings conflict with your religious or cultural events, please let me know so that we can make arrangements for you.

### **Netiquette (adapted from Dr. Michael Stevenson, University of Southern Maine):**

Our discussions may lead to debate and disagreement, which is a great way to foster critical thinking; however, it is vital that you respect the ideas of others. Please be careful and considerate in all of your communications. Carefully consider what you are saying and remember that your readers (fellow students and instructor) might not infer your intent. These are a few suggestions:

- Take a moment to re-read everything you write--assume that it will be taken in the worst possible light (doing so will also provide you the opportunity to correct typos and other errors).
- Extend courtesy to others--assume the most charitable light possible.
- Keep in mind that online mediums are poor at conveying tone. What was intended as a joke or irony may not always be read as such. If you aren't sure how something will come across, ask someone else to read it over and give you feedback.
- Please avoid typing in all caps when posting messages to either myself or your peers.

### **Communication:**

- **Brightspace:** There are a few different discussion boards on Brightspace that will be useful throughout the course.
  - **FAQ Board:** Post general questions about the course that might be relevant to your classmates. For example, a clarification question about an assignment.
  - **Content Discussion Boards:** Post on the content discussion boards if you have questions or comments about the material.
  - **Activity Resource Boards:** Post materials that will be helpful for completing online activities. More details will be provided in class.
- **Emailing Dr. Harris:** Email me if 1) you have short, specific content questions, 2) you are in need of any kind of accommodations, or 3) you would like to schedule a meeting.
  - **Please include “PSYC 330” in the subject line of your e-mail.** This will help save your email from being sorted into the spam folder by Outlook, and it helps me know that this is an email from a student that I need to reply to!
  - Make sure you include your name at the end of your message.
  - I will try to respond to emails within 2 business days.

- **Emailing Maria:** Email Maria if you have questions about grading, online quizzes, discussion boards, or participation. You can also email Maria if you would like to schedule a meeting with her.
- **Office Hours:** Some questions are best addressed face to face.
  - Go see Dr. Harris: If you'd like to have a more in-depth discussion about course content or accommodations.
  - Go see Maria: If you would like to go over your test grades or writing assignments.
- **Computer Help Desk:** If you are having technology issues, contact the computer help desk. [helpdesk@uvic.ca](mailto:helpdesk@uvic.ca)

### Course Feedback:

I value your feedback on this course, and you have a couple of opportunities to provide it.

- **Mid-Course Evaluation:** The mid-course evaluation is your chance to provide feedback about the course as it's happening. You can share what you think is going well, as well as what you think could be improved. Based on your feedback, there I might make some small changes to the course in order to aid your learning.
- **Course Experiences Survey (CES)** Near the end of term, you will have an opportunity to complete an anonymous Course Experiences Survey (CES) regarding your learning experience in this class. The CES provides vital information that I will use to improve future courses. I will not receive the results until after I have submitted marks for this course. Responses are anonymous unless you choose to say things in optional open-ended comments that identify you (which I do not recommend). The more students complete the survey, the more meaningful and informative the results. Please ensure that your current email address is listed on MyPage (<http://uvic.ca/mypage>).

## Requirements

### Overview:

Assignment	Due Date	Weight
Syllabus Quiz	January 17*	1%
Participation (6 out of 8)	<b>In-Class Activity Days:</b> January 18, January 25, February 1, February 18, February 14, March 1, April 4	18%
Quizzes (8 of 9)	<b>All due on Fridays</b> throughout the term:	18%

	January 13, January 20, January 27, February 4, February 17, March 3, March 17, March 24, March 31	
Written Reflections (3 out of 6)	<b>Prompts Due:</b> January 27, February 2, March 3, March 17, March 31, April 7	21%
Tests	February 3, March 10, April 5	42%
*If you added the course after January 17, you have one week from the date you add the class to complete the syllabus quiz.		

### Completing the Course:

**Students who have completed the following elements will be considered to have completed the course: 8 quizzes, 3 written reflections, and 3 tests (or test alternatives papers).** Failure to complete one or more of these elements will result in a grade of “N” regardless of the cumulative percentage of all other elements of the course. N is a failing grade and factors into GPA as a value of 0. In accordance with the University’s policy on academic concessions, “A student who completes all course requirements is not eligible for an academic concession”. Consequently, students can only request deferrals for the completion of required course components and not for non-essential course components.

### Grades:

In determining your final letter grade, the final percentage is rounded such that marks ending in 0.49 or lower are rounded down and marks ending in 0.50 and up are rounded up. For example, 79.1 is rounded to 79 and 79.6 is rounded to 80.

A+	A	A-	B+	B	B-	C+	C	D	F
Exceptional, Outstanding, Excellent Performance			Very Good, Good, Solid Performance			Satisfactory, Minimally Satisfactory Performance		Marginal Performance	Unsatisfactory Performance
90-100	85-89	80-84	77-79	73-76	70-72	65-69	60-64	50-59	0-49

### Specific Requirements:

#### Syllabus Quiz (1%)

The purpose of this assignment is to ensure that you are comfortable in your knowledge of the course structure, course policies, and assignments. Read the syllabus, take the quiz, and get an easy 1%! You have to get at least 80% in order to unlock the rest of the material on Brightspace. You can take it as many times as you would like to get 100% until the quiz closes on January 17.

### In-Class Participation (18%; 5 of 7)

This grade will come from attending and participating in the synchronous in-class activities. The in-class activities are meant to enhance your learning experience by providing opportunities for application of knowledge and critical thinking. These in-class activities will be completed individually, in pairs, and in groups. Assignments will be turned in during class or shortly after class is finished. There will be online prep work required for some of the activities. There are **seven days** when we will have in-class activities. In order to get 100% for participation, **you need to attend at least 5 days**. See the overview and schedule for the specific dates.

### Quizzes (18%; best 8 of 9)

These quizzes serve as a tool to help you keep up with the readings throughout the course, and review what you have learned so far. They will cover material any material presented in the readings since the quiz or test. There are **nine quizzes** and the **lowest quiz grade** will be dropped. Quizzes are due on the **Fridays** we do not have tests at **11:59pm**. You can take each quiz twice. See the schedule for specific due dates. Because one quiz will be dropped, late assignments and requests extensions will not be accepted. Each quiz is worth 2.5%.

### Written Reflections (21%; 3 of 6)

There will be **six different prompts** and opportunities for turning in the research and reflection papers throughout the semester. Each reflection should reference at least one relevant research article to support your reflection. You need to **complete three reflection papers**; each one is worth 7%. These assignments should be written with proper spelling and grammar and in APA style. Because of the flexibility around which of the prompts you answer, late papers will not be accepted.

### Tests (42%):

There will be **three tests** worth a total of 42% of your final grade. Each test is worth 14%. Tests are not cumulative. Tests will occur during class time. They will cover all material from the text, videos, activities, and lectures since the last test. Tests will be a combination of multiple-choice, multi-select, and fill-in-the-blank questions.

There is **no final exam**.

- a) **Missing Tests:** If you completing an exam at the specified time is not possible or feasible for you, please contact me well in advance of the exam date. **Make-up exams will only be offered to students who have made arrangements with me at least 1 full day prior to the test date, or in the case of urgent, unforeseen emergencies.** In the case of such an emergency, you will need to contact me within 4 days of the missed exam (i.e. the Tuesday following the test) to schedule a make-up examination. **If you miss a test and fail to contact me as described, you will**

receive an “N” mark (failure due to not completing a course requirement) for the for your final grade.

- b) **Alternative Paper:** Students can replace any test with a 1800-word research paper. **If you would like to write a test replacement paper, you must make arrangements with me at least 7 full days prior to the test date (i.e. the Friday before the test).** The topic be relevant to one of the topics covered for the missed test, and must be pre-approved by Dr. Harris. More detail on this will be posted on Brightspace

**Bonus (2%):**

**Students may complete any combination of a) participation in research or b) article reviews up to a total of 2% credit.**

- a) **Participating in Research on SONA:** Because experiential learning is highly valued in the Department of Psychology and is part of this course, student participants may earn up to 2% in extra credit in PSYC 330 by participating in Psychology studies conducted by students and faculty in the Department of Psychology. One (1) hour of participation earns you one (1) SONA credit and credits are given in 0.5 increments, with one (1) credit required for a 1% increase in your final grade. You must be sure to assign your credits to this course (and this section of the course) no later than the last day of class, otherwise you will not receive extra credit in this course. For details on participating in research studies, go to the Department of Psychology web site:

<https://www.uvic.ca/socialsciences/psychology/research/participants/>.

- b) **Alternatives to Participating in Research:** As an alternative to participation in research, students may submit short summaries (1 page double spaced, 12 pt. times New Roman font, 1 inch margins) of journal articles from a specified journal (see below). Each article review counts as one percentage point and will be marked on a pass/fail basis. To receive credit, you must follow specific guidelines. The review must:

- **Be submitted on Brightspace by 5 pm on April 9. Late submissions will not be accepted under any circumstances. E-mail submission will not be accepted**
- Be typed using 12 point font, Times New Roman, double spaced, 1 inch margins, no longer or much shorter than one page.
- Be on articles from the following journal: *Social Psychological and Personality Science*.
- Fully identify the title, author(s), source and date of the article. A PDF copy of the article must be attached to your review. Links to an online article do not count!

- Summarize the hypotheses of the research, as well as the methods used to test the hypotheses. Identify the independent and dependent variables. Identify the psychological concepts in the article and indicate the pages in our textbook that discuss the concepts. Finally, critically evaluate the results of the study. Do you agree with their findings? Why or why not? Provide evidence from the text or lecture to support your conclusions.
- Keep a copy of your review in the unlikely event we misplace the original.

### Late Assignments:

Given the flexibility built in to the deadlines and grading for each assignment, **late assignments will not be accepted**. Exceptions will only be made under exceptional circumstances (e.g., serious illness or accident), and when appropriate documentation is presented within 4 days of the due date.

### Accommodations:

I will make every effort to accommodate the learning needs of all students enrolled in this course. Students should discuss any specific needs with me as soon as possible (i.e., within the first 5 classes). Some students may wish to consider registration at the Centre for Accessible Learning, <https://www.uvic.ca/services/cal/onlineservices/register/index.php> The CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations.



## Course Schedule

Week	Day, Date	Topic	In-Class Activity	Reading	Suggested Quiz	Writing Assignment
1	Tue., 10-Jan	Intro				
	Wed., 11-Jan	Methods		Chapter 2		
	Fri., 13-Jan	Methods			Quiz 1	
2	Tue., 17-Jan	Measurement		Chapter 3	Syllabus Quiz	
	Wed., 18-Jan	Measurement	Make A Measure			
	Fri., 20-Jan	Situations		Chapter 4	Quiz 2	
3	Tue., 24-Jan	Situations				
	Wed., 25-Jan	Traits and Types	What's Your Type?	Chapter 5		
	Fri., 27-Jan	Traits and Types			Quiz 3	Writing 1
4	Tue., 31-Jan	Personality Judgment		Chapter 6		
	Wed., 01-Feb	Personality Judgment	Rate-A-Room			
	Fri., 03-Feb	<b>Test 1 (2, 3, 4, 5, 6)</b>				
5	Tue., 07-Feb	Lifespan		Chapter 7		
	Wed., 08-Feb	Lifespan	Predicting Outcomes			
	Fri., 10-Feb	Personality and Relationships		Chapter 16	Quiz 4	Writing 2
6	Tue., 14-Feb	Personality and Work	Strong Vocational Index			
	Wed., 15-Feb	Biology of Personality		Chapter 8		
	Fri., 17-Feb	Biology of Personality			Quiz 5	
7	Tue., 21-Feb	<b>Reading Week</b>				
	Wed., 22-Feb					
	Fri., 24-Feb					
8	Tue., 28-Feb	Genes and Heritability	Movie	Chapter 9		
	Wed., 01-Mar	Genes and Heritability	Movie Discussion			
	Fri., 03-Mar	Genes and Heritability			Quiz 6	Writing 3
9	Tue., 07-Mar	Personality and Health		Chapter 17		
	Wed., 08-Mar	Personality and Health				
	Fri., 10-Mar	<b>Test 2 (7,16, 8, 9, 17)</b>				
10	Tue., 14-Mar	Culture		Chapter 10		

	Wed., 15-Mar	Culture				
	Fri., 17-Mar	Psychodynamics		Chapter 11	Quiz 7	Writing 4
11	Tue., 21-Mar	Psychodynamics		Chapter 12		
	Wed., 22-Mar	Narrative Identity	Narrative Coding	Article A		
	Fri., 24-Mar	Positive Psychology		Chapter 13	Quiz 8	
12	Tue., 28-Mar	Positive Psychology				
	Wed., 29-Mar	Emotion		Chapter 14		
	Fri., 31-Mar	Emotion			Quiz 9	Writing 5
13	Tue., 04-Apr	Wrapping Up	Psychobiography	TBA		
	Wed., 05-Apr	<b>Test 3 (10, 11, 12, 13, 14)</b>				
Exam	Tue., 11-Apr					Writing 6

Other Dates to Know:

- Sunday, Jan 22<sup>nd</sup> - Last day for 100% reduction of second term fees for standard courses 50% of tuition fees will be assessed for courses dropped after this date.
- Wednesday, Jan 25<sup>th</sup> - Last day for adding courses that begin in the second term
- Tuesday, January 31<sup>st</sup> - Last day for paying second term fees without penalty
- Sunday, Feb 12<sup>th</sup> - Last day for 50% reduction of tuition fees for standard courses 100% of tuition fees will be assessed for courses dropped after this date.
- Tuesday, Feb 28<sup>th</sup> - Last day for withdrawing from full year and second term courses without penalty of failure

# UNIVERSITY OF VICTORIA

## Department of Psychology Important Course Policy Information Winter Session 2022/23

### **Accessible Learning**

The University of Victoria is committed to creating a learning experience that is as accessible as possible. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me. If you have a disability or chronic health condition, or think you may have a disability, you may also want to meet with an advisor at the [Centre for Accessible Learning](#) (CAL).

### **Attendance and Absences**

**Attendance is important.** Students are expected to attend all classes in which they are enrolled. Students may be assigned a final grade of N or debarred from writing final examinations if they fail to satisfy a minimum attendance requirement set by the instructor for lectures, laboratories, online course discussions or learning activities, tutorials, or other learning activities set out in the course outline.

Medical documentation for short-term absences is **not required** (approved by Senate). Students who cannot attend due to illness are asked to notify their instructors immediately. If illness, accident, or family affliction causes a student to miss the final exam or to fail to complete any required assignment/assessment by the end of the term students are required to submit a request for academic concession (see below).

### **Children and Pets**

If you need to bring your children or pet to class, please do not hesitate to do so. It is understood that sometimes this is necessary due to care circumstances. However, please aim to have minimal class disturbance so that student learning is not impacted.

### **Class Recording and Auto-Captioning Statement**

The instructor may record class sessions and those recordings may be made available to all students in the class via Brightspace. If you have questions or concerns regarding class recording and privacy please contact [privacyinfo@uvic.ca](mailto:privacyinfo@uvic.ca)

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

### **Commitment to Inclusivity, Diversity, and Respectful Environments in the Classroom and Online**

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

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

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

To report concerns about online student conduct: [onlineconduct@uvic.ca](mailto:onlineconduct@uvic.ca)

## Copyright

All course content and materials are made available by instructors for educational purposes and for the exclusive use of students registered in their class<sup>1</sup>. The material is protected under copyright law, even if not marked with ©. Any further use or distribution of materials to others requires the written permission of the instructor, except under fair dealing or another exception in the Copyright Act. Violations may result in disciplinary action under the [Resolution of Non-Academic Misconduct Allegations policy \(AC1300\)](#) or the [Academic Integrity Policy](#), whichever is more appropriate for the situation.

## Course Experience Survey (CES)

The instructor values your feedback on this course. Toward the end of term, you will have the opportunity to complete a confidential course experience survey (CES) regarding your learning experience. The survey is vital to providing feedback to the instructor regarding the course and their teaching, as well as to help the department improve the overall program for students in the future. When it is time for you to complete the survey, you will receive an email inviting you to do so. If you do not receive an email invitation, you can go directly to <http://ces.uvic.ca>. You will need to use your UVic NetLink ID to access the survey, which can be done on your laptop, tablet or mobile device. You will be reminded nearer the time, but please be thinking about this important activity, especially the following three questions, during the course.

1. What strengths did your instructor demonstrate that helped you learn in this course?
2. Please provide specific suggestions as to how the instructor could have helped you learn more effectively.
3. Please provide specific suggestions as to how this course could be improved.

## Disclaimer

The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances.

## Grading

In classes that are based on a percentage grading scheme, the following [Undergraduate Grading Scale](#) is used

Grade	A+	A	A-	B+	B	B-	C+	C	D	F
Percentage	90-100	85-89	80-84	77-79	73-76	70-72	65-69	60-64	51-59	< 50
GP Value	9	8	7	6	5	4	3	2	1	0

Rounding is only applied to the final grade and is rounded up at the 0.5% level (e.g., 84.49% is round to 84% and 84.50% is rounded to 85%).

## Medical Documentation for absences

No medical documentation for short-term absences is required (Approved by Senate).

If you are seeking a Withdrawal Extenuating Circumstances or an Aegrotat grade, medical documentation may be required if relevant.

## Ombudsperson and Academic Concerns

From the course calendar...

*Depending on the nature of the academic matter of concern to the student, the order in which the student should normally try to resolve the matter is: first, the course instructor; second, the Department Associate Chair; third, the Dean of the faculty; and finally, the Senate.*

If you are having an academic concern or problem that cannot be resolved with your instructor or the Department Associate Chair, you may wish to consult with the Office of the Ombudsperson (<https://uvicombudsperson.ca>). Current contact information for the office can be found here <https://uvicombudsperson.ca/contact/>.

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<sup>1</sup> Syllabi belong to the department through which the course is administered.

## Policy on Academic Integrity including Plagiarism and Cheating

The Department of Psychology fully endorses and intends to enforce rigorously the [Senate Policy on Academic Integrity](#). It is of utmost importance that students who do their work honestly be protected from those who do not. Because this policy is in place to ensure that students carry out and benefit from the learning activities assigned in each course, it is expected that students will cooperate in its implementation.

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

1. **Plagiarism.** You must make sure that the work you submit is your work and not someone else's. There are proper procedures for citing the works of others. The student is responsible for being aware of and using these procedures.
2. **Unauthorized Use of an Editor.** The use of an editor is prohibited unless the instructor grants explicit written authorization.
3. **Multiple Submission.** Only under exceptional circumstances may a work submitted to fulfill an academic requirement be used to satisfy another similar requirement. The student is responsible for clarifying this with the instructor(s) involved.
4. **Falsifying Materials Subject to Academic Evaluation.** This includes falsification of data, use of commercially prepared essays, using information from the Internet without proper citation, citing sources from which material is not actually obtained, etc.
5. **Cheating on Assignments, Tests, and Examinations.** You may not copy the work of others in or out of class; you may not give your work to others for the purpose of copying; you may not use unauthorized material or equipment during examinations or tests; and you may not impersonate or allow yourself to be impersonated by another at an examination. The Department of Psychology has a policy of not making old examinations available for study purposes. Therefore, use of old exams without the express written permission of the instructor constitutes cheating by the user, and abetting of cheating by the person who provided the exam.
6. **Aiding Others to Cheat.** It is a violation to help others or attempt to help others to engage in any of the conduct described above.

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 January 2023.

**The definitive source** for information on Academic Integrity is the University Calendar

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

1. The Ombudsperson's office: <https://uvicombudsperson.ca/academic-integrity/>  
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](mailto:ombuddy@uvic.ca); Web: [uvicombudsperson.ca](http://uvicombudsperson.ca).
2. UVic Library Resources: <http://www.uvic.ca/library/research/citation/plagiarism/>
3. UVic Library Document on **Avoiding Plagiarism**

## Prerequisites

Students who remain in courses for which they do not have the prerequisites do so at their own risk. Students who complete courses without prerequisites ARE NOT exempt from having to complete the prerequisite course(s) if such courses are required for the degree program.

## Program Requirements

For more information see the [UVic Calendar](#).

## Registration Status

Students are responsible for verifying their registration status. Registration status may be verified using My Page, View Schedule. Course adds and drops will not be processed after the [deadlines](#) set out in the current UVic Calendar.

Students who do not attend classes must not assume that they have been dropped from a course by an academic unit or an instructor. Courses that are not formally dropped will be given a failing grade, students may be required to withdraw and will be required to pay the tuition fee for the course.

## Request for Academic Concessions: In the Event of Illness, Accident or Family Affliction

Request for Academic Concession form: <http://www.uvic.ca/registrar/assets/docs/record-forms/rac.pdf>

- **What to do if you miss the final exam scheduled during the formal exam period**  
Apply at Records Services for a “Request for Academic Concession”, normally within 10 working days of the date of the exam. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student’s academic record.
- **What to do if you miss an exam other than one scheduled during the formal exam period**  
Do not apply at Records Services for a “Request for Academic Concession”. Instead, contact your course instructor (or designated teaching assistant) to let them know why you missed the exam and include the [in-course extension form](#) if required. Medical documentation is not required.
- **What to do if you require additional time to complete core 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. Where a concession is not applied for or where such application is denied, an N grade will be entered on the student’s academic record if the missing work has been deemed required. Note, only required course components may be deferred.

## Research Participation Opportunities with the Department of Psychology

The Department of Psychology offers multiple opportunities to participate in research studies over the year. Students are encouraged to learn more about the field of psychology by volunteering in these studies. Information about studies can often be found posted on notice boards around the Department as well as through our Participant Pool webpage at <https://www.uvic.ca/socialsciences/psychology/research/participants/>.

## Student Support Services

[Learn Anywhere](#) is the student support portal for a full range of student academic and support services. Services include: [Centre for Academic Communication](#), [Math & Stats Assistance Centre](#), [Counselling Services](#), [Health Services](#), [Library](#), [Ombudsperson](#), and [Computer Help Desk](#)

## This classroom is a trans-inclusive space

Please indicate if you have a preferred name and pronoun that you’d like to be used in the classroom. Please e-mail your instructor or your TA if you would like to discuss the climate of this classroom for trans students. Gender neutral bathrooms are available at UVic.

## University of Victoria Students' Society (UVSS)

The [UVSS](#) is a social justice based non-profit run by students, for students and is entirely separate from UVic. As an undergrad student, you are already a member! We work on issues affecting students such as affordability, public transit, sexualized violence, sustainability, student employment, and much more. We fund clubs and course unions, and have several advocacy groups. We also have a Food Bank and Free Store, a Peer Support Centre, and run your health and dental plan. We are here to support you, so please reach out to us at [uvss.ca](http://uvss.ca)!

### Academic Important Dates

#### Winter session - second term (January – April)

Monday, Jan 9 <sup>th</sup>	Second term classes begin for all faculties
Sunday, Jan 22 <sup>nd</sup>	Last day for 100% reduction of second term fees for standard courses 50% of tuition fees will be assessed for courses dropped after this date.
Wednesday, Jan 25 <sup>th</sup>	Last day for adding courses that begin in the second term
Tuesday, January 31 <sup>st</sup>	Last day for paying second term fees without penalty
Sunday, Feb 12 <sup>th</sup>	Last day for 50% reduction of tuition fees for standard courses 100% of tuition fees will be assessed for courses dropped after this date.
Feb 20 <sup>th</sup> - Feb 24 <sup>th</sup>	Reading Break for all faculties
Tuesday, Feb 28 <sup>th</sup>	Last day for withdrawing from full year and second term courses without penalty of failure
Thursday, Apr 6 <sup>th</sup>	Last day of classes in second term for all faculties
Apr 11 <sup>th</sup> - Apr 26 <sup>th</sup>	Second-term formal examination period

## 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](mailto: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/undergraduate/housing-student-life/student-life/index.php>

## ***Counselling Services:***

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

## ***Health Services:***

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

## ***Centre for Accessible Learning:***

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

## ***Elders' Voices:***

The Office of Indigenous Academic and Community Engagement (IACE) has the privilege of assembling a group of Elders from local communities to guide students, staff, faculty and administration in Indigenous ways of knowing and being.

[www.uvic.ca/services/indigenous/students/programming/elders/](http://www.uvic.ca/services/indigenous/students/programming/elders/)

## ***Mental Health Supports and Services:***

Mental health supports and services are available to students from all areas of the UVic community: <https://www.uvic.ca/student-wellness/wellness-resources/mental-health/>