PSYCHOLOGY 351A (A01) – COGNITIVE PSYCHOLOGY – SPRING 2023
COURSE OUTLINE

TIME: Mon., Wed., & Thu.: 2:30pm – 3:20pm   **LOCATION:** ECS 125   **WEBSITE:** Brightspace

INSTRUCTOR: Prof. Adam Krawitz
EMAIL: akrawitz@uvic.ca   **OFFICE:** Cornett A251   **OFFICE HOURS:** TBA on Brightspace

TEACHING ASSISTANT: Baeleigh VanderZwaag
EMAIL: baeleighv@uvic.ca   **OFFICE:** Cornett A137   **OFFICE HOURS:** TBA on Brightspace

COURSE INSPIRATION & GOALS

"In general, we're least aware of what our minds do best."

Marvin Minsky, p. 29, The Society of Mind, 1986

My primary goals for this course are for you to:
Improve your knowledge of the field of cognitive psychology;
Develop your ability to critically evaluate research about cognition.
Gain a deeper understanding of the methods used to study cognitive processes.
Increase your appreciation for how cognitive psychology is applicable to everyday life.

TERRITORY ACKNOWLEDGEMENT

We acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

RESPECT FOR DIVERSITY

I intend that students from all backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that students' diversity be viewed as a resource, strength, and benefit. I intend to present materials and activities that are respectful of diversity, including gender, sexuality, disability, age, socio-economic status, ethnicity, race, and culture. Please suggest ways to improve the effectiveness of this course for you and your fellow students. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

PREREQUISITES & REGISTRATION

Prerequisites for this course: PSYC 201 and PSYC 251.

Students are responsible for checking their own registration status. Refer to the Department of Psychology Important Course Policy Information and the UVic Calendar (https://www.uvic.ca/calendar/dates/) for details.

REQUIRED MATERIALS

TEXTBOOK/ETEXT: Goldstein, E. B. (2019). *Cognitive Psychology: Connecting Mind, Research, and Everyday Experience* (Fifth Edition). Boston, MA: Cengage.

WEBSITE: Goldstein, E. B. (2019). Enhanced MindTap for Goldstein's Cognitive Psychology: Connecting Mind, Research, and Everyday Experience, 5th Edition. Boston, MA: Cengage.
Website: https://student.cengage.com/course-link/MTPP6Q7ZMHL0
Textbook bundled with MindTap for sale at UVic Bookstore.
Digital-only access (MindTap with eText) for sale at UVic Bookstore and online:
https://www.cengage.ca/s/?q=9781337408271
Note that you can sign up and access MindTap with eText for a 14-day grace period before buying!

HARDWARE/APP/WEB: iClicker/iClicker 2/iClicker+ remote, or iClicker Student Mobile/Web App
For sale at UVic Bookstore and online: https://www.iclicker.com/students
Register your iClicker through UVic Online Tools: https://www.uvic.ca/tools/student/tools-forms/iclicker/

EVALUATION

Your grade will be based on the following items:

ITEM	DATE	% OF GRADE	
iClicker Participation	throughout	5 (or 0)	
MindTap & CogLab	throughout	15 (or 20)	
Research Report	Wed., Mar. 29	5	
Exam 1	Mon., Feb. 6	25	= 100%
Exam 2	Mon., Mar. 20	25	
Exam 3	(Exam Period)	25	
Extra Credit	by Thu., Apr. 6	(up to 2)	

Students who have completed all 3 exams will be considered to have completed the course. Failure to complete one or more of these exams 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.

iCLICKER PARTICIPATION (5% OR 0%): The use of iClickers will give you opportunities to participate in class and compare your thoughts with those of other students, and it will provide me with feedback on your level of understanding. **You will not be evaluated on the answers you give, just on participation.**

iClicker participation credit for a class is earned by making at least one iClicker response that day. Credit will be given for each class, except for the first week and exam days, thus there are 31 available classes. You can miss iClicker participation in up to 6 classes and still receive full credit. If you miss participation in more than 6 classes, your grade will be based on the number of days you participated divided by 25.

NOTE: The 5% for iClicker Participation may alternatively be determined by your MindTap Activities. This option will be automatically invoked if it will benefit your final course mark. While I strongly believe you will get the most out of the course if you attend and participate in class, this option allows for flexibility if you cannot or choose not to attend.

MINDTAP & COGLAB (15% OR 20%): Throughout the term, MindTap Activities will provide active engagement with the material, MindTap Quizzes will help you stay current with the readings, and CogLabs will give you hands-on experience with experimental tasks and let us to look at the aggregate results of our data. Detailed instructions on how to access and complete the assigned items will be provided in class and on Brightspace. **Each assigned item will have a due date and time listed in MindTap. If you experience technical difficulty that will prevent you from completing an item on time, you must contact the instructor <u>before</u> the relevant deadline to receive credit.**

EXAMS (75%): Exams will evaluate your understanding of the material presented in lectures, in MindTap and the CogLabs, and the textbook. Exams will contain questions on the following topics:
Exam 1: History & Methods, Perception, and Visual Imagery
Exam 2: Attention, Short-Term & Working Memory, and Long-Term Memory
Exam 3: Knowledge, Problem Solving, and Judgement & Reasoning

The first 2 exams will be during class, while Exam 3 will be during the examination period. You are responsible for taking examinations as scheduled. This responsibility includes Exam 3, so **DO NOT plan your travel until the exam schedule is finalized**. If you miss an exam for a valid reason (e.g., illness or accident) you may be permitted to take a make-up test at the instructor's discretion. If you will need time beyond the end of the term, you must apply to the Office of the Registrar to request a deferral (see the UVic Calendar for guidelines: https://www.uvic.ca/calendar/undergrad/index.php#/policy/HJjAxiGO4).

RESEARCH REPORT (5%): The research report will give you experience searching the scientific literature, reading an original research article, and understanding how studies incrementally build up our knowledge of cognition. You will write a brief report (2 pages) that summarizes an experiment in a peer-reviewed journal article. The experiment should follow-up on a CogLab experiment assigned through MindTap. Details will be discussed in class and posted on Brightspace. The report will be submitted via Brightspace and is due **on Wednesday, March 29**. Late papers will be penalized 25% and will not be accepted after Thursday, April 6.

EXTRA CREDIT (UP TO 2%):

RESEARCH PARTICIPATION: Experience research being carried out here at UVic, while simultaneously helping out our scientific community with data collection. Earn up to 2% toward your final grade by participating in research studies in the Department of Psychology. Each 15 minutes of participation will earn 0.25 credits and **up to 2 credits** may be counted toward this course. Each credit increases your final grade by 1%, thus 2 hours (i.e. 2 credits) of participation will earn the full 2%. For details, go to the Psychology Research Participation System web page (https://www.uvic.ca/socialsciences/psychology/research/participants) and follow the instructions for students. You are encouraged, but not required, to participate in studies pertaining to this class. The last day for earning and assigning credits towards this course is **Thursday, April 6**.

ALTERNATIVE ACTIVITY (ARTICLE REVIEWS): If you want to earn extra credit, but do not wish to be a research participant, article reviews are an alternative. You will gain research experience by writing reviews of recent journal articles that report original research relevant to the course. Each review will be worth 1% extra credit and a maximum of 2 reviews will be accepted (i.e. you can earn a total of 2% extra credit). You must send an email to the TA no later than **Thursday, March 30**, indicating you wish to use this option, and submitting the chosen journal article(s) for approval. Completed reviews must be submitted via Brightspace no later than **Thursday, April 6**. Full details are on Brightspace.

NOTE: You can combine Research Participation and an Article Review, but the total cannot exceed 2%.

GRADES

Your final letter grade in the course will be determined by your total percentage score according to the standard UVic grading scale. Refer to the Department of Psychology Important Course Policy Information and the UVic Calendar (https://www.uvic.ca/calendar/undergrad/index.php#/policy/S1AAgoGuV) for details.

COURSE EXPERIENCE SURVEY (CES)

Near the end of the term, you will receive an email inviting you to complete the CES online. **Please complete the CES. Time allowing, I will set aside ~15 minutes at the beginning of class on Thursday, April 6.** When possible, we do the CES in class because this increases the number of students who complete it. If you do not complete the CES during class, you can complete it at any time during the last week of classes. Refer to the Department of Psychology Important Course Policy Information for further details.

TIPS FOR SUCCESS

Please consider the following suggestions for maximizing success:

Take care of yourself and do your best to maintain a **healthy lifestyle** by eating well, exercising, getting enough sleep, and taking some time to relax.

Attend, participate, and engage in **class.**

Use the posted **lecture slides and class recordings** for notetaking, reference, and studying.

Perform the **MindTap activities including CogLab experiments** and understand their purpose and results.

Read the **book chapters** to augment the lecture material.

When you are studying, don't just reread, actively **self-test.**

Focus not just on facts, but also on **concepts**, **methods**, and **relationships** between ideas.

Don't cram, rather, spread out you study time over days and weeks.

Organize a **study group** using the Student Discussion Forum on Brightspace.

If you struggle in the course, **seek help sooner rather than later** – we want you to succeed!

SOURCES OF ASSISTANCE

Please make use of the following resources as needed:

COURSE MATERIAL: Do you have questions about course material? Or do you just want to chat about the course? Please feel free to contact Prof. Krawitz or the TA during office hours or by email.

COURSE MARKS: Do you have questions about the marking of an exam or assignment? First, review the course material, including the answer key (if applicable), to determine the explanation yourself. Second, if you still have questions, meet with the TA. Third, if talking to the TA does not resolve the issue, meet with Prof. Krawitz.

iCLICKER: If you have not received any iClicker participation points, and you believe you should, first make sure that you have registered your iClicker at UVic: : https://www.uvic.ca/tools/student/tools-forms/iclicker/
For general iClicker support, refer here: https://www.uvic.ca/systems/support/learningteaching/iclicker/

MINDTAP: For questions about content, contact Prof. Krawitz or the TA. For technical problems, access Cengage support: https://support.cengage.com/ or https://www.cengage.com/training/mindtap?audience=Student

BRIGHTSPACE, ECHO360, ETC…: For issues using BrightSpace, Echo360, or other onlibne tools, visit UVic's Learn Anywhere site: https://onlineacademiccommunity.uvic.ca/learnanywhere/

EMAIL, NETLINK ID, LAB COMPUTERS: For technical matters, please contact the Computer Help Desk: helpdesk@uvic.ca, (250) 721-7687, Clearihue A004, or visit the University Systems Help Centre: https://www.uvic.ca/systems/support/

PSYCHOLOGY RESEARCH PARTICIPATION SYSTEM: Email the coordinator: : psycresearch@uvic.ca, or refer to the documentation at: https://www.uvic.ca/socialsciences/psychology/research/participants/

RESEARCH & WRITING: For help with academic writing, contact the Centre for Academic Communication: https://www.uvic.ca/learningandteaching/home/home/centre/
For help with research, contact the UVic library: https://www.uvic.ca/library/research/

LEARNING ASSISTANCE PROGRAM: Are you struggling with understanding course material or finding effective study methods? You may want to consult with the tutors and learning strategists at the Learning Assistance Program (fees may apply): https://onlineacademiccommunity.uvic.ca/lap/

ACADEMIC ACCOMMODATION: Students with diverse learning styles and needs are welcome in this course. If you have a disability/health consideration that may require accommodation, please approach me and/or the Centre for Accessible Learning (CAL) as soon as possible. CAL staff members are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations: https://www.uvic.ca/services/cal/

ENGLISH AS AN ADDITIONAL LANGUAGE: If English is not your first language and you are having trouble because of that, please contact the English Language Centre: https://continuingstudies.uvic.ca/elc/

STUDENT WELLNESS: Counselling Services 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/

INDIGENOUS SUPPORT: Indigenous Academic and Community Engagement (IACE) provides multiple support services for Indigenous students, including Elders in Residence and Indigenous Counselling: https://www.uvic.ca/services/indigenous/students/

MENTAL HEALTH AND WELL-BEING: Most students at one time or another struggle with mental health issues (anxiety, depression, insomnia, substance abuse, etc.). UVic has a wealth of resources to help students through those tough times: https://www.uvic.ca/mentalhealth/

NOTICE

Students are expected to familiarize themselves with the Department of Psychology Important Course Policy Information which is included in this Course Outline.

PSYCHOLOGY 351A (A01) – COGNITIVE PSYCHOLOGY – SPRING 2023
TENTATIVE COURSE SCHEDULE

DATE	TOPIC	READING	MINDTAP & COGLAB*
Mon., Jan. 9	**0. INTRODUCTION**		
Wed., Jan. 11	**1. HISTORY & METHODS**	Chpt. 1	
Thu., Jan. 12	"		**COGLAB: SIMPLE DETECTION**
Mon., Jan. 16	"		
Wed., Jan. 18	**2. PERCEPTION**	Chpt. 3	**CHPT. 1 & COGLAB: SIGNAL DETECTION**
Thu., Jan. 19	"		
Mon., Jan. 23	"		
Wed., Jan. 25	"		
Thu., Jan. 26	**3. VISUAL IMAGERY**	Chpt. 10	**CHPT. 3 & COGLAB: MENTAL ROTATION**
Mon., Jan. 30	"		
Wed., Feb. 1	"		
Thu., Feb. 2	**4. ATTENTION**	Chpt. 4	**CHPT. 10 & COGLAB: VISUAL SEARCH**
Mon., Feb. 6	**EXAM 1 (History & Methods, Perception, and Visual Imagery)**		
Wed., Feb. 8	"		
Thu., Feb. 9	"		
Mon., Feb. 13	"		
Wed., Feb. 15	**5. SHORT-TERM & WORKING MEMORY**	Chpt. 5	**CHPT. 4 & COGLAB: STERNBERG SEARCH**
Thu., Feb. 16			
(Mon., Feb. 20	*FAMILY DAY – NO CLASS)*		
(Wed., Feb. 22	*READING BREAK – NO CLASS)*		
(Thu., Feb. 23	*READING BREAK – NO CLASS)*		
Mon., Feb. 27	"		
Wed., Mar. 1	"		
Thu., Mar. 2	**6. LONG-TERM MEMORY**	Chpt. 6, 7, & 8	**CHPT. 5 & COGLAB: FORGOT IT ALL ALONG**
Mon., Mar. 6	"		
Wed., Mar. 8	"		
Thu., Mar. 9	"		
Mon., Mar. 13	**7. KNOWLEDGE**	Chpt. 9	**CHPTS. 6, 7, & 8 & COGLAB: LEXICAL DECISION**
Wed., Mar. 15	"		
Thu., Mar. 16	"		
Mon., Mar. 20	**EXAM 2 (Attention, Short-Term & Working Memory, and Long-Term Memory)**		
Wed., Mar. 22	"		
Thu., Mar. 23	**8. PROBLEM SOLVING**	Chpt. 12	**CHPT. 9 & COGLAB: WASON SELECTION**
Mon., Mar. 27	"		
Wed., Mar. 29	"		**RESEARCH REPORT (Submitted on Brightspace)**
Thu., Mar. 30	**9. JUDGEMENT & REASONING**	Chpt. 13	**CHPT. 12 & COGLAB: TYPICAL REASONING**
Mon., Apr. 3	"		
Wed., Apr. 5	"		
Thu., Apr. 6	**∞. WRAP-UP**		**CHPT. 13**
Exam Period	**EXAM 3 (Long-Term Memory, Knowledge, Problem Solving, and Judgement &**		

* MindTap and CogLab assignments are due at **11:59pm** on the due date.

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**

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

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

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

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

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

To report concerns about online student conduct: **onlineconduct@uvic.ca**

Copyright

All course content and materials are made available by instructors for educational purposes and for the exclusive use of students registered in their class[1]. 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/**.

---

[1] Syllabi belong to the department through which the course is administered.

Policy on Academic Integrity including Plagiarism and Cheating

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

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

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

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**; Web: **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!

Academic Important Dates

Winter session - second term (January – April)

Monday, Jan 9th	Second term classes begin for all faculties
Sunday, Jan 22nd	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 25th	Last day for adding courses that begin in the second term
Tuesday, January 31st	Last day for paying second term fees without penalty
Sunday, Feb 12th	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 20th - Feb 24th	Reading Break for all faculties
Tuesday, Feb 28th	Last day for withdrawing from full year and second term courses without penalty of failure
Thursday, Apr 6th	Last day of classes in second term for all faculties
Apr 11th - Apr 26th	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. 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

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/. The sooner you let us know your needs, the quicker we can assist you in achieving your learning goals in this course.

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

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