



## PSYC 300B A02 (22817) Statistical Methods in Psychology II Spring 2024

**Lectures:** 12:30–1:20pm; **Tuesday, Wednesday, Friday**  
**Location:** Economics and Computer Science Building (ECS) 116

**Labs:** Check academic calendar for the date and time that you registered

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**Instructor:** Jonathan Rush, PhD (he/him)  
**Office hours:** Wednesdays 1:30–2:30pm; or by appointment  
**Office:** Cornett B318  
**E-mail:** [jrush@uvic.ca](mailto:jrush@uvic.ca)

**TA:** Sabrina Francescangeli (she/her)  
**Email:** [sfrancescangeli@uvic.ca](mailto:sfrancescangeli@uvic.ca)  
**Office Hours:** By appointment

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### TERRITORY ACKNOWLEDGEMENT

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

### COURSE DESCRIPTION AND OBJECTIVES

This course will provide a conceptual and practical understanding of descriptive and inferential statistics as applied to psychological research. Scientific knowledge in psychology relies greatly on the use of statistics. An understanding of the core statistical concepts will enable you to become a critical consumer of scientific claims. We will provide you with the tools necessary to help you develop the skills needed to evaluate and carry out statistical analyses in psychological research. These skills include:

- Explaining the logic and theory underlying each analysis and implementing the computational procedures
- Applying the appropriate test statistic given a particular research design and data
- Describing the strengths and weaknesses of a given research study
- Correctly interpreting and communicating the results of an analysis

### COURSE PREREQUISITES

The prerequisites for PSYC 300B include:

- Completion of PSYC 300A with a minimum grade of 50%

## COURSE FORMAT

**Lectures:** We will meet three times per week for lectures. There will be opportunities during lectures to work on practice problems. It is recommended that you come prepared to do so (i.e., bring your calculator).

**Labs:** Most weeks will have a lab associated with it (see Class Schedule). The weekly labs will include guided activities for you to practice and apply the course content. You will be able to ask questions during lectures and labs. Please note, **Labs are mandatory, and you must earn a minimum grade of 50%** (a passing grade) in the lab portion of the course. If you do not earn a passing grade in the labs, you will be ineligible to write the final exam and will receive an “**F**” in the course, regardless of your performance in the rest of the course. You must attend the lab section you are registered in.

## BRIGHTSPACE

All course material, including lecture slides and weekly assignments, will be available through Brightspace. You can access our Brightspace page by logging in through MyPage or directly through [bright.uvic.ca](http://bright.uvic.ca).

## TEXTBOOK

There is no required textbook for this course. All required content will be delivered through lectures, assignments, and discussion of course concepts. If you are interested in having a supplemental text as a guide, I recommend the following **OPTIONAL** texts:

Pagano, R. R. (2012). *Understanding statistics in the behavioral sciences* (10<sup>th</sup> edition). Belmont, CA: Wadsworth/Cengage Learning.

(free) Navarro, D. (2019). [\*Learning statistics with R: A tutorial for psychology students and other beginners.\*](#)

Field, A., Miles, J., & Field, Z. (2012). *Discovering Statistics Using R*. Thousand Oaks, CA: Sage Publications

**Note:** *These texts are for supplemental reading only. Specific material from these texts will not be tested*

## COMPUTER SOFTWARE FOR STATISTICAL ANALYSIS (R / RSTUDIO)

R is a freely available software for statistical analysis. In this course, it is expected that you will gain some familiarity and comfort in using R for statistical analysis and interpreting R output. RStudio will be used to organize analytic scripts. Information on downloading, installing, and using the software can be found in the Lab Brightspace site.

## COURSE REQUIREMENTS AND EVALUATION

Final grades will be calculated based on the following specific elements:

Evaluation	Date	% of Grade
Bonus Student Survey	January 12	1% bonus
Weekly Assignments (10)	Due by end of day each Friday	10%
Labs	Most weeks during lab sessions	10%
In-Class Activities	Throughout term	5%
Midterm Exam #1	Tuesday, February 6	15%
Midterm Exam #2	Tuesday, March 12	15%
Research Report	April 2	15%
Final Exam (cumulative)	TBD during final exam period (April 11–26)	30%

### ***Bonus Student Survey***

A brief survey will be available for students to complete and **earn 1% bonus** for the course. The goal of this survey is to collect a bit of data that will be used in the course labs to practice R. The survey will ask a few questions about your views on social media and no identifying information will be collected in the main survey.

### ***Weekly Assignments***

There will be ten (10) assignments throughout the term, each worth 1% of your total grade. Assignments are to be submitted by the **end of the day** on the day they are due. You will receive credit for completing assignments on time. Assignments will not be graded, but we will check your assignment for completeness and to ensure sufficient effort was given.

*Note that the 10% for homework assignments are the easiest marks and most important work you will do. By doing them you will not only guarantee yourself 10/10 but you will be better prepared for the exams.*

### ***Lab Assignments***

The goal of labs is to get hands-on practical experience so that students can deeply integrate the course material and learn from fellow class members. To complete labs, you will work in groups of 3-6 students during lab sessions. Each group will hand in one lab at the end of each lab session. Each group member is expected to contribute equally to the submitted product. If a person has concerns regarding the contribution of one or more members of the group, they should speak to Dr. Rush, it is possible to request re-assignment to a different group. Students are expected to come to lab sessions prepared with a laptop or tablet. There will be 10 lab sessions in total, which include 7 computer labs (each worth 15 points) and 3 research paper labs (each worth 10 points). Students' two lowest computer labs and one lowest research paper lab will be dropped such that the best 5/7 computer labs and the best 2/3 research paper labs will count towards the final lab grade. This will allow you to miss up to three lab sessions due to illness or other external factors without penalty. There are no make-ups for labs.

**Lab Attendance:** Labs are mandatory and students are expected to attend them. **You must earn a passing grade (minimum 50% average) on the labs or you will receive an "N" in the course.** Note that grades are not rounded up. Given that we drop three of the lowest lab scores, there are no make-up labs. Students who do not earn a passing lab grade will not be permitted to write the final exam.

### ***In-Class Activities***

There will be 3 in-class activities throughout the term. These activities will be graded for correctness (worth 5% of your total grade). They will be designed to prepare you for upcoming exams and may either be in the form of a group task or problems to solve individually. The dates of these class activities may vary from the tentative schedule (see below) depending on the class progress. You will be given ample notice when these activities will take place. You are expected to attend class and participate in class activities.

### ***Exams***

Exams will include calculations, short answer and multiple choice questions. **Bring Your Calculator.** Midterm exams will focus on material covered since the last exam but may require use of previous material (statistics knowledge is cumulative). Final Exam will be cumulative but will focus on material that has not yet been tested.

**Missed Exams:** It is your responsibility to attend in-class exams as scheduled. **There will be no make-up exams.** If you miss an exam due to illness, accident, or family affliction, you must notify me (via email or telephone message) on or before the exam date. If your justification for missing an exam is accepted, then

you will be assigned a score based on the class average for that midterm and on how well you do, relative to the rest of the class, on the remaining exams. **If you miss two or more tests/exams you will receive an “N” in the course.**

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

### ***Research Report Project***

This is your chance to experience the exotic, fast-paced world of academic research. **In groups of two or three**, you will have the opportunity to apply what you have learned about data analysis to a research question using a dataset that will be provided to you. The research report will challenge your knowledge about course content and refine your skills in data analysis and scientific writing. Additional details on this project will be provided on Brightspace and discussed in class. NOTE: An original research report is required for successful completion of this course. *If you do not submit the research project paper you will receive an “N” in this course.*

*There will be specific Lab time that will be devoted to working on your research project.*

## **A FEW ADDITIONAL NOTES**

### ***Calculator***

You will need a calculator for this course. Pretty much any calculator will do as long as it has a square root function. You are encouraged to bring your calculator to each lecture/tutorial. Calculators will be needed for tests/exams. I would not recommend using the calculator on your mobile device, as this will not be permitted during tests/exams.

### ***Study Groups***

Working together in groups of 2 to 4 people on a regular basis (not just the day before the exam) is helpful for some people. If you find this helpful, I highly encourage you to seek out other interested students (the Brightspace discussion forum or labs could be a good place to arrange this). Also, I welcome study groups to come see me in pre-arranged office hours.

### ***Grading***

As per university policy, your final grade in the course will be based on your total percent score. 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: Rounding will only occur for the final grade.

The final letter grade in the course will be based on total percent score as shown:

A+ = 90 - 100	B+ = 77 - 79	C+ = 65 - 69	F = 0 - 49
A = 85 - 89	B = 73 - 76	C = 60 - 64	N = incomplete
A- = 80 - 84	B- = 70 - 72	D = 50 - 59	

## ***Course Completion Requirement***

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

- Earn a minimum grade of 50% on the labs (*note that grades are not rounded up*)
- Complete at least one Midterm Exams
- Submit the Research Report
- Complete the Final Exam

Failure to complete one or more of these elements will result in a grade of “N” regardless of the cumulative percentage of all other elements in 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.

## ***Course Registration***

It is your responsibility to check your registration status by the drop deadline to ensure that you are registered in the course.

- **January 21<sup>st</sup>** is the last day for 100% fee reduction
- **January 24<sup>th</sup>** is the last day to add courses
  - Undergrad course adds after this date will require an Undergraduate Course Change form and are subject to the approval of the Director of the Academic Advising Centre.
- **February 11<sup>th</sup>** is the last day for 50% fee reduction
- **February 29<sup>th</sup>** is the last day for withdrawing without academic penalty of failure
- University policy state that failing to attend lectures does not constitute official withdrawal

## **STATEMENT OF BEHAVIOURAL EXPECTATIONS**

I am committed to promoting, providing & protecting a positive, supportive, and safe learning environment for all of the members of this class. If you have any concerns regarding the activities that are intrinsic to PSYC 300B, please see me in the first week of the term. Students are encouraged to review the Student Code of Conduct available on the university website.

**Respect for Diversity:** It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, body size, socioeconomic 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.

## TENTATIVE CLASS SCHEDULE

This is a guide only. Topics covered in class may not correspond exactly with this outline. You will be responsible for all material covered in class. I will keep to this schedule as closely as I can. You may notice that the lectures occur about 1 week before the assignments are due for any particular topic. This is to give you time to absorb that material, work on the assignment, ask questions if needed and finish all aspects of each assignment.

Week	Date	Lecture Topic	Lab
<b>PART 1: HYPOTHESIS TESTING WITH ONE- AND TWO-SAMPLE DESIGNS</b>			
1	Tues Jan 9	Introduction and Course Overview	<i>Pre-Lab (complete by yourself)</i>
	Wed Jan 10	Topic 1: Independent & Dependent Variables	
	Fri Jan 12	Topic 1: Confidence Intervals	
2	Tues Jan 16	Topic 2: <i>t</i> -test for Related Samples Designs	<i>Descriptive Statistics</i>
	Wed Jan 17	Topic 2: <i>t</i> -test for Related Samples Designs	
	Fri Jan 19	Topic 3: Correlation Design <b>(Assignment #1 Due)</b>	
3	Tues Jan 23	Topic 4: <i>t</i> -test for Independent Samples Designs	<i>Hypothesis Testing I Related Samples &amp; Correlation</i>
	Wed Jan 24	Topic 4: <i>t</i> -test for Independent Samples Designs	
	Fri Jan 26	Topic 4: <i>t</i> -test for Independent Samples Designs <b>(Assignment #2 Due: Related samples)</b>	
4	Tues Jan 30	Topic 4: <i>t</i> -test for Independent Samples Designs	<i>Hypothesis Testing II: Independent Samples</i>
	Wed Jan 31	Topic 5: Variability Explained and Effect Sizes	
	Fri Feb 2	<b><i>In-Class Activity #1 (topics 1-5)</i></b> <b>(Assignment #3 Due: Independent samples)</b>	
<b>5</b>	<b>Tues Feb 6</b>	<b>Midterm Exam#1 (15%) Topics 1–5</b>	<i>Research Paper 1</i>
<b>PART 2: POWER AND MULTIGROUP DESIGNS (ANOVA)</b>			
5	Wed Feb 7	Topic 6: Power	<i>Research Paper 1</i>
	Fri Feb 9	Topic 6: Power	
6	Tues Feb 13	Topic 6: Power	<i>Power</i>
	Wed Feb 14	Topic 7: Multigroup Design (one-way ANOVA)	
	Fri Feb 16	Topic 7: Multigroup Design (one-way ANOVA) <b>(Assignment #4 Due: Power)</b>	
7	<b><i>Tues, Wed, Fri Feb 20, 21, 23</i></b>	<b><i>Reading Break (No Classes)</i></b>	<b><i>No Labs</i></b>
8	Tues Feb 27	Topic 7: Multigroup Design (one-way ANOVA)	<i>Research Paper 2</i>
	Wed Feb 28	Topic 7: Multigroup Design (one-way ANOVA)	
	Fri Mar 1	Topic 8: Multiple Comparisons <b>(Assignment #5 Due: One-way ANOVA)</b>	

Week	Date	Lecture Topic	Lab
9	Tues Mar 5	Topic 8: Multiple Comparisons	ANOVA
	Wed Mar 6	Topic 8: Multiple Comparisons	
	<b>Fri Mar 8</b>	<b><i>In-Class Activity #2 (topics 6 – 8)</i></b> <b>(Assignment #6 Due: Multiple Comparisons)</b>	
<b>10</b>	<b>Tues Mar 12</b>	<b>Midterm Exam#2 (15%) Topics 6, 7, 8</b>	<i>Multiple Comparisons</i>
<b>PART 3: MULTIFACTORIAL DESIGNS AND NON-PARAMETRIC TESTS</b>			
10	Wed Mar 13	Topic 9: Factorial Designs (two-way ANOVA)	<i>Multiple Comparisons</i>
	Fri Mar 15	Topic 9: Factorial Designs (two-way ANOVA)	
11	Tues Mar 19	Topic 9: Factorial Designs (two-way ANOVA)	<i>Research Paper 3</i>
	Wed Mar 20	Topic 10: Interactions in Factorial Designs	
	Fri Mar 22	Topic 10: Interactions in Factorial Designs <b>(Assignment #7 Due: Two-way ANOVA)</b>	
12	Tues Mar 26	Topic 11: Analysis of Frequency Data ( $\chi^2$ )	<i>No Labs</i>
	Wed Mar 27	Topic 11: Analysis of Frequency Data ( $\chi^2$ )	
	<b>Fri Mar 29</b>	<b><i>Good Friday (No Class)</i></b> <b>(Assignment #8 Due: Interactions)</b> <b>[Due Saturday, March 30]</b>	
13	Tues Apr 2	Topic 12: Other Non-Parametric Tests	<i>Multi-Factorial ANOVA</i>
	Wed Apr 3	Topic 12: Other Non-Parametric Tests	
	<b>Fri Apr 5</b>	<b><i>In-Class Activity #3 (topics 9–12)</i></b> <b>(Assignment #9 Due: Chi-square)</b>	
	<b>TBA Apr 11-26</b>	<b>Cumulative Final Exam (30%)</b> <b>(Assignment #10: Non-parametric tests)</b> <b><i>Due 36 hours prior to final exam</i></b>	



# 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 <https://www.uvic.ca/accessible-learning/index.php>. 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/>



## 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)

# UNIVERSITY OF VICTORIA

## Department of Psychology Important Course Policy Information Spring Session 2024

### **Accessible Learning**

The University of Victoria is committed to creating a learning experience that is as accessible as possible. If you are registered with the [Centre for Accessible Learning](#) and anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me. If you are a student with a disability or chronic health condition, you can meet with a CAL advisor to discuss access and accommodations.

### **Attendance and Absences**

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

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

### **Children and Pets**

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

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

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

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

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

## Disclaimer

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

## Grading

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

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 Chair of the department; third, the Dean of the faculty; and finally, the Senate.*

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

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<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.

**The use of a generative artificial intelligence (AI) is strictly prohibited in any submitted work (unless expressly endorsed by the instructor as part of an assignment). The Department reserves the right to use AI detectors.**

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

Rights of Appeal are described in the Policy on Academic Integrity in the University calendar Fall 2023.

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

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

1. The Ombudsperson's office: <https://uvicombudsperson.ca/academic-integrity/>  
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

Students can apply for [academic concessions](#) if their course requirements are affected by (i) unexpected and/or unavoidable circumstances (e.g., illness, family affliction, etc.), or (ii) conflicting responsibilities (e.g., service in the armed forces or first responder, representing the university).

- **Request an in-course extension**  
If you require more time to complete a course requirement or miss a test or midterm exam, then you will need to complete the "[In-Course Extension Form](#)" and submit it directly to your course instructor. All course requirements must be completed prior to the submission of final grades.
- **What to do if you miss the final exam scheduled during the formal exam period**  
Apply at Records Services for a "[Request for Academic Concession](#)", normally within 10 working days of the date of the exam. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student's academic record.
- **What to do if you require additional time to complete course requirements beyond the normal term.**  
Apply at Records Services for a "[Request for Academic Concession](#)", normally within 10 working days of the end of the course. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation. Where a concession is not applied for or where such application is denied, an N grade will be entered on the student's academic record if the missing work has been deemed required. Note, only required course components may be deferred.

## Research Participation Opportunities with the Department of Psychology

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

## Student Support Services

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

### **This classroom is a trans-inclusive space**

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

### **University of Victoria Students' Society (UVSS)**

The [UVSS](http://uvss.ca) 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**

#### **Spring session – second term (January – April)**

Monday, January 1 <sup>st</sup>	University Closed (Winter Break)
Monday, January 8 <sup>th</sup>	Second term classes begin for all faculties
Sunday, January 21 <sup>st</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, January 24 <sup>th</sup>	Last day for adding courses that begin in the second term
Wednesday, January 31 <sup>st</sup>	Last day for paying second term fees without penalty
Sunday, February 11 <sup>th</sup>	Last day for 50% reduction of tuition fees for standard courses
Monday, February 19 <sup>th</sup>	University Closed (Family Day)
February 19 <sup>th</sup> – 23 <sup>rd</sup>	Reading Break for all faculties
Thursday, February 29 <sup>th</sup>	Last day for withdrawing from second term courses without penalty of failure
Friday, March 29 <sup>th</sup>	University Closed (Good Friday)
Monday, April 1 <sup>st</sup>	University Closed (Easter Monday)
Monday, April 8 <sup>th</sup>	Last day of classes for all faculties
Thursday, April 11 <sup>th</sup>	Second term examinations begin for all faculties
Friday, April 26 <sup>th</sup>	Second term examinations end for all faculties

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

<b>Term</b>	<b>Start Date</b>	<b>End Date</b>	<b>100% Fee Reduction</b>	<b>Add Deadline</b>	<b>50% Fee Reduction</b>	<b>Academic Drop no Fee Reduction</b>
<b>Second term</b>	Jan 8	Apr 8	Jan 21	Jan 24	Feb 11	Feb 29