Statistical Methods in Psychology I PSYC 300A 01 (CRN 31207)
Summer 2022: May-June

Territory Acknowledgement

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

When and Where is Class?

<table>
<thead>
<tr>
<th>Lectures</th>
<th>When and where:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Mondays 12:30-2:20pm in Clearihue Building Room A127</td>
</tr>
<tr>
<td></td>
<td>2. Wednesdays 12:30-2:20pm in Clearihue Building Room A127</td>
</tr>
<tr>
<td></td>
<td>3. Fridays 12:30-1:20pm in Computer Science Building Room 116</td>
</tr>
</tbody>
</table>

Note: Sessions in this course may be recorded and posted in Brightspace to allow students who are not able to attend to watch later. Please note that recordings are not guaranteed, and glitches may occur that prevent recordings from being possible or diminish the quality of the recording. Students who have privacy concerns can contact me and will have the option to limit their personal information shared in the recording. If you have other questions or concerns regarding class recording and please contact privacyinfo@uvic.ca.

<table>
<thead>
<tr>
<th>Labs</th>
<th>Section B01: Thursdays 10:30am-11:20am in MacLaurin Building Room D116</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section B02: Thursdays 11:30am-12:20pm in MacLaurin Building Room D116</td>
</tr>
</tbody>
</table>

Meet Your Teaching Team

<table>
<thead>
<tr>
<th>Professor</th>
<th>Name: Dr. Maria Iankilevitch (she/her)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email: <a href="mailto:mariaiankilevitch@uvic.ca">mariaiankilevitch@uvic.ca</a></td>
</tr>
<tr>
<td></td>
<td>Office hours: Mondays &amp; Wednesdays 2:30-3:30pm and by appointment in COR A250</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching Assistant</th>
<th>Name: Elle Parsons (they/them)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email: <a href="mailto:elsaparsons@uvic.ca">elsaparsons@uvic.ca</a></td>
</tr>
<tr>
<td></td>
<td>Office Hours: by appointment</td>
</tr>
</tbody>
</table>

*Note that office hours will be available during the following dates: May 9th-June 24th. Office hours will not be available on Victoria Day (Monday, May 23) or during Exam Days.

Prerequisites

Prerequisites for PSYC 300A:
1. PSYC 201 and the Academic Writing Requirement (AWR) fulfilled
2. Highly recommended: Math 12 (Pre-Calculus), MATH 120 at UVic, or MATH 151 at UVic

Course Description

This course provides a conceptual and practical understanding of descriptive and inferential statistics as applied to psychological research. With an understanding of the core statistical concepts learned in this course, students will develop their skills to evaluate and carry out statistical analyses in psychology and become critical consumers of scientific claims.

Class structure: Each week will include 3 lectures where we will focus on course content. There will also be labs, which will include guided activities for you to practice and apply the course content. You must attend the lab section you are registered in. You will be able to ask questions during lectures and labs. You may also ask questions and provide feedback anonymously (see below). Please note that students are expected to attend lectures and labs and that lecture slides are not an adequate substitute for attending lectures and labs.
Learning Goals

By the end of the course, students should be able to...

| Understand | Explain which statistical analyses to conduct for a given study design.  
|            | Explain the logic and theory behind each analysis. |
| Apply      | Calculate the appropriate statistic for the appropriate purpose.  
|            | Apply your understanding of statistics to answer various research questions. |
| Analyze    | Examine, compare, and contrast different types of study designs and analyses.  
|            | Organize, structure, and analyze data. |
| Evaluate   | Evaluate the quality of statistical analyses that have been already conducted.  
|            | Think critically about data and analyses.  
|            | Decide the best course of action to proceed with.  
|            | Draw correct conclusions based on evidence. |
| Communicate| Convey research ideas and research findings in written communication.  
|            | Communicate the results of an analysis in a clear and concise manner. |

Course Resources and Required Materials

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


You will need a scientific (non-graphing) calculator for this course to be able to work on problems. It is recommended that the calculator have exponents, brackets, square root, etc., which are standard functions on a scientific calculator.

The course website is Brightspace and can be found at https://bright.uvic.ca where all course-related information will be posted. You will need to complete the Course Orientation, Syllabus, and Other Resources Module prior to beginning the course to familiarize yourselves with the course. In general, the easiest way to find your way around the course’s Brightspace page is to go to Course Home at the top left of the screen. On this page, you will find modules for all course components. By visiting the site using this method, this will ensure that you will find all relevant materials for each part of the course. Other methods of using the site may lead to missed materials.

You will need to check your University of Victoria email account daily for relevant updates. These can be personal emails or class-wide announcements.

[course resources are continued on the next page]
You will need an iClicker Personal Response System. You can choose to purchase the iClicker device (new or used) or the iClicker Student app subscription or at the bookstore.

**iClicker device:** Both the first and second-generation iClickers can be used. In order to earn participation points, you must register your iClicker using the following steps:
1. Log into the UVic portal (http://www.uvic.ca/)
2. Click on: My page
3. Student Services
4. Scroll down to Tools and Forms
5. Select iClicker
6. Enter your iClicker’s serial number
7. Click submit

Note that iClicker serial numbers do not contain letter O's, only number 0's. For FAQ about the iClicker, see: http://elearning.uvic.ca/iclicker/students.

**iClicker Student app:** Here are the steps to acquiring the app and registering for the course:
1. Create an account (https://student.iclicker.com/#/login) with your campus email address and enter your correct V-number to the profile section.
2. Download the iClicker Student app iOS or Android app from your iTunes or Play Store.
3. Enter your access code (received when you purchase an iClicker Student app subscription from the store).
4. Log into your iClicker account using a web browser (access codes cannot be entered via smartphone or tablet apps). If you are using a smartphone or tablet, simply use the web browser on your device to follow the registration guidelines.

To continue onto registration: click the “Menu” icon in the upper left corner, select “Subscriptions”, click “Polling”, click “Enter Access Code”, type in the code, and click “Submit”.

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**What to Bring to Class to be Prepared**

- **Lecture slides** will generally be posted on Brightspace before classes, and it is highly recommended to bring them to class.
- **Notebook/paper and writing implements**, even if you bring a laptop as well. We will occasionally take time for you to work on a problem in class so we can take it up after.
- **Scientific (but non-graphing) calculator** to be able to work on problems.
- **iClicker** to be able to engage in in-class activities and earn participation bonus points.

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**Behavioural Expectations**

The University of Victoria is committed to promoting, providing, and protecting a positive, supportive, and safe learning and working environment for all its members and so am I. If you have any concerns regarding activities that are intrinsic to PSYC 300A, please see me in the first week of the term.

**Respect for Diversity:** It is my intention 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 intention to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, 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 course deadlines conflict with your religious events, please let me know so that we can make arrangements for you.
Copyright Notice

All course content and materials are made available by professors for educational purposes and for the exclusive use of students registered in their class. The material is protected under copyright law, even if not marked with a ©. Any further use or distribution of materials to others requires the written permission of the professor, 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 Academic Integrity Policy, whichever is more appropriate for the situation.

Course Communication and Support

As a first step, you should always check the syllabus and the course website to find the answer to your questions. If you do have a question, there are several ways you can get help. Given that oftentimes multiple people have the same question, the professor will send out announcements to the class with answers to common questions. Below are different ways that you can find information and get support in this course:

1. Check Brightspace (i.e., syllabus, course announcements, lectures, etc.)
2. Students are welcome to ask questions during lectures and labs by raising their hand.
3. Students may speak to the professor during class time (i.e., before class and after class if times allows).
4. Students are welcome to attend the professor’s office hours for one-on-one meetings.
5. Students can email the TA’s or the professor to set up a one-on-one meeting by appointment.
6. Students are encouraged to form study groups with fellow students and/or to work with their lab groups to study together and/or ask questions.
7. For questions of a personal nature (e.g., extensions, concerns, accessibility, illness, etc.), students should email the professor and can set up a one-on-one meeting if needed.

Emails: When communicating via email please adhere to the following protocols:

- Students can expect an email response within 48 hours not including weekends (do not email the night before an assignment is due with a question about the assignment, we might not see your email in time to send a helpful reply). If we have not answered your email in two business days, feel free to send a follow-up email.
- Please consult the course outline, other handouts, and the course website BEFORE submitting inquiries by email.
- If you want to set an appointment for a virtual meeting, include a variety of dates and times that would work for you, and allow a few days for us to get back to you. Please do not email the night before and expect us to be available the next day.
- In the subject line indicate the course code, section number, and the topic of your email (e.g., PSYC300A descriptive statistics question).
- Emails should come from your uvic email account to communicate with the professor and the TA.
- All communications (verbal, email) should be respectful in language and tone and constructive in nature. This includes communications with the professor, the TA, and your fellow students.

The big picture: Ultimately, you are not alone in this course and the teaching team is here to support you! All you need to do is take advantage of the many resources available! We look forward to interacting with you all!
Course Feedback

You may submit feedback anonymously about the course at any time throughout the semester by completing a brief feedback form, which can be found on the Feedback about the Course link in the “Course Orientation, Syllabus, and Other Resources” module on Brightspace. You may submit feedback as many times as you would like to throughout the course. This is a way to keep in touch with the professor and share with her either:

- Difficulties that may arise with the comprehension of the subject matter;
- Insights on the various topics and critical reflections;
- Positive experiences that you are having in the course and that you would like to see continue;
- Any other feedback that is relevant, constructive, respectful, and would serve to improve the content or the delivery of the lectures and make them a better learning experience.

Informative feedback is the cornerstone of a positive learning environment. As such, the professor will make sure to read all feedback submitted by students weekly. However, it may be impossible to reply to and incorporate all of the feedback received. The professor will follow up on the more impactful or important pieces of feedback by anonymously sharing them with the entire class at the start of the following lecture. This will be a way to address recurring concerns or to come back on the previous week’s content. Your comments are important and appreciated, and you can (and should) always communicate directly with the professor or the TA’s should you feel that you require immediate attention.

Course Assessments

<table>
<thead>
<tr>
<th>Component</th>
<th>Due Date</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>Throughout the semester at 9:00pm</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Throughout the semester at 11:59pm</td>
<td>10%</td>
</tr>
<tr>
<td>Labs</td>
<td>Weekly during lab sessions</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm Exam 1</td>
<td>May 20</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm Exam 2</td>
<td>June 3</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm Exam 3</td>
<td>June 13</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>June 24</td>
<td>20%</td>
</tr>
<tr>
<td>iClicker Participation</td>
<td>Throughout the semester during class time</td>
<td>3% max bonus marks</td>
</tr>
</tbody>
</table>

**Homework**: The goal of weekly homework is to get students to practice applying what they are learning in class. There will be 11 homework assignments over the term. I understand that sometimes we experience an off day, therefore, the lowest three scores will be dropped and only the 8 best scores will count towards your grade. Homework questions will be assigned and graded automatically on Brightspace. Students can complete the homework in groups, however, each person must submit their own answers on Brightspace. Given that we drop the lowest three homework scores, there will be no make-up for homework.

**Quizzes**: The goal of quizzes is to gauge students’ understanding of course concepts. There will be 11 quizzes over the term. Just like with the homework, students may have an off day sometimes, therefore, the lowest three scores will be dropped and only the 8 best scores will count towards your grade. Homework questions will be assigned and graded automatically on Brightspace. Given that these are quizzes, they must be completed individually (i.e., students cannot work collaboratively on quizzes). However, you can attempt each quiz up to five times while it is open and your final grade for any quiz will be the mean of all of your quiz attempts. Given that we drop the lowest three quiz scores, there will be no make-up for quizzes.

**Labs**: 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. Iankilevitch, it is possible to request re-assignment to a different group. Students are expected to come to lab sessions prepared. There will be 6 lab sessions in total. Students’ lowest lab will be dropped such that the best 5/6 labs will count towards the final lab grade. This will allow you to miss up to one lab session 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 the lowest lab score, there are no make-up labs.

**Exams:** Exams will cover material covered in relevant lectures, labs, homework, and quizzes. Overall, the questions in the exams are designed to not only test students' knowledge of course material, but also students' ability to apply the concepts in novel situations. The exams may be a combination of multiple choice, short answer, and long answer questions. The exams will be in person. Students are encouraged to check the grade posted to ensure that the grade is correct.

**Missed Midterm Exams:**

You are responsible for attending exams as scheduled. **No make-up exams will be given.**

If you miss one of Midterm Exams 1-3 due to illness, accident, or family affliction, you must contact Dr. Iankilevitch as soon as possible indicating that you have missed the exam, and the reason for it. For Summer 2022, students are not required to provide documentation to support their request for academic concession (e.g., medical notes), but it is appreciated. If you miss a midterm exam due to illness, accident, or family affliction, then your grade for the midterm exams will be reweighed such that half of the weight of the missed midterm exam will be split in two and added to the weight of the other two midterm exams. For example, if you miss Midterm Exam 1 (which is originally 15% of the final grade), then Midterm Exam 2 will be worth 27.5% and Midterm Exam 3 will be worth 27.5% of your final grade. If you miss Midterm Exam 2 (which is originally 20% of the final grade), then Midterm Exam 1 will be worth 25% and Midterm Exam 3 will be worth 30% of the final grade.

Students who miss two Midterm Exams will receive a grade of “N” in the course” as they will be deemed to have missed too much of the course material to have met course completion requirements.

**Missed Final Exam:**

If you are unable to attend the final exam (Friday, June 24), 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 professor. If you do not take the final exam, you will receive an “N” in this course regardless of the course percentage earned up until the exam. The final exam, unlike the other three exams, will not be extrapolated and **must** be taken.

**iClicker Participation:** iClickers are used as a way to work together through questions posed in class. When used effectively, iClickers can increase your ongoing engagement and involvement, promote a safe environment to communicate your answers, and create lively discussions in class. iClickers can also provide immediate feedback about your understanding of the class material and help us figure out how to improve your understanding of a concept.

In order to receive the full 3% bonus, students need to participate in 75% of questions posed in 75% of classes with iClicker questions. Given that these are bonus points and the level of participation required to receive maximum points is set at 75% of all classes to allow you to occasionally miss a class, forget your iClicker, or run out of batteries, there are no opportunities to make up iClicker points.

It is an academic infraction to use or bring another student’s iClicker to class, to lend your iClicker to another student, or to click in when not present in class. This will be treated similarly to other academic
infractions (such as cheating on an exam) and will be subject to university disciplinary procedures. Please remember that the iClickers provide you with an opportunity to enhance your in-class learning, and it is expected that you cooperate in making the system work to help you and your colleagues learn.

**Course Completion Requirements**

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 two Midterm Exams
- 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.

**General Policy on Class Attendance and Missing Assessments**

If illness, accident, or family affliction causes a student to miss the final exam or to fail to complete any required assignment by the end of the term students are required to submit a request for academic concession. Policies regarding undergraduate student academic concessions and deferrals are also detailed on the Undergraduate Records. Students must submit a a Request for Academic Concession.

In accordance with the Academic Calendar, attendance at and participation in all class sessions is assumed and expected. Note that the following are NOT acceptable excuses for missing the scheduled exams, labs, or any other graded assignments:

- Holiday trips,
- Attendance at a wedding,
- Taking more than the recommended course load,
- Taking courses that conflict with the class time for this course,
- Scheduling work shifts, and
- Basically, any ongoing life circumstance.

Acceptable excuses are for verifiable, documented, and incapacitating surprises.

**Grading Criteria**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A+</td>
</tr>
<tr>
<td>85-89</td>
<td>A</td>
</tr>
<tr>
<td>80-84</td>
<td>A-</td>
</tr>
<tr>
<td>77-79</td>
<td>B+</td>
</tr>
<tr>
<td>73-76</td>
<td>B</td>
</tr>
<tr>
<td>70-72</td>
<td>B-</td>
</tr>
<tr>
<td>65-69</td>
<td>C+</td>
</tr>
<tr>
<td>60-64</td>
<td>C</td>
</tr>
<tr>
<td>50-59</td>
<td>D</td>
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<tr>
<td>0-49</td>
<td>F</td>
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</tbody>
</table>

**Note:** According to UVic policy, all final grades will be a percentage and will be rounded at the 0.5% level (e.g., 84.50 will be rounded to 85 and 84.49 will be rounded to 84). This rounding only applies to the final grade and not to individual assessments completed throughout the semester. A minimum final grade of 50% is required to continue to PSYC 300B.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPIC</th>
<th>HOMEWORK/ QUIZZES DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>Mon May 9</td>
<td>Topic 1: Course Introduction &amp; Scales of Measurement</td>
<td>HW/Quiz Topic 1 Due May 13</td>
</tr>
<tr>
<td></td>
<td>Wed May 11</td>
<td>Topic 1: Scales of Measurement &amp; Topic 2: Frequency Distributions</td>
<td>HW/Quiz Topic 1 Due May 16</td>
</tr>
<tr>
<td></td>
<td>Fri May 13</td>
<td>Topic 2: Frequency Distributions</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mon May 16</td>
<td>Topic 2: Frequency Distributions &amp; Topic 3: Central Tendency &amp; Variability</td>
<td>HW/Quiz Topic 3 Due May 18</td>
</tr>
<tr>
<td></td>
<td>Wed May 18</td>
<td>Topic 3: Central Tendency &amp; Variability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fri May 20</td>
<td>Midterm Exam 1 (Lectures 1-3)</td>
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</tr>
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**SECTION 2: BIVARIATE STATISTICS**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPIC</th>
<th>HOMEWORK/ QUIZZES DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Mon May 23</td>
<td>NO CLASS: VICTORIA DAY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wed May 25</td>
<td>Topic 4: Correlation</td>
<td>HW/Quiz Topic 4 Due May 27</td>
</tr>
<tr>
<td></td>
<td>Fri May 27</td>
<td>Topic 4: Correlation</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mon May 30</td>
<td>Topic 5: Regression</td>
<td>HW/Quiz Topic 5 Due June 1</td>
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<td></td>
<td>Wed June 1</td>
<td>Topic 5: Regression</td>
<td></td>
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<tr>
<td></td>
<td>Fri June 3</td>
<td>Midterm Exam 2 (Lectures 4-5)</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: PROBABILITY THEORY AND INFERENTIAL STATISTICS**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPIC</th>
<th>HOMEWORK/ QUIZZES DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Mon June 6</td>
<td>Topic 6: Empirical Distributions</td>
<td>HW/Quiz Topic 6 Due June 7</td>
</tr>
<tr>
<td></td>
<td>Wed June 8</td>
<td>Topic 7: Probabilities &amp; Topic 8: Hypothesis Testing</td>
<td>HW/Quiz Topic 7 Due June 9</td>
</tr>
<tr>
<td></td>
<td>Fri June 10</td>
<td>Topic 8: Hypothesis Testing</td>
<td>HW/Quiz Topic 8 Due June 10</td>
</tr>
<tr>
<td>6</td>
<td>Mon June 13</td>
<td>Midterm Exam 3 (Lectures 6-8)</td>
<td></td>
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</table>

**SECTION 4: SINGLE SAMPLE HYPOTHESIS TESTING**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPIC</th>
<th>HOMEWORK/ QUIZZES DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Wed June 15</td>
<td>Topic 9: Sampling Distribution of the Mean</td>
<td>HW/Quiz Topic 9 Due June 16</td>
</tr>
<tr>
<td></td>
<td>Fri June 17</td>
<td>Topic 10: Single Sample Hypothesis Testing: z-Test</td>
<td>HW/Quiz Topic 10 Due June 20</td>
</tr>
<tr>
<td>7</td>
<td>Mon June 20</td>
<td>Topic 10: Single Sample Hypothesis Testing: z-Test</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wed June 22</td>
<td>Topic 11: Single Sample Hypothesis Testing: t-Test</td>
<td>HW/Quiz Topic 6 Due June 22</td>
</tr>
<tr>
<td></td>
<td>Fri June 24</td>
<td>Final Exam (Lectures 9-11)</td>
<td></td>
</tr>
</tbody>
</table>

*There will be no lab this week. Weeks without a star have labs associated with them.
May 15 is the last day to drop the course for 100% reduction of tuition fees
May 16 is the last day to add courses
May 26 is the last day to drop the course for 50% reduction of tuition fees
June 8 is the last day to withdraw from the course without penalty of failure
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 May 2022
https://www.uvic.ca/calendar/future/undergrad/index.php#/programs?expanded=

Registration Status

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

Commitment to Inclusivity and Diversity

The University of Victoria is committed to promoting, providing and protecting a positive and supportive and safe learning and working environment for all its members.

In the Event of Illness, Accident or Family Affliction

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

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

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

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

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

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

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

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

The Department of Psychology fully endorses and intends to enforce rigorously the Senate Policy on Academic integrity

https://www.uvic.ca/calendar/future/undergrad/#/policy/Sk_0xsM_V?bc=true&bcCurrent=08%20-%20Policy%20on%20Academic%20Integrity&bcGroup=Undergraduate%20Academic%20Regulations&bcItemType=policies. 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 May 2022.

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/](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.

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: Office of Equity and Human Rights, Sedgewick Building, Room C115
Phone: 250 721 8021
Email: svpcoordinator@uvic.ca
Web: https://www.uvic.ca/sexualizedviolence/
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.

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.

Health Services:
The Student Wellness Centre also provides a full service primary health clinic for students.

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/